

# Wellington School



Honesty

Community

Excellence

Fairness

Endeavour

## RELATIONAL BEHAVIOUR POLICY

**Updated:** June 2025

**Review Date:** June 2026



INVESTORS  
IN PEOPLE



# Wellington School



<b>Policy Title</b>	<b>Relational Behaviour Policy</b>
---------------------	------------------------------------

<b><i>Date of Update</i></b>	<b>June 2025</b>
<b><i>Review Date</i></b>	<b>June 2026</b>
<b><i>Status</i></b>	<b>Statutory</b>
<b><i>Member of SLT Responsible</i></b>	<b>K Shelley Deputy Headteacher</b>

## Contents

1. Introduction.....	4
2. Roles and responsibilities .....	4
3. Which other policies are linked?.....	4
4. Legislation and statutory requirements.....	5
5. What are the aims of our relationship policy? .....	5
6. What is the rationale behind our policy?.....	5
7. Behaviour expectations .....	6
8. Relationships and rewards .....	7
9. How we provide a safe environment for learning .....	7
10. How do leaders support each other with behaviour in our School? .....	8
11. What do we do when things are not going well? .....	9
12. We use the following consequences .....	9
13. Restoratives .....	12
14. Logging incidents .....	12
15. Where there are ongoing behaviour issues.....	12
16. Suspensions and permanent exclusions.....	13
17. Other important information .....	13
18. Searches and confiscation .....	13
19. Use of reasonable force and restraint .....	14
Appendix 1 The Wellington Way .....	15
Appendix 2 Restorative Practice at Wellington School .....	16
Appendix 3.....	17



# Wellington School Relational Behaviour Policy

## 1. Introduction

This policy explains our approach to behaviour management. Our approach is based on helping everyone to be and feel safe, building relationships, understanding individual needs and supporting the development of self-regulation skills so everyone can learn, discover and achieve their potential.

The policy is relevant to **all adults and students** in our school, and we ask Governors, staff, parents and carers to support it.

**By accepting a place at Wellington School, you are accepting this policy and our approach.**

At the heart of our community are the people and the relationships they build. To make our community work we expect everyone to treat each other with respect, kindness, and compassion.

We know that meeting these expectations can be challenging, especially for our young people who are navigating their teenage years and all the complexities this brings. To help, we build a culture in which people can talk about how they feel, ask for help, learn from mistakes, put things right and get the support they need to manage their mental health and well-being. Our aim is to support our young people to become confident, self-regulating adults and positive members of society.

## 2. Roles and responsibilities for this policy

It is **everyone's** responsibility to uphold this policy, as this is very much based on growing a culture and ethos within our School community.

Any new staff and students joining our School will be inducted appropriately.

The policy will be reviewed every academic year by the Deputy Headteacher and Governing Body.

### Parents

Parents are expected to:

- Teach their children the importance of being polite and using manners
- Support and work with School. Young people thrive on consistency of message from home and School
- Inform the School of any changes in circumstances that may affect their child's behaviour
- Set up their Parent Class Charts app to monitor their child's progress

## 3. Which other policies are linked to this one?

This policy is linked to:

- Teacher Standards
- Staff Appraisal Policy
- Attendance Policy
- SEND Policy
- Parent Code of Conduct

- Hub Policy
- Safeguarding Policy
- Anti-Bullying Policy
- Positive Handling Policy
- Uniform and Appearance Code

#### **4. Legislation and statutory requirements**

This policy is based on advice from the Department for Education (DfE) on:

- [Behaviour and discipline in schools](#)
- [Searching, screening and confiscation at school](#)
- [The Equality Act 2010](#)
- [Keeping Children Safe in Education](#)
- [Use of reasonable force in schools](#)
- [Supporting pupils with medical conditions at school](#)
- <https://www.gov.uk/government/publications/teachers-standards>

It is also based on the [special educational needs and disability \(SEND\) code of practice](#).

This policy complies with our funding agreement and Articles of Association.

