



L A L E H A M L E A

A Catholic Independent Primary School for boys and girls aged 3 to 11

Acting Head Teacher: Mrs M Reece

LALEHAM LEA SCHOOL & NURSERY

BEHAVIOUR AND DISCIPLINE POLICY

This is a whole school policy which applies to all sections of the school, including Early Years Foundation Stage, Out of School Care and Clubs.

Person responsible for this policy:

Mrs. Maria Reece
Acting Head Teacher

Review Date: November 2023

Next Review Date: November 2025



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Mission Statement

“Recognising that Christian values are central to the life of the school, we at Laleham Lea aim to create a loving, welcoming safe environment in which our children may grow intellectually, socially and emotionally; an environment in which their talents are recognised and fostered and their differences treated with compassion; an environment which provides quality teaching and learning within a balanced curriculum framework and which helps every child to reach their true potential. Together with parents, who are the first educators, we aim to lead our children towards tolerance, understanding and sensitivity to the needs of others so that they may grow up as well balanced individuals with a strong sense of personal identity and an awareness of God's love.”

Behaviour and Discipline Policy

(See also Anti-Bullying, Disability Non-Discrimination, Equal Opportunities)

1 Aims and expectations

1.1 It is a primary aim of our school that every member of the school community feels valued and respected, and that each person is treated fairly and well. We are a caring community, whose values are built on mutual trust and respect for all. The school's behaviour policy is therefore designed to support the way in which all members of the school can live and work together in a supportive way. It aims to promote an environment where everyone feels happy, safe and secure.

1.2 The school has a number of rules, but our behaviour policy is not primarily concerned with rule enforcement. It is a means of promoting good relationships, so that people can work together with the common purpose of helping everyone to learn. This policy supports the school community in aiming to allow everyone to work together in an effective and considerate way.

1.3 The school expects every member of the school community to behave in a considerate way towards others.

1.4 We treat all children fairly and apply this behaviour policy in a consistent way.

1.5 This policy aims to help children grow in a safe and secure environment, and to become positive, responsible and increasingly independent members of the school community.



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1.6 The school rewards good behaviour, as it believes that this will develop an ethos of kindness and cooperation. This policy is designed to promote good behaviour, rather than merely deter anti-social behaviour.

1.7 We attach importance to courtesy, integrity, manners and good discipline. Parents affirm that the pupils will take a full part in the activities of the school, will attend each school day, will be punctual, will work hard, will be well behaved and will comply with the school rules. We expect the support of parents in promoting our high standards in all aspects of the school, including that of good behaviour.

2 Rewards and sanctions

2.1 We have a school reward system in the form of certificates and house points. We praise and reward children for good behaviour in a variety of ways:

- Teachers congratulate children.
- Teachers give children House points.
- Certificates are given out when certain targets are achieved by the child.
- Every week we nominate a child from each class to be awarded the 'Star of the Week' certificate, either for consistent good work or behaviour, or to acknowledge outstanding effort or acts of kindness in school. These children will attend a Star Tea Party at break time with the Head Teacher.
- Every Friday we have a 'Star' assembly when Teachers select a pupil from their class to show examples of their best work.
- Showing the Head Teacher work – this work can then be displayed on the Head Teachers display board.
- Children in the Infants choose a Teacher other than their class teacher to show good work to.
- Early Years Teachers will often use stickers for good work and/or behaviour.

2.2 All Teachers are also expected to use additional age-appropriate positive rewards. These will be used as often as possible according to individual/group needs.



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Suggestions include:

- verbal praise
- acknowledging good behaviour by thanking child
- looking for the positives
- hand gestures (e.g. thumbs up)
- marbles in jars
- star of the day/session/week
- role modeling
- stickers
- given extra responsibilities
- class games
- extra playtime
- valuing achievements publicly

2.3 The school recommends a structured approach to behaviour management, with the type of sanctions used dependent on the severity of the behaviour and how frequently it occurs. Our children vary in their ages and their stages of development and this is taken into consideration when there are decisions to be made about how best to respond to inappropriate behaviour. Below is a list of suggested strategies, which are not in any order of preference or severity.

- a disapproving look
- verbal warning
- state the inappropriate behaviour
- reiterate class rules



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- reiterate school mission statement
- name on board with warning of sanction if bad behaviour continues
- move place
- miss play
- apology letter
- explain unacceptable behaviour to other children
- contact home
- withdrawal of privilege
- lines
- confiscating objects

2.2 The sanctions used enforce the school rules, and ensure a safe and positive learning environment. We employ each sanction appropriately to each individual situation.

