

Behaviour Policy – appendix

Walton Academy

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Values and Ethos

At Walton we promote a 'Culture of excellence and kindness' through high standards and expectations.

Our culture is underpinned by our Core Values:

- We Empower
- We Respect
- We Care

And embedded through our academy expectations:

- Ready
- Respectful
- Responsible

In line with the academy ethos we strive to achieve the highest standards of behaviour.

We recognise that this can only be achieved with the full co-operation of students and support of parents / carers through the implementation of the:

- Academy Code of Conduct
- Personal development and well-being procedures and the policies on:
 - Anti-bullying
 - Attendance
 - Behaviour Management
 - Online safety
 - Reward System
 - Safeguarding
 - Social Inclusion

We have high expectations of all students and expect excellent behaviour.

The Walton Code of Conduct

The Code of Conduct expects all stakeholders to treat each other with care, courtesy and consideration

- Following the Code improves the quality of life in the school and provides an orderly, secure and civilised atmosphere in which learning can be more effective.
- A high standard of courtesy, respect and behaviour is expected both between student and student and between students and members of staff.
- The way in which students dress, move about the premises and show respect and consideration for others will be reflected in standards of work and behaviour.
- As part of its duty to care, the academy takes all reasonable and considered measures to restrict and prevent bullying, involving parents, outside agencies and the community whenever necessary.
- Our rewards system increases the motivation of the students, and reinforces our policy of seeking to foster high standards, through rewarding for effort, either inside or outside the classroom. The scheme has been designed so that all students, not just the academically more able, have equal opportunity to receive an award.
- The tiered behaviour system operates to discourage unacceptable behaviour. The academy wishes to work in partnership with parents and will communicate with parents whenever necessary.
- Good attendance provides continuity in a student's education and is likely to reduce the risk of behavioural problems arising. The attendance policy encourages procedures to be followed to allow effective monitoring of attendance.
- For those few members of the Walton community who fail to follow the expectations, a variety of sanctions will be imposed. These include academy detentions, internal and external suspension, alternative provision, loss of unstructured time, deprivation of privileges and the carrying out of tasks which will benefit the academy.

1 The Principles and Aims of the Behaviour Policy

Walton's Behaviour Policy is centred on creating and sustaining an effective climate for learning. Students and staff should feel safe within an environment that enables teachers to teach and learners to learn.

1.1 Principles

- Students should be ready to learn.
- Students should respect all members of the school community and should be entitled to respect for themselves, by staff and students.
- That respect should automatically include care for their own and others' safety, property and well-being at all times.
- It is the responsibility of all members of the academy to be courteous and show consideration for others.
- Everyone shares the responsibility for maintaining a positive learning environment

1.2 Aims

We aim to provide:

- Good adult and peer role models of respectful, caring and co-operative behaviour.
- Reinforcement of positive attitudes to expectations.
- A positive climate for learning
- Celebration of a wide range of achievement.
- Acceptance by all adults in the academy of a common responsibility for maintaining good discipline and promoting and implementing the academies expectations, 'Code of Conduct' and anti-bullying policy.

2 Strategies for managing behaviour

All strategies for managing behaviour are centred on achieving a positive climate for learning by implementing a recognition and rewards first system, by providing support structures, identifying unacceptable behaviours, and by operating clear and appropriate strategies. Walton will encourage positive behaviour. All aspects of behaviour are monitored through the SIMS system, a database from which staff can respond to patterns of behaviour and devise strategies as appropriate.

2.1 Three basic principles observed in managing behaviour

1. Recognition and rewards - the academy's system for recognising students who try hard, show commitment and demonstrate clear improvement and progress.
2. Identifying and not tolerating behaviour that is anti-social, dangerous or harmful to others and their learning in the academy community.
3. Implementing strategies to deal appropriately with poor behaviour.

