



EYFS Managing Behaviour Policy

The staff member responsible for EYFS Behaviour Management is the Head of Pre-prep. Key workers will inform the Head of Pre-prep in weekly meetings of any children with behaviour management needs, incidents of behaviour management will also be discussed.

At St. Edward's we believe in promoting positive behaviour.

This is achieved by staff:

- Giving lots of praise for good behaviour
- Giving the children individual attention so they feel valued
- Setting a good example, being a good role model
- Listening to what the children have to say
- Rewarding good behaviour (house points, stickers, choosing next activity etc)
- Using a good behaviour chart
- Giving children certificates for good behaviour, sharing etc.

In the classroom, during PSRE, assemblies and circle times children are helped to understand school rules, which are realistic. Staff are consistent in the enforcement of appropriate behaviour.

Pastoral Core School Values at St. Edward's:

- Be kind
- Be courteous
- Be confident
- Be resilient

Staff are aware of various reasons why children misbehave and will endeavour to keep to routines so that children feel safe. Staff ensure children eat their snacks and attempt to eat their dinner so that hunger should not be a reason for misbehaviour. If children are tired they are given the opportunity to rest. If children are unwell they are sent home. We encourage parents to keep us informed of any changes or events in the child's home life that may affect behaviour. Staff on duty in the playground record incidents of appropriate and inappropriate behaviour and these notes are passed onto the Head of Pre-prep. The Head of Pre-prep will decide if any further action needs to be taken.

However, most children will misbehave at some time. We have developed several different strategies on how to deal with a child misbehaving and use different ones depending on the age/stage of ability of the child and the situation:

- Distraction. Remove the child from the situation and give them an alternative activity.
- Ignore. Depending on the situation I may ignore the bad behaviour as I feel it is being done to get a reaction.
- Discuss with Child. If the child is able to understand I will discuss their behaviour and try and get them to appreciate the consequences of their actions on others. I inform them that it is their behaviour that I do not like, not them.
- Time Out. Removing the child from the activity and sitting them quietly for a few minutes
- Drawing a picture as a letter of apology, staff act as scribe if the child is able to communicate words of sorrow.
- Removal of treats.
- If behaviour will impede on the rest of the class or endangers others, removal from lessons such as swimming or trips out of the classroom may need to be actioned.
- If behaviour persists a meeting with the parent/carer will be arranged and a Behaviour Plan discussed and implemented. Regular reviews of behaviour management will take place.

Staff will never smack, shake, hurt or humiliate a child. **At St Edward's corporal punishment is neither used nor threatened.**

If a child misbehaves staff will let parents/carers know by writing it in their contact book, phoning home or emailing. Some children can become upset if the incident is retold in front of them. Information on how the incident was dealt with will also be communicated. In most cases the matter will not require any further action, punishing a child hours after an incident achieves nothing but confusion and upset.

If a parent/carer has any concerns regarding the managing of a child's behaviour, please do not hesitate to contact the Head of Pre-prep, Mrs Swift. It is important that school and home work together on managing behaviour in order not to confuse a child.

Any incidents of serious misbehaviour are recorded to include details of the incident and action taken.

Temporary or Permanent Exclusion

On the rare occasions where there are serious difficulties with a pupil's behaviour, where it is felt inappropriate for the pupil to remain in school for the safety of himself or others, then exclusion will be considered.

Exclusion of a pupil may take place if:

- In the opinion of the Headmaster a number of sanctions have been applied with no significant effect
- The boy in question by his continued poor attitude or behaviour is causing danger to himself or others
- The poor attitude or behaviour is disrupting other pupils' opportunities to learn

- The actions of the boy are considered criminal e.g. stealing, criminal damage, serious assault

Temporary or permanent exclusion will be a sanction only given by the Head in circumstances where no other sanction is appropriate.

There will be a full discussion with the pupil and with the parents about the incident after a complete investigation has taken place. Exclusion will be for as short a period of time as possible.

If parents do not agree with the decision to exclude, which would only be taken after consultation with parents, they may appeal to the Proprietor. It should be noted that, in the contract parents sign when their children are admitted to St. Edward's, there is a clause giving the Headmaster and Deputy Head the right to exclude in extreme circumstances. Please see attached.