#### **5. What are the aims of our relationship policy?**

**Students will:**

- Thrive - be able to learn, discover and achieve their potential
- Be known - have their potential and achievements recognised
- Learn - in a way that is interesting, considers their developmental stage and builds their confidence
- Experience – an exciting, relevant, accessible curriculum, that meets their needs, builds aspirations and enables them to take risks safely
- Be respected and supported as individuals
- Through support, understanding and co-regulation from adults, learn to understand themselves, their emotions and behaviours, and learn ways to self-regulate
- Build healthy and safe relationships and learn how to repair and restore relationships when things go wrong, so they can be confident and positive members of our community and wider society

#### **6. What is the rationale behind our policy?**

**We want our young people to behave appropriately, because it is the right thing to do.**

**The importance of attachment:**

Humans do not develop in isolation.

Children form an inner working model of themselves through ‘attachment’ relationships with parents, carers and other adults, including teachers.

Where attachment relationships are broken or disrupted by loss, neglect, trauma or abuse; schools and the adults in them can do a lot to support students to rebuild the sense of safety and trust they need to learn.

Regulation is learned through relationships, so in order to self-regulate, many of our pupils may need support from appropriate adults. We help adults in our school to remain attuned, responsive and able to offer co-regulation to our students by providing opportunities to discuss challenges and solutions and get the support they need.

#### **Trauma:**

Trauma disrupts learning. Trauma is caused by an event or events that create levels of stress that a child cannot deal with. Rebuilding a child's sense of safety through relationships and experiences that show things can be different is vital to repairing the impact of trauma.

The brain is pattern-seeking and survival-oriented, connections on the outside build connections on the inside. In other words, students learn through relationships.

Humans need safety and positivity to learn and develop and it is relationships that enable this.

We need to feel safe in order to be able to learn. Feeling under threat can make us go into 'survival mode' sometimes described as 'fight, flight, freeze, flop' and this impacts on our ability to self-regulate, focus and learn. Therefore, we do not act in a way that causes people to feel under threat and we recognise the importance of ensuring our pupils feel physically and psychologically safe and supported to regulate when they feel anxious or afraid.

## **7. Behaviour expectations**

A relational behaviour policy is **not** about lowering our standards for appropriate behaviour.

Our expectations for behaviour are set out in **The Wellington Way** - see **Appendix 1**. This forms the framework for all our conversations about appropriate behaviour.

We are always:

- 1. Ready**
- 2. Respectful**
- 3. Safe**

#### **We use these words in all our conversations about behaviour**

All behaviour is a form of communication. When students behave in a way that is inappropriate for a school setting, we need to understand why and help them to behave in a more appropriate way.

- We try to understand why the child may have acted in a particular way (what is the context? What might the underlying need be?)
- If the child is still struggling, we support them to emotionally regulate, for example through breathing, by giving them space, and active listening
- We explore with them their understanding of what happened (e.g. through wondering aloud- 'When you did X, I wonder if you were feeling Y?')
- Once we feel that we have a greater understanding of what has happened, and the child is regulated, we can then try to explore with them the wider context of their behaviour and the outcome by:
  - Helping them understand **why** what they have done is not appropriate
  - Showing them what we **do** want them to do (and how to do it)
  - Supporting them to put things right through a restorative conversation or action
  - Helping them understand and deal with the feelings that gave rise to the behaviour

## 8. Relationships and Rewards

The biggest reward for a child is the affirmation of an adult with whom they have a positive relationship. The biggest consequence is that an adult with whom you have a relationship does not approve of your actions.

Rewards and consequences without relationships tend to become bribes or threats and these have negative consequences, making students vulnerable to manipulation or coercion.

Stickers, postcards home etc. can be useful symbols of our affirmation, but they cannot replace it. For some students getting symbols and tokens can become an end in itself and create dependency and anxiety- this does not help them internalise their own sense of worth.

For some students, public praise can be overwhelming because their life experience has told them they are not worthy of it. So, we don't use rigid systems, but instead actively notice and explain a student's achievement in the moment, so they know what they've done right and can do more of it. We make it specific and not generic. "Well done" becomes "Thank you for your thoughtful answers; they helped develop the whole- class discussion"

We will also record positive behaviour points on Class Charts, linked to one of our School values:

**Excellence, Endeavour, Honesty, Fairness, Community**

This way, students can look back and Parents/Carers can share in their achievements.

