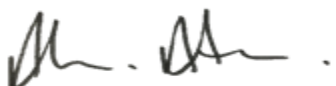


# Brookland Federation

*'Brookland Infant & Nursery School'*

## Behaviour Policy



Date: September 2024	Last reviewed: September 2023
Written by: SLT	
Approved by: Governors	
Next review due by: September 2025	

# BEHAVIOUR POLICY

## INTRODUCTION

This policy has been written to reflect the practice that has been developed in our school over the last few years in consultation with staff, children and governors.

It should be read in conjunction with the following documents in school:

- School Aims & Values
- Anti-Bullying Policy
- Reducing the Need for Restrictive Interventions in Schools Policy
- Equal Opportunities Policy
- SEN Policy

## DEFINITIONS WITHIN THIS POLICY

**Pro-social behaviour** – behaviour which benefits the individual and/or the community

**Anti-social behaviour**- behaviour which harms the individual and/or the community

**Difficult behaviour**- anti-social behaviour which is not dangerous

**Dangerous behaviour**- anti-social behaviour which risks or causes the need for professional medical treatment to the individual, others or causes damage to property which exceeds £100 for repair or which is a criminal offence.

**CPOMS**- the school system for recording and tracking safeguarding, wellbeing and behaviour issues within the school

**Behaviour Support Toolkit**- a suite of materials to help staff analyse what behaviour might be communicating.

## AIMS

It is a primary aim of our school to create a welcoming and supportive community where each member of the community (adult or child) feels valued and respected.

Our behaviour strategy is aimed at improving educational outcomes for all pupils by promoting and supporting their engagement with education.

### We aim for all staff

- To have a consistent and coherent strategy for positive behaviour management and dealing with behaviour issues
- To know how to promote prosocial behaviour and manage difficult or dangerous behaviour
- To have an understanding of what behaviour might be communicating
- To prioritise the prosocial feelings of everyone in the community
- To always use a calm and reasoned voice.
- To always use calm and reasoned voices with a quiet volume and low pitch We have a no shouting policy.
- To be good role models for children
- To always use non-threatening body language by getting down to speak to children at child's eye-level respecting the child's right to have personal space and feel completely safe and unrestricted by remaining a child's arms length away.

**We aim for children:**

- To feel happy, safe and supported in an environment which instils trust and self confidence
- To become responsible members of the school and wider community by demonstrating a positive caring attitude
- To practice self-control and take responsibility for the choices that they make and the way in which they behave
- To create a positive learning environment for all
- To know what is right and wrong and why
- To know that actions have consequences
- To have a toolkit of strategies that they can use to solve their own problems and be socially independent
- To show respect for other children, adults and property and to be tolerant of differences

The school behaviour policy and practice has been designed to support the way in which all members of the school can live and work together in a supportive way. We have used the advice and guidance of Herts Steps following whole school training.

*We believe that behaviour management is **not** about controlling children. In our school, we believe that for discipline to happen effectively, children need leading, guiding, encouraging and instructing within a positive learning environment. They may need to be taught appropriate behaviour*

**THE BEHAVIOUR FRAMEWORK IN BROOKLAND INFANT & NURSERY SCHOOL**

The framework of our policy is based upon the 5Rs:

- Rights
- Rules
- Responsibilities
- Routines
- Relationships

See **Appendix A** for an overview of our Framework of rights, rules and responsibilities

**RIGHTS**

In our school everyone is entitled to enjoy the following rights.

**A right to be and to feel safe**

*Emotional and physical safety are high priorities within our school. Children need to feel that they are in a safe environment in order to learn and make progress.*

**To be treated with respect and fairness**

*Children respond more positively when treated with respect and when they are being treated fairly*

**To learn without interruption**

*Children learn best in a calm and safe environment*

**To communicate and to be listened to**

*Everybody needs an opportunity to have their say and be heard by other children and adults*

**To use and share equipment within the school environment**

*Children can use and share school equipment and resources within the classroom and the playground*

Everybody should have these rights to ensure quality teaching and learning within a safe environment. In order for people to enjoy these rights, the rules need to be in place.

## RULES

Our school rules have been agreed between staff and children to support the expectations of behaviour and to protect the rights of the children and staff. The rules set reasonable limits to children's behaviour and make expected behaviour clear in advance.

### Our School Rules

Act safely at all times  
Always use kind hands and feet  
Speak to others in a friendly way  
Listen carefully to other children & adults  
Work hard and always do your best  
Look after everything in the school & the playground  
Always tell the truth

The rules are:

- Based on the rights of the school community
- Written using positive language
- Published around the school
- They are fair and certain and applied consistently

In addition to these general school rules that are in place across every area of the school, individual classes and teachers negotiate additional guidelines to support the smooth running of their own classrooms. We have also negotiated a set of rules that are specific to the playground to ensure the physical and emotional safety of all. The rules support the rights of individuals, but everyone needs to follow the rules responsibly so that others can enjoy their rights.

### Playground Rules (published in playground outside of Beech Classroom wall)

- We use kind hands and feet
- We speak kindly to others in a friendly way
- We share games with others
- We listen to the adults and monitors on duty
- We look after all the equipment on our playground
- We put our litter in the bin
- We stop when we hear the whistle and walk to our class circle

## RESPONSIBILITIES

We encourage everybody in our school community to take responsibility for their actions. Responsibility is when we make informed choices about our behaviour and take control of our actions. When people are not responsible in the way in which they behave, then others may lose a right to which they are entitled.

We teach children to take responsibility by giving them limited choices with known consequences or by giving them protective and/or educational consequences so that they can learn about their behaviours in a positive way. This helps children to actively take responsibility for their chosen behaviour because they are in control of the choice that they make and they know what the outcome will be.

Rights and Responsibilities are very closely connected and should work together. Along with the rules, these form the basis of the Behaviour framework.

## ROUTINES

Young children need routine to help them to feel emotionally safe. If they are familiar with the sequence of their day, they will feel safe and secure with the familiarity and continuity this provides. Within the routine we build in consistency and certainty. When there are planned changes, the children need to be informed so that they can accommodate them.

## RELATIONSHIPS

The relationships between all adults and all children should be positive and based on mutual respect and understanding. Consistent application of the rights and responsibilities becomes more effective when relationships are based on trust and will support the aim of our school to be an environment within which children can feel happy and secure and gain in confidence. Sometimes children can struggle to deal with their emotions and their way of communicating this is through their behaviour. In our school, we expect all members of staff to respond with care and consideration towards children who are struggling to manage their behaviour. As adults, we need to absorb negative behaviour and refocus the child without exhibiting our own emotional response back to the child. This provides stability for the child and enables them to feel safe and secure within all relationships with adults at school.

