



This Policy was adopted by the governing board of

Cathedral Academy
Wakefield's Academy of the Arts

BEHAVIOUR POLICY

Dated: September 2016

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Staff Responsible for leading policy development:

Julian Harrison, Vice Principal

CATHEDRAL ACADEMY POLICY ON BEHAVIOUR DISCIPLINE AND EXCLUSION

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GENERAL

In approving this policy the Governing Board has consulted the Principal, staff, parents and students at the Academy. It will be reviewed annually or earlier if necessary.

ACADEMY ETHOS

The Governors expect Cathedral Academy to be a place of learning where:

- all individuals are respected and their individuality valued;
- where students are encouraged to achieve;
- where self-discipline is promoted and good behaviour is the norm; and
- Where rewards and sanctions are applied fairly and consistently.

As identified in the Academy's Pledge and Mission Statements.

RESPONSIBILITIES

The Principal

The Principal's role is to determine the detail of the standard of behaviour acceptable to the Academy, to the extent that this has not been determined by the governing board. The Principal has the day-to-day responsibility for maintaining discipline in the Academy, which will include making rules and provision for enforcing them.

The Principal is expected to:

- promote self discipline and proper regard for authority among students;
- encourage good behaviour and respect for others, and to prevent all forms of bullying among students;
- secure that the standard of behaviour is acceptable; and
- Otherwise regulate the conduct of students.

ALL STAFF

All staff are expected to encourage good behaviour and respect for others in students, and to apply all rewards and sanctions fairly and consistently. Well planned, interesting and demanding lessons make a major contribution to good discipline. All staff are expected to consistently use the Cathedral Code of Conduct and Cathedral Consequence Code in all lessons.

STUDENT SUPPORT / STUDENT LIAISON OFFICER TEAM (SLO)

- Student Liaison Officers role is to encourage positive behaviour amongst students, making sure students feel safe, supported, engaged and following the Academy code of conduct
- Student liaison officers are involved in all pastoral support for students they will be the main contact for parents/carers, and all external agencies.

CODE OF CONDUCT

- Arrive to lesson on time with the correct equipment and planner
- Sit in a seat directed by the teacher
- Follow staff instructions the first time
- Listen to the person who should be talking
- Put your hand up if you need attention
- Mobiles and music must be out of sight and switched off
- Do not interfere with the work of other students
- Do not use inappropriate behaviour or language to wards anyone

CATHEDRAL CONSEQUENCE CODE for use with all students where appropriate

- **C1 – First Code Break – Verbal Warning – name on CCC board**
- **C2 – Second Code Break – Final Warning – name on CCC board and recorded on SIMs**
- **C3 – Name on CCC board, 1 hour detention issued, recorded on SIMs**
- **Red Card – Student removed to Isolation for the rest of the day until 4pm**
- **3 incidences of C2 received, student given a 1 hour detention same day**

Poor behaviour in Isolation will result in the pupil being removed from Isolation, speaking to a member of the Senior Leadership Team, who will explain the consequences of their behaviour. If they continue to be disruptive in isolation the pupils parents/carers will be contacted and the pupil will be escorted off the academy site and be asked to return with a parent at 2-4 where they will be expected to successfully complete two hours in isolation with parent support if required. The pupil will then return to academy the next day for a full day in Isolation.

SANCTIONS

Sanctions will be applied when rewards have failed, or where it is necessary in the circumstances to show appropriate disapproval.

All staff will seek to ensure that punishments are proportionate to the offence, and should enable students to make reparation where possible. As far as possible the sanction applied should be as constructive as possible.

Sanctions will follow the procedure of repentance, forgiveness, reconciliation involving a restorative approach in line with the academy's beliefs and ethos.