3 Recognising our students

- Achievement evening
- Achievement point badges
- Achievement points (electronic)
- Acts of kindness award
- Attendance certificates and badges
- Awarding of certificates
- Core value awards
- Department/faculty awards
- Displays of students' work
- EDGE pledge badges, on completion of challenges
- Extra prizes at the end of the year
- Faculty and Year Group success boards
- Golden ticket events
- Golden ticket events
- Governor letters of commendation
- Principal's award
- Reward stamps and stickers in books, on work and in student planners

- Reward trips
- Student of the term award
- Student of the week award
- Trips and activities
- Verbal praise (individually and in public)
- Written praise (letters of commendation) – Feel Good Friday cards
- Year group and House celebration assemblies

4 Support Structures

- Academy Counsellor
- Attendance Officers
- Behaviour Mentors
- ELSA trained staff
- Form Tutors
- Heads of Year
- House Captains
- Mindfulness trained staff
- Outside Agencies (PRT, BOSS, Counselling etc)
- Parental Involvement
- Pastoral Mentors
- Post 16 mentoring
- Safeguarding team
- SEND Department

5 Identifying unacceptable behaviours

The following behaviours are unacceptable and will result in the academy's agreed sanctions and strategies being applied as appropriate.

The list below is illustrative but not exhaustive. The academy will exercise discretion over any behaviour perceived as anti-social or in any way harmful to the health, safety and welfare of other individuals or the wider school community.

Where relevant, the behaviour policy applies equally to students on academy excursions, journeys to and from the academy on public transport, academy transport, on foot or by bicycle.

Asterisked items are dealt with in more detail in further sections.

- Anti-social behaviour
- Bringing electronic player or recording equipment to the academy*
- Bringing the academy into disrepute
- Bullying , including cyber bullying
- Chewing gum at any time
- Dangerous behaviour
- Defiance / disrespectful behaviour towards staff, visitors or others
- Disruption to learning
- Disruption to orderly corridor and stairwell environment
- Disruption to queuing systems
- Eating outside of designated area
- Excessive noise levels
- Extortion
- Fighting
- Going off the school site without permission
- Inappropriate use of internet or other technology *
- Incitement
- Incorrect equipment
- Insolence and bad manners
- Lateness to lessons
- Lateness to the academy at the start of the school day (after 8.50 am)
- Non co-operation with academy jewellery policy *
- Non co-operation with academy uniform policy and standards *
- Physical assault and/or threatening behaviour
- Possession and/or consumption of alcohol *
- Possession of pornographic and inappropriate materials
- Possession/use of aerosols
- Racist behaviour
- Repeated non co-operation
- Sexual abuse and harassment
- Smoking and/or possession of tobacco/vaping products *
- Substance abuse and/or non co-operation with the school drugs policy *
- Swearing or use of inappropriate language

- Theft
- Truancy from lessons
- Truancy from the academy
- Use of mobile phone in academy time *
- Vandalism
- Verbal assault
- Bringing firearms or imitation firearms to the academy
- Bringing knives, clubs or other offensive weapons to the academy
- Extremist views and use of extremist language*
- Verbal abuse toward staff or students

Incidents will be investigated in line with our policy and we will deal with all incidents on a case by case basis.

6 Strategies

The management of students' behaviour is organised through a tiered system of Response. Tier 1 incidents are overseen by subject teacher and form tutors; Tiers 2 – 4 incidents are overseen by the middle and senior leaders. Students can be moved up or down the tiers, according to how they respond to the strategies employed.

There will be exceptional circumstances where it is appropriate to permanently exclude a student for a first or 'one off' offence. These might include:

- Serious actual or threatened violence against another student or a member of staff.
- Sexual abuse or assault.
- Supplying an illegal drug.
- Carrying an offensive weapon.
- Possession and/or use of illegal substances including drugs, alcohol, tobaccos products including vaping products
- Dangerous/unsafe behaviour in the academy

7 Behaviour before and after the academy day

On an academy day, every student represents Walton Academy, this includes during their journey to and from the academy. Students are expected to observe the basic principles of the behaviour

policy, expectations and the academy's code of conduct. In situations where students have brought the academy into disrepute, academy sanctions will be applied.

Additional attention needs to be given to the following:

- Students should be respectful and polite to members of the local community.
- Students should act in a socially responsible manner.
- Students should not damage public and private property.
- Students should not drop litter.
- During events after the academy day on the school site, the behaviour policy is in full effect. Poor behaviour can result in sanctions being applied, in addition to being prohibited from attending subsequent extra-curricular activities.
- When representing the academy in sporting or other activities at Walton and at other venues, students should conduct themselves within the full spirit of the academy expectations and Code of Conduct, remembering that they are ambassadors for the academy.

