



Southfields Academy: Behaviour Policy

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Reviewed by: Board of Trustees Committee / Delegated to
Principal/Headteacher

Signature.....Chair of Board of Trustees.

Date.....



Southfields Academy is dedicated to ensuring that our school environment supports learning and the well-being of students and staff through a strong sense of community cohesion. We take a whole school approach to promoting positive mental health that aims to help students become more resilient, be happy and successful and prevent problems before they arise. Cooperation, support and respect are the foundations of our community and we work hard to provide a safe Academy where students feel included in every aspect of Academy life and comfortable to voice their opinions.

This policy outlines what we expect from all our students in terms of their behaviour, and the sanctions that will be enforced if this policy is not adhered to. It extends to all members of our Academy community and is written in line with our board of trustees' statement of behaviour principals. Good behaviour and self-discipline have strong links to effective learning, and are vital for students to carry with them both during and after their school years.

1. Aims

Southfields Academy will ensure that all students are aware of the standard of behaviour that is expected of them and takes responsibility for promoting these standards. We aim to promote positive mental health and wellbeing for our whole school community. We hope that by encouraging positive behaviour patterns we can promote good relationships throughout the Academy built on trust and understanding, and that through the use of this policy we can support all of our students to develop a high level of social awareness. Our aim is to ensure that all our students leave the Academy with the key skills they need to continue to progress to the best of their ability in all areas of life.

The Academy's behaviour policy is supported by our Statement of Behaviour Principles and values ***"We believe that through individual commitment, self-discipline, integrity and respect for others we inspire everyone to learn."***

2. Rewards policy

Southfields Academy believes that it is important to encourage good conduct by celebrating and rewarding good behaviour. Each year group has a weekly assembly in which students, teaching groups and tutor groups are acknowledged for attendance and punctuality, use of and remembering equipment, participation, effort and homework. Each term ends with an Achievement Assembly in which individuals who have made a sustained effort, an outstanding achievement or a significant improvement in some aspect are recognised and rewarded by the Head of Year and Senior staff.

Individual departments have procedures for rewarding achievement and effort ranging from phone calls and emails to postcards and certificates. Students are also encouraged to participate in a range of extra-curricular and sporting activities where they can earn prizes for themselves, such as sports equipment. This promotes community cohesion across the Academy and gives students the opportunity to shine in a range of activities.

For individual lessons, teachers can reward a range of positive behaviours from achievement and effort to positive attitude, helping others, participation and collaboration. These are all life-long behaviours that we want to instil in our students as we believe these are necessary to be successful in life. Tutors and Head of Years on a weekly basis look at all the positive logs and students are rewarded accordingly.



3. Standards of behaviour

3.1 Academy

The Academy understands that the first step to modelling good behaviour is to lead by example, which means that all staff, volunteers, and anyone else who comes to the school must act responsibly and professionally, and will never insult students or colleagues. The welfare and safety of all students are paramount. We work hard to ensure that discipline is consistent throughout the Academy so that behaviour boundaries and sanctions are clear to all and are applied fairly, proportionately, and without discrimination, taking into account SEN needs and disabilities as well as the additional challenges that some vulnerable students may face. Staff are trained to apply behavioural strategies as part of their continual professional development, and are well informed about the extent of their disciplinary authority.

We work with parents to understand their children and their children's behaviour and believe that in conjunction with behaviour boundaries and sanctions, good support systems, praise, and rewards for good behaviour are an important part of building an effective learning community. The Academy will report behaviour, good and bad, to parents regularly. We encourage parents to communicate with the Academy if they have a concern about their child's behaviour, and we will do as much as is possible to support parents as and when they need it. We promote good behaviour within the Academy curriculum and reminders of Academy rules and expected standards of behaviour are displayed in classrooms around the Academy. Same day detentions are also used as a deterrent to reduce non-compliance and disruption of lessons.

Staff and Site Officers are a constant presence around the Academy, in-between classes, during breaks and at lunch times, to check that students are using the Academy grounds respectfully and behaving appropriately. CCTV is also used throughout the Academy.