The following sanctions may be used in the Academy in appropriate cases:

- completion of work at home or extra work (in Academy or at home);
- carrying out useful tasks to help the Academy;
- detention in Academy hours (or at lunchtime or outside Academy hours); where possible parents will be contacted if the detention is to be held on that night. The detention can be completed the following day in special circumstances.
- removal from the group/class or particular lesson;
- withdrawal of break or lunchtime privileges;
- withholding participation in educational visits or sports events which are not essential to the curriculum;
- fixed and permanent exclusion

REWARDS

Students who show positive behaviour are rewarded with the following.

- Rewards Cards
- Postcards sent home on a weekly basis
- Student of the week
- Positive phone call to Parents
- Students trips

BEHAVIOUR MODIFICATION & SUPPORT STRATEGIES

The Academy has a number of programmes and techniques for supporting behaviour management. These are:

- Individual learning plans (I.L.P's)
- Time Out Pass
- Tracker
- Pastoral Support Programme (PSP)

- Special Educational Needs (SEN)
- Outside Agencies – Counsellor, Child and Adolescent Mental Health (CAMH's), Star Bereavement, PA Connexions, Academy Nurses.
- Parent Contract
- Student Support Intervention.
- CASCADE

UNIFORM

- Students must attend academy in full academy uniform.
- Students must not wear outdoor coats or items that are not part of the academy uniform inside the academy building. Pupils are allowed to wear coats outside. Failure to adhere to this will result in a C3 being issued.
- Failure to meet the uniform standards 3 times in a half term will result in a C3.
- Persistent poor uniform or unnatural hair colour will result in an altered timetable to be conducted in Isolation

EXCLUSIONS

The Governors of Cathedral Academy have stated that they consider the use of the Principal's power to exclude from Academy can be essential for the purposes of establishing and maintaining good order and discipline. They believe that its use should be reasonable and proportionate. Within these limits they support the Principal in using her discretion in the exercise of these powers. Only the Head can exclude a pupil. Recommendations for exclusion can only be made by a member of the Leadership Team or Student Liaison Officer.

Students may be excluded for one or more fixed periods or permanently.

PURPOSE

This Policy gives a clear indication to staff, parents and students the kinds of circumstances within which the Principal will use her powers to exclude and the procedures that will be followed in exercising them. Governors will rely on this in reviewing the actions of the Principal in excluding students.

PROCESS

Investigation

- The investigation will not be undertaken by the person who will decide on exclusion unless circumstances dictate this;
- Witness statements will be recorded, signed and dated;
- Anonymity will not be promised unless this is the only way to obtain a statement. The statement will be signed and dated in the normal way but the name will be withheld. N.B. It is important that all parties recognise that less reliance can be placed on anonymised statements; and
- The person accused of any offence will be given the opportunity to give his/her own side of the story and respond to statements made by others. It is not necessary that there is a face-to-face confrontation.
- The academy reserve the right to increase the fixed term exclusion if new information comes to light.

Decision

- The decision to exclude will only be taken by the Head Teacher or, in her absence, the next most senior member of the Leadership Team. The power to exclude cannot be delegated;
- The decision will be taken on all the evidence available at the time; and
- The decision will be taken on the balance of probability. Where the offence alleged is a criminal act the standard of proof will be that it is 'distinctly more probable than not' that the pupil/student committed it.

Informing

The following will be told without delay by pupil post, and/or letter and telephone message as appropriate:

- The persons having parental responsibility for the student;
- The LA; and
- The Clerk to Governors.

N.B. If exclusion will prevent a pupil from taking a public examination then the Chair of Governors will be informed immediately so that s/he can review the decision or convene a meeting of the Disciplinary Committee before the examination takes place.

Work for Excluded Pupils

- Members of staff who teach excluded pupils/students will provide work for these pupils/students to do at home and make it available as instructed by the SLO responsible for those pupil/students.

Governors Discipline Committee

- The Discipline Committee will be convened in accordance with current regulations by the Clerk to Governors;
- It will be clerked and advised by the Clerk to Governors or a person with experience in clerking such meetings;
- The Clerk will ensure that all members of the Committee are reminded of the legal framework for their hearing;
- The conduct of the meeting will be in the hands of the Chair of the Committee, in accordance with the rule of natural justice and having regard to any guidance issued by the Secretary of State; and
- The decision will be taken by the Governors meeting alone with their Clerk after all parties have had the opportunity to state their case and respond to the point put by other parties.