## 9. How we provide a safe environment for learning

- Our school is a safe, inclusive, welcoming place
- We make sure that each of our students is known, recognised for their strengths and given support for their needs
- We are consistent in meeting the relational and developmental needs of our students
- We model the behaviour we expect to see – we don't shout, we are kind, compassionate in our responses to behaviour
- We notice what we want more of, rather than listing what someone has got wrong
- We don't use fear, coercion, bribery, threats or humiliation
- We get to know our students and their parents
- We meet and greet all students on the gate, as they come into our classrooms, and as we walk round the school
- We welcome parents, carers into school and listen and respond to their concerns and views
- Our vision and values are instilled and upheld, to provide consistency
- We encourage empathy and mutual respect
- We establish routines that help everyone to feel safe and recognise great behaviour e.g. opening doors, welcoming new students
- There are safe places for people to go when someone needs calmness or reflection
- Every child has a safe person who knows them and who they can go to if they are struggling

## **10. How do staff support each other with behaviour in our School?**

### **The Senior Leadership Team (SLT) will:**

- Model the behaviour they expect from everyone
- Be visible and available
- Be open, honest, willingly accountable, notice achievement, challenge and support and are able to apologise if they get it wrong
- Not seek to fix everything, but to support and empower colleagues to find solutions
- Ensure that the School vision is shared, lived and developed
- Provide opportunities and a safe space for adults to debrief, reflect, have a professional conversation
- Provide high quality CPD for all adults working in school
- Work pro-actively with other agencies to ensure plans are joined-up and solutions-driven
- Provide coaching and mentoring for new staff or staff who require any support
- Create an 'Exit' timetable for departments

### **Heads of Department (HoDs) will:**

- Ensure they analyse the information from Class Charts each day, to spot patterns of behaviour in their Department
- Ensure that direct communication home is made (beyond Class Charts) e.g. phone calls/parental meetings
- Ensure behaviour is regularly discussed at Department/Inclusion Team and Tutor meetings
- Work closely with the Inclusion Team
- Refer serious incidents to their SLT line manager
- Oversee behaviour incidents and ensure they are dealt with (e.g. restoratives)
- Co-ordinate subject specific Step-outs for students when appropriate
- Ensures that autonomy remains with the Class Teacher

### **Directors of Key Stage (DoKs) will:**

- Ensure they analyse the information from Class Charts each day, to spot patterns of behaviour in their Key Stage
- Ensure that when there are patterns in behaviour across multiple subjects, they liaise with HoDs to ensure appropriate support is put in place and effective parent contact is made
- Oversee behaviour incidents that have taken place during unstructured time
- Refer serious incidents to their SLT line manager
- Support tutors in ensuring consistent messages are delivered to students

### **Teaching staff will:**

- Fully support our relational behaviour policy
- Establish good routines and create a sense of safety and order
- Lead on behaviour in your classroom
- Using the language of The Wellington Way to achieve consistency of approach across the School
- Plan and deliver high quality teaching and maintain the non-negotiables
- Read SEND Learning Plans and Pupil Passports, to meet individuals needs
- Seek advice from the appropriate member of staff when needed
- Role-model the behaviour you expect to see
- Ensure seating plans on Class Charts remain up to date throughout the year
- Notice and praise the behaviour you want to see
- Refer significant incidents to Head of Department



- Ensure students in Reset/Step-out have regular and appropriate work set and feedback is given-through close liaison with the Hub Managers

### **Tutors will:**

- Fully support our relational behaviour policy
- Establish good routines and create a sense of safety and order
- Lead on behaviour in your classroom
- Read SEND Learning Plans and Pupil Passports, to meet individuals needs
- Role-model the behaviour you expect to see
- Ensure seating plans on Class Charts remain up to date throughout the year
- Notice and praise the behaviour you want to see
- Discuss any challenges your tutee is experiencing with behaviour, attendance, punctuality etc.
- Build strong relationships with parents of your tutees through contact home via telephone, Class Charts and Pupil Review Day
- Refer significant incidents to Director of Key Stage

## **11. What do we do when things are not going well?**

At times and despite all of the above, things can escalate. This is not your 'fault' as it will often be something beyond your control. However, as the adult we must try to manage ourselves so we can assist a young person.

