**Behaviour Policy**

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<th>Approved by the PRU Management Committee on:</th>
<th>30th January 2020</th>
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<tr>
<td>Responsible person:</td>
<td>Steve Howell</td>
</tr>
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<td>School’s annual review date:</td>
<td>January</td>
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<td>Next review date:</td>
<td>January 2021</td>
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**Context**
City of Birmingham School is a Pupil Referral Unit, offering educational provision for those pupils permanently excluded from school, those experiencing emotionally based school refusal and those pupils experiencing SEMH difficulties who are referred by the Local Authority. The school has 8 teaching Centres located across the City offering personalised educational programmes for pupils from KS1 to year 11. Additionally, some pupils in Key Stage 4 receive education in one of our alternative provisions.

Due to the multi-site nature of our school each centre has its own behaviour guidelines to further interpret this whole school policy.

This policy should be read in conjunction with the school relationship policy.

**Aims**
We aim for
- Fair and consistent treatment of all pupils in a caring community
- Students know and understand required behaviours and expectations
- An orderly, safe and effective learning environment
- To promote self-discipline and self-confidence
- Recognise that with support pupils can positively change their behaviour

So that we achieve the following outcomes
- A purposeful, calm and safe learning environment where pupils feel they belong
- Improved pupil effort and performance
- A decrease in behaviour which is bullying or intimidating
- Pupils are supported with strategies to de-escalate quickly and improve their behaviour
- Pupils develop and display a pride in their school environment

**Expectations**
City of Birmingham School has core expectations of staff and pupils across the whole school. These are summarised by the words
- Ready
- Respectful
- Responsible
The different centres and provision within the school interpret these 3 key words in ways that are appropriate for the age range of pupils in the centre and operate rules and reward systems in line with the differing needs of their pupils.

**Staff are to:**
- Be aware of their influence as role models
- Create an expectation of success
- Engender a positive and welcoming atmosphere
- Treat all pupils with respect
- Support one another in the management of pupil behaviour
- Adopt a consistent approach to all interactions with pupils

**Parents / carers**
Pupils are more secure and successful when the adults who support them work together with a common purpose. COBS staff should:
- Have regular contact with families
- Inform parents / carers about the positive behaviour of the pupils but also to keep them informed with regard to poor behaviour
- Welcome parents on to the premises and provide opportunities to come to school for a variety of formal and informal meetings and activities
- Be respectful at all times when working with parents / carers
- Provide a home school agreement for parents to sign

**Pupils**
Centres will work with pupils, parents / carers and staff to ensure understanding of the ways in which Ready, Respectful and Responsible (the 3 Rs) support appropriate behaviour. They will ensure that:
- The 3 Rs are positively presented and displayed throughout the centre and throughout our interactions with pupils, staff and families
- All pupils are fully aware of the behaviour expected of them and the rewards and consequences of their behaviour
- Pupils have the opportunity to express their views through Student Council meetings and are consulted on policies and procedures that relate to them.

**Processes**
Acceptable behaviour will be taught as appropriate for pupils’ age and level of understanding. Positive behaviour will be noticed, acknowledged and rewarded. Pupils’ efforts and achievements will be recognised via various reward systems and celebrations. All Centres / provision will present a home school agreement at interview.

**Behaviour through the curriculum**
Behaviour is addressed through all areas of the curriculum and in all lessons through use and interpretation of the 3 Rs. Staff are familiar with initiatives such as PATHS which promote positive behaviour and address pupil’s emotional well-being. The school prioritises PSHE and SMSC, the teaching of British Values, character education and promotes tolerance and respect at all times. Systems such as: pupil well-being time, tutorials and break and lunch time activities will underpin this policy.

**Risk assessments**
A risk assessment will be undertaken for all pupils as part of induction and will be reviewed regularly.

