

# Positive Management of Behaviour Policy



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## CONTENTS:

1. Rationale
2. Aims
3. School Expectations
4. School Ethos
5. The Curriculum and Learning
6. Behaviour Plans
7. Classroom Management
8. Rules and Procedures
9. Rewards
10. Sanctions
11. Communication and Parental & Multi-agency Partnership
12. Procedures for the Management of Inappropriate Behaviour

### Appendix 1

- Using Team Teach Positive Handling Strategies and 'reasonable force'

### Appendix 2

- Complaints

*It may be necessary to read this policy in conjunction with the school's Manual Handling policy*

# Palatine Primary School Policy for the Positive Management of Behaviour

## 1. Rationale

The Governors and Staff of Palatine Primary School seek to create a school environment which encourages and reinforces positive behaviour and mutual respect for all. The School acknowledges that if pupils and staff feel safe and secure this will have a positive impact on teaching and learning. The Governors and Staff also recognise that difficulties in controlling behaviour or understanding social interaction or norms may form an intrinsic aspect of some SEN. Through positive management strategies, the curriculum, individual educational and behaviour programmes, all pupils, whatever their disability, are supported to access all aspects of the school community.

## 2. Aims

- To provide a safe and secure environment for all
- To promote the positive behaviour of all pupils
- To support the positive access of all pupils, whatever their disability, to all aspects of the school community.
- To provide a clear and consistent framework for appropriate behaviour which is known, agreed and supported by staff, pupils, parents and Governors.
- To promote respect for peers, adults, and the environment
- To approach the management of behaviour in a positive non-confrontational way that is supported through learning and environmental structures and routines.
- To plan and implement individual behaviour management programmes for pupils for whom behaviour management is a priority area.
- To work closely with parents, carers and other agencies to provide consistency of approach and shared expectation.

## 3. School Expectations

The Governors and Staff acknowledge that the standards of behaviour set by the School are goals to work towards and therefore are not identified in terms of what pupils can or cannot do. Thus the School has a central role to play in supporting the pupils' social, emotional and moral development just as it does in their intellectual development. The School also takes into consideration that each pupil brings to school a wide variety of behaviour patterns based on their stage of development, special educational need and differences in home values, attitudes and parenting skills.

At school we work towards standards of behaviour based on the basic principles of mutual respect, consideration, caring and responsibility for oneself and others and honesty. It follows that acceptable standards of behaviour are those which reflect these principles.

## 4. School Ethos

All school staff have an important responsibility to model high standards of behaviour, both in their dealings with the pupils and with each other. As adults we aim to:

- Create a positive climate with realistic, but challenging individual, expectations for pupils.
- Emphasise the importance of being valued as an individual within the group.
- Promote, through example, respect for others, courtesy and fair treatment for all regardless of age, gender, race, culture, religion, ability or disability.
- Provide a caring and effective learning environment.
- Encourage relationships based on kindness, respect and understanding of the needs of others.
- Ensure, acknowledge and celebrate the achievements, efforts and contribution of all.

## 5. The Curriculum and Learning

We believe that an appropriately structured curriculum and effective learning that builds on the pupil's present development, contributes to positive behaviour. In addition, specific aspects of the curriculum will support the development of communication, interactional, social, personal and positive behaviour skills and be practised in a range of cross-curricular activities and environments.

Specific behaviour management programmes for individual pupils will be identified through ILPs and associated individual behaviour support plans. Additional support may be obtained to extend the knowledge and expertise of staff.

## 6. Behaviour Plans

An Individual Behaviour Plan:

- Provides a structured intervention to manage pupil behaviour
- Is designed to support the pupil to modify or change certain behaviours

A Behaviour Plan should include:

- The target behaviours causing concern
- The triggers for this behaviour
- Strategies to address the behaviour

All Behaviour Plans should:

- Be agreed by a senior staff member and parents/carers.
- Be written with some involvement of, and consistently implemented by, the staff that are most familiar with the pupil.
- Be discussed with the pupil where appropriate.
- Be reviewed at regular intervals.

## 7. Classroom Management

The School believes that classroom management, routines, environmental structure and teaching methods have an important influence on pupils' behaviour. The classroom environment should be set up to support positive behaviour and give clear messages to the pupils about the extent to which they and their efforts are valued.

Classrooms will be organised to support pupil access to learning, on-task behaviour, alternative appropriate social and interactional skills and independence. Materials and resources should be arranged to aid communication, understanding, accessibility and reduce anxiety, uncertainty, frustration and disruption, e.g. clear timetables / TEACCH schedules.

Change in routine or transition from activity or area of the school may cause particular anxiety for some pupils. Additional reassurance or preparation; tactile, visual or auditory aids may support them and decrease inappropriate behaviour.