In our school we will provide physical comfort to children if we believe they need it. This will be in the form of a hug (not a cuddle). Staff will stand to the side of a child and place their arm around a child's shoulders and gently squeeze. If a child tries to initiate a cuddle with a member of staff that member of staff will deflect it to a hug if possible and will remind the child that cuddles are for home and at school we hug and will instruct the child how to ask for a hug at school.

Staff will never continue physical comfort if the child demonstrates that they do not need or want it either through verbal or non-verbal means e.g. stiffening or moving away in any small way.

## CONSEQUENCES

In our school, everybody has a responsibility to use our agreed rules. Positive consequences follow pro-social behaviour and negative consequences follow anti-social behaviour. If a rule is broken, then a consequence will follow. Consequences are never used as a punishment.

### POSITIVE CONSEQUENCES

We praise and reward children for pro-social behaviour in a variety of ways:

- Teachers give children specific private praise individually and as groups by "catching children getting it right" as often as possible. Teachers use phrases like "I like the way that you...." "I can see that you are...."
- Adults will frequently and regularly notice and thank children for positive behaviours e.g "Thank you for using such good manners" if a child holds a door open
- Sharing individual excellence – Children may be asked whether they'd like to go and share their excellence with the head teacher or another member of staff who knows them well. This could relate to behaviour, effort or achievement.
- Children are given small responsibilities because staff know they can be trusted to behave appropriately e.g. register monitor, sending messages between classes, being a buddy to support a peer.
- Each week a "Star of the Week" is chosen for their behaviour or learning\*
- Certificates or stickers are used with whole classes as individual teachers are working at specific behaviours (eg getting to the class circle quickly at the end of playtime)

\* Children who are uncomfortable with public affirmation can receive their Star of the Week award privately or within their own classes.

See **Appendix B** for a more detailed list (this list is not exhaustive as it is constantly changing as staff put in place new ideas and strategies)

### NEGATIVE CONSEQUENCES

There are two types of negative consequences **educational** and **protective**.

All consequences will always have an **educational consequence**. We help the child develop new skills or new ways of thinking through discussion, debrief activity or rehearsing desired behaviour. Educational consequences provide children with the skills and incentives to behave differently if faced with the same or similar set of circumstances.

**Protective consequences** are solely actions to ensure no further harm occurs to the child, others or property in the short term. They include a removal of or limit to the child's freedoms.

When children show signs of anti-social behaviour, we begin with less intrusive measures and only increase measures if children's behaviour does not improve. (See stages below)

Shouting at, or using a raised voice to a child is not an acceptable consequence. We believe that negative experiences lead to negative feelings which produce anti-social behaviour, but positive experiences lead to positive feelings and pro-social behaviour, therefore it is our policy to ensure that all interactions with children are positive.

## **SYSTEMS TO SUPPORT THE MANAGEMENT OF ANTI-SOCIAL BEHAVIOURS**

Our response as adults is graduated in accordance with the seriousness of the action that has taken place and the related rights and rules.

All staff will follow these stages to address low-level anti-social behaviour. Bullet points within each stage are not hierarchical but represent a "menu" of choices.

### **Stage 1:**

- Praise **something** that the child is doing pro-socially e.g. "I love the way your legs are crossed safely" when a child is chatting to their peer. "I like the way you stopped running when I asked you to" in the playground
- Tactically ignore difficult behaviour
- Proximity praise (praising a nearby child who is using pro-social behaviour)
- Non-verbal cue
- Visual reminder (e.g. gesture or picture cue)
- Verbal reminder
- Catch child doing it right

### **Stage 2:**

- Limited choice  
e.g. "Can you remember the lining up rules yourself or would you like some help?",  
"You can sit quietly next to your friend or I can move you to help your concentration."
- Carry out the consequence  
If the child does not respond with prosocial behaviour an educational consequence will be given.
- Child is required to observe other children in another context behaving pro-socially

### **Stage 3:**

- Give an instruction with a timer so child has 'take up' time  
e.g. "1 minute to do it yourself or I will help you."
- Child instructed to move to an agreed working or thinking space
- Child has freedom removed e.g.
  - right to play on playground
  - right to work at table with their team
  - right to remain with own class

**If a child has lost the freedom to remain in class or use the playground this is to be recorded on CPOMS and parent to be informed by class teacher.**

**If a child repeatedly needs Stage 3 intervention then the class teacher must complete appropriate behaviour analysis forms (See Behaviour Support Toolkit-Appendix F) These may be used at earlier stages if the teacher feels it would be helpful.**

### **Example Consequences related to the right to be and feel safe.**

- If a child has been unsafe by using a skipping rope in an inappropriate way, they may be reminded to use the rope safely and if the behaviour continues will be asked to leave the skipping area and play with something else. It is always good practice to tell the child the consequence in advance ... "Use the rope safely or you will need to leave the skipping area". This is an educational consequence (Herts Steps).

- If a child has been unsafe by throwing stones at someone on the playground then he/she will lose their right to be on the playground to ensure the safety of others. The consequence effectively restricts the child's freedoms. This is a protective consequence (Herts Steps).

**It is essential to separate the child from the action in the process of applying consequences.**

*I like you, but I don't like it when you ... hurt other children*

The consequences need to be:

- Fair
- Certain (applied consistently)
- Known in advance
- Logical and related to the action

## AFTER AN INCIDENT

- Adults need to feel confident that they understand exactly what has happened. So that any consequences are completely fair.

They will ensure that they give all children involved in an incident the chance to speak and give their perspective. The adult will manage the children by explaining that each child will have a chance to say what they think happened without being interrupted by others.

Child A what do you think happened just now?  
Child B do you agree with that or do you see it differently?

If children's versions don't match and they can't agree then the adult will need to speak to witnesses including staff and other children. (See "Telling the Truth" section on p. 9)

- If an incident happens at lunchtime that is not resolved or is more than a minor incident, MSAs need to feedback to the class teacher or, if this is not possible, write a report and give to the MSA team leader who will then feedback the incident to child's class teacher.
- When protective or educational consequences have been implemented, we expect that children will be supported in being **reintroduced to the environment** from which they were removed. This means that a child would be reintroduced, for example onto the playground, for a **short period of time** initially. An adult would then give them feedback about how successful their time was and then either extend or reduce the time for the next visit giving the child specific targets. In this way, the child learns to use pro-social behaviour in manageable chunks with appropriate feedback supporting them in feeling positive about themselves. The adult supporting them needs to view their role as helping the child to gain back all of their freedoms.

## **REFLECT, REPAIR AND RESTORE**

Children will need time to calm following an incident before looking at repairing and restoring the situation.

Purpose:

To re-visit the experience by re-telling and exploring the story with a changed set of feelings.

During the incident the student's behaviour may be influenced by anger frustration disappointment etc. The purpose of reflect, repair and restore is to re-visit the experience with a student who is calm, relaxed and reflective.

Reflective Process:

- Explore what happened? (tell the story)
- Explore what people were thinking and feeling at the time?
- Explore who has been affected and how?
- Explore how we can repair relationships?
- Summarise what we have learnt so we are able to respond differently next time?

