

BEAUFORT CO-OPERATIVE ACADEMY



BEHAVIOUR FOR LEARNING POLICY

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BEAUFORT CO-OPERATIVE ACADEMY

BEHAVIOUR FOR LEARNING POLICY

Introduction

This policy provides a framework for Beaufort Co-operative Academy in which members of the academy community work to promote high standards of behaviour and achievement based on:

- Positive behaviour management
- Curriculum planning
- Clear expectations and consequences
- Rewards
- The language of choice
- Students responsibility
- Emotional literacy
- Restorative justice
- A consistent approach

Aims

The aims of The Behaviour Policy are:

- To ensure high quality teaching and learning takes place within the academy.
- To promote high standards of behaviour which allows all students to achieve their best and to celebrate achievement through an effective, structured rewards system.
- To ensure all members of the academy community feel valued, secure and able to be successful.
- To ensure that standards of behaviour are clearly defined, understood by students and consistently applied across the academy.
- To ensure all students are treated fairly and consistently to allow them to distinguish between appropriate and inappropriate behaviour
- To encourage an atmosphere of Equality, positive self-esteem and respect in which pupils display positive behaviour and positive attitudes to each other's; race, religion, gender and sexuality.
- To ensure that all adults in the academy accept a common responsibility for maintaining high standards and expectations.
- To promote equality of opportunity for all students and ensure that appropriate support is provided for students with more serious behaviour and learning needs.

Co-operative Values at Beaufort

We aim for every student at Beaufort Co-operative Academy to achieve academic success and personal development, regardless of their background or circumstances.

Success at Beaufort is based upon the key principles that underpin the Academy community;

Self-help

We all work together for the academy community.

Self-responsibility

Students take responsibility for their own learning.

Honesty

To be prepared to be honest with yourself and others.

Democracy

Staff and students are involved in decision-making; and parents too.

Openness

A willingness to embrace new ideas to enhance the life of the academy.

Equality

Everyone is treated equally.

Equity

People are rewarded fairly.

Solidarity

Working together, co-operatively, is the best way to succeed.

Social Responsibility

Working to enhance both the learning and social environments of the school.



Beaufort Co-operative Academy
Home / Academy Agreement 2017 / 2018
“Success for All, Care for All”



Student name: _____

At Beaufort we believe that working closely with parents/carers brings about the best outcomes for our students. With this in mind please can you return the Home Academy Agreement to your child’s tutor.

	The Academy will:	Parents will:	Students will:
Curriculum	Offer a carefully planned curriculum matched to the needs of your child	Support the Academy’s curriculum provision	Engage with the opportunities presented by the curriculum
Learning	Ensure that the work set will be well prepared and appropriate to each child	Make every effort to support my child’s learning at home	Work to the best of my ability
Attendance and Punctuality	Contact you if we are concerned about your child’s attendance and punctuality	Send my child to the Academy every day on time and avoid taking my child on holiday in term time	Attend the Academy everyday (apart from illness) on time
Pupil Responsibility	Have high expectations of behaviour and contact you if we are concerned about the behaviour of your child	Work with the Academy to try and ensure that my child behaves when at the Academy	Take responsibility for my behaviour by following the Academy behaviour policy
Appearance	Have high expectations regarding uniform and student appearance and will contact you if we are concerned about how your child presents themselves	Support the Academy’s uniform policy to ensure that my child wears uniform for learning	Arrive at the Academy wearing uniform for learning
Ready to Learn	Encourage all students to have a bag with the correct equipment for learning	Ensure that my child has equipment for learning	Ensure I have a minimum of a pen, pencil, ruler and rubber, planner and PE kit
Care and Support	Care for and provide support for your child throughout the year	Talk to the Academy if my child is worried about anything that may affect my child’s learning	Talk to a member of Academy staff you trust if you have a problem or difficulty at Academy
Partnership	Respect, value and show consideration to each child	Respect and show consideration to all Academy staff	Show respect and consideration for all members of the Academy and local community

Signed: _____ **Tutor**

Signed: _____ **Parent/Carer**

Signed: _____ **Student**

Beaufort Co-operative Academy

Positive Behaviour Management in Classrooms

Beaufort Co-operative Academy promotes positive behaviour management in all lessons. All staff are expected to manage their own classroom using the following strategies:

- Clear routines at the beginning, throughout and end of lessons.
- Use the language of choice.
- Use a seating plan.
- Plan lessons thoroughly following the advice in the teaching and learning policy.
- Mark students work according to the marking and assessment criteria and allow students the opportunity to respond to HTI's.
- Make effective use of LSA's.
- Use rewards to motivate students and encourage positive behaviours.
- Rewards and praise should be used at least three times more often than sanctions.