8 The Use of Reasonable Force

[Please refer to separate Use of Reasonable Policy for detailed information]

This policy is written in line with DfE Guidance issued July 2013 [Extracts from DfE's Use of reasonable force - Advice for headteachers, staff and governing bodies July 2013 (please see Appendix 2)]

Whilst every effort is made to deal with behavioural situations in a calm manner there may be occasions when staff may need to use reasonable force.

All members of academy staff have a legal power to use reasonable force.

8.1 When can reasonable force be used?

- Reasonable force can be used to prevent pupils from hurting themselves or others, from damaging property, or from causing disorder.
- In an academy, force is used for two main purposes – to control pupils or to restrain them.

- The decision on whether or not to physically intervene is down to the professional judgement of the staff member concerned and should always depend on the individual circumstances.
- The following list is not exhaustive but provides some examples of situations where reasonable force can and cannot be used.

Academies can use reasonable force to:

- Remove disruptive children from the classroom where they have refused to follow an instruction to do so
- Prevent a student behaving in a way that disrupts a school event or a school trip or visit;
- Prevent a student leaving the classroom where allowing the student to leave would risk their safety or lead to behaviour that disrupts the behaviour of others;
- Prevent a student from attacking a member of staff or another pupil, or to stop a fight; and
- Restrain a student at risk of harming themselves through physical outbursts.

Academies cannot:

- Use force as a punishment.
- Use techniques such as 'seated double embrace', 'double basket hold', 'nose distraction technique'.

8.2 Power to search pupils without consent:

In addition to the general power to use reasonable force described above, the Principal and senior staff can use such force as is reasonable given the circumstances to conduct a search for the following "prohibited items":

- Knives and weapons
- Alcohol
- Illegal drugs
- Stolen items
- Tobacco and cigarette papers, tobacco products, vaping products
- Fireworks
- Pornographic images
- Any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property.

10 Uniform policy

Students are expected to follow the academy rules at all times whilst wearing our uniform including on the way to and from the academy.

10.1 General Appearance

- Students are expected to wear the correct uniform both in and out of the academy. Outdoor clothing should not be worn in classrooms.
- Blazers should be worn to and from the academy and at all times during the academy day, students may ask to remove their blazer in lessons but must wear them at all times when moving around the academy, this includes unstructured time.
- Shoes should be plain black formal shoes, no pumps or trainers to be worn.
- Make-up should not be worn.
- False nails, gel nails or similar and coloured nail varnish are not allowed.*

10.2 Hair

Long hair should be tied back and hair should be cut in a sensible style, acceptable to the academy and of natural colour. Extremes of style, colour or colouring are not acceptable.

10.3 Jewellery

- A wristwatch may be worn.
- No other jewellery is considered suitable for the academy except for one pair of small, plain sleepers or plain studs (one earring only to be worn in each lower ear lobe). Covering piercings with plaster or wearing a clear plastic retainer is not acceptable.*
- Facial (including tongue) piercings are not allowed.*

***Students who fail to observe these rules will be asked to remove the offending item immediately and will be issued with an appropriate sanction. Students may spend time in isolation, out of circulation until the issue is resolved.**

11 Mobile phones and electronic devices policy

The academy acknowledges that communication devices such as mobile phones are a useful tool, especially if safety is an issue during the journey to and from the academy or if parents need to communicate with their children outside the academy's formal day.

The academy does support the need to use devices in lesson time as a learning aid. Any use of technology in lesson time will be at the teacher's discretion and expectations will be clearly outlined to students. Any misuse of technology in lesson time will be dealt with in line with policy.

Sixth Form students are permitted to use mobile phones at break time and lunchtime in the Sixth Form Common Room.

As the wide range of applications now available on mobile phones and small computers are extended, by 'communication devices' we include any device which can connect to a mobile network or to the internet.

Students and staff have an entitlement to a learning environment which is free from interruption. All students have an entitlement to uninterrupted learning.

Challenges in bringing such communication devices to the academy include:

- Taking responsibility for their proper use
- Accepting that valuable staff time which should be devoted to the prime function of teaching is inevitably spent on picking up the consequences of misuse
- Ensuring compliance with the requirements of examining bodies regarding the banning of mobile phones and other communication devices in examination rooms which puts at risk the award of grades to all candidates
- Coping with the ever-increasing sophistication of electronic technology which increases the possibilities of inappropriate use

Mobile phones should be switched off and out of site from the point the student enters the academy site and until the end of the academy day.