Reparative & Restorative Questions:

- What would you like to happen next?
- How can we make things better for *John / you*?
- If everything was going to be alright, what would need to happen?

Restorative Activities:

- Supported thinking book / area
- Social stories
- Role-play with dolls/ teddies/animals/puppets
- Draw incident & link to feelings of those involved

## **TELLING THE TRUTH**

We believe that children will tell the truth if they feel it is safe to do so. This involves the adult being calm, fair and consistent. We tell children that:

*The truth is what really happened - not what you wish had happened or what you think happened*

*It is hard to tell the truth and if you do tell the truth, I will be proud of you for telling the truth, even if I don't like what you did and then we will just need to put it right.*

Sometimes when they are thinking about what happened, we give the children options to choose from:

*Maybe you hurt Tom, and you did it on purpose and now you feel sorry...*

*Maybe you hurt him but it was an accident and you didn't mean to...*

*Maybe you didn't hurt him at all...*

Often the children will own up to the action and say that it happened by accident. We always thank them for telling the truth **about what they did** and then move on to thinking about how they can put it right.

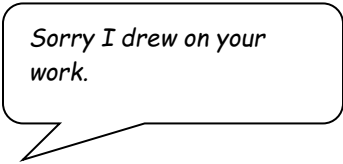
If more than one child is involved and the stories still don't match, then more thinking time may be necessary and getting each child involved to tell their side again to the others, with an adult as mediator.

Once again this process should be carried out in a manner which leads to positive feelings for all the children concerned.



## SAYING SORRY

Part of the way that we encourage children to take responsibility for their behaviour is to put right what they have done. This will often involve saying sorry or writing/drawing a sorry message to a child or an adult. In our school, we stress the importance of saying sorry and naming the behaviour



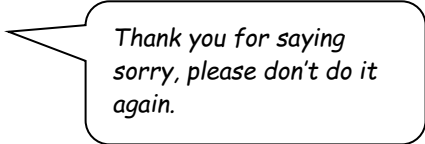
*Sorry I drew on your work.*

We tell children that *"Sorry is a promise that you won't do it again"* and then ask them *"Can you make that promise?"*

We do not ever expect children to say sorry when they are not ready to do so. Sometimes children need to be guided to seeing the benefits of apologies knowing that it fixes friendships and draws a line under the event so that they know it is finished.

If they are not ready to say sorry then protective consequences may need to continue because we are not sure that the child will now behave pro-socially.

We encourage children who receive a verbal apology to respond e.g.



*Thank you for saying sorry, please don't do it again.*

## RECORDING INCIDENTS

Any incidents involving high level antisocial behaviour (see definition below) must always be recorded using CPOMS or the Behaviour Incident Form (for supply staff or those without CPOMS login) attached to the back of this policy.

### This should be used for:

- Extreme and out of character behaviour particularly if difficult or dangerous
- If a child is asked to leave their classroom
- When a child uses extreme and aggressive language which is inappropriate to their age  
e.g. threats, swearing, phrases from online gaming/social media or films
- If physical intervention is used
- For an internal exclusion

For children who are needing a lot of support with their behaviour please record behaviours in the following format to help identify triggers

Antecedent – What led up to the event?

Behaviour – What behaviours were displayed?

Consequence- What consequences were put in place?

Behaviour incidents on CPOMS will be monitored by SLT for frequency and seriousness and behaviour plans put in place as appropriate.

### Playground Incidents:

Mostly staff will be able to resolve minor incidents immediately. Sometimes staff will need to record higher profile incidents and communicate effectively with the class teacher so that they can be consistent with consequences and monitor patterns of behaviour. Together, staff will work to put interventions in place to support children who are shown to struggle.

## **BULLYING**

Our school does not tolerate bullying of any kind. If we discover that bullying is taking place, we act immediately to stop any further acts of similar behaviour.

Any incidents of bullying (including racist bullying) should be recorded on CPOMS or for those who have no CPOMS login:

Form 1 Allegation of Bullying

Form 2 Integrated Bullying and Racist Incident Form

Please refer to our **Anti-Bullying Policy** which outlines our procedures and strategies for dealing with incidents of bullying.

## **THE ROLE OF THE ADULTS IN BEHAVIOUR MANAGEMENT**

### **Class Teacher**

It is the class teacher's responsibility to ensure that school and class rules are adopted in their classroom and that the class behave in a responsible manner during curriculum time. It is essential that there is mutual respect between adults and children, and a high standard of behaviour in the classroom, to ensure that effective teaching and learning can take place in a positive learning environment.

Some suggested teaching strategies are outlined in **Appendix C**

Any anti-social behaviour should be dealt with consistently and in line with the guidance in this policy. Class Teachers should therefore communicate with other relevant staff (MSAs/ duty staff) if any behaviour contracts need to be followed through at playtime / lunchtime / assembly time etc. Some support strategies are outlined in **Appendix D** & higher level support strategies in **Appendix E**

Teachers are responsible for analyzing patterns of anti-social behaviour using the **Behaviour Support Toolkit** (See **Appendix F**). The Class Teacher (or Headteacher) may contact parents if there are ongoing concerns about a child's behaviour. The class teacher, with the head, and/or in house "Steps" tutors may need to develop an individual risk management plan to support the child with their pro social behaviour (Herts Steps).

### **Teaching Assistants & Learning Support Assistants**

TAs & LSAs should support teaching staff in following the guidance set out in the behaviour policy and with following through any consequences that are put in place. They should keep the class teacher informed of any incidents that occur during small group or 1:1 times. They are responsible for recording incidents they deal with on CPOMS.

### **MSAs**

MSAs will need to follow through any strategies that have been put in place by class teachers. They should follow through any incidents that occur in the dining room, the playground or the classroom at lunchtime, using strategies that are in line with the guidance in this policy and the training that they have had. As part of their daily role, they need to give specific positive feedback to individual children. MSAs also need to communicate directly to the teaching staff or through their team leader, about any high level incidents that have occurred at lunchtime or incidents that have not yet been dealt with. However, if possible take time at the end of the lunchtime to resolve any outstanding issues between children before feeding back to the class teacher.

### **Headteacher**

It is the responsibility of the Headteacher to implement the school behaviour policy consistently throughout the school and to report to Governors on the effectiveness of the Policy. In addition, the Headteacher should support all staff in the school with managing the behaviour of all children. The Headteacher is responsible for overseeing and monitoring all reported behaviour incidents to ensure that any patterns of behaviour are addressed and supported with appropriate intervention. She will also support teachers in communicating with parents regarding a child's behaviour.

### **Governors**

The Governing Body has a general responsibility of setting guidelines on standards of behaviour and reviewing the effectiveness of the policy. They may occasionally need to become involved with incidents relating to particular individuals.