Rewards at Beaufort Co-operative Academy

Years 7 - 11

House Points are used to reward students for producing quality work in line with their ability, their level of effort and their progress.

House Points are also awarded for activities and actions that:

- a) Promote healthy lifestyles
- b) Contribute to making academy safe
- c) Help other pupils or members of the academy community.
- d) Contributing positively to aspects of academy life as underpinned by the co-operative values.

House Points are awarded by staff via SIMS. House Points that have been awarded are then tallied on SIMS and contribute towards the weekly and termly tutor competitions in addition to the House competition.

There are four levels of individual award that students can achieve each year:

Bronze Award (50 Points) = Certificate

Silver Award (100 Points) = Certificate

Gold Award (150 Points) = Certificate

Platinum Award (200 Points) = Certificate and voucher

Tutors will monitor the number of House Points gained by pupils and pass this information to the HOH/HOY. Progress will generate the certificates, with the Bronze, Silver, Gold & Platinum certificates will be awarded by the Head of House or Head of Year in assemblies each term.

Postcards are used to reward; high quality work, effort and progress, actions that promote healthy lifestyles and contribute to making the academy safe and helping other pupils or members of the academy community.

Postcards are available from the staff room and should either be passed directly to the student or sent home via the school office

Students in receipt of postcards should pass them to their tutors to ensure they are recorded on SIMS.

Tutors should record the achievement of a *Commendation* in the same way as a *House Point*, although they do carry a 10 point value.

All subject teachers are expected to issue a minimum of five postcards per week.

Principal's commendations are used to reward exceptional pieces of work, effort and progress within a subject. Nominations for commendation should be made via the Subject Leader to the office manager – commendations are presented to the student by the Principal.

At the end of year 10, Students who make a significant contribution within a particular subject may be awarded **Academy Colours**. Pupils will wear a badge denoting their area of achievement. **Colours ties** are awarded to those students who demonstrate a sustained positive attitude to learning across the breadth of their subjects.

At the end of Year 11, students will be invited to attend leaver events (Drayton Manor/Prom)

This will depend upon:

Attendance and punctuality at the academy and during their exams

Behaviour and conduct around the academy

- High standards of attendance and behaviour will also be an integral factor in progression into the 6th form.

Additional Rewards awarded to pupils in both Key Stage 3 & 4

Termly awards events – rewards events e.g. cinema event, are run at the end of each term to recognise the significant contribution of students. Invitation to events will be based on positive attendance and punctuality and receiving zero behaviour points for that period.

ATL assemblies – after each data collection, students who average an ‘A’ in their attitude to learning across all subjects will be invited to an achievement assembly to receive a Principals commendation.

Co-operative ‘Splats’ – Students who maintain a positive ATL across an academic year will receive a ‘splat’ in recognition of this achievement.

Students may also receive a ‘splat’ in recognition of instances of a positive contribution to Academy life and a demonstration of the co-operative values.

Behaviour for Learning

Maintaining good behaviour depends on consistency from all staff. Staff are expected to model high standards of social, emotional and behavioural skills when issuing verbal warnings and sanctions.

Behaviour for Learning is based on:

- A shared awareness of the principles and procedures
- Understanding and application of clear rules and rewards
- The language of choice
- Clear consequences in the event of expectations not being met.
- Three times more praise being issued than negative consequences, whenever possible

Behaviour for Learning is not: A substitute for high quality teaching skills, it is an initiative designed to support teachers with their teaching and students with their learning. Teachers will continue to take personal responsibility to plan and implement a variety of effective teaching strategies.

