



**The Park Federation Academy
Trust
James Elliman Academy**

**Positive Behaviour Policy
2024 - 2025**

Approval

Signed by Principal	Mrs T Johal
Date of approval	September 2024
Date of review	September 2025

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Section 1: Introduction

At James Elliman Academy, we have clear expectations for behaviour that apply both inside and outside of school. We believe everyone has the right to be part of a safe, calm, purposeful, and happy environment where aspirations are respected and valued.

Our rules, boundaries, and consequences are clear, fair, consistent, and appropriate for everyone. We aim to foster positive, caring attitudes in our diverse community and recognise achievements at all levels.

We encourage everyone to take personal responsibility for their behaviour and relationships. Our behaviour policy is designed to build and maintain positive relationships between adults and children.

This policy will be shared annually with staff and parents and will be available on the James Elliman Academy website. The academy's behaviour expectations will also be included in the Home-Academy Agreement.

Section 2: Our vision

Vision Statement

At James Elliman Academy, our goal is to develop lifelong learners who are responsible, creative, and leaders in their chosen paths. Our dedicated staff, parents, carers, and governors are committed to providing a top-quality education tailored to each pupil's needs. This education is built on trust, rich in opportunities, and promotes achievement, helping every pupil reach their full potential.

School Motto

At James Elliman Academy, we believe in the potential of every child to be a leader, seizing every opportunity to learn and grow. We emphasise the importance of making every day count towards achieving personal and academic success.

Core Values

We prioritise every child's well-being, safety, and future. We offer high-quality educational experiences and foster skills of cooperation and collaboration. Our curriculum is aspirational, challenging, diverse, and filled with memorable moments. Our pupils will leave James Elliman as articulate, knowledgeable, considerate, and thoughtful members of society, embodying resilience, integrity, gratitude, democracy, diversity, creativity and a lifelong love for learning.

Commitment to Safety

We uphold responsibilities to protect children from child-on-child abuse, as outlined in the "Keeping Children Safe in Education" document. We have a zero-tolerance approach to child-on-child abuse and do not dismiss concerns as banter or typical behaviour.

Response to Child-on-Child Abuse

We address suspected child-on-child abuse from both inside and outside of school. Parents and carers are encouraged to share any concerns about inappropriate behaviour.

Staff are trained to be vigilant and to adopt the mindset that "it could happen here." They understand that disclosures might not be direct and use professional curiosity to detect any changes in behaviour.

Support for Victims and Perpetrators

For Victims: We reassure them, keep them safe, listen to them, consider their wishes, and take prompt action to resolve concerns.

For Alleged Perpetrators: We keep them safe, listen to them, and help them understand why their behaviour was unacceptable. We educate them on proper behaviour and provide interventions to ensure their safety and that of others.

Section 3: Our Attitudes and Behaviour

High Expectations and Positive Behaviour

At James Elliman Academy, we have very high expectations for behaviour and aim to help children understand the impact of their choices, whether positive or negative. Good behaviour and achievement are learned through modelling, teaching, support, and recognition.

Golden Rules

Our school has three golden rules that everyone is expected to follow:

Politeness and Respect: We are polite and show respect for others and our school.

Attendance and Resilience: We have strong attendance, high aspirations, and are resilient in our learning.

Honesty and Responsibility: We are always honest and take responsibility for our actions.

These rules are adhered to by both adults and pupils, ensuring everyone knows the boundaries of their behaviour. Incidents are promptly investigated, and children receive the necessary support. Behaviour is monitored and analysed through a whole-school approach.

Support for Well-being and Positive Attitudes

We support children's well-being, mental health, and social skills through various strategies and programs. Positive attitudes to learning, incorporating British and school values, foster resilience and healthy relationships. Visitors often comment on our pupils' exemplary behaviour in and out of lessons.

Personal Development

We provide a safe and welcoming environment for personal development, helping pupils become active and responsible citizens. While we expect all children to follow the rules and excel in learning, we understand that some may face challenges and need extra support to cope with school demands, home life, and social interactions.

Zero Tolerance for Abuse

We have a zero-tolerance approach to child-on-child abuse. All reported incidents are taken seriously and never dismissed as banter or typical behaviour.

Class Rules

In addition to the school rules, some classes may create their own set of rules, involving children in the process to make them more personalised to the needs of the class.

Section 4: Promoting Positive Behaviour

Rewards System

Rewards are tailored to each key stage and year group to suit the age and needs of the pupils. These rewards and incentives are clearly displayed in every classroom and consistently promoted by all adults. A whole-school reward system using house points to encourage positive behaviour and academic excellence among our pupils. Each house will earn points for achievements in various areas, fostering a sense of community and friendly competition. To maintain motivation and recognise ongoing efforts, we reward houses half-termly based on the points accumulated. This not only celebrates individual and group achievements but also unites children to follow the school rules throughout the school year.