The Academy will take all reasonable measures to ensure the safety and wellbeing of all students and staff and this includes protection from bullying. We aim to combat bullying and other harmful behaviour using, amongst others, preventative strategies through the active development of students' social, emotional and behavioural skills. For more information, see section 5 of this policy.

3.2 Students

The Academy expects all of its students to show respect to one another, to staff, and to anyone else that they meet. Incidents of bullying, denigration, or causing intentional harm to other students or staff will not be tolerated. Students are expected to obey Academy rules, listen, follow instructions by staff, and accept and learn from any sanctions that they receive. This extends to any arrangements put in place to support their behaviour, such as pastoral support programmes. School work and homework should be well presented, completed to a high standard, and handed in on time. Failure to hand in work on time will lead to disciplinary sanctions. For more information on disciplinary sanctions see Section 6 of this policy. If students are struggling to meet the requirements of their workload for any reason, they should discuss this with their tutor who will work with them to draw up a support plan. The Academy asks that students carefully read and then



sign a home-school agreement or a student learning agreement for Sixth Form students on entry, to show that they have understood what is expected of them and acknowledge the responsibility that they have for their own behaviour. All students are ambassadors to our Academy even when off Academy grounds and we expect them to act accordingly.

Under no circumstances will illegal or inappropriate items be brought into the Academy, and all students will respect and look after the Academy premises and environment. The following behaviour is regarded as completely unacceptable and will result in disciplinary sanctions and possibly in a fixed term or permanent exclusion, depending on the circumstances. For more information on exclusions, see our exclusion policy:

- verbal abuse to staff and others
- verbal abuse to students
- physical abuse to/attack on staff
- physical abuse to/attack on students
- bullying, racist, faith, nationality sexist, homophobic, lesbian, gay, bisexual, transgender or questioning (LGBT&Q) or otherwise discriminatory behaviour
- indecent behaviour
- damage to property
- possession or supplying illegal drugs
- misuse of other substances
- theft
- gambling or illegal selling
- serious actual or threatened violence against another student or a member of staff
- sexual abuse or assault
- possession of an offensive weapon or prohibited article as laid out in the Academy's behaviour policy
- arson
- unacceptable behaviour which has previously been reported and for which Academy sanctions and other interventions have not been successful in modifying the student's behaviour.
- possession of fireworks or other explosive items

3.3 Parents

Parents play an important part in ensuring that their children are responsible for their own behaviour when at the Academy. We ask that parents sign the home-school agreement or student learning agreement when their child joins the Academy to indicate that they will respect and support the Academy's behaviour policy and the authority of all Academy staff. Where parents' build Academy life into a natural routine – ensuring that their child is on time to the Academy, appropriately dressed, rested, and equipped – it will encourage their children to adhere to Academy rules and procedures.

We ask parents to work with the Academy in support of their child's learning, which includes informing the Academy of any special education needs or personal factors that may result in their child displaying unexpected behaviour. We ask that parents be prepared to attend meetings at the



Academy with staff or the Headteacher to discuss their child's behaviour and to adhere to any parenting contracts put in place.

In the case of students having English as an additional language, the Academy may enlist the services of an adult interpreter, other than their parent or relative, to aid any investigation and to assist in the taking of statements from these students.

In the case of exclusions, we ask that parents provide appropriate supervision for their child during the time that they are excluded from the Academy and, if invited, to attend a reintegration interview at the Academy with their child.

4. Academy rules apply at all times to members of the Academy community and are listed below

Students must always:

- Be on time.
- Keep appearance smart and tidy, and wear regulatory school uniform at all times to and from the Academy.
- Be considerate of their peers and the extended community.
- Be polite and respectful at all times. This applies to staff, other students, any visitors to the Academy, and to members of the general public.
- Take care of their environment, both on the Academy site and outside, and keep it tidy.

Students must not:

- Tamper with lifts and lift emergency call buttons, health and safety equipment, fire alarm buttons or panels, smoke alarms or disabled refuge call-points. There is a £50.00 fine for improper use of these.
- Use rude, derogatory, racist, sexist, homophobic or any other discriminatory or defamatory language.
- Have unauthorised absence from the Academy.
- Disobey staff.
- Litter or vandalise property in any way.
- Run through hallways and corridors, shout out during lessons, or shout to one another in hallways, or when in public places.