Displays should help develop self-esteem through demonstrating the value of every individual's contribution, and overall the classroom should provide a welcoming environment.

Teaching methods should reflect differentiation and support active participation where appropriate. Lessons should aim to develop the skills, knowledge and understanding that will enable the pupils to work, play and socialise in co-operation with others. Where appropriate, specialised teaching and learning approaches, styles and structures will be incorporated within pupils' learning programmes.

## 8. Rules and Procedures

The School believes that rules and procedures that form part of clear structures and routines are clearly defined and when consistently applied help the pupils to understand what is expected of them. The following principles will underpin the formation of rules:

- They will be kept to a necessary minimum.
- They will be positively stated, telling/showing the children what to do rather than what not to do.
- Everyone will be actively encouraged to take part in the promotion of the rules.
- Rules and procedures will promote the idea that every member of the school community has responsibilities towards the whole.
- Rules should ensure the safety of the pupils themselves, others and support a learning culture.
- Individual classrooms may adopt supplementary rules, if it is seen appropriate to support pupil's understanding and wellbeing.

Palatine Primary School's 'Golden Rules'.

- ✚ Be kind and helpful
- ✚ Have good manners
- ✚ Try hard
- ✚ Do as you are asked by an adult in the school
- ✚ Look after property

## 9. Rewards

Our emphasis is on rewards to reinforce appropriate rather than inappropriate behaviour. Rewards for individual pupils will vary. Appropriate motivating rewards for individual pupils will be identified through observations and reward assessments.

Rewards may be different to suit a range of pupil's needs and understanding. They may be immediate or delayed, basic or complex and may need to be changed frequently to maintain their motivational value. Some examples of rewards are: food, an object or activity, privileges, verbal and non-verbal praise, stickers, tokens, whole class reward schemes, daily or weekly nominations related to good work or behaviour, achievements celebrated in a school assembly, special certificates, good news notes sent home, staff telephoning parents. The School will always promote a movement away from external to intrinsic rewards.

## 10. Sanctions

Although the School sees rewards as central to the reinforcement of appropriate behaviour, realistically there is a need for pupils to develop an understanding of the consequences of their actions. This may involve sanctions to register the disapproval of unacceptable behaviour and to protect the security and stability of the school community.

The use and type of sanctions applied will depend on the individual needs of the pupils and their level of conceptual development. In general appropriate sanctions will form part of any behaviour plans for individual pupils and may include; removal of adult attention through tactical ignoring of inappropriate behaviour, some time out to cool down, explicit disapproval of inappropriate behaviour or withdrawal of privileges. *Note that break periods are seen as a right of the child and not as a privilege, but the health and safety of all individuals remains paramount.*

For pupils who have behaviour plans the management of inappropriate behaviour will be clearly set down and agreed, in writing, by everyone concerned with the care and education of the pupil.

## 11. Communication and Parental & Multi-agency Partnership

We value two-way communication within the School and to a positive partnership with parents/carers since we believe that these are crucial in promoting and maintaining positive behaviour. Where the behaviour of a child is giving cause for concern it is important that all those working with the pupil are aware of those concerns and of the steps which are being taken to support the pupil at school. The key professional in this process of communication is the class teacher who has the initial responsibility for the pupil's welfare. Early warning of concerns may be communicated to a senior staff member or the Headteacher.

When specific behavioural management strategies are to be introduced it is the responsibility of the class teacher to inform others at an appropriate staff meeting so that all adults implement a continuity of approach. This is important as it ensures that pupils are not left confused about what is expected of them.

## 12. Procedures for the Management of Inappropriate Behaviour

- Any concerns regarding behaviour will be shared with the appropriate senior staff (Line Manager). The Headteacher may also be kept informed at different stages in any procedure.
- Observation schedules and/or 'ABC sheets' may be implemented to identify possible functions or reasons for behaviour. Support will be requested from other professionals if required.
- Intervention programmes / behaviour plans will be produced, agreed, implemented, monitored and reviewed on a regular basis by the staff concerned.
- Parents/carers will be invited to take an active role in discussions and, if appropriate, practical implementation of any behaviour programmes within the home environment can be discussed and supported.
- In some cases records will be kept by the class teacher of the frequency of inappropriate behaviour and the impact of any intervention programme.
- Records will be maintained if or when harm occurs to the pupil, others or property. Where incidents are very frequent, records will be kept within the classroom on a daily basis and within a behaviour log. This helps to highlight where difficulties arise most often.
- Monitoring and evaluation of behaviour programmes is the responsibility of the class teacher and behaviour support lead teacher.
- If physical support/management including restraint interventions of the behaviour is required, parents/carers will be asked to agree in writing to the use of the most appropriate approach within the behaviour plan.
- Every incident of Team Teach intervention must be recorded on the appropriate form, and copied into the School Team Teach incident log.
- Parents/carers will be informed when a Team Teach physical intervention has been used to support their child.
- Physical management of behaviours will only be used as a last resort; be detailed as part of the pupil's behaviour plan and, wherever possible, implemented by staff trained in 'TEAM TEACH'.