Misuse of their mobile phone during the school day will result in the following:

1. Teachers will confiscate the device. This can be collected by the student at the end of the academy from student reception. If this is a persistent issue, then parents will be contacted and asked to collect the device the following day.
2. A Behaviour Point will be logged on SIMS and an after school detention will be issued.

3. A automatic alert via 'Reach More Parents' will be sent to parents to inform them of the sanction.

Persistent offenders will be dealt with on an individual basis, but is likely to result in further parental contact and an increased number of days to hand the device in.

We cannot run the risk of students disrupting not only their own learning but also that of others.

Parents are reminded that urgent messages may be communicated via the school office.

If parents choose to permit their child to bring such devices to Walton, the academy accepts no responsibility nor does it undertake to investigate loss. As with other academy rules we want our students to understand our high expectations for learning.

12 Misuse of information technologies

Misuse of the information technologies at the academy includes:

- a) Causing embarrassment, humiliation, intimidation or harm against other students or staff.
- b) Bringing the academy into disrepute.
- c) Accessing inappropriate websites (pornography, violence, etc.).

Misuse of the information technologies at home or at any place outside of the academy includes:

- a) Causing embarrassment, humiliation, intimidation or harm against other students or staff.
- b) Bringing the academy into disrepute.

Such misuse as detailed above will incur sanctions, dependent on context and harm caused. In very serious cases, a permanent suspension could be applied. In addition to this, such misuse could be liable to a referral to the police and/or prosecution by Lincolnshire County Council and/or an individual member of staff's professional organisation.

13 Confiscation of items

Staff have the legal right to confiscate certain items that are not allowed in school. These include an item:

- That poses a threat to others.
- That poses a threat to good order for learning.
- That is against school uniform rules.
- That poses a health or safety threat.
- Which is counter to the ethos of the school.
- Which is illegal for a child to have.

In the majority of cases, confiscated items could be collected at the end of the day. In some cases, however, it will be appropriate to retain items for longer. Such cases would include:

- Items of no material or emotional value that may simply be disposed of.
- Items of value which the student should not have brought to school, or has misused in some way, might, if the school judges this appropriate and reasonable, be stored safely at the school until a responsible family adult can come to retrieve them.
- Other items which the student should not have had in their possession, particularly of an unlawful or hazardous nature, may be given by the school to an external agency for disposal or further action as necessary.

13.1 Staff searching students

Teachers have the legal right to search students within the following guidelines:

- Two teachers working together, one of which must be a member of the Leadership Team, can instruct students to turn out their pockets or their bags. Students and their possessions can be searched with the student's consent.
- The Principal can authorise a search of student or their possessions (including bags or lockers) for weapons and drugs.

14 Anti-drugs policy

Please refer to the document **Drugs Education and Management of Drug-Related Incidents** for the school's full anti-drugs policy.

The use of illegal drugs or alcohol by any student, or the illegal supply of these substances during any academy activity is strictly prohibited, whether on site or off. Although use and supply of tobacco products is illegal, such products are dealt with separately within the Anti-Smoking Policy detailed below.

- The use of illegal drugs or alcohol on the academy site or during an off-site academy activity will result in serious sanctions being applied.
- In appropriate cases, drug education will form part of the package of measures in response to a drug-related incident.
- The repeated use of illegal drugs or alcohol on the academy site will result in a permanent exclusion.
- In certain cases, the one-off use of illegal drugs will result in a permanent exclusion.
- The supply of illegal drugs (including 'sharing') on the school site will result in an immediate permanent exclusion.

15 Anti-smoking policy

- The academy is committed to the health and safety of all of its students and staff and will take action to safeguard and promote their well-being.
- It is important to recognise that the majority of young people choose not to use tobacco products.
- The academy prohibits the use of tobacco, tobacco-based products and vaping paraphernalia, and the supply of these substances, by all members of the academy community.
- The academy has a duty to inform and educate young people on the consequences of tobacco use as part of its concern for their welfare.

