



CARDINAL HEENAN
CATHOLIC HIGH SCHOOL

Behaviour Policy

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This Behaviour Policy is central to the mission statement and the aims and objectives of Cardinal Heenan Catholic High School.

Our Mission Statement

John Carmel Heenan (1905-1975) was Bishop of Leeds, Archbishop of Liverpool and Cardinal Archbishop of Westminster. This school is a living tribute to a very faithful servant of God. We are proud to bear his name.

We wear the word Veritas (Truth) on our school blazers in memory of St Thomas Aquinas. He lived a life of prayer and study which led him to the Dominican Order, whose motto is "Veritas" or "Truth". He sought truth wherever it could be found and burned with the desire to know the one truth, God, which gives meaning to all truths.

The Catholic Christian community at Cardinal Heenan

- helps pupils to know and build a relationship with Jesus Christ
- forms pupils who live the Catholic faith by prayer, sacraments and service
- makes learning challenging and enjoyable for all so that we will secure the best outcomes and remain lifelong learners who are committed to seeking truth
- helps all to learn and grow, treating one another with respect and generosity
- supports parents as the first and most important educators of our children
- inspires excellence by encouraging every individual to be the person that God calls us to be, in preparation for this life and the life to come

Vision

Cardinal Heenan Catholic High School is a happy, harmonious learning community, where staff and pupils feel safe and secure. School life is characterised by a calm, purposeful environment underpinned by relationships built upon mutual respect. Our expectation is that all pupils and staff will behave in appropriate and socially acceptable ways. Every member of staff has a key role to play in promoting and sustaining the highest standards of behaviour for learning. Good behaviour is necessary for effective learning to take place.

Aims

- To create a positive and safe learning environment
- To communicate clear expectations to pupils which support effective teaching and learning
- To encourage pupils to understand their role in creating good relationships and showing respect for everyone in our school community.

Objectives

- To ensure that rewards and sanctions are consistently applied
- To use the rewards system to promote good behaviour
- To create a culture where achievement is valued

The success of this policy relies on a consistent approach by every member of staff.

Staff Responsibilities

All staff need to:

- Model exemplary behaviour
- Treat all children and adults with respect
- Avoid using critical or sarcastic language
- Use appropriate de-escalation techniques as part of good classroom management
- Recognise pupil effort and achievements on a regular basis and celebrate success
- Keep parents informed about success, efforts and achievements
- Challenge unacceptable behaviour

Recognising and Rewarding Achievement

Rewards

This policy reflects the values of Cardinal Heenan Catholic High School where the school seeks to “inspire excellence by encouraging every individual to be the person that God calls us to be, in preparation for this life and the life to come”

Recognising and rewarding achievement leads to the promotion of good behaviour and educates pupils in understanding the behaviours that they should be intrinsically proud of. The successful management of behaviour and rewards is central to the schools’ ethos of providing an environment within which children and adults can develop good relationships, showing care, respect and consideration for each other within school and the community. Our Policy encourages and rewards pupils who apply themselves, support the ethos of the school and develop their own potential.

We aim to:

- Promote intrinsic reward i.e. pupils being proud of themselves
- Recognise pupil achievement
- Increase self-esteem
- Encourage positive behaviours
- Motivate pupils to be the best that they can be

Every school day offers the opportunity for members of staff to recognise and reward achievement, effort and behaviour of pupils.

Identify and praise positive behaviours and log “Achievement Points” on Classcharts.

Achievement points can be issued for:

- Achievement in lessons (oral contribution, written work, effort)
- Community values, both in and out of the classroom (Catholic ethos, upholding values of the school)
- Extra-curricular commitment (participation in clubs at lunchtime or after school)
- Attendance and punctuality

Year Group Rewards

Time	Description	Reward
In assembly most weeks	<p>One or more of the following should occur regularly in assembly:</p> <ul style="list-style-type: none"> • “Shout outs” from members of staff to pupils that are chosen for standing out in their positive behaviours. • The names of the top tutor group / pupils for achievement points / attendance per year group will be displayed in assembly. 	<p>Examples include:</p> <p>KS3 Queue jump pass for winning pupil and two friends</p> <p>KS4 – Free lunch</p>
Every term (Achievement Assembly)	<p>Examples of awards include:</p> <p>Tutor nominee</p> <p>Subject nominee: A pupil is nominated from each class.</p> <p>Subject prize winner: Each subject chooses one pupil to receive the overall winner prize in that subject per year group.</p> <p>Achievement Award for three pupils per year group receiving the highest number of points for “Achievement”</p> <p>Community Award for three pupils per year group receiving the highest number of points for “Community”</p> <p>Extra-curricular Award for three pupils per year group receiving the highest number of points for “Extra-curricular”</p>	<p>Reward break with SLT</p> <p>Certificates</p> <p>Rewards days/activities</p>