The following items are not allowed in the Academy under any circumstances, and students who are found to have brought these items on site may be at risk of permanent exclusion:

- Alcohol and illegal drugs.
- Cigarettes, E-cigarettes, tobacco, matches, lighters, cannabis grinders and cigarette papers.
- Fireworks/laser pointers.
- Knives, guns or weapons.
- Unauthorised electronic devices.
- Material that is inappropriate or illegal for children to have; such as racist or pornographic material or images.
- Gambling is not allowed on Academy property.
- Misuse of electronic devices to cause distress to others.
- Unauthorised selling or stolen items is not allowed on Academy property.



4.1 Drugs

The Academy will not tolerate illegal drug use of any sort on Academy property or during off-site activities. The Academy takes issues involving drugs very seriously and will discipline any person found to be in possession of drugs. This includes solvents and any other substance that can be misused or harmful. Students may be permanently excluded if they are found to be involved in drug-related incidents. This includes possessing, supplying or taking drugs.

Prescription drugs

Carrying, supplying or taking prescription drugs illegitimately could result in a permanent exclusion.

Non-prescription drugs

Some over-the-counter drugs can be harmful if misused. We advise that students should not carry these into the Academy. If they need medication they can discuss this their Head of Year or Tutor. Any medicines will be held in the General Office.

Medication

We are aware that it may be necessary for some students to take medication during the Academy working day. Parents should make the Academy aware of this in writing as soon as their child starts taking the medication. All medications should be passed to the general office, with a clear indication of timings and dosages. These medications will be reviewed termly – out of date medications will be returned to parents so that they may be replaced. Needles and prescription only drugs are kept in a locked cabinet and can only be accessed by the Lead First Aider or another appropriate member of staff.

Students are supervised in self-medicating. They should expect to take any medication or administer any injections in front of a first aider. The Lead First Aid Officer, the Assistant Headteacher – Inclusion & SEN, and the Academy Nurse keep copies of the care plan of each child on medication, requiring injections or on some routine medical plan. Information from these plans is shared with staff in order to help them recognise early warning signs and to make reasonable adjustments to any teaching plans that may prevent a child with a medical condition from accessing teaching and learning.

4.2 Alcohol

Consuming, carrying or supplying alcohol is strictly prohibited. Any student involved in any alcohol-related activity may be permanently excluded.

All of these rules also apply when travelling to and from the Academy. Any student arriving to the Academy under the influence of any substance will be treated in accordance with Section 4.

5. Bullying

Southfields Academy wants to make sure that all students feel safe at the Academy. The Academy has created an environment which promotes respectful behaviours and understanding of specific groups, it will challenge bullying where it occurs and tackle prejudicial bullying and cyberbullying. The Academy has a zero tolerance stance towards bullying and promotes “We say NO to bullying” by recognising it, reporting it, and removing it from our Academy community. Our ethos is one of inclusion and



equality; bullying of any kind is regarded as a serious breach of our behaviour policy and will not be tolerated, whether it is a one-off incident or an ongoing campaign.

Bullying can be verbal, physical or virtual, and can be directed at both staff and students. It is important to bear in mind that some types of harassing, threatening behaviour or communications could be deemed criminal offences and may be passed over to the police. For example under the Malicious Communications Act 1988, it is an offence for a person to send an electronic communication to another person with the intent to cause distress, anxiety or threat. The rapid development of and access to this technology, has created a new platform for virtual bullying, which can occur in or outside the Academy. In all such cases the matter will be investigated, as Cyber-bullying is a different form of bullying which can happen 24/7, with potentially a much bigger audience. The Academy practices a preventative strategy to reduce the chances of bullying by modelling an ethos of kindness and careful use of language, but also by celebrating diversity together with promoting an ethos of openness and inclusivity; which recognises that everyone is individual and that everybody needs to feel comfortable to be themselves. Our anti-bullying policy is instilled in our curriculum and everything we do at the Academy. It is made very clear to students what is expected of them in terms of respecting their peers, members of the public, and staff, and any intentional breach of this will result in disciplinary action.