Fundamental to the Behaviour for learning system are the clear expectations, a copy of which must be clearly displayed in every classroom, and available to all parents.

Behaviour for Learning at Co-operative Academy

Clarity is essential when promoting high standards of behaviour and positive attitudes to learning. The clear rules are displayed in every classroom.

When a student breaks one of the rules they are issued with a consequence;

Verbal Warning

Second Verbal Warning and / or held back for up to ten minutes.
(These can be done inside or outside the classroom)

Class teacher detention - set by the teacher for a period decided by the teacher up to 30 minutes. Logged on SIMS.

Departmental detention - after school detention for one hour. Logged on SIMS – activity (subject) and location of the detention must be completed.

Principal's / SLT detention - after school detention for 1½ hours on Friday. Logged on SIMS.

HOY Detention – takes place for 30 mins at the end of the academy day on a Wednesday for poor behaviour during social time or for poor punctuality.

On Site Provision – Should a student repeatedly choose not to comply as requested by a member of staff, they will be removed from lessons for a 24hr period from the time they arrive to OSP. Students will work in silence supervised by staff from the BSC.

- Verbal warnings should be recorded in the teachers' planner
- Class teacher and departmental detentions are logged on SIMS. Text messages are sent out at 10.30am each morning to advise parents if their child has a departmental detention the following day.
- Phone calls home to discuss the reason for a detention are advised and helps to ensure parents are able to support the Academy in maintaining high standards of student behaviour.

Academy Expectations

▪ Follow instructions of all staff, first time, without question
▪ Attend all lessons on time, properly equipped and wearing correct uniform
▪ Mobile phones and electrical equipment must be turned off and away
▪ Work to the best of your ability, complete classwork and hand in homework on time
▪ Respect other people – rudeness and swearing will not be tolerated
▪ Respect others and academy property

Clarification on Consequences

When issuing a verbal warning, the member of staff should:

- Use the language of choice / refer to the student having choices which will lead to either a positive or a negative consequence
- Give a reason why the warning has been issued, applying this to the rules / expectations / values of the Academy.
- Make it clear what will happen next if the student continues to make poor choices
- Record the consequence in your planner.

Examples:

“George, we have a rule for listening, you have chosen not to listen when I was speaking. If you choose to ignore this warning again then it will mean you spending some of your break time with me. I want you to listen to me now.”

“George, you are still choosing not to listen when I am speaking. If you continue to ignore this warning, then I will issue a class teacher detention which will be a half hour detention.”

“George, you have not listened to my warnings, I will see you at the end to issue you with a detention. If you continue to disrupt you will be sent to OSP.”

At this point – call for the BSC or SLT. If either are called for, it will result in OSP.

Note:

- The above examples can be time consuming, simpler sentences can be used but the words choice and consequence should be included
- Whole class warnings should never be issued
- Warnings cannot be carried over from the previous lesson

Record Keeping

Staff should upload onto SIMS details of any detentions issued. A central data base will be kept to monitor patterns of sanctions. This data will be issued to pastoral staff and curriculum leaders to identify issues and trends.

Members of staff are reminded that they should continue to take personal responsibility to plan and implement a variety of effective teaching strategies before issuing consequences.

- The same protocols should be used when delivering a teacher and departmental detentions.
- Students may be given verbal notice of the detention issued.
- The teacher must complete the detention as per required on SIMS.
- Support from subject leaders, pastoral leaders, BSC and SLT should be utilised where necessary of ensure students attend and complete detentions.

Tutors

Tutors have a vital role maintaining high standards of behaviour for learning.