Roles and Responsibilities

Classroom teacher	<ul style="list-style-type: none"> • Award academic and community points in lessons • Award academic and community points outside lessons
CL	<p>In addition to the above</p> <ul style="list-style-type: none"> • Monitor Achievement points in the Department for consistency of approach
Tutor	<ul style="list-style-type: none"> • Ensure pupils are aware of their number of achievement points and use the achievement points chart to display the point totals
HoY	<ul style="list-style-type: none"> • Co-ordinate the assemblies for weekly achievement and associated rewards • Co-ordinate and deliver half termly achievement assemblies • Meet with Pastoral Leads regularly to discuss rewards
Pastoral Leads/Behaviour support	<ul style="list-style-type: none"> • Run reports for tutors, curriculum leaders and HoY • Meet with HoY regularly to discuss rewards

Attendance Officer	<ul style="list-style-type: none"> • Print attendance sheets weekly for tutor analysis
SLT	<ul style="list-style-type: none"> • Liaise with curriculum leaders to develop rewards policy to run through departments • Attend all reward assemblies for your linked year group • Attend reward breaks/lunches • Inform staff of updates/changes to the system

Equality Act 2010

The policy acknowledges the schools' legal duties under the Equality Act 2010, in respect of safeguarding and in respect of pupils with special educational needs and disabilities (SEND)

Sanctions

- Teachers have statutory authority to discipline pupils whose behaviour is unacceptable, who break school rules or fail to follow a reasonable instruction
- The power also applies to all paid staff with responsibility for pupils
- Teachers can discipline pupils whose conduct falls below the standard which could be reasonably expected of them. This means that if a pupil misbehaves, breaks a school rule or fails to follow a reasonable instruction the teacher can impose a punishment
- Pupils can be disciplined at any time in school or elsewhere under the charge of the school e.g. on school visits
- Pupils can be disciplined for misbehaviour outside of school
- All punishments must be fair, reasonable, proportionate and not in breach of any legislation relating to SEND, race or sexual orientation.
- Teachers have the legal power to impose detention in and outside of school hours; this is defined as after any school day when the pupil is present; parental consent is not required for detention
- School detentions are currently served after school on Tuesdays and Thursdays for one hour duration and on a Friday for one hour and a half. A member of staff can also detain a pupil at breaks and lunchtimes.
- Parents will be given 24 hours' notice if the pupil is to be detained after school for up to one hour or at any other time outside school hours
- Teachers can confiscate pupil property
- Poor behaviour must be addressed and all staff have a professional obligation to highlight and help pupils to improve their behaviour.
- Discipline is administered calmly, not in anger. It works best when it is applied thoughtfully, consistently and a distinction is drawn between the poor behaviour and the individual. It is the action which is criticised, not the person. A pupil who perceives animosity or lack of respect from a teacher is more likely to react adversely.

See Behaviour in the Classroom (Appendix 1) and the sanctions diagram at the end of the document for further clarification.

School Uniform

The governing body of Cardinal Heenan Catholic High School believe that uniform plays a valuable role in contributing to the ethos, setting an appropriate tone and instilling pride in the school by:

- Supporting positive behaviour and discipline, encouraging identity with, and support for the school ethos

- Promoting a strong, cohesive school identity that supports high standards and a sense of community among pupils. If some children look very different from their peers, this can inhibit integration, equality and cohesion
- Ensuring that pupils of all races and backgrounds feel welcome. Protecting children from social pressures to dress in a particular way

School uniform includes clothing required for Physical Education (PE); this is practical, comfortable and appropriate to the activity involved. Appropriate hair styles that are not extreme form part of school uniform expectations.

The school building was designed for pupils to be outside during break and lunch therefore pupils are only inside for break/lunch during extreme weather. For this reason, pupils are encouraged to bring coats to school in the colder months. Pupils are required to take coats off as they enter the school building.