Collaborative Rewards

Year teams agree on collaborative rewards to recognise pupils who contribute to the school's positive environment throughout the year. Rewards are earned and never taken away.

Supporting Positive Behaviour

When a child's behaviour is not positive, rewards are paused, and the child is supported in developing a positive response. Teachers use strategies like "catch me being good" and "proximity praise" to shift attention from

negative to positive behaviours. Rewards resume frequently to reinforce desired behaviours. For more details and strategies to improve behaviour, see the summary of the EEF recommendations.

<https://educationendowmentfoundation.org.uk/tools/guidance-reports/improving-behaviour-in-schools/>

Rewards include:

Individualized Achievement:

- Use points, stickers, stamps, dojo points, certificates from the Principal, SLT and SMT.
- Individual reward cards for children with challenging behaviour (Stage 2).
- Frequency: after each lesson, morning or afternoon, end of day, few days, or week, based on the child's needs.

Praise and Celebration:

- Staff give verbal and written praise for positive actions and work.
- Public acknowledgment: in class, on display.
- Pupils share their work with peers, teachers, support staff, and senior leadership.
- Teachers inform parents in person or by phone about good work.

Star of the Week:

- Praises children demonstrating core values and positive learning behaviour.
- Every child is expected to receive a star of the week certificate throughout the year.

Collaborative Rewards:

- Use pebble jars, puzzles, or dojos for collective class achievements.
- Rewards can be half-termly, weekly, or daily, based on class needs.

Certificates and Notes Home:

- Acknowledge positive behaviours and personal achievements with certificates, or stickers, according to what the child responds best to.

Specialist Reward Systems:

- Tailored to individual needs for pupils with challenging behaviour, recommended by outside agencies (Stage 3).

Section 5: Correcting Misbehaviour

Consequences, whether positive or negative, should be immediate, short, and appropriate for the behaviour. They should always target the behaviour, not the child. To give children a fair chance to correct their actions, they will receive a warning before any consequence is applied.

James Elliman Academy will apply the following consequences to tackle instances of poor behaviour:

- Regular reminders verbally
- Change of place in the class so the teacher can help facilitate positive learning behaviour
- Time out/thinking time/reflection time within the class. This could graduate to another class if the unwanted behaviour persists
- Apology letters
- Break and lunchtime play - timed reflection.
- Missing part of the reward if and when appropriate.
- A graduated response to persistent behaviour following the 5 stage model in appendix 2 and 4 escalate to Year Leader/DP or VP, then Principal.
- Meeting between the child, parents/carers and a senior member of staff, depending on severity.
- Internal exclusion – spending a day/s away from their class and under the supervision of a year leader or member of SLT.

N.B: Pupils will only be excluded from their class or lesson, if all other options have been explored and the child's behaviour is having a detrimental effect on the learning of the other pupils over a sustained period of time. Exclusion from a lesson or from class must be with the permission of the Senior Leadership Team.

Section 6: Summary and Descriptors: 5 stages of behaviour

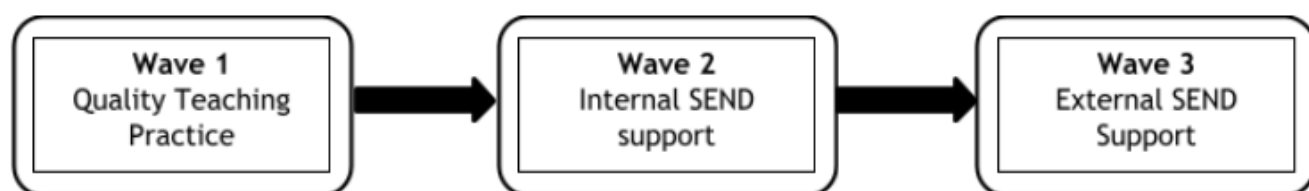
Most pupils behave well, but some may struggle to self-regulate or communicate effectively, leading to unacceptable behaviour. Here are key strategies for managing such situations:

1. **Listen and Understand:**
 - Take time to listen to pupils and avoid hasty judgments.
 - Address the root cause of the behaviour, not just the actions.
2. **Know Your Pupils:**
 - Learn about their interests, home circumstances, and their feelings about different subjects.
 - Providing a sense of achievement and success can reduce the need for unacceptable behaviour.
3. **Build Positive Relationships:**
 - Teacher support and positive relationship are crucial for each child.
 - Balance fairness to all pupils with effective support for those who need more attention.
4. **Inclusive and Engaging Learning:**
 - Pupils respond well to inclusive and engaging lessons from good or outstanding teachers.
5. **Behaviour Sanctions:**
 - The JEA 5 Stages of Behaviour Sanctions and Next Steps are displayed in the classroom and around the school to ensure pupils are aware of consequences.
6. **Recording Serious Incidents:**
 - Record all serious incidents in writing on the Serious Incident Form (Appendix 1) and log them on CPOMS under the appropriate category.