- We expect children to listen carefully to instructions in lessons. If they do not do so, we ask them either to move to a place nearer the teacher, or to sit on their own.
- We expect children to try their best in all activities. If they do not do so, we may ask them to redo a task.
- The safety of the children is paramount in all situations. If a child's behaviour endangers the safety of others, the class teacher stops the activity and prevents the child from taking part for the rest of that session.
- If a child threatens, hurts or bullies another child, the class Teacher records the incident and the child is sanctioned. If a child repeatedly acts in a way that disrupts or upsets others, the school contacts the child's parents and seeks an appointment in order to discuss the situation, with a view to improving the behaviour of the child.

2.3 The Class Teacher discusses the class rules with their children. In this way, every child in the school knows the standard of behaviour that we expect in our school. If there are incidents of anti-social behaviour, the class

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teacher discusses these with the whole class during circle time.

2.4 The school does not tolerate bullying of any kind. If we discover that an act of bullying or intimidation has taken place, we act immediately to stop any further occurrences of such behaviour (also see the Anti-bullying Policy). The school has zero tolerance of any incidents of sexual harassment and or sexual violence either on line or off line and adheres to the KCSIE updates of September 2023 and our Safeguarding Policy to ensure monitoring of all incidents and to not tolerate peer on peer or any type of abuse. We aim to build a culture of openness, transparency and safety for all of our Students.

2.5 All members of staff are aware of the regulations regarding the use of force by teachers, as set out in (The Use of Force to Control or Restrain Pupils). Staff in our school do not hit, push or slap children. They only intervene physically to restrain a child if they are trying to prevent injury to a child, if a child is in danger of hurting themselves, where action is necessary in self-defence or because there is an imminent risk of injury or significant damage to property. The actions that we take are in line with government guidelines on the restraint of children. Any such incidences are recorded in the Incidents log book in the Head's office.

2.6 Corporal punishment is prohibited for all pupils, during any activity (whether or not within the school premises). This applies to all members of staff, including volunteers. 'Physical intervention' may only be used in exceptional circumstances as outlined in 2.6 above.

2.7 Sanctions may begin with a warning followed by an age appropriate punishment sanction (time out etc.) A further sanction results in a visit to the Head Teacher. Children failing to adhere to the playground rules are given one verbal warning, following which they will either sit out or stay with the staff member on duty. If their unacceptable behaviour continues after these measures have been taken then they are sent in to see the Head Teacher. A Student may be placed on report with their Class Teacher to promote positive support and improvements in behaviour. If necessary, this can be escalated to a report with the Deputy Head Teacher or Head Teacher.

3 The role of the class teacher

3.1 It is the responsibility of class teachers to ensure that the school rules and 'Code of Pupil Responsibility' are enforced in their classes, and that their classes behave in a responsible manner during lesson time.



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3.2 The class teachers in our school have high expectations of the children with regard to behaviour, and they strive to ensure that all children work to the best of their ability.

3.3 The Class Teacher treats each child fairly, and enforces the classroom code consistently. The teachers treat all children in their classes with respect and understanding.

3.4 If a child misbehaves repeatedly in class, in the first instance the class teacher deals with incidents him/herself in the normal manner (see Guidance for Supervision of Pupils – Staff Handbook). However, if behaviour continues, the class teacher seeks help and advice from the Phase Leaders and the Head Teacher.

3.5 The class teacher liaises with the Head Teacher who, if necessary, will support and guide the progress of each child. The Head may also, if available, discuss the needs of a child with an education social worker or SENCO

3.6 The class teacher reports to parents about the progress of each child in their class, in line with the whole-school policy. The class teacher may also contact a parent (After a consultation with the Head Teacher) if there are concerns about the behaviour or welfare of a child.

4 The role of the Head

4.1 It is the responsibility of the Head Teacher, under the School Standards and Framework Act 1998, to implement the school behaviour policy consistently throughout the school, and to report to governors, when requested, on the effectiveness of the policy. It is also the responsibility of the Head to ensure the health, safety and welfare of all children in the school.

4.2 The Head supports the staff by implementing the policy, by setting the standards of behaviour, and by supporting staff in their implementation of the policy.

4.3 The Head keeps a central record of all reported serious incidents of poor behaviour.

4.4 The Head has the responsibility for giving fixed-term suspensions to individual children for serious acts of misbehaviour. For repeated or very serious acts of antisocial behaviour, the Head may exclude a child (either temporarily or permanently).