On a regular basis tutors should:

- Check equipment
- Ring home re: Punctuality/attendance – inform the HOY or attendance team of any concerns related to attendance.
- Ring home re: Repeated poor/non uniform – and inform HOY



Beaufort Cooperative Academy Consequence pyramid

OSP - 24hrs out of lessons from time of arrival to OSP

SLT detention - 90 min detention - Friday afterschool - entered on SIMS - parents contacted via letter/text

Departmental detention - 1 hour detention afterschool - entered on SIMS - parents contacted via letter/text

Class teacher detention - up to 30 minute detention - entered on SIMS - phone call home

Second verbal warning - and / or up to 10 minute detention - phone call home

Verbal warning



Permanent
Exclusion

Governors
Behaviour
meeting

Managed Move /
Pastoral Support Plan

Alternate School Day

Behaviour Support Plan

SLT Report

HOY Report / HOY report

Tutor Report

Beaufort
Academy

Behaviour
Support
Pyramid

Departmental Detentions

Departments and Subject Leaders will organise where and when detentions will take place and who will be the supervising member of staff from the department. Where possible, detentions within departments should take place in a consistent location and responsibility for supervision should be shared across the department.

There must be at least one member of staff on duty, possibly more should numbers require.

Detention leads must;

1. To meet at door and ensure coats, hats, gloves, scarves are removed **before** they enter the venue for detention.
2. To seat pupils – ensuring 2 Year 11 pupils do not sit together etc....
3. Detentions are to be completed in silence.

The detention lead will check off the names and seat students appropriately.

Students must be seated by 3pm or they are deemed absent.

During the detention, students will complete work as required by the department. After this work is completed, students will be able to complete independent study.

When things go wrong!

Remind students that if they get it wrong in the detention, it will need re doing.

If you are ill on the day of your detention duty or out of academy please let your subject leader know when you ring in sick or swap your duty prior to being out.

Principals Detentions

Principal's detentions are run by the Senior Leadership Team.

Students should enter the Main Hall in silence having removed all outdoor clothing.

Students should sit separately and be issued with work which should be completed in silence.

During the detention, students will be expected to complete work that ensures they take responsibility for their actions.

Exclusion

For serious breaches of discipline pupils may face exclusion from academy. This will be either a fixed term exclusion for a number of days, or in exceptional cases, permanent exclusion from Beaufort Co-operative Academy. This decision must be taken in line with the local authority guidelines and the DCSF document "Improving Behaviour and Attendance: Guidance on exclusion from academy and pupil referral units". Permanent exclusion will be considered for persistent poor behaviour following a pastoral support plan and a record of other sanctions. The academy may also impose a permanent exclusion for a "one off" serious offence. This may include actual or threatened violence or intimidation towards a pupil or member of staff, possession of a weapon on the academy premises or for an offence involving illegal substances. This list is not exhaustive, and the decision to exclude will be taken by the Principal after a thorough investigation and in view of the academy's responsibility for the health and safety of all members of the academy community and the requirement to maintain discipline and good order within the academy.

Behaviour Support Centre

The Behaviour Support Centre plays a very important part in the monitoring and improvement of standards of behaviour at Beaufort Co-operative Academy. The role of the Behaviour Support Centre is to provide support to students and staff in relation to behaviour issues. It does this in the following ways:

- Courses – The Behaviour Support Centre runs courses in subjects such as Emotional Well Being, Classroom Behaviour, Self-esteem, Friendship and Social Skills.
- Where a student is not maintaining an acceptable standard of behaviour within the classroom, staff may ask for in class support from a member of the Behaviour Support Centre. Working together as a team with the student should bring about the desired improvements in behaviour.

For those students who accumulate class and departmental detentions and are demonstrating that they are frequently making poor choices in terms of behaviour then they may face being put on a Behaviour Support Plan, being referred to the Alternate School Day or placed on a Pastoral Support Plan which involves setting targets to improve behaviour. The student is then in danger of permanent exclusion from Beaufort Co-operative Academy.

On Site Provision (OSP)

The On Site Provision is part of the Behaviour Support Centre. Students who are referred to the OSP due to disruption to learning or failing to comply with staff requests will spend 24hrs from the time of incident working on National Curriculum subjects and maintaining high standards of behaviour. Referrals for serious incidents of bullying/poor conduct could result in up to two days being spent in OSP.

Within the On Site Provision students must do the following:

- Arrive at 8.55am
- All personal possessions including mobile phones must be placed in bags under the desk.
- Complete work set in silence
- Take part in a restorative process as required.
- Leave at 2:55pm.

Any student who chooses to misbehave in the On Site Provision or not comply with requests will be fixed term excluded from Beaufort Co-operative Academy.