**Intensive Support Programme**
Occasionally it may be necessary to initiate an intensive support programme (ISP) for pupils who are experiencing high levels of difficulty in accessing the curriculum due to their behaviour. This will mean that
the pupil will access a different programme of study for an agreed period of time in order to better meet his/her needs. Very occasionally, this may result in the pupil’s time in Centre being reduced for a short period of time. This is always done according to risk assessment, the pupil’s needs and in consultation with parents/carers. ISP is reviewed regularly with the pupil returning to his/her full time programme as quickly as possible. In this situation City of Birmingham School staff will always provide work and maintain regular contact with the parent/carer and pupil. This will be by telephone and by home visits where appropriate. The arrangements for ISP are always formalised through the completion of set paperwork which must be completed by staff before the ISP begins. ISP is kept under constant review by the Leadership Team and any ISP that results in a pupil’s time in Centre being reduced must be agreed by the Leadership Team. A separate policy underpins ISP.

**Team Teach Care and Control**

This section should be read in conjunction with
- COBS Care and Control policy
- Time out and Seclusion policy

There are occasions when, in order to keep everyone safe, it is necessary to physically manage pupils. All staff are trained in Team Teach Care and Control. Pupils may also be supported to manage their behaviour by accessing “time out”. Members of staff are trained in de-escalation skills and the safeguarding of pupils is a priority at all times.

Good personal and professional relationships between staff and pupils are vital to ensure good order in COBS Centres. It is recognised that the majority of pupils in COBS Centres have had difficulties in managing their behaviour prior to entry to the Centres. Pupils can respond positively to the discipline and control practised by COBS staff. It is acknowledged that, in certain circumstances, staff may need to take further action where the use of reasonable force may be required. COBS acknowledge that physical techniques are only part of a whole-setting approach to behaviour management.

**Serious incidents and Exclusions**

On occasion, it may be necessary to exclude pupils from COBS on a fixed term basis. The guidelines are in line with DFE and Local Authority policy. (Please see Exclusion from maintained schools, Academies and pupil referral units in England - A guide for those with legal responsibilities in relation to exclusion also available on our website). In cases where there is criminal damage to school equipment/facilities or assaults on staff, this may result in Police involvement which in turn may lead to further action being taken.

**Rewards and Sanctions**

Rewards and sanctions are developed in each phase of the school and are closely matched to the needs, interests and level of the understanding of the pupils within each setting. The rewards and consequence systems are reviewed regularly in consultation with School Council and staff. Progresso behaviour monitoring systems will be utilised to record instances of positive and negative behaviour. As a school we use an online system called ‘The Pupil Reward System’ (PRS) to acknowledge and reward positive behaviour (including attendance) shown by our pupils. Parents/carers and pupils can access this information at any time by logging in to their personal PRS account.

**Searching, screening and confiscation**

All schools have a general power to impose reasonable and proportionate disciplinary measures (Education and Inspections Act 2006). This enable a member of staff to confiscate, retain or dispose of a pupil’s property as a disciplinary penalty where it is reasonable to do so. The attached appendix below has regard to guidance published by the Department of Education (DFE), Searching, screening and confiscation (February 2014).
Record keeping
All centres will have common systems in place, including Progresso and CPOMS software, which will ensure that full and accurate records are maintained of:

- All incidents relating to behaviour problems
- Monitoring progress made in relation to behaviour targets
- Exclusions from the centre / setting
- Incidents requiring the use of positive handling strategies
- Racist incidents
- Bullying and discriminatory behaviour of any kind
- Complaints

CPD
Behaviour management is an important part of staff CPD. All staff are trained in Team Teach care and control strategies. Training needs, which may include behaviour management, are identified through the school development plan, as well as individual staff performance management and PDR targets and reviews.

Consultation
This policy has been drawn up by a representative group of COBS staff. All staff have had the opportunity to comment on the details and the pupils have been consulted on the content of this policy in their school council.

Useful / related documents:

- Relationship policy
- Attendance and punctuality policy
- Anti-bullying policy
- Management of drug related incidents policy
- DfE Exclusions guidance
- COBS Care and Control policy
- COBS Safeguarding policy
- Equal Opportunities policy
- DfE Searching, screening and confiscation – February 2014
Appendix 1

Searching, screening and confiscation

Aims

The School to carry out its duties to safeguard and promote the welfare of children by ensuring that dangerous, illegal or disruptive items are removed from pupils and disposed of safely and lawfully. This guidance also aims to ensure that the pupils and parents understand the circumstances in which searches will take place, what will happen to items confiscated by staff and to discourage pupils from bringing such items into school or on school trips.