By adhering to these principles and strategies, we can foster a positive learning environment where all pupils feel supported and motivated to exhibit good behaviour.

Section 7: Supporting Children with SEMH Difficulties

We ensure that all members of our school community understand the positive and negative consequences of their behaviour choices. For pupils who struggle to respect and comply with school rules, we provide a range of strategies to help them manage and change their behaviour. It is the role of the teacher to build strong relationships with the child and their family, understand the root causes of the behaviour, and address these causes to help the child communicate their needs and manage their behaviour positively. We apply a graduated wave response to support pupils, starting with universal support like consistent routines and positive reinforcement. If needed, we move to targeted support, including small group interventions and individual behaviour plans. For those requiring more intensive help, we involve external agencies and offer specialist programs. By employing these strategies and working collaboratively with families, we aim to support all pupils in achieving positive behaviour and success at school.



Stages of intervention	School will ...	Individuals involved
Wave 1- Quality Teaching Practice	Develop and disseminate positive behaviour policy Deliver a PSHE curriculum that teaches social and emotional skills Provide regular CPD for staff to develop inclusive	Class teacher Child

	quality first teaching for all.	
Wave 2 - Internal SEND support delivery of evidence based intervention and additional support	Provide staff with the appropriate training to identify CYP demonstrating SEMH needs through externalising AND internalising behaviours Identify and monitor SEMH needs Deliver preventative and early intervention evidence based support programmes (e.g. ELSA, Lego therapy, 1:1 learning mentor) and monitor progress Involve parents/carers in all progress and review meetings	Class teacher Child Parents + SENDCo/ SLT
Wave 3 - External SEND Support	Seek advice from specialists (e.g. Educational Psychologist, Getting Help Team, SEBDOS, Virtual School, Young People's Service, Family Information Service) Involve parents/carers in all progress and review meetings with external professionals	Class teacher Child Parents SENDCo/ SLT + external specialists

Teacher Responsibilities

It is the professional responsibility of each teacher to create a positive and safe environment for their pupils. Teachers should interact positively and caringly with all pupils and support those who are vulnerable or display inappropriate behaviour and ensure that support staff also follow the same behaviour. This includes deploying support staff effectively and referring pupils who need specialist support, following the graduated approach.

Addressing Behaviour Issues

When behaviour issues arise, teachers should first discuss strategies with team colleagues or the Team Leader. If concerns escalate, actions should follow the strategies outlined in the 5 Stages of Behaviour. If a pupil continues to demonstrate significant behaviour issues despite the full range of support offered, actions may include fixed-term exclusion or managed transfer to another setting to safeguard the education and safety of the majority.

Support for Pupils with ASD or ADHD

Pupils with a diagnosis of ASD or ADHD must follow whole-class rules and aim to meet the same high expectations as all pupils. In addition to Pupil Provision Maps, these pupils can be supported through individual pupil support plans to make positive behaviour choices. These plans, which outline steps to achieve positive behavioural outcomes, are shared with both the pupil and parents and are reviewed every six weeks. Pupils also have access to a "quiet room" to allow themselves time to resettlement.

Use of Reasonable Force (known as Positive Handling/Holding Children Safe)

The DfE has put forward guidance regarding the use of reasonable force 'Use of reasonable force in schools: Guidance about the use of physical restraint in schools for governing bodies, Principals and school staff, July 2013'

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

The DfE advises that all adults in the school who have a duty of care towards pupils can use 'reasonable force' to prevent pupils from hurting themselves or others, from damaging property, or from causing disorder. Further examples include, preventing a pupil from attacking a member of staff or another pupil, or to stop a fight in the playground; and restraining a pupil at risk of harming themselves through physical outbursts. Teachers will physically separate pupils found fighting if they do not respond to verbal requests to stop.

Reasonable adjustments for disabled children and children with special educational needs (SEN) will be made with regard to using 'reasonable force' in any serious incident.

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.

Schools cannot:

Use force as a punishment – it is always unlawful to use force as a punishment.

In the event of a serious incident where 'reasonable force' has been used, parents will always be notified and the incident will be discussed with parents at the earliest opportunity. Incidents will be recorded by the Principal /Vice Principals.

Mental Health

The school is committed to supporting pupils who may be experiencing mental health difficulties which could be affecting their behaviour. The school has processes in place which aim to determine the underlying cause of inappropriate behaviour, often this behaviour can be linked to social and / or emotional difficulties.

Support includes:

Class teachers should refer pupils causing concern through the SEND route, in order to facilitate assessment and diagnosis of need and appropriate intervention and support. A 'Record of Concern Form (RoC)' would be completed and given to the SENDCo via the CPOMs system.