Uniform Requirements

Years 7 - 11

Girls	Boys
<ul style="list-style-type: none"> ▪ Knee length black skirt (photos of acceptable styles are available on the school website) ▪ Black long trousers ▪ Plain sky blue shirt ▪ Black, grey or navy socks ▪ Black grey or navy tights ▪ Navy blue tie with house colour ▪ Grey School Blazer with the school badge 	<ul style="list-style-type: none"> ▪ Black long trousers ▪ Plain sky blue shirt ▪ Black, navy or grey socks ▪ Navy blue tie with house colour ▪ Grey School Blazer with the school badge

- Blazers may be removed in class with permission of the teacher in charge.
- Blazers may be removed when on the school site during the summer term at break time and lunch time.
- A grey jumper with the school badge is optional. No other jumper is allowed under the blazer.

Shoes:

Black shoes must be worn (Daps or trainer style shoes are not permissible).

- No heel, a flat sole
- No boots
- Plain black laces
- Photos of acceptable styles are available on the school website
- Trainers may be worn at break and lunch time if playing sports.
- Trainers must be removed by the end of break and lunch time.

Jewellery, Make-up & Hair

Discrete make-up and no jewellery, except for a pair of small stud earrings in the ear lobes, not to be larger than the lobe. No other piercings are permissible. The tutor will decide if the make-up is subtle enough to be permissible.

No false nails or nail varnish.

Watches are permissible.

Discrete headbands and hair-slides may be worn to clip back hair.

No extreme hair colours (natural colours only) or styles will be permitted, including 'tram lines'. If you are in any doubt please consult your Head of Year **beforehand** to avoid unnecessary conflict.

Hats and Coats:

Inside the school building hats or any form of head wear will be removed including having hoods up. Hoodies are not permissible.

Role of Tutor:

The tutor should be aware of uniform policy and if tutees break any of these rules it is the responsibility of the tutor to contact parents and raise the concerns of the school. Students who arrive in school without particular items of school uniform eg a tie, blazer, shoes etc. must immediately inform their tutor and visit OSP to borrow as necessary. Any pupil in school unable or unwilling to borrow uniform will be referred to OSP for the remainder of that school day. Students may also be sent home to correct their uniform if required.

Role of Parent/Carer:

The parent or carer needs to ensure their child arrive at school properly attired. If this is not possible due to unforeseen circumstances a note or letter for the tutor is required.

Attendance and Punctuality

Clarity on roles and responsibility

All students should be in their tutor bases by 8.30a.m.

A late sweep is run each morning and any student arriving to academy after 8:30am without good reason will need to attend a detention in the performing arts block during the morning breaktime.

Tutors should monitor the attendance and punctuality of their tutees

If a pattern of lateness develops tutors must inform parents/carers and work with both parent and tutee to resolve the problem

Sanctions/rewards may be used if appropriate and tutors may use their professional judgement in deciding what approach will work with each individual

If a student continues to be absent/late then inform the HOY / attendance team who will advise you on the next action

(Linked to Attendance for learning policy)

Punctuality to Lessons

All members of the academy community should arrive at lessons on time. Teaching should have started on or before the beginning of the lesson bell.

Students who arrive late without good cause, will be detained to make up for each minute they are late.

Teachers or teaching assistants responsible for a small class have a legal responsibility to ensure that the register is completed at the start of period 5. If a laptop or SIMs is unavailable then the Teacher must send a present list to the attendance office.

If a student is persistently late to a particular lesson then the teacher may issue a more significant sanction.

Supervision of students outside lesson time

- Students are bound by the academy behaviour policy outside of lessons. All members of the academy community should adopt the language of choice when dealing with students
- All members of staff should ensure that they are on duty on time to ensure that students are correctly supervised (see duty rota)
- All members of staff should follow the academy's code on ball games

Ball games are encouraged at Beaufort Co-operative Academy, but students must play them in the designated areas.

School Field –	Touch Rugby, football
MUGA –	Touch Rugby, football, cricket (summer)
School playground –	Basketball, touch rugby, cricket

Students may bring their own balls to the academy, but they must be kept in their bags during lesson time and lesson change over.