Prohibited items

At City of Birmingham School the following are "prohibited items" under Section 550ZA(3) of the Education Act 1996 and Regulation 3 of the Schools (Specification and Disposal of Articles) Regulations 2012:

- knives or weapons, alcohol, illegal drugs and/or “legal highs” and stolen items
- tobacco and cigarette papers, fireworks and pornographic images
- any article that a member of staff reasonably suspects has been, or is likely to be used:
  a) to commit an offence or
  b) to cause personal injury to, or damage to the property of, any person (including the pupil)
- any item banned by the School rules

Banned Items

In addition to the Prohibited Items listed above, the following items are banned by the School:

- cigarettes, cigars, e-cigarettes, smoking paraphernalia
- drugs, illegal or “legal highs”
- laser pens
- fake id

Searching with consent

Before any search is undertaken the pupil will usually be asked to consent verbally. In seeking consent, the age and maturity of the pupil will be taken into account together with any special needs the pupil may have.

If a member of staff suspects that a pupil has an item that is banned by the School they can instruct the pupil to turn out his or her pockets or bag.

The School will also search for any items that are deemed by staff likely to cause harm or disruption. Pupils must not have such items in their possession on school premises or at any time when they are in the lawful charge and control of the school (for example on a school trip).

Searching for prohibited items

Where the Head Teacher or an authorised member of staff have reasonable grounds to suspect that a pupil may have a prohibited item, consent is not required and the search will be carried out, using reasonable force where appropriate.

The Head Teacher has authorised all teaching staff to carry out searches and retain or dispose of items in accordance with this policy.
Searches will be carried out only on school premises or, if elsewhere, where the member of staff has lawful control or charge of the pupil, for example on a school trip or in training settings.

If it is believed that a pupil has a prohibited item, it may be appropriate for a member of staff to carry out:

- a search of outer clothing, i.e. clothing that is not worn next to the skin or immediately over a garment that is being worn as underwear. and / or
- a search of school property (e.g. pupils' lockers or desks) and / or
- a search of personal property (e.g. bag or pencil case).

Searches will be conducted in such a manner as to minimise embarrassment or distress. Any search of a pupil or their possessions will be carried out in the presence of the pupil and another member of staff. Where a pupil is searched, the searcher and if at all possible the second member of staff present will be the same gender as the pupil.

Where it is reasonably believed that serious harm may be caused if the search is not carried out immediately and it is not practicable to summon another member of staff, a member of staff may carry out a search of a pupil of the opposite sex and / or in the absence of a witness.

Where the Head Teacher, or staff authorised by the Head Teacher, find anything which they have reasonable grounds for suspecting is a prohibited item, they may seize, retain and dispose of that item in accordance with this policy.

**Screening**

There are times when the School may need to check if pupils have knives or other things that could be used as weapons. In February 2014 the Department for Education issued guidance to schools about ‘screening’ of pupils. This guidance says that...

*Scho * **Schools can require pupils to undergo screening by a walk-through or hand-held metal detector, (arch or wand), even if they do not suspect them of having a weapon and without the consent of the pupils*."

The City of Birmingham School takes safeguarding of pupils, staff and visitors very seriously. The School will screen pupils if there is a suspicion that anyone may be at risk. If a pupil refuses to be screened the School may take action that is deemed appropriate under those specific circumstances. If any weapon or any object the School believe is intended for use as a weapon is found then police will be contacted and parents informed.

Screening may be used by the School as a strategy to deter pupils from carrying weapons. This may mean that screening happens at different times throughout each week. Unless there are exceptional circumstances, screening will not be used daily; this is at the discretion of the School.

Screening like this does not involve physical contact with the pupil; a hand-held detector is used. Screening will be undertaken by a senior member of staff within the School and there will usually be another adult present. Where it is reasonably believed that serious harm may be caused if the screening is not carried out immediately and it is not practicable to summon another member of staff, a member of staff may carry it out in the absence of a witness.

**Confiscation**

Under the School's general power to discipline, a member of staff may confiscate, retain or dispose of a pupil's property as a disciplinary penalty where it is reasonable to do so.