### **Shared Areas**

**NB All staff need to take responsibility for all children in shared areas of the school and may need to follow through behaviour issues with children who may not be in their class. They will also need to inform the class teacher of any issues that need to be monitored.**

The exception to this is for any children being supported 1:1. If you observe difficulties here please ask "Can I help?" before getting involved. The adult supporting may have good reasons for wanting to ignore or handle the behaviour themselves.

### **Working with parents**

We aim to work collaboratively with parents and develop a positive partnership in order to support children in school. When school and parents are working together then any support we put in place is more effective for the children involved

If parents have any concerns about their child, they should talk first to the class teacher and then to the Assistant Head or Headteacher if necessary.

#### **ADDITIONAL SUPPORT STRATEGIES**

Occasionally, the school may need to refer an individual child to external agencies for additional support in terms of their behaviour. This is always done with the consent of parents.

Other professionals may include:

- The Educational Psychologist
- Rivers Education Support Centre
- CAMHS (Child & Adolescent Mental Health Service)
- Herts Steps – Philippa Garn
- CHEXS -Family Support
- Broxbourne Family Support Centre (Families with children aged under 5) (See Appendix G)

These professionals will advise school staff on strategies for dealing with the child, offering support to staff and children involved. Children may require additional risk management plans to ensure the risk of harmful behaviour is managed and reduced.

Sometimes a child may need an Education Health Care Plan (EHCP) as a result of issues surrounding their behaviour, particularly if it is impacting on their personal learning and the learning of others. Please see the SEN Policy.

Very occasionally a child may be subject to a fixed term exclusion or a permanent exclusion as a result of a specific serious incident or a sequence of incidents. (See Hertfordshire Exclusions Guidance)

#### **MONITORING**

Class teachers monitor the behaviour of their own class on an ongoing daily basis. Any dangerous incidents or incidents which require additional support from adults other than the classroom team are recorded on CPOMS (only use a paper behaviour form if the internet is down).

**Key Sources of Evidence for Monitoring and Evaluation of this policy includes:**

- Attendance & Exclusion Data
- CPOMS
- Incidents of bullying, racism and other oppressive behaviour
- Lesson Observations
- Pupil Opinion
- Parent Opinion
- Staff Opinion
- Attainment Data
- Behaviour Learning Walks

**Recording**

Behaviour incidents should be recorded on CPOMS under the following categories

- Behaviour (in the classroom or at playtime)
- Lunchtime behaviour
- Verbal and aggressive incidents (including parental behaviour)
- Sexualised behaviour
- STEPS incident (always if positive handling has been used)

Additional categories can be added such as

- Bullying incident
- Homophobic
- Racial incident

If it is not possible to access CPOMS the behaviour incident form on the next page should be filled in and immediately handed to a member of SLT.

## Behaviour Incident Form

**Date / Time**

**Where**

**Who was involved?**

**Incident - What happened?**

**Action Taken**

**Any Further Action Planned?**

**Signed (All Adults involved)**

# APPENDIX A - FRAMEWORK OF BEHAVIOUR

RIGHTS & RELATED RESPONSIBILITIES	RULES	UNNACCEPTABLE BEHAVIOUR	CONSEQUENCES
<b>A right to be and to feel safe</b> <i>Emotional and physical safety are both high priorities within our school. Children need to feel that they are in a safe environment in order to learn and make progress.</i>  <b>A responsibility to behave in a safe way</b>	<b>Act safely at all times</b>	Unsafe Behaviour <ul style="list-style-type: none"> <li>Treatment of others</li> <li>Use of equipment</li> </ul>	<ul style="list-style-type: none"> <li>Become a class role-model</li> <li>Be an active part of community</li> <li>Be someone others like to be with</li> <li>Loss of right to be with individuals, group or class in the classroom, or on the playground.</li> </ul>
	<b>Always use kind hands and feet</b>	Deliberate Hurting. Using unkind hands and feet	<ul style="list-style-type: none"> <li>Trusted to be a buddy for others</li> <li>Known as a kind friend</li> <li>Have lots of friends</li> <li>Loss of right to be with hurt child and or others</li> <li>Help with 1<sup>st</sup> aid for hurt child</li> <li>Thinking Time 3Ws</li> <li>Put it right with person who is hurt</li> <li>Sorry message</li> </ul>
<b>A right to be treated with respect and fairness</b> <i>Children respond more positively when treated with respect and when they are being treated fairly. They feel more able to tell the truth if they feel safe to do so and know their views will be heard and that they will be treated fairly</i>  <b>A responsibility to treat others fairly and with respect</b>	<b>Speak to others in a friendly way</b>	Disrespecting others (adults and children) Being cheeky i.e. inappropriate joking about names, appearance, behaviour, answering back, being rude Unkind words, teasing, name calling	<ul style="list-style-type: none"> <li>You will be liked by others</li> <li>Manners will be noticed</li> <li>May get chosen to be a buddy for new children</li> <li>Loss of right to be with upset child</li> <li>Thinking Time 3Ws</li> <li>Put it right with person who is upset</li> <li>Sorry message</li> <li>Practise friendly phrases</li> </ul>
	<b>Always tell the truth</b>	Dishonesty	<ul style="list-style-type: none"> <li>Trusted</li> <li>Believed when things go wrong</li> <li>Loss of trust</li> </ul>
<b>A right to communicate and to be listened to</b> <i>Everybody needs an opportunity to have their say and be heard by other children and adults. We want to be a listening school.</i>  <b>A responsibility to listen to others</b>	<b>Listen carefully to other children &amp; adults</b>	Ignoring children Ignoring adults Ignoring instructions	<ul style="list-style-type: none"> <li>Understand other people's points of view</li> <li>Grow in understanding how to change your behaviour</li> <li>Grow in social skills</li> <li>Be liked and respected by others</li> <li>Loss of freedoms to ensure safety</li> <li>Lose turn to speak in class group</li> </ul>

<b>A right to learn without interruption</b> <i>Children need to learn in a calm and safe environment. They have set times to achieve tasks in their learning time. If they waste time or are distracted by the behaviour of others, then learning tasks are not completed</i>  <b>A responsibility to work hard and allow others to work without interruption</b>	<b>Work hard and always do your best</b>	Wasting time Disrupting learning of self and others Shouting, screaming, calling out, making noises	<ul style="list-style-type: none"> <li>Achieve well academically</li> <li>Understand what you are meant to do</li> <li>Enjoy learning</li> <li>End up with a good job</li> <li>Loss of right to learn alongside others if causing disruption</li> <li>Isolation in learning time</li> <li>Completing unfinished work in own time (playtime, lunchtime, CHIL, at home)</li> </ul>
<b>A right to use and share equipment within the school environment</b> <i>Children can use and share school equipment and resources within the classroom and the playground.</i>  <b>A responsibility to share and look after school property and equipment</b>	<b>Look after everything in the school &amp; the playground</b>	Lack of sharing Using equipment in an unsafe way Disrespecting school property and the environment by using it carelessly or inappropriately so it might get damaged Disrespecting other people's belongings by taking it without asking, using it carelessly or inappropriately so that it might get damaged Damaging or breaking property or equipment Refusal to tidy up equipment	<ul style="list-style-type: none"> <li>Have lovely resources to work and learn with</li> <li>Have an attractive school environment</li> <li>Enjoy collaboration</li> <li>Loss of right to use equipment</li> <li>Job sheet to "earn back" money to pay for broken equipment</li> <li>Sorry message to owner of damaged property</li> <li>Practising skill of returning equipment to correct place</li> </ul>