**See Appendix 1**

## Appendix 1

### Using Team Teach Positive Handling strategies and 'reasonable force'

The 1996 Education Act (Section 55O A) stipulates that 'reasonable force' may be used to prevent a pupil from doing, or continuing to do any of the following:

- engaging in any behaviour prejudicial to maintaining good order and discipline at the school or among any of its pupils, whether the behaviour occurs in a classroom, during a teaching session or elsewhere within school (this includes authorised out-of-school activities).
- Serious self – injuring
- causing injury to others
- committing a criminal offence
- damaging school property

### DEFINITIONS OF POSITIVE HANDLING.

Positive Handling uses the minimum degree of force necessary for the shortest period of time to prevent a pupil harming himself/ herself, others or property.

“The scale and nature of any physical intervention must be proportionate to both the behaviour of the individual to be controlled, and the nature of the harm they might cause” (paragraph: 3.4 page 10. *DfES Guidance ref: LEA/0242/2002*)

The three types of positive handling are further described as follows:

#### 1. Physical Contact

Situations in which proper physical contact occurs between staff and pupils, e.g. in the care of pupils and in order to support their access to a broad and balanced curriculum.

#### 2. Physical Intervention

This may be used to divert a pupil from a destructive or disruptive action, for example guiding or leading a pupil by the arm or shoulder where the pupil is compliant. Guiding a pupil to a safe outside area, or withdrawal room

#### 3. Physical Control/Restraint

This will involve the use of reasonable force when there is an immediate risk to pupils, staff or property. It is important to note that the use of 'reasonable force' should be seen as a last resort. All such incidents must be recorded and be stored in an accessible way. The level of compliance from the pupil determines whether or not the interaction is an intervention or a control/restraint.

In this school, staff have a responsibility to follow this policy and to seek alternative strategies wherever possible in order to prevent the need for physical intervention. Reasonable force will only be used as a last resort when all other behaviour management/ de-escalation strategies have failed or when pupils, staff or property are at risk. De-escalation strategies may include:

- Verbal advice and support
- Using diversion
- Using diffusion
- Using negotiation
- Choices/consequences
- Time out offered
- Re-assurance
- Planned ignoring



- Humour

### **Additional reference documents:**

*Department for EDUCATION and SKILLS  
July 2002 Reference LEA/0242/2002*

Guidance on the Use of Restrictive Physical Interventions for Pupils with Severe Behavioural Difficulties

### **STAFF TRAINING**

- Palatine Primary School acknowledges that physical intervention and restraint techniques are only a part of a whole school approach to behaviour management. The Governors of the school are committed to working within the local authority's framework for accessing training in that: - It will review its behaviour /positive handling policy on at least a two-year cycle.
- Training will be delivered on a needs based approach and procedures are in place to monitor incidents.

### **AUTHORISED STAFF**

All full time / consistently regular staff members in the school are authorised to use physical interventions as required to support diversion and diffusion of a crisis situation and staff trained in Team Teach will be authorized to use physical control/restraint as a last resort when alternative strategies have failed.

Staff have a duty to inform the appropriate Senior Leadership staff member of any injuries which effect their ability to handle children.

### **ACTION AFTER AN INCIDENT**

The senior staff member leading behaviour will ensure that each incident is regularly reviewed. Any incident resulting in any injury may then be investigated further by the Headteacher as required.

If further action is required in relation to a member of staff or a pupil, this will be pursued through the appropriate procedure:

- Review of Behaviour Plan
- Child Protection Procedure (this may involve investigations by Police and/or Social Services)
- Staff or Pupil Disciplinary Procedure
- School Policy
- Exclusions Procedure, in the case of violence or assault against a member of staff
- The member of staff will be kept informed of any action taken.
- In the case of any action concerning a member of staff, he/she will be advised to seek advice from his/her professional association/union.

## Appendix 2

### **COMPLAINTS**

The availability of a clear policy about reasonable force and early involvement of parents should reduce the likelihood of complaints but may not eliminate them.

Any complaints about staff will be investigated through the School's Complaints Policy. If necessary the complaint will be dealt with by the Staff Disciplinary Procedures and/or Child Protection Procedures.

Use of physical force that is unwarranted, excessive, or punitive is not acceptable. Failure to comply with this principle, when considering or using physical force should be dealt with under school disciplinary procedures.