Signed

Headmaster

Proprietor

Head of Pre-prep

Date: Jun 2017

Review date: Jun 2018

A COPY OF THIS POLICY IS AVAILABLE ON REQUEST FROM THE SCHOOL OFFICE

- 1 **School Discipline:** The Parents hereby confirm that they accept the authority of the Headmaster and of other members of staff on the Headmaster's behalf to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of each pupil and the School community as a whole. The School's disciplinary policy which is current at the time applies to all pupils when they are on School premises, or in the care of the School, or wearing School uniform, or otherwise representing or associated with the School.
- 2 **Investigative Action:** A complaint or rumour of misconduct will be investigated. The Pupil may be questioned and his belongings may be searched in appropriate circumstances. All reasonable care will be taken to protect the Pupil's human rights and freedoms and to ensure that his Parents are informed as soon as reasonably practicable after it becomes clear that the Pupil may face formal disciplinary action, and also to make arrangements for the Pupil to be accompanied and assisted by a parent, education guardian or a teacher of the Pupil's choice.
- 3 **Procedural Fairness:** Investigation of a complaint which could lead to expulsion, removal or withdrawal of the Pupil in any of the circumstances explained below shall be carried out in a fair and unbiased manner. All reasonable efforts will be made to notify the Parents or education guardian so that they can attend a meeting with the Headmaster before a decision is taken in such a case. In the absence of a parent or an education guardian, the Pupil will be assisted by an adult (usually a teacher) of his/her choice.
- 4 **Divulging Information:** Except as required by law, the School and its staff shall not be required to divulge to Parents or others any confidential information or the identities of pupils or others who have given information which has led to the complaint or which the Headmaster has acquired during an investigation.
- 5 **Drugs & Alcohol:** The Pupil may be given the opportunity to provide a urine sample under medical supervision if involvement with drugs is suspected, or a sample of breath to test for alcohol consumed in breach of School discipline. A sample or test in these circumstances will not form part of the Pupil's permanent medical record.
- 6 **Terminology:** In these Terms and Conditions "**Temporary Exclusion**" means that the Pupil has been sent or released home for a limited period either as a disciplinary sanction or pending the outcome of an investigation or a Governors' Review. "**Withdrawal**" means that the Parents have withdrawn the Pupil from the School. "**Permanent Exclusion**" means that the Pupil has been required to leave ("**asked to leave**") the School permanently in the circumstances described below. "**Released home**" means that the Headmaster has consented to the Pupil being away from School for a specified period of time. "**Exclusion**" means that the Pupil may not return to School until arrears of Fees have been paid. "Exclusion" may also be used as a general expression covering any or all of the other expressions defined in this clause.
- 7 **Sanctions:** The School's current policies on sanctions are available to Parents in the Parents Handbook and on request before they accept the offer of a place. These policies may undergo reasonable change from time to time but will not authorise any form of unlawful activity. Sanctions may include a loss of house points, a requirement to undertake menial but not degrading tasks on behalf of the School or external community, detention for a reasonable period (which may be at break time), withdrawal of privileges,

gating, rustication or suspension, or alternatively being removed or expelled.

- 8 **Permanent Exclusion:** The Pupil may be formally excluded from the School if it is proved on the balance of probabilities that the Pupil has committed a very grave breach of School discipline or a serious criminal offence. Permanent Exclusion is reserved for the most serious breaches. The Headmaster shall act with procedural fairness in all such cases. The Headmaster's decision shall be subject to a Proprietor's Review if requested by a Parent. Parents will be given a copy of the Review procedure current at the time. The Pupil shall remain away from School pending the outcome of the Review.
- 9 **Fees after Permanent Exclusion:** If the Pupil is permanently excluded, there will be no refund of the Acceptance Deposit or of Fees for the current or past terms, but the unspent balance of any lump sum prepayment will be refunded without interest. There will be no charge to fees in lieu of notice but all arrears of Fees and any other sum due to the School will be payable.
- 10 **Removal in other Circumstances:** Parents may be required, during or at the end of a term, to remove the Pupil, temporarily or permanently from the School if, after consultation with the Pupil and/or Parent, the Headmaster is of the opinion that by reason of the Pupil's conduct or progress, the Pupil is unwilling or unable to benefit sufficiently from the educational opportunities and/or the community life offered by the School, or if a Parent has treated the School or members of its staff unreasonably. In these circumstances, Parents may be permitted to withdraw the Pupil as an alternative to removal being required. The Headmaster shall act with procedural fairness in all such cases, and shall have regard to the interests of the Pupil and Parents as well as those of the School.