## APPENDIX B - POSITIVE CONSEQUENCES/REWARDS

Verbal Praise /Affirmation Thanks for.../Naming positive behaviour	Specific praise that tells the child what the adult is pleased with "You have concentrated really well on that writing. I like the way that you have used adjectives to describe the character" "Well done. You are showing good listening skills by sitting quietly and looking at the speaker" In the playground "You are a good role model for playing that game" "I like the way you are including your friends in your games" "You are showing good climbing skills"
Non-Verbal praise/gestures	Thumbs up and other indications to the child that their positive behaviour has been noticed
Visiting other staff	Used to give additional feedback from other key staff
Sharing Excellence	Taking work, effort or behaviour to Head teacher or another member of staff the child knows well for personal and private affirmation.
Daily Privileges – leaders/helpers/	Awarded to those who show good conduct behaviours Leader in the line Helper for the teacher Buddy to a friend in need
Star of the Week	Certificate awarded in Fridays celebration assembly for conduct behaviour, learning, friendship etc Badge or medal can be worn for whole week until the next celebration assembly
Stickers	Used infrequently and spontaneously to avoid children being externally motivated by them. Used as an immediate incentive for conduct behaviour and learning behaviour
Marking – positive feedback etc	Marking Policy

## APPENDIX C – TEACHING STRATEGIES

Positive Language	Eyes this way! Walk, <b>thanks!</b> Can I....? <b>Yes, when</b> you have ... I want to (don't want to) ....! <b>Maybe</b> you do (don't), but right now this is what we are doing.
Clear expectations & rules	Ensure children know the expectations through agreed rules and picture clues as reminders around the room. Catch the children doing using expected behaviour.
Tactical Ignoring & Proximity praise	Ignore anti-social behaviour tactically, by praising positive behaviour in someone else. "Well done Alex, you are sitting quietly and putting your hand up!"
Timers	Timer to set the challenge of doing a routine job within a time frame eg tidying up, lining up etc
Now and Next Board	<b>Now</b> we are ... <b>Next</b> we are ... to support follow through of adult directed activity This is not conditional but a factual description of order of events that help some children accept present expectations knowing what to expect next.
Choice and Consequence	Play calmly with the bricks or you will have to change area You need to get on with your work so you finish it now or you will need to do it in your own time (playtime, CHIL) Line up calmly or I will help you
Reminders	<b>Remember</b> to walk through the school thanks
Hand signals, gestures	A helpful (private) reminder to sit quietly, keep looking, turn around etc
Singing	Make up songs to remind children how to do routine tasks like lining up
De-escalation Script	If a child is in a situation where they are no longer coping and are heading towards an emotional crisis which is likely to result in an outburst of negative words, feelings and actions staff <b>MUST</b> take responsibility for de-escalation. The Steps de-escalation script is available for everyone to wear on their lanyard or display appropriately in their classrooms.
Teaching expected behaviours	What does good sitting look like? Good listening?
Team behaviour recognition	Verbal and visual recognition of team behaviours such as "Team 3 are working well independently!"

## APPENDIX D – SUPPORT STRATEGIES

Individual Charts	Charts set up for individuals to support them in getting through the parts of the day which they find challenging. These may be smiley face charts Individualised charts for playtime and/or classroom behaviour <b>These should NEVER be used publically</b>
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Sorry Messages	May take the form of a letter or a chart showing What I did, What I should have done a conversation or an act of repair.
Clubs to practice appropriate behaviour	Sitting Club, Safety club, Listening Club
Buddies	Usually two children who can support the child in making good choices and can report to an adult as appropriate
Withdrawal	See behaviour ladder
Playground	
Hand hold Child to observe appropriate behaviour	Child staying beside the adult so the adult can show them the positive behaviour that is needed.

## APPENDIX E – HIGHER LEVEL SUPPORT STRATEGIES

There may be occasions when higher levels of support and consequences become necessary in order to help a child to change their behaviour.

- Deliberate + Persistent unacceptable behaviour
- Aggressive & Emotional outbursts
- Refusal to use the rules
- Refusal to listen to or respect adults

Behaviour Analysis	<b>Behaviour Support Toolkit</b> Roots and Fruits Anxiety Mapping De-escalation Script Conscious or Subconscious Behaviours Risk Reduction Plans
Playtime Plans	<ul style="list-style-type: none"><li>• Thinking Time</li><li>• Selected areas to separate children in different activities</li><li>• Hand Hold - walking round with an adult (not necessarily holding their hand)</li><li>• Chart to earn back playtime rights a few minutes at a time</li><li>• Isolated playtime in the courtyard (complete loss of playground rights)</li><li>• Buddied playtime in the courtyard to support calm and safe playtime</li></ul>
Exit to another class	Exit for thinking time, time out for a short period of time. Sometimes to give the class a few minutes break and/or the teacher or to allow the child to view pro-social behaviour in a different context than their own.
Fixed Term Exclusion	Up to 6 days exclusion from school (5 days or fewer) This could be for ongoing behavioural issues or a one off serious offence The school follows Hertfordshire Exclusions Guidance & Procedures
Permanent Exclusion	Rarely happens in Hertfordshire. May involve a managed move to another school. The school follows Hertfordshire Exclusions Guidance & Procedures

## Behaviour Ladder

Levels of behaviour	Examples of anti-social behaviours	Protected/Educational Consequences	
		In Classroom	Outside of the classroom
<b>Level 1</b>  (Low level anti-social behaviours)	<ul style="list-style-type: none"> <li>• Calling out / talking over others</li> <li>• Disruption to others</li> <li>• Time delaying</li> <li>• Unwillingness to remain on task</li> <li>• Reluctance to follow instructions which are given to stop level 1 behaviours (refusal/defiance)</li> <li>• Non-compliance with general class expectations e.g. not lining up in a line, swinging on a chair</li> <li>• Using school resources and equipment incorrectly</li> </ul>	<p><b>Step 1:</b> Non-verbal warning- look or gesture followed by “Thank you.”</p> <p><b>Step 2:</b> Polite reminder (Verbal warning): “[Name] Listen, thank you.” Also give proximity praise to others who are showing the prosocial behaviours.</p> <p><b>Step 3:</b> Child offered a choice to work in an alternative place within the classroom. Self- regulation time if needed Relevant intervention and support offered including a restorative debrief with Class Teacher or TA.</p> <p><b>Step 4:</b> Child now told to move to another space in their classroom.</p> <p><b>Step 5:</b> Child moves to a space inside) a neighbouring classroom (within year group) for 10 minutes with their learning (timer to be used).</p>	<p><b>Step 1:</b> Non-verbal warning- look or gesture followed by “Thank you.”</p> <p><b>Step 2:</b> Polite reminder (Verbal warning): “[Name] Listen, thank you.” Also give proximity praise to others who are showing the prosocial behaviours.</p> <p><b>Step 3:</b> Child offered a choice to play somewhere else on the playground. Self-regulation time if needed. Relevant intervention and support offered including a restorative debrief with a member of staff on duty.</p> <p><b>Step 4:</b> Child sent to stay with an adult on duty for 10 minutes (timer used).</p>