These actions are taken only after the school governors have been notified.



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5 The role of parents

5.1 The school collaborates actively with parents, so that children receive consistent messages about how to behave at home and at school.

5.2 We explain the school rules in the School contract and we expect parents to read them and support them.

5.3 We expect parents to support their child's learning and to co-operate with the school, as set out in the terms & conditions on the Registration Form. We try to build a supportive dialogue between the home and the school, and we inform parents immediately if we have concerns about their child's welfare or behaviour.

5.4 If the school has to use reasonable sanctions to sanction a child, we expect parents to support the actions of the school. If parents have any concerns about the way that their child has been treated, they should initially contact the class teacher. If the concern remains, they should contact the Head Teacher. If these discussions cannot resolve the problem, a formal complaint or appeal process can be implemented.

6 The role of Governors

6.1 The Governing Body has the responsibility of setting out these general guidelines on standards of discipline and behaviour, and of reviewing their effectiveness. The Governors support the Head Teacher in adhering to these guidelines.

6.2 The Head Teacher has the day-to-day authority to implement the school's policy on behaviour and discipline, but governors may give advice to the Head about particular disciplinary issues. The Head Teacher must take this into account when making decisions about matters of behaviour.

7 Fixed-term and permanent exclusions

7.1 We do not wish to exclude any child from school, but sometimes this may be necessary. The school has therefore adopted the standard national list of reasons for exclusion, and the standard guidance, Improving Behaviour and Attendance: Guidance on Exclusion from School and Child Referral Units.



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7.2 Only the Head Teacher (or the Acting Head) has the power to exclude a child from school.

The Head Teacher / Acting Head may exclude a child for one or more fixed periods, for up to 45 days in any one school year. In extreme and exceptional circumstances the Head may exclude a child permanently. It is also possible for the Head to convert a fixed-term exclusion into a permanent exclusion, if the circumstances warrant this.

7.3 If the Head Teacher excludes a child, the Parents will be informed immediately, giving reasons for the exclusion. At the same time, the Head makes it clear to the parents that they can, if they wish, appeal against the decision to the governing body. The school informs the parents how to make any such appeal.

7.4 The Head informs the Governing Body about any permanent exclusion, and about any fixed-term exclusions beyond five days in any one term.

7.5 The governing body itself cannot either exclude a child or extend the exclusion period made by the Head.

7.6 In the event of an appeal, the governing body will appoint an appeals panel which is made up of between three and five members. This committee considers any exclusion appeals on behalf of the governors.

7.7 When an appeals panel meets to consider an exclusion, they consider the circumstances in which the child was excluded, consider any representation by parents, and consider whether the child should be reinstated.

7.8 If the appeals panel decides that a child should be reinstated, the Head must comply with this ruling.

8 Drug- and alcohol-related incidents

8.1 It is the policy of this school that no child or adult should bring any drug, legal or illegal, to school. If a child will need medication during the school day the parent or guardian should notify the school and ask permission for the medication to be brought and the appropriate form completed. This should be taken directly to the school office for safekeeping. Any medication needed by a child while in school must be taken under the supervision of a member of staff. Parents to be informed.

9 Searching a pupil and confiscation



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9.1 Searching can play a critical role in ensuring that Laleham Lea is a safe environment for all pupils and staff. It is a vital measure to safeguard and promote staff and pupil welfare, and to maintain high standards of behaviour through which pupils can learn and thrive. Our practices are based on the Department for Education's guidance and advice for schools on 'Searching, Screening and Confiscation' DfE July 2022.

9.2 The Head Teachers and staff are authorised to have a statutory power to search a pupil or their possessions where they have reasonable grounds to suspect that the pupil may have a prohibited item listed below or any other item that the school rules identify as an item which may be searched for.

The list of prohibited items is:

- knives and weapons;
- alcohol;
- illegal drugs;
- stolen items;
- tobacco and cigarette papers;
- fireworks; and
- pornographic images
- any article that the member of staff reasonably suspects has been, or is likely to be used:
- to commit an offence, or
- to cause personal injury to, or damage to property of; any person (including the pupil).

9.3 Under common law, school staff have the power to search a pupil for any item if the pupil agrees. The member of staff should ensure the pupil understands the reason for the search and how it will be conducted so that their agreement is informed.