Confiscation of an item may take place following a lawful search, as set out above, or however the item is found if the member of staff considers it to be harmful or detrimental to school discipline.
Searching electronic devices

In accordance with the school’s ‘ICT Acceptable Use Policy’ and ‘Mobile Phone Policy’ an electronic device such as a mobile phone or a tablet computer may be confiscated in appropriate circumstances in accordance with this policy. If there is good reason to suspect that the device has been, or could be used to cause harm, to disrupt teaching or break school rules, any data or files on the device may be searched and, where appropriate, data or files may be erased before the device is returned to its owner. Any data or files will only be erased, if there is good reason to suspect that the data or files have been, or could be used to cause harm, to disrupt teaching or break school rules.

Disposal of confiscated items

- **Alcohol**: alcohol which has been confiscated will be destroyed.

- **Controlled drugs**: controlled drugs will usually be delivered to the police as soon as possible. In exceptional circumstances and at the discretion of the Head Teacher or authorised member of staff, the drugs may be destroyed without the involvement of the police if there is good reason to do so. All relevant circumstances will be taken into account and staff will use professional judgement to determine whether the items can be safely disposed of. They will not be returned to the pupil.

- **Other substances**: substances which are not believed to be illegal drugs but which are harmful or detrimental to good order and discipline (for example "illegal highs") may be confiscated and destroyed. Where it is not clear whether or not the substance seized is an illegal drug, it will be treated as though it is illegal and disposed of as above.

- **Stolen items**: If, in the opinion of the Head Teacher or authorised member of staff, there is good reason to do so, stolen items may be returned to the owner without the involvement of the police. Stolen items may, however, be delivered to the police when appropriate.

- **Tobacco or cigarette papers**: tobacco or cigarette papers will be destroyed.

- **Fireworks**: fireworks will not be returned to the pupil. They will be disposed of safely at the discretion of the Head Teacher or other authorised member of staff.

- **Pornographic images**: pornographic images involving children or images that constitute "extreme pornography" under section 63 of the Criminal Justice and Immigration Act 2008 will be handed to the police as soon as practicable. As possession of such images may indicate that the pupil has been abused, the school's Designated Person for Child Protection will also be notified and will decide whether to make a referral to the LADO (Local Authority Designated Officer). Other pornographic images will also be discussed with the School's Designated Person for Child Protection. The images may then be passed to the LADO (Local Authority Designated Officer) for consideration of any further action. If no action is to be taken by the local authority the images will be erased after a note has been made for disciplinary purposes, confirming the nature of the material.

- **Article used to commit an offence or to cause personal injury or damage to property**: such articles may, at the discretion of the Head Teacher or authorised member of staff taking all the circumstances into account, be delivered to the police, returned to the owner, retained or disposed of.

- **Weapons or items which are evidence of an offence**: such items will be passed to the police as soon as possible.
• **Electronic devices used to carry out cyberbullying**
  If it is found that a mobile phone, laptop or tablet computer or any other electronic device has been used to carry out cyberbullying, the device will be confiscated and any data or files on the device may be searched and may be used as evidence in disciplinary proceedings. The pupil may be prohibited from bringing such a device onto school premises or on school trips. In serious cases, the device may be handed to the police for investigation.

**Communication with parents**

There is no legal requirement for the School to inform parents before a search for banned or prohibited items takes place or to seek their consent to search their child and it will not generally be practicable to do so. However, we will inform parents of any search that takes place and provide details of any items that have been found. In appropriate cases we will consult parents on how the School should dispose of certain items.

We will keep a record of searches carried out which can be inspected by the parents of the pupil(s) involved subject to any restrictions under the Data Protection Act 1998. The record will include details of the disposal of items confiscated.

Complaints about searching or confiscation will be dealt with through the School's Complaints Procedure. A copy of the procedure is posted on the School website and hard copies are available from the School office on request.

The School will take reasonable care of any items confiscated from pupils. However, unless negligent or guilty of some other wrongdoing causing injury, loss or damage, the School does not accept responsibility for loss or damage to property.

This guidance will be reviewed following any new guidance issued from the Dfe.