Full details of school uniform requirements are printed in the Pupil Planner and form part of the Home School Agreement, and in the Dress for Success booklet published on the school website (www.cardinalheenan.com)

Non-compliance with School Uniform Policy

Teachers can discipline pupils for breaching the schools' rules on appearance or uniform. All pupils, parents / carers have signed a home school agreement, outlining the requirements of the school with regard to uniform and have agreed to abide by the rules.

The priority of the school is to keep pupils learning in classrooms, but where necessary, pupils may be sanctioned in line with the guidelines within this policy and parents contacted to ensure compliance is quickly achieved.

However, if the pupil continues to breach uniform rules, parents will be invited in for a meeting and it is possible that such a situation results in exclusion from school in line with legal requirements for exclusion where there is an ongoing breach with no resolution.

The school uniform policy is fair and reasonable and fulfils the schools' obligations under the Human Rights Act 1998 and the Equality Act 2010

Searching screening and confiscation

The school has a statutory obligation to manage the health and safety of staff, pupils and visitors and ensure that school discipline is maintained. Under this authority we reserve the right to search and screen pupils under the following circumstances and to confiscate items as described below

Pupils will be treated courteously and afforded respect and a reasonable level of personal privacy during any search or screening; personal items will only be searched in the presence of the pupil

Searching should be carried out by a member of staff who is the same sex as the pupil. There must be member of staff present during the search to act as a witness who should also be the same sex.

Members of staff who have the authority to search are as follows; SLT, Behaviour Managers and Achievement Leaders.

There is a limited exception to the same sex and witness rule; if there are reasonable grounds to believe that there is risk of serious harm to a person or persons if the search is not carried out immediately and it is not reasonably practicable to summon another member of staff

Parents will not be informed prior to a search or to seek parental consent and there is no legal requirement to keep records of searches carried out

Parents will be informed if search or screening uncovers items that will result in school disciplinary action or police involvement

Searching with consent

- We can search pupils for any item with consent from the pupil
- Parental permission or pre-notification is not required
- We do not require written formal consent in advance of a pupil search; it is enough for a teacher to ask the pupil to turn out their pockets, empty their bag and allow access to a search of their school locker

Searching without consent

- If a member of staff has reasonable grounds to suspect that a pupil is in possession of a banned item, a pupil can be instructed to undergo a search without consent; parental permission or pre-notification is not required
- The Headteacher and any staff authorised by the Headteacher have a statutory power to search pupils and their possessions with or without consent where they have reasonable grounds for suspecting that the pupil may have one of the banned items
- A pupil refusing to co-operate with a search will be subject to disciplinary measure by the school

The list of prohibited items;

- Knives, bladed items, weapons
- Alcohol
- Illegal drugs
- Stolen items
- Tobacco, cigarette papers
- Fireworks
- Pornographic images
- Any item that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or cause personal injury to, or damage property

Screening

We reserve the right to require pupils to undergo screening by a walk through or hand held metal detector with or without the consent of pupils; this screening may be carried out by any member of staff whether or not they suspect the pupil of carrying a weapon.

All pupils are expected to comply with a request for screening which involves no physical contact.

If a pupil refuses to be screened, we may refuse the pupil access to the school premises under our duty not to expose pupils, staff or visitors to risks to their health and safety. The absence will be recorded as unauthorised not as exclusion.

Electronic Devices

School staff may examine data files held on personal devices during a search if they believe they have good reason to do so.

In determining a good reason to examine or erase data or files, school staff must reasonably suspect that the data or file has been or could be used to harm, disrupt teaching or break school rules.

If the device is to be returned, relevant files may be deleted or retained by the school to support disciplinary action, or where appropriate passed to the police.

Confiscation

School staff can seize any prohibited item found as a result of a search.

We can also seize any item found which is considered to be harmful or detrimental to school discipline; this includes deleting electronic images or passing illegal material onto the police.

Depending upon the nature of the confiscated item, it may be retained by the school or disposed of as a disciplinary measure where reasonable.

Confiscated weapons, knives or bladed items, items believed to be stolen and illegal drugs will be passed onto the police or disposed of by the school.

Use of Reasonable Force

School staff have a legal right to use reasonable force to control or restrain.