9.4 Being in possession of a prohibited item – especially knives, weapons, illegal drugs or stolen items – may mean that the pupil is involved, or at risk of being involved, in anti-social or criminal behaviour, including gang involvement, and in some cases may be involved in child criminal exploitation. A search may play a vital role in identifying pupils who may benefit from early help or a referral to the local authority children's social care services.

9.5 When exercising their powers, Laleham Lea will consider the age and needs of pupils being searched. This includes the individual needs or learning difficulties of pupils with Special Educational Needs (SEN) and making reasonable adjustments that may be required where a pupil has a disability.



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9.6 The role of the Head Teacher, the Designated Safeguarding Lead and Authorised Members of Staff

- Only the Head Teacher, a member of the Senior Leadership Team (SLT) or a member of staff authorised by the Head Teacher can carry out a search. The Head Teacher can authorise individual members of staff to search for specific items, as set out on in the list on page 10.
- In the absence of the Head Teacher, a member of the SLT and/or the designated safeguarding lead (or deputy/ies) can authorise individual members of staff to search for specific items, as set out on page 10.
- Members of staff should immediately involve the Head Teacher, SLT, designated safeguarding lead (or deputy/ies) without delay if they believe that a search has revealed a safeguarding risk.
- If the Head Teacher, SLT, designated safeguarding lead (or deputy) find evidence that any child is at risk of harm, they should make a referral to children's social care services immediately (as set out in part 1 of Keeping Children Safe in Education). They should then consider the circumstances of the pupil who has been searched to assess the incident against potential wider safeguarding concerns.

9.7 Before Searching

The member of staff should always seek the co-operation of the pupil before conducting a search. If the pupil is not willing to co-operate with the search, the member of staff should consider why this is. Reasons might include that they:

- are in possession of a prohibited item
- do not understand the instruction
- are unaware of what a search may involve or
- have had a previous distressing experience of being searched.

If a pupil continues to refuse to co-operate, the member of staff may sanction the pupil in line with the school's behaviour policy, ensuring that they are responding to misbehaviour consistently and fairly.

9.8 During a Search

Where

An appropriate location for the search should be found. Where possible, this should be away from other pupils. The search must only take place on the school premises, or where the member of staff has lawful control or charge of the pupil, for example on a school trip.



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Who

The law states that the member of staff conducting the search must be of the same sex as the pupil being searched. There must also be another member of staff present as a witness to the search.

9.9 The Extent of the Search

A member of staff may search a pupil's outer clothing, pockets, possessions, bags or trays.

The person conducting the search must not require the pupil to remove any clothing, other than outer clothing. 'Outer clothing' means any item of clothing that is not worn wholly next to the skin or immediately over a garment that is being worn as underwear, as well as hats, shoes, boots or scarves.

'Possessions' means any goods over which the pupil has, or appears to have, control - this includes desks, lockers and bags. A pupil's possessions can only be searched in the presence of the pupil and another member of staff, except where there is a risk that serious harm will be caused to a person if the search is not conducted immediately, and where it is not reasonably practicable to summon another member of staff.

9.10 After a Search

Whether or not any items have been found as a result of any search, the Head Teacher, SLT or Designated Safeguarding Lead (or deputy /ies) will consider whether the reasons for the search, the search itself or the outcome of the search give cause to suspect that the pupil is suffering, is likely to suffer harm and/or whether any specific support is needed.

Where this may be the case, staff will follow the school's child protection policy and speak to the Head Teacher, SLT or Designated Safeguarding Lead (or deputy) as set out in Part 1 of the Keeping Children Safe in Education document. They will then consider if pastoral support, an early help intervention or a referral to children's social care is appropriate.

9.11 Recording Searches

Any search by a member of staff for a prohibited item, listed on page 10, should be recorded in the school's safeguarding reporting system – concern forms can be found in the staff room or on the system – including whether or not an item is found. This will allow the Designated Safeguarding Lead (or deputy) to identify possible risks and initiate a safeguarding response, if required. The member of staff recording the incident on a concern



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form will need to include the following after each search:

- the date, time and location of the search
- which pupil was searched
- who conducted the search and any other adults or pupils present
- what was being searched for
- the reason for searching
- what items, if any, were found
- what follow-up action was taken as a consequence of the search.

9.12 Informing Parents

Parents should always be informed of any search for a prohibited item, listed above, that has taken place and the outcome of the search as soon as is practicable. A member of staff should inform the parents of what, if anything, has been confiscated and the resulting action the school has taken, including any sanctions applied. Any complaints about searching, screening or confiscation should be dealt with through the normal school complaints procedure.