When dealing with difficulties, we can start to feel intense emotional responses ourselves. We might feel anger, frustration, upset or anxiety for example. However, when we become 'dysregulated' we cannot support others to regulate. So, we recognise the importance of staff being able to self-regulate (check-in with yourself, take a breath, get support if needed) prior to managing any difficult situations in the classroom.

- We take a breath
- We reflect on the wider context (the child's experience and perspective)
- We are calm, focused on what the child needs and what anyone who has been negatively affected needs (not our need for control etc.)
- We don't take it personally – even if it feels personal
- We seek help if we feel we are not the best person to deal with a situation in that moment. It is ok to hand the situation to someone else whilst you regulate. You can take ownership back when you are ready.

### **We help the child to:**

- Be and feel physically and psychologically safe – including giving them time and space, other than in an emergency
- Support them to regulate their emotions and behaviours, for example by teaching them about breathing, naming and understanding their emotions
- Reflect and build a better understanding of themselves and others
- Learn other ways to manage themselves
- Consider the impact on others
- Put it right with others (restorative conversations)

## **12. We use the following consequences:**

We define consequences as the natural and **logical responses** to actions. **We do not use the term "punishment"** We use consequences to help the child to learn and put things right.

**At Wellington we have consistency of approach, not outcome.**

The consequence is logical and natural – if you drop litter you pick it up; if you are rude you apologise; if you don't do the work, you catch up; if you hurt someone, you repair the relationship.

Consequences for minor things are dealt with in the moment and then we move on.

If there is a person affected by what has happened, then their feelings (but not their need for revenge) must be dealt with and respected via reflection time and a restorative approach.

**Consequence Steps:**

	What will happen?	Example 1 (In class)	Example 2 (Out of class)
<b>Chance</b>	You will get a clear warning and a <b>chance</b> to correct your behaviour. <b>Those with additional needs may need more than one chance</b>	"Please stop turning around to talk and start the task. This is your chance"	"You are stood under the Lynton staircase. Please leave and go outside. This is your chance"
<b>Choice</b>	If the inappropriate behaviour carries on, you will get a <b>choice</b> . Correct your behaviour or receive a consequence <b>Those with additional needs may require more support with this</b>	"You have not started the task and you are still talking. You need to start now or you will have a detention to catch-up. It is your choice what happens next"	"You are still inside the building and there is litter on the floor. Please pick your litter up and go outside or you will have to report to Room 21. It is your choice what happens next"
<b>Consequence</b>	You will now be set the <b>consequence</b> . This consequence will be logical and is <b>the decision of the member of staff</b>  It may be:  -A detention to catch up work  - <b>Exiting</b> the student to a good neighbour classroom – so you can carry on teaching and setting a detention for a restorative/to catch up	"You have chosen to continue talking and will now be Exited to another classroom as you are disrupting the learning of others."  - There may be a detention to catch up on the work you missed  - There will be an opportunity to have a restorative conversation with the staff member  <b>Log as -1 on Class Charts</b>	You chose to run away down the corridor and left your litter- you will be in Room 21 at lunchtime for the next two days  <b>Log as a -1 on Class Charts</b>
<b>There is always a restorative and a fresh start</b>			

**Consequences to actions should be logical and proportionate**

For example, a child who has never missed a homework, sees a staff member at the start of the lesson and promises to submit it later that evening, a detention would not be necessary. If the student then did not then hand it in, a detention to do the work would now be appropriate.

A student's phone goes off in their bag- they own up, apologise and put it on silent, the phone is confiscated until the end of the day. The matter is resolved in the moment.

If the incident is serious or everyone is angry or upset, it may be some time is needed to calm down and reflect.

We recognise that for students with SEND, specific adjustments and arrangements may need to be made and these will be outlined, as appropriate, in Learning Plans.

We don't use rigid systems of accumulating sanctions. If a child is accumulating sanctions, it is unlikely that doing more of the same will work.

Instead we work as a team around the child and get additional advice and support so we can come up with a way to help the child to manage the issues, feelings and behaviours they are struggling with. This may include an internal Step-out (See Hub Policy).