- Control means passive contact, such as standing between pupils or blocking a pupil's path, to actively leading a pupil by the arm away from a classroom or difficult situation
- Restraint means to hold back physically or to bring pupils under control; for example where two pupils are fighting or refusing to separate without physical intervention

Wherever it is reasonably practicable members of staff trained in TEAM TEACH methods will act to control or restrain a pupil.

Reasonable force can be used to prevent pupils from hurting themselves, others, damaging property or causing disorder.

Force used will be proportionate and reasonable. School staff will always try to act in ways that will minimize chance of injury to the pupil but it may not always be possible.

Reasonable force may be used to enforce a search for knives, weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images or any articles that have been or could be used to commit an offence or cause harm.

Force will never be used as a punishment and reasonable adjustments will be made for children with disabilities and special educational needs.

We do not require parental consent to use reasonable force.

Malicious Allegations

Where a pupil makes an allegation against a member of staff and that allegation is shown to have been deliberately invented or malicious, the school will discipline the pupil in accordance with this policy.

Where a pupil makes an allegation of sexual violence or sexual harassment against another pupil and that allegation is shown to have been deliberately invented or malicious, the school will discipline the pupil in accordance with this policy.

In all cases where an allegation is determined to be unsubstantiated, unfounded, false or malicious, the school (in collaboration with the local authority designated officer, where relevant) will consider whether the pupil who made the allegation is in need of help, or the allegation may have been a cry for help. If so, a referral to children's social care may be appropriate.

The school will also consider the pastoral needs of staff and pupils accused of misconduct.

Please refer to our child protection and safeguarding for more information on responding to allegations of abuse against staff or other pupils.

Exclusion from school

Fixed term exclusion from school will be used as a sanction where serious breaches of the Policy take place.

Permanent exclusion will be considered in extreme cases, some examples are:

- use of or possession of weapons
- drug dealing
- physical assault against members of staff

Please note – the above is not an exhaustive list. Where an action/event may be considered as a very serious incident, exclusion may be an outcome. This decision will be usually be taken by the Headteacher.

In line with the North East Area Inclusion Panel's commitment to avoid permanent exclusion, wherever possible, a different educational setting will be sought as an alternative to permanent exclusion.

For an internal exclusion pupils are removed from their mainstream lessons and isolated from other pupils for a period of time.

As an alternative to a fixed term exclusion a pupil can be educated at another setting, where appropriate work will be set and the pupil will be supervised at all times. Parents will always be informed of this in advance, though parental consent is not required.

In the case of a pupil who is on a managed move to CHCHS, where serious instances of unacceptable behaviour occur, the pupil will immediately return to the main school where they are registered.

Bullying

Bullying is defined as the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power.

Bullying is, therefore:

- Deliberately hurtful
- Repeated, often over a period of time
- Difficult to defend against

Bullying can include:

Type of bullying	Definition
Emotional	Being unfriendly, excluding, tormenting
Physical	Hitting, kicking, pushing, taking another's belongings, any use of violence
Prejudice-based and discriminatory, including: <ul style="list-style-type: none">• Racial• Faith-based• Gendered (sexist)• Homophobic/biphobic• Transphobic• Disability-based	Racial taunts, graffiti, gestures or physical abuse focused on a particular characteristic (e.g. gender, race, sexuality)
Sexual	Explicit sexual remarks, display of sexual material, sexual gestures, unwanted physical attention, comments about sexual reputation or performance, or inappropriate touching
Direct or indirect verbal	Name-calling, sarcasm, spreading rumours, teasing
Cyber-bullying	Bullying that takes place online, such as through social networking sites, messaging apps or gaming sites

Details of our school's approach to preventing and addressing bullying are set out in our anti-bullying strategy.

Zero-tolerance approach to sexual harassment and sexual violence

The school will ensure that all incidents of sexual harassment and/or violence are met with a suitable response, and never ignored.

Pupils are encouraged to report anything that makes them uncomfortable, no matter how 'small' they feel it might be.

The school's response will be:

- Proportionate
- Considered
- Supportive
- Decided on a case-by-case basis

The response will be underpinned by the principle that there is a zero tolerance approach to sexual violence and sexual harassment and it is never acceptable and will not be tolerated. Along with providing support to children who are victims of sexual violence or sexual harassment, the school or college, as set out in paragraph 87 of "Sexual violence and sexual harassment between children in schools and colleges September 2021", needs to provide the alleged perpetrator(s) with an education, safeguarding support as appropriate and implement any disciplinary sanctions. A child abusing another child may be a sign they have been abused themselves or a sign of wider issues that require addressing within the culture of the school or college. Taking disciplinary action and providing appropriate support, can, and should, occur at the same time if necessary.