If an allegation of bullying is made, the Academy will:

- take it seriously
- act as quickly as possible to establish the facts – making use of Internal CCTV
- record and report the incident
- provide support and reassurance to the victim
- make it clear to the ‘bully’ that this behaviour will not be tolerated. If there is a group of people involved, they will be spoken to individually and as a whole group. It is important that students, who have harmed another, either physically or emotionally, redress their actions. The Academy will make sure that they understand what they have done and the impact of their actions
- ensure that if a sanction is used, it will correlate to the seriousness of the incident and the ‘bully’ will be told why it is being used
- consider a fixed term exclusion or permanent exclusion in cases of repeated bullying.

The academy also has specific programmes to address cyber-bullying and e-safety that sit alongside the anti-bullying policy and can be obtained on request to the Academy. During break sessions all staff on duty wear hi-visibility vest for easy identification so that they are known to students.

6. Disciplinary sanctions

Section 91 of the Education and Inspections Act 2006 introduced a statutory power for teachers and certain other staff to discipline students. Sanctions are adapted relating to the seriousness and frequency of the behaviour.

6.1 Searching and confiscation

Following guidance set out by the Education and Inspections Act 2006, all our members of staff are authorised to use confiscation as a disciplinary sanction if it is lawful. This means that staff may confiscate, seize and dispose of items in the possession of students that are illegal, or banned by the Academy. It is our first priority to ensure that students are in a safe and secure environment when they are in our care, and any items that may jeopardise the safety of other students or themselves



will be taken off students without notice.

A teacher or someone who has lawful control of the child can search a student with their permission to look for any item that the rules say must not be brought into the Academy. The Principal, Headteacher and other members of staff authorised by them have the power to search a student without the student's consent if they suspect they are in possession of 'prohibited items'. Prohibited items that can be searched for without consent include:

- knives or weapons
- alcohol
- illegal drugs
- stolen items
- tobacco/cigarette papers/lighters/matches
- fireworks
- pornographic images
- articles that have been or could be used to commit or cause offence i.e an electronic device, considered harmful, or detrimental to Academy discipline.

The Education Act 2011 allows for staff seizing an electronic device to examine any data or files on the device if they think there is good reason to do so. These data or files may be erased before returning the item if they believe there is good reason to do this.

6.1a Electronic Devices

Where the member of staff conducting the search finds an electronic device that is prohibited by the Academy rules or that they reasonably suspects has been, or is likely to be, used to commit an offence or cause personal injury, distress or damage to property, they are authorised to examine any data or files on the device where there is good reason to do so. They may also delete data or files if they think there is good reason to do so, unless they are going to give the device to the police.

This power applies to all schools and there is no need to have parental consent to search through a young person's mobile phone if it has been seized in a lawful 'without consent' search or is reasonably suspected of being or being likely to be used to cause harm, commit an offence, disrupt teaching or break Academy rules; or use in any such manner to record an assault or cause distress to another, causing personal injury or damage to property.

6.2 Positive Handling and Physical Intervention

Positive and protective handling techniques is rarely and exceptionally used at Southfields Academy, but is a last resort when all other courses of action have failed; or in an extreme emergency circumstance when there has been no opportunity to employ agreed strategies. Staff members will always use the minimum degree of intrusion or intervention required.

Section 550A of the Education Act 1966 enables Academy staff to use such reasonable force to prevent a student from doing, or continuing to do, any of the following:

- preventing a student causing harm to themselves
- preventing a student committing a criminal offence
- preventing a student causing harm to another person this may include staff, adults, Volunteers or members of public
- preventing any behaviour which is prejudicial to the maintenance of good order and discipline at the academy or among any students receiving education at the academy, whether during a teaching session or otherwise.



There is no definition of when it is reasonable to use force, other than to say force used should always be minimum to regain control and will be judged by the adult in charge at the time.

All staff at the Academy have the authority to use reasonable force if necessary. The use of reasonable force does not authorise the use of corporal punishment and this extends to any other adult whom the Principal/Headteacher has given the responsibility to be in charge or in control of the students. Staff remain responsible and accountable for their actions or inaction and must act within current legislation and guidance. Staff can also use this power when they are lawfully in charge of students off the Academy premises – e.g. on a school trip.