### **Consequences can include:**

- Being 'Exited' from the classroom – this is a consequence in itself if the climate for learning is right (***we never exit a dysregulated child- please use SLT On-Call for this***).
- Class teacher/Form Tutor detention (up to 30 minutes)
- Head of Department/Director of Key Stage detentions (up to 45 minutes)
- SLT detention (up to 60 minutes)
- Support card
- Re-set (in Hub 2 up to a whole day- where intervention work will be carried out)
- Step-out (Longer periods of Step-out In Hub 2 –see Hub Policy)
- Parental contact- phone call/meeting – we expect staff to make calls home when a situation is serious or there is a pattern of ongoing behaviour
- Room 21 (lunch-time detention) for inappropriate behaviour out of class
- Detentions for lateness – Are after School and take place in the Hub. Alerts will go to Form Tutors/DoKs who can spot patterns and act appropriately.
- Uniform and Equipment infringements are logged and 3 incidents in a week may result in an SLT detention

**\*All consequences end with a restorative and a fresh start \***

### **Detentions**

- Detentions need to serve a purpose - e.g. to catch up on work, to have a restorative. They should not be set for the purpose of sitting in silence as a 'punishment'.
- Detentions will usually take place after School, but may happen at break/lunch whilst still allowing for time for students to eat/use the toilets.
- Detentions are for as long as is necessary- If a child is Exited, completes the work to a good standard and shows remorse, a short restorative may only take a few minutes. A child who has missed vital input and has gaps in their knowledge and understanding will likely need a detention, so (as the subject specialist) staff can ensure gaps are closed.
- Detentions and upscaled detentions are recorded on Class Charts.
- Class Charts is how students and parents are notified of all behaviours and consequences- but we expect staff to make calls home when a situation is serious, or there is a pattern of ongoing behaviour
- As we expect parents to have the Class Charts app, we do not give notice and detentions may be issued the same day.

## SLT On Call

- There will always be a member of SLT “On-Call” - if at any point staff need support (for example dysregulation or welfare concerns/Respite for a child) please use Class Charts “On-Call button”. If an Exited child disrupts the “good neighbour” they have been removed to, please On-Call this immediately.

## 13. Restoratives

All behaviour incidents MUST end with the relationship being restored. It is vital relationships are repaired and there is a fresh start every time.

**Appendix 2** gives clear guidance on how restoratives are conducted at Wellington School

## 14. Logging incidents

Wellington School record behaviour incidents on Class Charts (however some things are recorded on Safeguarding to protect the privacy of the child - e.g. extreme dysregulation linked to SEND).

Behaviours marked with an \* on Class Charts are shared with parents and they can read the comments staff make. Logs should be professional, factual and devoid of emotive language.

Staff should log:

***The behaviour, the impact of the behaviour (linked to Respectful Ready, Safe) and what the logical response will be***

Example: “X struggled to regulate themselves today. They arrived late and despite *being given chance* and then a choice, began to shout-out across the room and disturb the learning of their peers. X was exited to another class. As they have missed key input on a new topic, they will be in a detention after School today for 15 minutes”

**For repeat/regular behaviours it is expected that staff contact home.**

## 15. Where there are ongoing behaviour issues

All pupils are entitled to an education where they are protected from disruption and can learn in a calm, safe and supportive environment.

When it is clear more specialist input is needed to support a child with their behaviour, a Step-out will be considered. We will also seek further advice from other agencies e.g. Educational Psychologist.

### Step Out (internal) – The Hub

Hub Step-out is designed to help meet the immediate needs of a child. The Step-out programme will involve students following a bespoke timetable personalised to their needs, with appropriate behaviour and social emotional and mental health interventions.

### Internal Alternative Provision

When there is evidence that a student is struggling to access mainstream education over a period of time, it may be appropriate for parents and students to be offered a period of time in our Internal Alternative Provision (IAP). In the IAP students will be given a bespoke timetable with Maths, English and Science lessons taught by subject specialists alongside additional interventions. Each offer of IAP will begin with

students and parents meeting with key staff to set targets and timeframes, following a successful period in the IAP students will then begin their re-integration back to mainstream.

### **Step Out (external) to a Pupil Referral Unit (PRU)**

Pupil Referral Units are a type of school that caters for young people who aren't able to attend a mainstream school. Pupils are often referred there for a period of time, if they need greater care and support than their school can provide in terms of their behaviour.