Sanctions for sexual harassment and violence are decided on a case by case basis and may include:

Detention, isolation, removal of break and lunchtime, time spent in an alternative setting, fixed term exclusion or can result in permanent exclusion.

The school will follow guidance set out in "Sexual violence and sexual harassment between children in schools and colleges September 2021".

The school has procedures in place to respond to any allegations or concerns regarding a child's safety or wellbeing. These include clear processes for:

- Responding to a report
- Carrying out risk assessments, where appropriate, to help determine whether to:
 - Manage the incident internally
 - Refer to early help
 - Refer to children's social care
 - Report to the police

Please refer to our child protection and safeguarding policy for more information

Behaviour Guidance Sheet



“The Catholic Christian community at Cardinal Heenan helps all to learn and grow, treating one another with respect and generosity.” (Mission Statement)

LEVEL 5	Serious behaviour incident Threatened/actual physical violence External truancy Smoking Repeated intransigent behaviour NB: Failure to attend SLT detention can result in a range of sanctions including loss of lunchtime for 1 week	Failure to attend after school detention Swearing at a member of staff Fighting or inciting a fight or violence Possession of a banned or inappropriate item Direct confrontation with a member of staff	This list is not exhaustive but gives examples of the level of behaviour	Possible Sanctions: SLT detention, Isolation, exclusion, report cards, parental meeting schedule etc
	Log on CLASSCHARTS			

LEVEL 4	Continuing to disrupt once removed from the classroom. The pupil will be taken to isolation and receive a 1 hour after school detention.	After school detention
		Log on CLASSCHARTS (CL)

- Failure to attend lunchtime detention
 - Direct confrontation with a member of staff
 - Internal truancy
 - **Tutor: 3 x Late to registration in a term**
- *If a Level 4 misdemeanour occurs in CL room, use Emergency Call button to send for a member of staff.

LEVEL 3	Repeated L2 behaviour. The pupil will be required to work in another room and will receive a 25 minute lunchtime detention.	Removal from classroom & 25 minute lunchtime detention
		Log on CLASSCHARTS (Teacher)

- Significant disruptive behaviour
- Offensive language
- Not meeting second homework deadline
- Rudeness to staff
- Not following (immediate) reasonable staff instruction / challenge staff instruction

LEVEL 2	Repeated L1 behaviour. At the end of the lesson the teacher will record on CLASSCHARTS. 5x L2 in a term = detention at lunchtime	Recorded L2 sanction
		Log on CLASSCHARTS (Teacher)

- Lack of correct equipment
- Lack of homework (first deadline)
- Incorrect uniform
- **Tutor: Late to registration**

LEVEL 1	Repeated low level disruption in class.	Formal Warning
		This is the second opportunity for the pupil to modify behaviour without a record of the sanction

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| Repeated low level disruption or escalation of behaviour in the classroom is recorded on the class wall chart. |
| CLASSCHARTS sanctions buttons should be pressed towards the end of the lesson. |
| A one off incident within the classroom or elsewhere is recorded on CLASSCHARTS. If they occur in lesson they are not recorded on the class wall chart. |

Low level disruption in class , for example: Calling out Lack of focus Off task Inappropriate comment(s) Not following instructions	Name on the board This is the teacher's way of letting the pupil know that their behaviour is not acceptable
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- Other issues which can cause problems in school:
- **Uniform:** Pupils without the correct uniform are sent to the inclusion room (RBL) by their tutor. They will be offered a replacement item of uniform and/or placed in Isolation/given lunchtime detention depending on the uniform infringement. Where the uniform cannot be fixed easily the pupil will be given a sticker with a deadline to correct the uniform. Jewellery/headphones/mobile phone will be confiscated for the remainder of the day.
 - **No planner (tutor):** L3 logged on CLASSCHARTS & planner sheet given to pupil. This should be collected the next morning by the tutor.
 - **No planner sheet in lesson:** Send to KKS. L3 logged on CLASSCHARTS.
 - **Mobile Phones:** Confiscated if seen around school. Pupils collect at 3.15pm from the pastoral office.