Smoking is not allowed:

- On the academy site
- In the vicinity of the academy
- On the journey to and from academy
- In the bus park
- On the buses

- Students are not allowed to bring vapes, tobacco, tobacco products, matches, lighters or any equipment for the purpose of smoking onto the academy site. This applies to all students, including Post 16 students.
- Any student found in possession of illegal tobacco products will have them confiscated and destroyed. Any student refusing to co-operate with confiscation will incur Tier Four sanctions.
- Any student supplying illegal tobacco products on the school site or during an off-site academy activity will incur Tier Four sanctions.
- If found smoking on the school site, or in the vicinity of the academy, appropriate sanctions will be applied

16 Behaviour off-site policy

- The object of this policy is to ensure the safety of the students at all times that they are in the care of the academy.
- Under no circumstances should Y7-11 students leave the academy site during the course of the day without permission.
- On school-organised excursions, all students and staff follow the academy's behaviour policy.

17 Excursions

- On academy-organised excursions, staff have full authority to exercise their duty of care. This includes adults who have been temporarily designated responsibility for that care, e.g. parent volunteers, outside agency instructors, etc.
- Students must follow staff instructions at all times.
- Students who misbehave on academy excursions, or behave in an unsafe manner, risk the following:

- Incurring sanctions upon return to school
- Not being permitted to go on subsequent academy excursions
- Not being permitted to engage in extra-curricular leisure events (disco's etc.)
- Being returned home immediately. In some cases, parents will be asked to collect their child.

18 Positive behaviour management – rewards

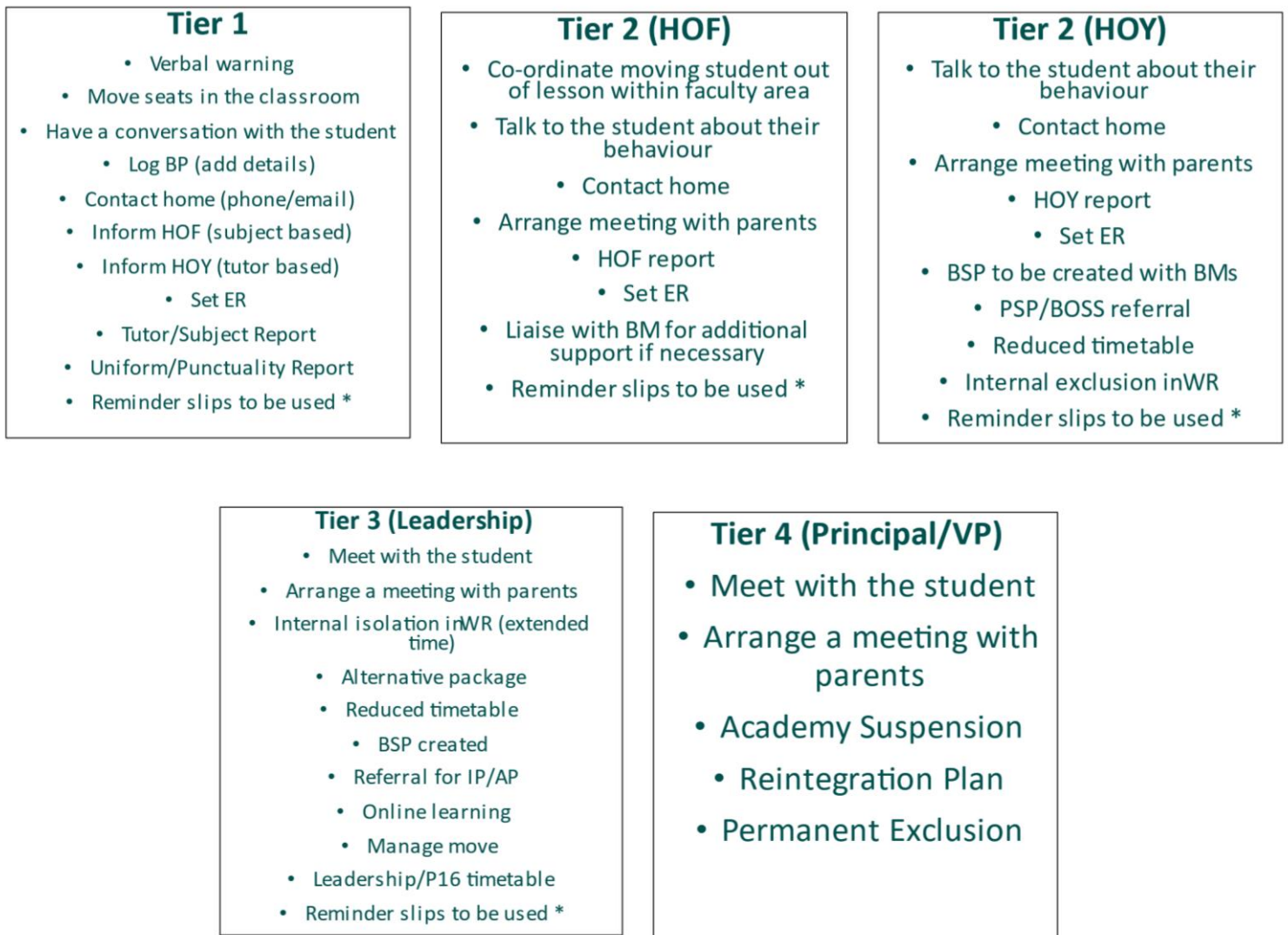
TUTOR LEVEL	TEACHER LEVEL	SUPPORT STAFF LEVEL
<ul style="list-style-type: none"> • VERBAL PRAISE • CORE DAY APS • STUDENT OF THE WEEK • LEADERSHIP OPPORTUNITIES • EDGE PLEDGE • NOMINATIONS. FOR CELEBRATION ASSEMBLY 	<ul style="list-style-type: none"> • VERBAL PRAISE • PHONE CALL / EMAIL HOME • GOTW • FGF • APS • EXTRA CURRICULAR 	<ul style="list-style-type: none"> • VERBAL PRAISE • APS • NOMINATIONS. FOR CELEBRATION ASSEMBLY • +VE CONVERSATION • FGF