## **16. Suspensions and permanent exclusions**

Are used as a last resort in order to help ensure the safety of our members of the School Community – See Appendix 3

## **17. Other important information**

### **Mobile Devices/Smart Watches/Ear pods/Headphones**

- Wellington School is a device free site for all students in Year 7-11 (see separate VI Form policy on mobile phones).
- This allows pupils to focus on their learning, have screen breaks and reduces a potential source of bullying.
- If a student is seen using a mobile phone/Smart Watch (to communicate) or listening to something in their ears, it will be confiscated until the end of the day and the child may be placed in SLT detention on the nearest Friday.
- If there are repeat incidents, students will need to hand their devices in at the start of each day (DOKs to monitor).
- Please note, noise cancelling Headphones are permitted for sensory reasons- if authorised by SLT. Some students who access the Hub will be allowed to listen to music if it helps them regulate (Hub Managers will sanction this).
- If you are found using your phone on site to record/take images of staff or young people your phone will be **confiscated until your parents can come in for a meeting**. School may have to report the incident to the police as part of our legal safeguarding duty.

**If it is seen, it will be confiscated**

## **18. Searches and Confiscation**

In order to ensure our young people are safe School may need to carry out searches. Searching and screening pupils is conducted in line with the DfE's latest guidance on searching, screening and confiscation.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/674416/Searching\\_screening\\_and\\_confiscation.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/674416/Searching_screening_and_confiscation.pdf)

Prohibited items include (this is not an exhaustive list):

- knives or weapons
- alcohol and illegal drugs
- energy drinks
- stolen items
- tobacco, cigarette papers, e-cigarettes/vapes
- oils/liquids for vapes/e-cigarettes
- fireworks/lighters
- 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 the property of, any person (including the pupil).
- Headteachers and authorised staff can also search for **any item banned by the school e.g. a vape**

These items will not be returned, but will be disposed of safely or if necessary, passed onto the police.

## **19. Use of reasonable force and restraint**

All members of school staff have a legal power to use reasonable force to prevent pupils committing an offence, injuring themselves or others, or damaging property, and to maintain good order and discipline in the classroom.

<https://www.gov.uk/government/publications/use-of-reasonable-force-in-schools>

Incidents of physical restraint must:

- Always be used as a last resort
- Be applied using the minimum amount of force, for the minimum amount of time
- Never be used as a form of punishment
- Be recorded and reported to parents

**Please refer to our Positive Handling Policy for more information**

## Appendix 1

# The Wellington Way

At Wellington School we are always:

## **READY, RESPECTFUL, SAFE**

We achieve this through our School values

### Excellence

- We wear the correct uniform in the correct way, at all times
- We are polite to everyone and use good manners
- We have the correct equipment
- We meet deadlines to the best of our ability, and if we can't, we ask for more time
- We conduct ourselves in an orderly and self-controlled way around the School

### Endeavour

- We arrive on time to where we are supposed to be
- We embrace our learning, take risks and challenge ourselves
- We appreciate that changed behaviour is the best apology
- We strive to attend School every day
- We aim to be the best version of ourselves

### Honesty

- We take responsibility for our actions, without blaming others for our choices
- We embrace restorative conversations
- We reflect on our behaviours and their impact on others
- We talk to a trusted adult if we (or someone we know) needs help

### Fairness

- We actively listen to each other
- We respect that everyone has the right to feel safe, valued & respected
- We support each other
- We celebrate difference
- We take care of ourselves and others, to keep everyone safe

### Community

- We respect our School environment
- We give back through service to the School
- We are upstanders not bystanders
- We have zero tolerance of hate and bullying
- We are always kind in our words and actions

## Appendix 2



### Restorative Practice at Wellington School

Restorative Practice (RP) is an approach which helps to build and maintain positive, healthy relationships, resolve difficulties and repair harm where there has been conflict.