## Level 2

- Continuation of level 1 anti-social behaviours after level 1 consequences

### Or a single incident of:

- Physically or emotionally hurting another deliberately (a single occurrence)
- Verbal or physical retaliation
- Name calling
- Not speaking respectfully to peers/adults e.g. answering back and not following instructions e.g. to leave the classroom
- Deliberate damage to school or personal property
- Throwing objects around a classroom
- Verbally threatening
- Not using outdoor equipment properly and safely e.g. flipping on the trim trail
- Play fighting
- Inappropriate behaviours in the dining hall, e.g. throwing food, touching others food or using cutlery in an inappropriate manner

Physically can be defined as but is not restricted to the following: Punching, elbowing, kicking, slapping, head-butting, kneeing, grabbing and pulling – anything which involves touching another person

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**Step 6:** Internal suspension - Child moves to a space inside/outside of the classroom of a neighbouring year group teacher for the remainder of the session.

**Step 7:** Internal suspension - Child moves to space inside/outside of the classroom of a neighbouring year group teacher for the remainder of the half day/full day.

Meeting with parent and child to decide on course of action (Class teacher and Experienced/Senior Teacher up to Step 7)

For persistent Level 2 behaviours, complete Therapeutic Thinking paperwork (early prognosis and roots and fruits) with a Therapeutic Thinking Lead.

**Step 5:** Internal suspension - Continued level 1 or 2 behaviour child to miss the rest of that break or lunch.

**Step 6:** Internal suspension - Child misses that and the next session of break or lunch.

Depending on incident, internal suspension may result in missing class time (e.g. inappropriate language)

Meeting with parent and child to decide on course of action (Class teacher and Experienced/Senior Teacher up to Step 6)

For persistent Level 2 behaviours, complete Therapeutic Thinking paperwork (early prognosis and roots and fruits) with a Therapeutic Thinking Tutor.

## Level 3

- Continuous breach of level 1 or level 2 anti-social behaviours despite staff/ intervention and support
- Persistent inappropriate language - swearing and persistent rudeness
- Ongoing defiance towards any adult when they are giving instruction e.g. walking away, inappropriate language being used or putting yourself or others in an unsafe situation
- Absconding from the school building and/or premises
- Putting yourself or others in a dangerous situation or immediate harm
- Use of racist/sexist/homophobic/transphobic/discriminatory language
- Sexualised behaviour, including language, words and physical actions
- Serious physical/emotional harm
- Use of social media to send inappropriate language, messages or media on the school's site and dependent on the incident, even if it is away from the school site
- Any use of phone on school site or deliberately not handing in your phone when in school
- Attempting to or deliberate serious damage to school or personal property
- Bringing in, physically threatening or using a weapon
- Breach of pupil ICT user agreement
- Where any consequences from level 2 have not had an impact over time or for an isolated serious incident, the following procedures should be followed:
- Internal Suspension- Persistent level 2 behaviours demonstrated will result in internal exclusion for up to 5 school days
- Fixed Term External Suspension- Between 1-3 days at the discretion of the Headteacher for repeated level 2 behaviours and Level 3 behaviour. Exclusions beyond 3 days will be based on continuing threat to the safety of the child or others
- Permanent Exclusion
- ***N.B. Depending on the anti-social behaviour, some incidents/behaviours may result going straight to a fixed term suspension (either internally or externally) or a permanent exclusion***

## APPENDIX F – BEHAVIOUR SUPPORT TOOLKIT

All documents are available on Staff Shared File under “STEPS”