Reintegration

- Pupils returning to Academy after exclusion should be subject to a reintegration procedure organised by the Student Liaison Officer. This will normally involve the parents and a member of the leadership team;
- The pupil will spend their first day back in academy in Isolation as part of the reintegration process
- The pupils will go on a five day report to a member of the Leadership Team when returning from exclusion.
- A pupil who is returned to Academy by the Independent Appeals Panel but who is regarded as presenting a threat to the good order and discipline of the Academy or to members of the Academy community may be kept in isolation from the remainder of the Academy community until such time as it is thought appropriate to make a phased return into the Academy proper.

Modifying an Exclusion

Exclusion may be extended or made permanent where:

- It was necessary to exclude the pupil in order to complete the investigation freely. Note: It is essential that if new evidence has come to light the excluded pupil/student is given the opportunity to respond to it before the exclusion is extended or made permanent; and
- The pupil has also been reported to the police and the result of that investigation provides additional evidence to the Academy.

FIXED TERM EXCLUSION

For serious but relatively minor breaches of the Academy's behaviour/discipline policies, students can be excluded for one or more fixed-term periods not exceeding 45 Academy days in any one academic year.

While always having regard to the circumstances of a particular case the Principal will be likely to use fixed-term exclusion in the following kinds of cases. This list does not list every offence for which fixed-term exclusion may be used but gives an indication of the kinds of case where it will be used.

- Sustained challenge to the authority of a member of staff

- Bullying, harassment or abuse (including on the grounds of gender, race, ethnicity, religion or sexual orientation)
- Persistent defiance of a Academy rule
- Acts of vandalism or violence
- Conduct likely to bring the Academy into disrepute

The length of exclusion will be proportionate to the offence.

The following is Policy for the standardised use of FT Exclusion and Internal Exclusion.

- Smoking 1 day FT exclusion or Internal exclusion minimum
- Failure to complete (2nd) C4 1 day FT exclusion or Internal exclusion
- Verbal Abuse and racism 2 days FT exclusion minimum change to ranging from 1 day internal exclusion to 2 days fixed term exclusion depending on the severity of the incident.
- Malicious Fire Alarm Up to 25 days FT exclusion
- Fighting/Assault Ranging from 1 day internal exclusion to 3 day fixed term exclusion depending on the severity of the incident

CASCADE

CASCADE is the internal alternative to a fixed Term Exclusion. This is conducted on site, but separate from the main academy building in the CASCADE unit. Students may be placed in CASCADE after receiving a sanction within academy that warrants this course of action. Examples of behaviours likely to trigger a CASCADE are (but not limited to):

- Verbal abuse to a member of staff
- Refusal to follow academy sanctions
- Repeated failure to complete a successful period in isolation
- A fight between students
- Aggressive behaviour

The Senior Leadership Team have the ability to place a student in CASCADE after consultation with the AVP for Inclusion and the Principal.

PERMANENT EXCLUSION

Permanent Exclusion will be reserved for offences that will have a seriously damaging effect on the life of the Academy, the well-being of other pupils or of staff or seriously and persistently interfere with teaching and learning in the Academy. This can include but is not limited by:

- Serious violence which creates fear and anxiety among staff or pupils;
- Possession of an offensive weapon on the Academy site;
- Persistent defiance of Academy authority or disruption of teaching and learning; and
- Persistent bullying, harassment or abuse (as above).

In all proven cases of the following offences Permanent Exclusion will apply:

- Possession of Controlled Substances
- If the total number of Fixed Term Exclusion in any academic year reaches 45 days, a Permanent Exclusion for cumulative offences will be considered.