Different types of physical intervention may be employed depending on the situation to avoid an incident escalating ranging from de-escalation techniques to passive physical contact, active physical contact or restrictive holds. The student if restrained, will be restrained for the shortest possible time until calm or until the risk of harm has reduced significantly. Police will be called to take over if the student is unable to demonstrate self-control.

Following serious incidents involving the use of force, the Academy will speak to the parents concerned at the earliest opportunity to update them as to why the use of force was necessary.

Such serious incidents involving the use of force will also be recorded by the Academy and a risk assessment completed to assist with positive behaviour.

6.3 Extremism and radicalisation

Extremism is vocal or active opposition to fundamental British values, democracy, the rule of law, individual liberty, mutual respect and tolerance of different faiths and beliefs. The Academy has a safeguarding duty to protect students from extremism and radicalisation.

All students are expected to uphold the Academy's values at all times, which uphold fundamental British values, and are shared by society, other nations and cultures. Students that undermine these values, by way of attempting to radicalise others or behaving in a manner that encourages extremist ideas will be held accountable by the Academy. The use of social media and the internet to recruit or encourage vulnerable students to act inappropriately or to join unlawful organisations may lead to a recommendation for permanent exclusion.

7. Attendance

Regular attendance at the Academy is required by law, and Southfields Academy takes attendance very seriously, To support all student' development There is a register taken daily and at the start of each lesson, and disciplinary action will be taken against any students who are discovered to be truanting or are repeatedly late. Parents or carers will be contacted to discuss concerns and Academy support systems that could help. More information can be found in the Academy's attendance policy.



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8. Uniform and appearance

Effective teaching and learning needs proper organisation, and this starts with a smart and tidy appearance which helps to instil discipline and pride in appearance in students, and reduces the risk of distraction in lessons.

The standard uniform is as follows:

KS3	KS4
<i>White collared shirt</i>	<i>White collared shirt</i>
<i>Royal blue and gold Academy tie</i>	<i>Black and gold Academy tie Gold tie (Year 11 only)</i>
<i>Black skirt knee length/trousers/ knee length shorts</i>	<i>Black skirt knee length/trousers/ knee length shorts</i>
<i>Southfields Academy blazer and badge</i>	<i>Southfields Academy blazer and badge</i>
<i>Black coat- no logos, plain black leather shoes</i>	<i>Black coat- no logos, plain black leather shoes</i>
<i>P.E Kit- Black Southfields logo tracksuits</i>	<i>P.E Kit- Black Southfields logo tracksuits</i>

All students must wear plain black leather shoes. Trainers and hooded tops are not allowed. One pair of small earrings and one ring may be worn. Only natural hair colours are acceptable.

The Academy uniform should be worn by all students in year 7 through to year 11. When moving around the Academy students must wear their blazer and tie. The jumper is optional and may be worn during colder weather. Students who come in repeatedly without the correct uniform may be sent home to change.



In cold weather a plain black scarf or black hat will be permitted for wearing outdoors. All scarves and hats must be removed on entry into the buildings.

9. Regulating students' offsite conduct

Students' who are caught or known to have been misbehaving on the way to or from the Academy, or near the Academy grounds, will be disciplined in accordance with Academy sanctions. This also applies to students who break the Academy code of conduct during work experience, educational trips, or extended activities such as sports events, or any event where poor behaviour might jeopardise the chances of future students participating.

9a. Managed Moves

A managed move is an agreement between schools to give a student a 'fresh start' at another school.

- A student who has demonstrated a history of challenging behaviour
- A student who is at risk of being permanently excluded
- A student who fails to respond to supportive strategies
- A student who is involved in a one off incident and would be permanently excluded
- The relationship between the student family and school has broken down to an irrevocable degree.

A managed move is usually between 6- 12 weeks and if successful the student will remain on roll of the receiving school permanently.

10. Complaints

The Academy has a standard complaints procedure. We encourage parents to take any complaints or concerns to a staff member or the Principal/Headteacher, and the Academy will do everything in its power to help resolve conflict or complaints swiftly and effectively. For details of the full complaints procedure see our Academy complaints policy. For information on complaints relating to exclusions, see the Academy exclusions policy.

Signed by

_____ **Chair of Trustees**

Date:

This policy will be reviewed every two years