- Beaufort Co-operative Academy operates a “nobody walks by” policy – any student causing a disturbance, swearing or in distress **must** be dealt with. If a member of the academy community is unable to deal with the situation then they are responsible for calling for assistance
- Detentions can be issued at break and lunchtime for poor conduct. Lunchtime supervisors should liaise with the senior leaders on duty if they witness a student making a poor choice.

Beaufort Behaviour Code for Social Areas and Toilets

Staff

- Staff will be proactive in ensuring student safety and discipline including consistency for any consequences
- Staff will change duty day if they have a planned absence
- Office manager will provide a list of who is absent that day and forward to the duty leader
- SLT to decide whether in or out day

Students

- Students will follow staff instruction at all times
- Students will have appropriate dress as per uniform policy, ie no head gear
- Students will walk in the academy building including external social areas
- Students will speak politely
- Put litter in bins provided
- Students will not damage academy property
- No food allowed inside the academy except the main hall and H-block

Clarity regarding the use of swear words in classrooms and on the corridors / social areas

- Beaufort Co-operative Academy aims to promote an environment where only positive language is used
- All members of the academy community are responsible for challenging students who swear in the classroom or on the corridors. Staff must use their professional judgement in issuing restorative justice or a sanction
- Any student who swears directly at a member of staff will receive a FTE. All incidents should be referred to James King.

Clarity of the use of mobile phones at Beaufort Co-operative Academy

- Mobile phones may be brought into academy for use in social time
- Students must follow all teachers' instructions in lessons regarding their use. Teachers may issue warnings and consequences to a student who repeatedly refuses to follow the member of staff instructions regarding phone use during lessons
- Mobile phones may not be used for music (without headphones) inside the academy buildings at break-time and lunchtime
- Beaufort Co-operative Academy advises that all mobile phones are insured and password protected
- Beaufort Co-operative Academy cannot accept any responsibility for lost or stolen mobile phones.
- **For further information on the use of mobile phones – please see the Mobile Phone Acceptable Use Policy.**

Support for Students

Beaufort Co-operative Academy operates various levels of support for behaviour to ensure that all students have every opportunity to achieve their potential.

- HOY /Deputy HOY pastoral system
- Alternative curriculum provision
- Progress Leaders support
- Support from The Behaviour Support Centre/ Behaviour Improvement Officers
- Youth Support Service
- Academic tutoring/pastoral tutoring
- Extended work experience
- Bridge Training / MPCT
- Behaviour Support Programme/PSP written in full
- SEN support
- Education Welfare Service
- Medical Inspection Room / Health Clinic
- Common Assessment Framework

Referral to On-site Provision

The on-site provision is located at the back of Beaufort Co-operative Academy and provides an additional sanction for students who cannot be in the main body of academy because of incidents of poor or disruptive behaviour. It is part of the Behaviour Support Centre.

Students can be referred to OSP after failing to comply with the school expectations directly, due to a more serious incident for up to 2 days. Students will be expected to arrive on time, in correct uniform and to abide by the academy rules. Restorative justice may be included in their day.

For persistent breaches of the school rules, students will either be referred back to the on-site provision, referral to the alternate school day or face a fixed term exclusion from the Academy.

Continued failure to engage with Beaufort Co-operative Academy, on-site provision and the alternate school day may result in permanent exclusion.

Behaviour Support Centre Staff

Head of Behaviour Support Centre	Sara Harris
Behaviour Improvement Officer	Esther Anderson
Behaviour Improvement Officer	Fran Norwood
Behaviour Improvement Officer	Angela Exton

Timings of the OSP Day
8.30a.m – 2.55pm including break and lunchtimes.

Parents will be informed via letter of these arrangements.

Restorative Justice (RJ)

Beaufort Co-operative Academy believes that there are some occasions when students would benefit from The Restorative Justice process.

Restorative Justice works to resolve conflict and repair harm. It encourages those who have caused harm to acknowledge the impact of what they have done and gives them an opportunity to make reparation. It offers those who have suffered the harm the opportunity to have their harm or loss acknowledged and amends made.