GOVERNOR BEHAVIOUR IMPROVEMENT CONTINUUM

In cases where individual students' behaviour is continually unacceptable over an extended period of time the Governing Board may implement the use of a Behaviour Improvement Continuum. The Continuum is designed to support students through a series of staged 'chances' in attempting to avoid Permanent Exclusion. Where a student fails to improve their behaviour through the 'chances' on the Continuum, a Permanent Exclusion will apply.

A Continuum will only be applied where the following support strategies have failed or are failing:

- Code of Conduct
- Repeated Fixed Term Exclusion
- Student Support Team Intervention
- Pastoral Support Programme
- Modified Timetable
- External Intervention e.g. YIP, WDCS, CAMHS
- Parental Contracts

A Continuum will offer a student between 3 and 7 'chances' in an Academic Year to modify and improve their behaviour, at each step on the Continuum a Fixed Term Exclusion of increasing length will apply:

Example:

- Excludable Offence 1: 3 days FT Exclusion
- Excludable Offence 2: 5 days FT Exclusion
- Excludable Offence 3: 8 days FT Exclusion
- Excludable Offence 4: 10 days FT Exclusion
- Excludable Offence 5: Permanent Exclusion

Before a student is placed on a continuum, an intervention checklist will take place to ensure all support mechanism have been explored.

ALTERNATIVES TO EXCLUSION

Before resorting to exclusion the Academy will normally try alternative solutions:

For example:

- a restorative justice process – whereby the harm caused to the 'victim' can be redressed; and
- Internal exclusion, removal from class, but not the site.
- Adapted academy day including twilight provision and Internal Exclusion
- Twilight provision would be involved attending Isolation from 12:30-16:00

INAPPROPRIATE EXCLUSION

The Academy does not see exclusion as normally appropriate in the following cases:

- minor breaches of discipline;
- poor academic performance;
- truancy or lateness; and
- Non-compliance with uniform regulations.

REMOVAL FROM ACADEMY ON HEALTH AND SAFETY GROUNDS

Where a student is presenting a real or perceived Health & Safety risk either to themselves, to any other student, any member of staff or Academy property, they will be required to leave site. A students timetable may be adapted if a Risk Assessment is completed and the

pupil is found to potentially endanger the wellbeing of students, staff or any Cathedral Academy stakeholders

PARENTAL CO-OPERATION

Parental co-operation forms part of the contract between the Academy and all parents of students at the Academy. A refusal to abide by the terms of exclusion may be considered a breach of contract.

EXCLUSION APPEALS

Parents are entitled to appeal to the governing board against any exclusion. A letter stating the intention to appeal should be sent to the Clerk to the Governing Board at the Academy. A hearing will be set up as quickly as possible, but within 10 days at the latest.

THE DECISION OF THE GOVERNORS IS FINAL

CONTINUING EDUCATION

Following the governors decision parents will be contacted by a member of the LA exclusions team who will discuss alternative educational provisions.

Alternative educational provision will normally be a placement at one of the WDCS student support centre's until a permanent placement can be found at another educational establishment i.e. PRU(pupil referral unit) or another mainstream Academy.

CORPORAL PUNISHMENT AND RESTRAINT

In accordance with the law there is no corporal punishment allowed by the Academy. However, if authorised by the Principal, a teacher, or other member of staff, may use 'reasonable force' to prevent a pupil from:

- committing an offence;
- causing personal injury or damage (including to themselves); and
- Engaging in any activity prejudicial to the maintenance of good order, whether during a lesson or at any other time.

The Principal has authorised all teaching staff to use reasonable force in the above circumstances. There are designated staff in academy who have received TeamTeach training and will follow the academys control/restraint policy.

(The Academy has some students with known severe behavioural difficulties. Staff who are dealing with students with known severe behavioural difficulties may use certain authorised restraint techniques. No member of staff may attempt to restrain such students without having been trained in the appropriate technique. For any pupil with known behaviour problems the Academy will carry out a risk assessment and organise a behaviour plan, after consultation with parents.)