#### What are the benefits of restorative conversations?

- Provides a framework when resolving conflict and repairing harm
- Encourages individuals to take responsibility for their actions and what impact this may have had on others.
- Helping those responsible take steps to put things right (high challenge and high support).
- Fosters a culture that elevates dialogue and values relationships
- Provides students the social and language skills to resolve their own problems

#### Restorative conversations are not:

- A reprimand
- An alternative to a logical consequence

**A restorative conversation should only take place when all parties are regulated and ready to listen.**

#### How to conduct a restorative conversation:

- Use a script to help you use consistent restorative language (example below). Due to social, cultural or SEN differences, some students may not be able to maintain eye contact. Students should therefore not be prompted to look at a member of staff.
- Refer to “Respect, Ready, Safe” and The Wellington Way.
- Use consistent, non-punitive language with an even tone.
- An apology should not be prompted/forced as it will be insincere. Any apology should be spontaneous and child-led.
- ‘Feeling’ type questions help students articulate themselves and encourages empathy for others. They also create a clear link between thoughts, emotions and actions, which in turn creates connectedness, kindness and emotional intelligence.

Suggested script (*Source- Independent Thinking on Restorative Practice, Mark Finnis*).

#### Storytelling phase (reflecting on the incident)

- What happened?
- What have your thoughts been since?
- What were you feeling?

#### Impact Phase (taking responsibility and exploring harm)

- Who has been affected by this?
- How did the others feel?

#### Solution phase (repair harm, agreement, reintegration)

- What would you do differently next time?
- What needs to happen now?
- How do you feel now?
- Is there anything else?



## Appendix 3

For serious incidents of inappropriate behaviour, the Headteacher may seek to use Step-out, suspension and permanent exclusion as directed under:

<https://www.gov.uk/government/publications/school-exclusion>

### Suspension and permanent exclusion

The reasons below are examples of the types of circumstances that may warrant a suspension or permanent exclusion.

- Physical assault against a pupil
- Physical assault against an adult
- Verbal abuse or threatening behaviour against a pupil
- Verbal abuse or threatening behaviour against an adult
- Use, or threat of use, of an offensive weapon or prohibited item that has been prohibited by a school's behaviour policy
- Bullying
- Racist abuse
- Abuse against sexual orientation or gender reassignment
- Abuse relating to disability

**This list is not exhaustive**

### Suspension

A pupil may be excluded for one or more fixed periods (up to a maximum of 45 school days in a single academic year). Work will be set for students for the duration of the suspension.

Parents/guardians are reminded that it is their responsibility to ensure that their child is not present in a public place in school hours during the period of any suspension.

### Permanent Exclusion

Permanent exclusion is used as a last resort, in response to a serious breach or persistent breaches of the School's Relational behaviour policy; and where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school.

### Zero-tolerance approach to sexual harassment and sexual violence

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

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

The School's response will be:

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

Sanctions for sexual harassment and sexual violence may include suspension and permanent exclusion.

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

- Responding to a report and carrying out risk assessments, where appropriate, to help determine whether to:
  - Manage the incident internally
  - Refer to Early Help
  - Refer to Children's social care
  - Report to the police

Please refer to our Safeguarding policy for more information.

## **Off-site behaviour**

Sanctions may be applied where a pupil has misbehaved off-site when representing the school. This means misbehaviour when the pupil is:

- Taking part in any school-organised or school-related activity (e.g. school trips)
- Travelling to or from school
- Wearing school uniform
- In any other way identifiable as a pupil of our school

## **Investigations into incidents**

When an incident involving potential misbehaviour occurs, staff in school will seek to investigate the incident to establish the facts before deciding on possible sanctions.

This may involve, for example, speaking to staff and/or students and/or reviewing CCTV footage and taking written statements from those involved and eyewitnesses.

In investigating incidents, staff will always seek to be fair to all parties. The standard that will be applied in forming judgements as to whether an event did or did not happen will be that of "the balance of probabilities" (that is, whether something is more likely than not to have occurred).

The amount of time expended on an investigation will generally be proportionate to the severity of the incident.

In most cases, a brief summary of the incident and any sanctions issued will be recorded. Detailed records of investigations will generally only be produced if the incident is especially serious.

## **Malicious allegations**

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

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

In all cases where an allegation is determined to be unsubstantiated, unfounded, false or malicious, the school (in collaboration with the Local Authority Designated Officer LADO, where relevant) will consider whether the pupil who made the allegation needs help, or the allegation may have been a cry for help. If so, a referral to children's social care may be appropriate.

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

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