9.13 Confiscation

An authorised staff member carrying out a search can confiscate any item that they have reasonable grounds for suspecting that it:

- poses a risk to staff or pupils
- is a prohibited item, as outlined on page 10
- is evidence in relation to an offence.

9.14 Prohibited or Illegal Items

Controlled drugs must be delivered to the police as soon as possible, unless there is a good reason not to do so. When staff are unsure as to the legal status of a substance and have reason to believe it may be a controlled drug, they should treat it as such and deliver them to the police. Other substances which are not believed to be controlled should also be delivered to the police.



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Where a person conducting a search finds alcohol, tobacco, e-cigarettes, vapes, cigarette papers or fireworks, they may retain or dispose of them as they think appropriate, but should not return them to the pupil.

If a member of staff finds a pornographic image, they may dispose of the image, unless they have reasonable grounds to suspect that its possession constitutes a specified offence (i.e. it is extreme or an indecent image of a child), in which case it must be delivered to the police as soon as reasonably practicable.

Members of staff should never intentionally view any indecent image of a child (also sometimes known as nude or semi-nude images). Staff must never copy, print, share, store or save such images.

Where a member of staff finds stolen items, these must be delivered to the police as soon as reasonably practicable. However, if there is good reason to do so, the member of staff may also return the item to the owner, or retain or dispose of it if returning them to their owner is not practicable.

The member of staff should consider all relevant circumstances and use their professional judgement to determine whether they can safely dispose of the seized article. In taking into account the relevant circumstances, the member of staff should consider the following:

- the value of the item - it would not be reasonable or desirable to involve the police in dealing with low value items, such as pencil cases, though school staff may judge it appropriate to contact the police if the items are valuable;
- whether the item is banned by the school;
- whether retaining or returning the item to the owner may place any person at risk of harm and
- whether the item can be disposed of safely.

Any weapons or items which are evidence of a suspected offence must be passed to the police as soon as possible. Items that have been (or are likely to be) used to commit an offence, or to cause personal injury or damage to property, should be delivered to the police as soon as reasonably practicable, returned to the owner, retained or disposed of.

9.15 Electronic Items

Electronic devices, including mobile phones, can contain files or data which relate to an offence, or which may cause harm to another person. This includes, but is not limited to, indecent images of children, pornography,



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abusive messages, images or videos, or evidence relating to suspected criminal behaviour.

As with all prohibited items, staff should first consider the appropriate safeguarding response if they find images, data or files on an electronic device that they reasonably suspect are likely to put a person at risk.

If the member of staff conducting the search suspects they may find an indecent image of a child (sometimes known as nude or semi-nude images), the member of staff should never intentionally view the image, and must never copy, print, share, store or save such images.

When an incident might involve an indecent image of a child and/or video, the member of staff should confiscate the device, avoid looking at the device and refer the incident to the Head Teacher, SLT or Designated Safeguarding Lead (or deputy) as the most appropriate person to advise on the school's response. Where reports of this nature are made, Laleham Lea will follow the principles as set out in the Keeping Children Safe in Education document.

The UK Council for Internet Safety will also provide the school with guidance on how to support school staff and Designated Safeguarding Leads with regard to sharing nude and semi-nude images: advice for education settings working with children and young people.

If a member of staff finds any image, data or file that they suspect might constitute a specified offence, then this must be delivered to the police as soon as is reasonably practicable.

10 Monitoring and review

10.1 The Head Teacher monitors the effectiveness of this policy on a regular basis, reporting to the Governing Body on the effectiveness of the policy and, if necessary, making recommendations for further improvements.

10.2 The school keeps a variety of records concerning incidents of continual misbehavior, to monitor wellbeing and mental health, to monitor any incident of sexual harassment, bullying, sexual violence, online or offline along with any discriminatory behaviour. The school has a zero tolerance for racism and discrimination.

10.3 The Head Teacher keeps a record of any child who is suspended for a fixed-term, or who is permanently excluded.

10.4 It is the responsibility of the Governing Body to monitor the rate of suspensions and exclusions, and to ensure that the school policy is administered fairly and consistently. The governing body will pay particular attention to matters of racial equality and ensure that no child is treated unfairly because of race or ethnic



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background.

10.5 The Governing Body reviews this policy every two years. The Governors may, however, review the policy earlier than this if the government introduces new regulations, or if the Governing Body receives recommendations on how the policy might be improved.

Review Date: November 2023

Next Review Date: November 2025