SEARCHING STUDENTS AND THEIR POSSESSIONS

The Principal can authorise a search of students or their possessions (including bags and lockers) without their consent if there are reasonable grounds for doing so. Reasonable force may be used to execute a search. An authorised search may take place in relation to suspicion of involvement with:

- Weapons
- Controlled Substances
- Alcohol
- Cigarettes & tobacco
- Matches & Lighters
- Dangerous or flammable liquids/items
- Pornography
- Controlled Drugs
- Stolen Property
- Any item which is a violation of the academy rules

Searches of a student will only be conducted by a same sex member of staff, with a same sex member of staff present as a witness.

Students can also be instructed to turn out their pockets, and be sanctioned if they refuse to do so. Where there is potential danger or risk to the personal safety of a member of staff or a student the police may be called to assist.

CONFISCATION

Staff are authorised to confiscate items from students where there are reasonable ground for doing so. The member of staff holds responsibility for the safety of student property until such time that property is returned to the student or their parents/carer. Staff may dispose of the following confiscated items:

- Weapons
- Controlled Substances
- Alcohol
- Cigarettes & tobacco
- Matches & Lighters
- Dangerous or flammable liquids/items
- Pornography
- Controlled Drugs
- Stolen Property
- Any item which is a violation of the academy rules

Mobile phones, i-pods and headphones are not allowed to be used in the academy building between 8:40 and 15:00. They are allowed outside on the playground at break and lunch. If a phone is out and being used inside the academy building, the phone will be confiscated by staff and the Phone will be made available for collection from students at 3pm at the attendance door.

If a student refuses to hand over their phone it will result in a C3.

Cathedral Academy will record the number of times a student's phone is confiscated and if they are persistent offenders contact will be made with home and they will be asked to collect the phone from academy and meet the relevant SLO regarding the repeated breaking of academy rules.

If teachers feel that the phone can be used to further learning, then the teacher can allow this. This doesn't include allowing students to listen to music off their phone.

POWER TO APPLY POLICY BEYOND THE ACADEMY GATES

This Policy applies to Cathedral Academy staff and students outside of Academy grounds and in our wider local community if incidences occur which bring Cathedral Academy into disrepute.

INVOLVEMENT OF PARENTS

Parents will be involved in discipline cases as appropriate. Individual staff should not involve parents in discipline issues without first informing the SLO

Parents are also encouraged to support good behaviour and positive habits in their children (through the Academy's 'Home-Academy Agreement', and at parent meetings).

INVOLVEMENT OF STAFF

The working of the Academy's policies and procedures will be discussed regularly at staff meetings. Staff will also be involved in discussions with students in form/tutor group time. Staff will also be called upon from time to time to identify problems that may be behind any bad behaviour, and to suggest possible courses of action. Training in behaviour management will be provided from time to time.

INVOLVEMENT OF STUDENTS

Article 12 of the UN Convention on the Rights of the Child allows children who are capable of forming views the right to express those views. (The government's Circular 10/99 also suggests that students can help to reinforce behaviour policies by contributing to them.)

The Academy Council will be involved in reviewing the Academy's anti-bullying policies and procedures and in the Academy's programmes to reinforce self-discipline and positive work and behaviour patterns. Discussions in Form/tutor group time will inform the deliberations of the Academy Council. In particular the (AVP Inclusion in collaboration with the Special Educational Needs co-ordinator (SENCO)) will ensure that the needs of SEN students are properly taken into account, and their participation in the consultation process is assured.

CONSULTATION

The Head will seek the widest possible agreement for this policy, and will report at least annually to the governing board on its implementation.

EQUAL OPPORTUNITIES

All rewards and sanctions must be applied fairly and consistently and in accordance with the Academy's equal opportunities policy.

PUBLICATION

A summary of the policy will be given to all parents and prospective parents of students at the Academy.

(It will also be made accessible to parents whose first language is not English. The Academy will consider translating the policy as appropriate.)

LINKS WITH OTHER POLICIES

The Policy should be read alongside the following:

Signature: Principal	<i>R. H. M...</i>
Signature: Chair of Governors	<i>Jane L...</i>
Date:	September 2016