### Roots and Fruits

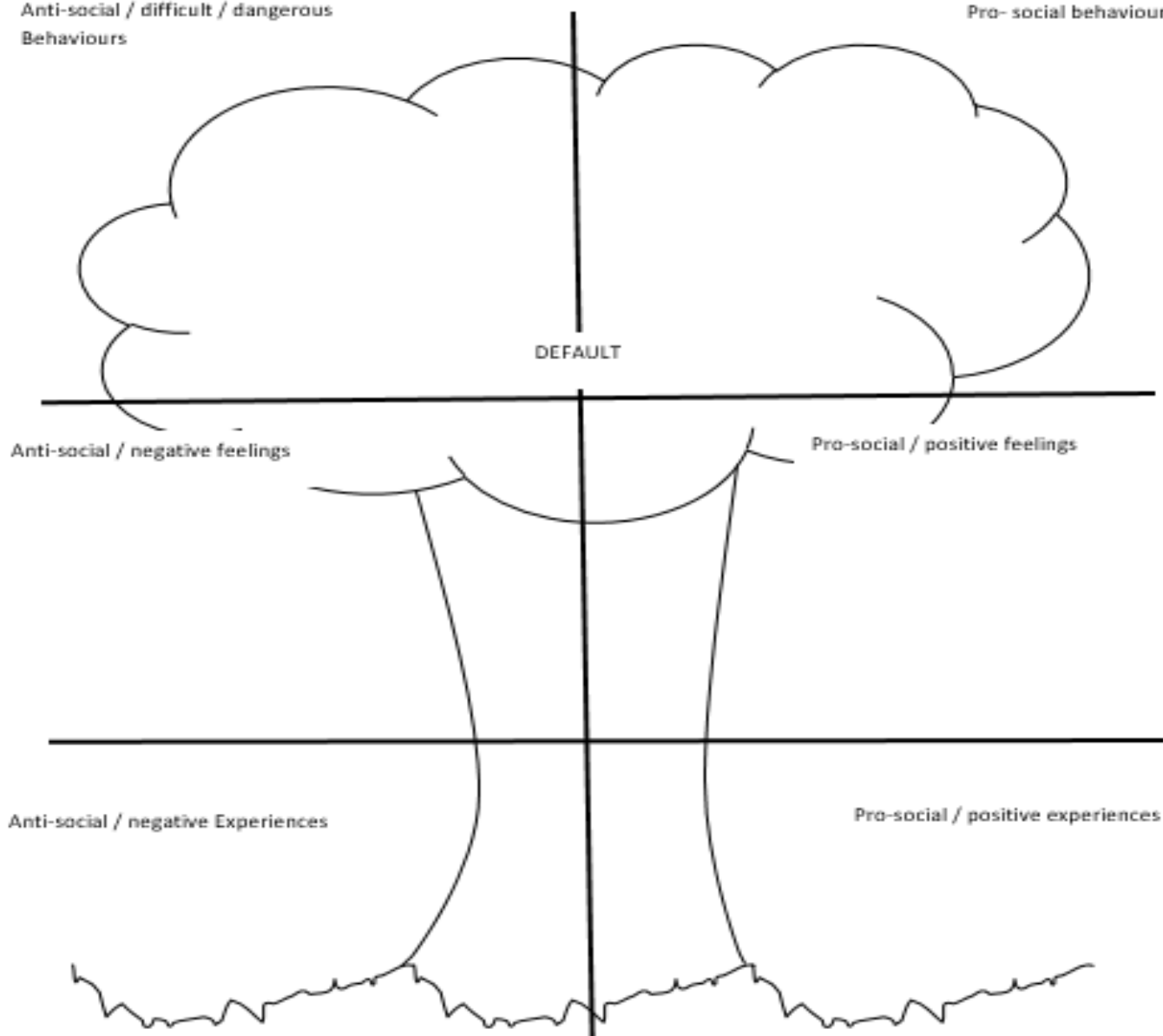


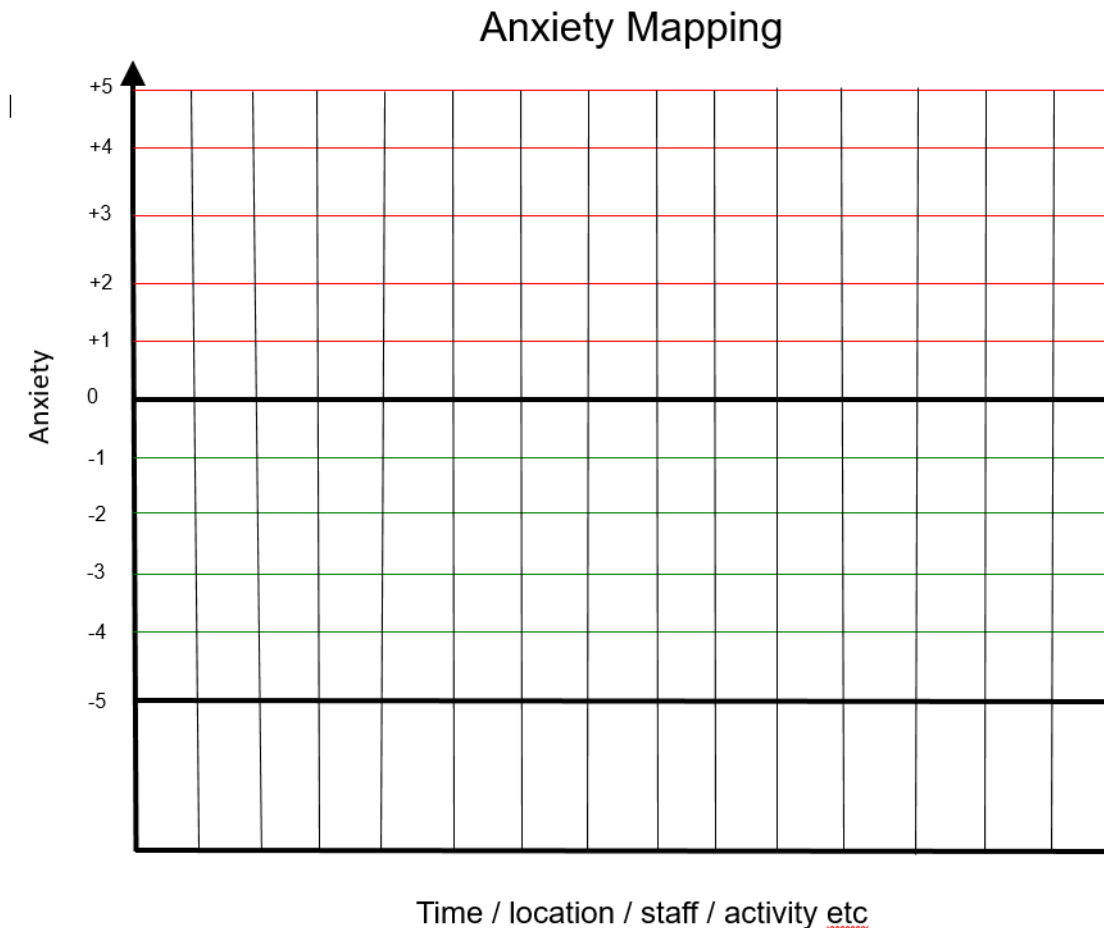
Name	
Supporting Staff	
Date	
Review Date	



Anti-social / difficult / dangerous  
Behaviours

Pro- social behaviours





## De-escalation Script

- **Learner's name**
- **I can see something has happened**
- **I am here to help**
- **Talk and I will listen**
- **Come with me and.....**

### Risk Assessment Calculator

Name	
DOB	
Date of Assessment	

Harm/Behaviour	Opinion Evidenced	Conscious Sub-conscious	Seriousness Of Harm A	Probability Of Harm B	Severity Risk Score
	O/E	C/S	1/2/3/4	1/2/3/4	A x B
Harm to self					
Harm to peers					
Harm to staff					
Damage to property					
Harm from disruption					
Criminal offence					
Harm from absconding					
Other harm					

<b>Seriousness</b>	
1	Foreseeable outcome is upset or disruption
2	Foreseeable outcome is harm requiring first aid, distress or minor damage
3	Foreseeable outcome is <del>hospitalisation</del> , significant distress, extensive damage
4	Foreseeable outcome is loss of life or permanent disability, emotional trauma requiring counselling or critical property damage
<b>Probability</b>	
1	There is evidence of historical risk, but the behaviour has been dormant for over 12 months and no identified triggers remain
2	The risk of harm has occurred within the last 12 months, the context has changed to make a reoccurrence unlikely
3	The risk of harm is more likely than not to occur again
4	The risk of harm is persistent and constant

*Risks which score 6 or more (probability x seriousness) should have strategies listed on next page*



## Individual Risk Management Plan (Doc 2)

<b>Name</b>	<b>DOB</b>	<b>Date</b>	<b>Review Date</b>
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<b>Photo</b>	<b>Risk reduction measures and differentiated measures (to respond to triggers)</b>
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<b>Pro social / positive behaviour</b>	<b>Strategies to respond</b>
<b>Anxiety / DIFFICULT behaviours</b>	<b>Strategies to respond</b>
<b>Crisis / DANGEROUS behaviours</b>	<b>Strategies to respond</b>
<b>Post incident recovery and debrief measures</b>	

**Conscious behaviour checklist**

Question	Response	Solution or differentiation
What is their expected outcome of their behaviour?		Is there any other way they could get their desired <u>outcome</u> using pro-social behaviours?
What is the motivation to behave anti socially?		What gains or benefits practically or emotionally are achieved through the behaviour?
What is the motivation to behave pro socially?		Is there enough incentive and benefit to behaving pro-socially?
What are the expected consequences?		Are they aware of the certainty of any protective consequences? Re these without time limitation? Do they prefer the consequence to the experience of complying?
How can I impact on the child's beliefs or values?		What pro-social experiences have you identified on their roots and fruits that will impact positively on their beliefs and values resulting in pro-social conscious behaviour?