The Restorative Justice approach to conflict, wrong doing and inappropriate behaviour consists in asking four key questions:

1. Who has been affected by what has happened?
2. What can be done to make things better for all concerned?
3. How can we ensure that everyone involved gets a chance to tell their side of the story?
4. What can be learnt so something like this can be avoided in the future?

The restorative approach is based on the belief that the people best placed to resolve a conflict or problem are the people directly involved and that imposed solutions in this instance are less effective.

Departmental detentions should look to encompass time spent conducting restorative justice.

Examination behaviour

The exam boards have issued 'Warning to Candidates' and 'Information to Candidates' notices, which all candidates should read to familiarise themselves with the rules and regulations required of them. These can be viewed under the Main Menu on our website at <http://www.beaufort.coop/students-zone/exam-information> and are prominently displayed outside the Main Hall.

The correct Beaufort uniform must be worn throughout the exam session, Year 12 & 13 pupil's normal academy attire.

Pupils must ensure they have the necessary equipment black ball pen, pencil, ruler, rubber, calculator (if permitted).

MOBILE PHONES / MP3 PLAYERS / OTHER ELECTRONIC DEVICES need to remain at home or given to a friend for safe keeping during the exam. Such equipment must not be brought into the exam room. Exam Boards and the Academy take a breach of this ruling extremely seriously. Possession of unauthorised material is an infringement of the regulations and could result in DISQUALIFICATION from the current examination and the overall qualification.

Good behaviour and co-operation with Invigilators is essential prior to exam entry, during the exam and dismissal in an orderly manner and after the exam has ended. Any misdemeanours reported to the Exams Officer / Leadership team could lead to exam results being withdrawn.

Any behaviour considered to be disruptive by the invigilators will be reported and sanctioned as appropriate by the Academy.

Guidelines on the use of reasonable force to control or restrain pupils

1) Section 93 of the Education and Inspections Act 2006 gives all academy staff members a legal power to use reasonable force to prevent:

- Students committing a criminal offence
- Students from injuring themselves
- Students from damaging academy property
- Students from causing disorder

Furthermore – reasonable force can be used to conduct a search for the following ‘prohibited items’:

- Knives and weapons
- Alcohol
- Illegal drugs
- Stolen items
- Tobacco and cigarette papers
- E cigarettes
- Fireworks
- Pornographic images
- Energy drinks and fizzy drinks e.g. Lucozade, Red Bull, Relentless, Monster, Coca Cola, Pepsi, Sprite and Fanta.
- Any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property.

However, force should only be used as a last resort.

2) Deciding if force would be appropriate

Force should only be used as a protective measure. The judgement on whether to use force and what force to use should always depend on the circumstance of each case (this is crucial when dealing with students with SEN / disabilities)

Decisions about whether to use force often have to be made quickly, with little time for reflection. Nevertheless, staff need to make the clearest possible judgement about:

- The chances of achieving the desired result by other means
- The seriousness of the incident
- The relative risks associated with physical intervention

3) In the event of an incident staff should initially attempt to diffuse the situation by:

- Appearing confident
- Appearing calm
- Creating space around the student / incident
- Speaking clearly and slowly
- Avoiding sudden movements
- Giving clear, assertive instructions
- Avoiding threats
- Encouraging reasoning by asking open questions

ALWAYS SEND FOR ADDITIONAL HELP AND SUPPORT AT THE FIRST OPPORTUNITY

4) If a member of staff decides that use of force is the only appropriate action then they must consider the following:

- Size of the student

- Gender of the student
 - Strength of the student
 - Level of violence offered
 - Any weapons involved
 - Any alcohol or drugs involved
 - History of previous incidents
- 5) All incidents of restraint must be recorded on the incident record forms held by HK
- 6) All members of staff are reassured that if they follow the guidance stated above, they will have a robust defence against any false allegations of unreasonable or unlawful conduct. Equally it is the employer who is sued and not the individual member of staff.
- 7) The full document – “The use of force to control and restrain pupils” is available online at:
www.teachernet.gov.uk/publications
Reference DCSF – 00368-2010