HOY LEVEL	HOF LEVEL	LEADERSHIP LEVEL
<ul style="list-style-type: none"> • VERBAL PRAISE • APS • WEEKLY R/UP • CORE DAY TRACKER • GOLDEN TICKET • ASSEMBLIES • PHONE CALL / EMAIL HOME • EXTRA CURRICULAR 	<ul style="list-style-type: none"> • VERBAL PRAISE • FACULTY SUPERSTARS • APS • AMBASSADORS • PARENTAL CONTACT • FACULTY DISPLAYS • WAGOLL WORK • TRIPS/VISITS 	<ul style="list-style-type: none"> • VERBAL PRAISE • PRINCIPAL AWARDS • PARENTAL CONTACT • APS

19 Positive Behaviour Management – Sanctions

As an academy we have a target rewards to sanctions target of 20:1, this is seen as exceptional.

We all have a responsibility for behaviour and rewards, the flow charts below show the interventions at each level.



APPENDIX 1 – Associated Documentation Links

Associated documents:	
<p>Walton anti bullying annex Walton attendance annex Walton uniform expectations</p>	<p>DAT behaviour policy: https://www.diverseacademies.org.uk/wp-content/uploads/sites/25/2019/08/Behaviour.pdf</p> <p>DAT attendance policy: https://www.diverseacademies.org.uk/wp-content/uploads/sites/25/2020/03/Attendance.pdf</p>
Links to:	
<p>Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement September 2023 https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1181584/Suspension_and_permanent_exclusion_guidance_september_23.pdf</p> <p>Equalities Act 2010 www.gov.uk/government/publications/equality-act2010-advice-for-schools</p> <p>Searching, screening and confiscation 2018 www.gov.uk/government/publications/searching-screening-and-confiscation</p>	<p>Keeping Children Safe in Education 2023 https://www.gov.uk/government/publications/keeping-children-safe-in-education--2</p> <p>Working Together to Safeguard Children 2018 https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/942454/Working_together_to_safeguard_children_inter_agency_guidance.pdf</p> <p>SEND Code of Practice 2015 https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/398815/SEND_Code_of_Practice_January_2015.pdf</p> <p>Use of reasonable force in schools 2013 http://www.gov.uk/government/publications/use-of-reasonable-force-in-schools</p>

APPENDIX 2 – DfE Policy on Use of Reasonable Force

You can access the DfE's policy on 'Use of Reasonable Force' 2013 here:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/444051/Use_of_reasonable_force_advice_Reviewed_July_2015.pdf

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