Hertfordshire Steps 2018

**Subconscious behaviour analysis checklist**

Question	Response	Solutions or differentiation through anxiety mapping. Predict and prevent escalation
Is the behaviour medical or habitual?		Have we considered diagnosed or undiagnosed needs or diagnosis? Have we sought <b>advice</b> on the best way to support them?
What is causing the anxiety? (topic, adult, time, activity, peers, transition, noise <u>etc</u> )		Anxiety Mapping. How do we <b>lower</b> their anxiety? (topic, adult, time, activity, peers, transition, noise <u>etc</u> )
What is causing the fear? (topic, adult, time, activity, peers, transition, noise <u>etc</u> )		How do we <b>support</b> them to feel less fearful?
What is causing the anger? (topic, adult, time, activity, peers, transition, noise <u>etc</u> )		How do we <b>support</b> them to feel less angry/manage their anger? (roots and fruits)
What is causing the confusion? (topic, adult, time, activity, peers, transition, noise <u>etc</u> )		How do we <b>provide support/structure</b> so they feel less confused?
What is causing the embarrassment? (topic, adult, time, activity, peers, transition, noise <u>etc</u> )		How do we <b>support them</b> to feel less embarrassed/manage these feelings?
What is stimulating/overwhelming them?		How do we <b>manage this stimulus</b> ? (topic, adult, time, activity, peers, transition, noise <u>etc</u> Anxiety mapping)

Hertfordshire Steps 2018

## APPENDIX G – Broxbourne Family Support Centre Service Offer

Referral Link: [https://www.hertfordshire.gov.uk/ufs/CSF\\_FEE\\_FCR.eb?ebd=0&ebz=1\\_1568383151825](https://www.hertfordshire.gov.uk/ufs/CSF_FEE_FCR.eb?ebd=0&ebz=1_1568383151825)

NB: This requires parental permission or a parent can self refer.

### Family Support Service offer the following targeted support:

- My Baby's Brain - This support package uses the Five to Thrive building blocks (respond, cuddle, relax, play and talk). In addition the sessions will includes elements of: using empathy with a baby/child; behavioural states; calming/attunement/regulatory patterning; soothing/stimulation; building resilience; mindful awareness; co-regulation and co-learning.
- Parental emotional wellbeing - Although elements of improving self-esteem runs through all the packages, this is a standalone package which could include: family/social networks; personal power; reflection, assertiveness and communication; the possible effects of parental low self-esteem on children; nurturing.
- Protective Behaviours (Parents) - To support parents to manage their own feelings and behaviours. This support package is designed to develop parents' frameworks for personal safety, self-esteem, resilience and confidence building. These sessions will include: exploring their own feelings, thoughts and behaviour; the two PBs themes and the Seven Strategies.
- Protective Behaviours (Children) - To assist parents to understand their children's behaviour and work through relational struggles. This package is designed to be delivered to parents who find their children's behaviour challenging. Developing parents' awareness of the link between emotional wellbeing and behaviour is central to this intervention. The sessions include elements of: Parental feelings, thoughts and behaviours; the two PBs themes; the Seven Strategies; the importance of language when communicating with children; reframing language; unwritten rules; naming feelings; 'Stop-Feel-Think-Do'; impact of assertive, passive, aggressive parenting styles on children; engaging parents to be reflective about their child's own inner world of feelings, thoughts and behaviours; Early Warning Signs; safety continuum and helping children and parents build support networks.
- Domestic Abuse - This package has been designed to support parents in the following areas: understanding of domestic abuse, including recognising abusive behaviours and the impact of these behaviours on themselves and their children; developing an understanding of healthy relationships and the positive impact of these relationships; trauma bonding; hopes for the future and keeping safe strategies; support networks. Self-esteem and emotional well-being runs through every session. This support is not offered to perpetrators of domestic abuse.
- Supervision and Safety - This support package includes elements of: Exploring concerns and immediate risks; Home safety check; Personal safety and Safe adults; E-safety, Safe supervision and Parental responsibility; Effective and appropriate management of behaviour, and Family rules; Strengths and Weaknesses.
- Perinatal Support - This support package can be delivered from approximately 28 weeks pregnant to 1 year. The package will be designed according to presenting needs and can include elements of: role of a parent; safe handling (including dressing and undressing nappy changing); infant feeding; hygiene (home/clothing/bathing); emotional needs (understanding and responding to); emotional well-being of parents; routines; safety (home, community, adults); managing stress; transitions into parenting; support networks. It includes activities from My Baby's Brain (both Antenatal MBB and elements of the MBB Five to Thrive/Trauma and Recovery) and Infant Mental Health Online (IMHOL) if appropriate.
- Physical Health - This support package includes information and practical support and activities around: healthy diet; food groups; benefits of exercise; getting out and about; vitamins; budgeting for healthy ingredients; recipes; oral health; personal power, self-esteem.
- Routines, Guidance and Boundaries - Alongside observations to see what strategies are already in place, support will be offered in the following areas: parent's own experiences, expectations; play/time/turn taking; labelled praise; positive house rules; rewards and consequences; feelings and what we do with them; nurturing; listening; communication; routines; reframing language; unwritten rules; 'Stop-Feel-Think-Do'; support networks; consolidation strategies to sustain progress.

Public Health Nursing offer the following:

### Supporting information:

- A support package will always begin with a Family Star assessment completed with the parent/carer. This Star will be reviewed every 6-8 weeks after the initial action plan has commenced. The impact of the support offered is assessed with the parent at each review; it will then be agreed with the parent whether to: continue with current action plan; offer a further package of support or close the case to Family Support Service and support the family into the services supplied by the Early Start teams. The parenting interventions will be an offered for minimum of 6 sessions unless otherwise indicated.
- Another tool may be identified following this initial assessment i.e. Families First Assessment (FFA) or Graded Care Profile (GCP).

- All support packages aim to support a parent's self-esteem and emotional well-being to ensure the parents are able to effect a positive change for their child/ren
- Motivational Interviewing techniques are used to strengthen a parent's own motivation and commitment to change.
- Each support package is designed to suit the individual family's needs.
- A summary report about the impact of the parenting intervention will always be completed at the end of the parenting intervention and can be accessed via the EHM