At James Elliman Academy the following provision is provided to support Social, Emotional and Mental Health (SEMH). Changes in behaviour are often an indicator of this SEND category. Children may have their provision monitored through an individual Record of Concern or Provision Map (once registered as being on the Special Educational Needs Register).

- Quality first teaching within the classroom that supports resilience, self-esteem, focus and concentration.
- General classroom behaviour support strategies following discussion with SEND Team.
- Circle Time – Teacher intervention in class to support empathy, class cohesion and friendships
- ELSA – Support Group undertaken by a trained member of staff
- Lego Therapy.
- Child and Family Support Worker – Direct 1:1, paired or small group work to address anxiety, social interaction skills amongst others.
- Learning mentor – Motivation, focus, drive and aspiration.
- SEBDOS – Social Emotional and Behaviour Outreach Service, trained staff providing support to children and families both in school and at home.
- Educational Psychologist – Therapeutic intervention, assessment and consultation services provided to children, staff and families.
- Referral to SEBDOSS Behaviour Panel for children who have severe difficulties and are at risk of exclusion.
- Referral to Early Help through Slough Council via SEND/Safeguarding team
- Referral to CAMHS (Children and Adults Mental Health Service)

Child on Child Abuse

Sexual Violence and Sexual Harassment

[Keeping children safe in education 2024](#) (page 14, paragraph 33) states that the umbrella of child on child abuse is most likely to include the following unacceptable behaviours, amongst others. Child on child abuse strongly relates to bullying and sexual violence and sexual harassment, this can be both online and offline, in school and outside of school.

- bullying (including cyberbullying, prejudice-based and discriminatory bullying);
- abuse in intimate personal relationships between peers;
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (this may include an online element which facilitates, threatens and/or encourages physical abuse);
- sexual violence, such as rape, assault by penetration and sexual assault; (this may include an online element which facilitates, threatens and/or encourages sexual violence);
- sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be standalone or part of a broader pattern of abuse;
- causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party;
- consensual and non-consensual sharing of nudes and semi nudes images and or videos (also known as sexting or youth produced sexual imagery);
- upskirting, which typically involves taking a picture under a person's clothing without their permission, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm;
- initiation/hazing type violence and rituals (this could include activities involving harassment, abuse or humiliation used as a way of initiating a person into a group and may also include an online element)

Our school operates on the understanding that child on child sexual abuse '*could happen here*' and through safeguarding training, staff understand the importance of raising any concerns around child on child sexual abuse immediately; no matter how small. All staff must assume it could be happening at their school, even when there are no reports evident.

To gain a better understanding of the meaning of sexual violence and sexual harassment the following definitions apply:

- **Sexual violence** means rape, assault by penetration, or sexual assault (intentional sexual touching).
- **Sexual harassment** means unwanted conduct of a sexual nature – such as sexual comments, sexual jokes or taunting, physical behaviour like interfering with clothes, or online harassment such as youth produced sexual imagery.
- **Victims and alleged perpetrators** be mindful in using these terms outside of this policy. Children can be referred to as child A and Child B in any reports. This is because we should avoid assigning guilt until an investigation has taken place by any appropriate authorities.

Minimising the risk of sexual violence and sexual harassment in and out of school

To prevent serious issues of sexual violence and harassment, it's important to address even minor behaviours right away. By dealing with these small issues clearly and immediately, we can stop them from escalating into more serious problems later. When handling these situations, it's crucial to address them openly in front of everyone involved: the victim, the person who did it, and any witnesses. This approach sends a strong message that unacceptable behaviour is taken seriously and will not be ignored or dismissed as just "banter" or part of growing up.

Low level behaviours can consist of the following:

- Calling a person an offensive term that degrades them
- Flicking bra straps
- Lifting up skirts
- Unwelcome looks and comments about appearance
- Comments about how boys and girls should behave
- Different expectations about which toys boys and girls should play with
- Boys saying girls are 'gross'
- Invading personal space by touching others, particularly private areas, often perceived as a joke or some fun.

Children are taught how to report any incidents of sexual violence and harassment, both in school and outside of it. They can use the class worry boxes for minor concerns, but if something serious has happened that makes them feel upset or unsafe, they should speak directly to the safeguarding team. It's important for them to talk to someone they feel comfortable with so they can get the help they need quickly. For male students who might feel uncomfortable speaking to a female staff member, there is a male representative available. Additionally, students can talk to our designated mental health champions if needed.

Personal safety and safeguarding are part of the curriculum. Students learn about respectful relationships and what behaviour is appropriate or inappropriate in our Relationships Education classes. We also discuss safety in weekly assemblies and other lessons where relevant. The NSPCC conducts workshops on speaking out and staying safe. Parents and carers receive regular updates on how to keep children safe outside of school.

While the school will not tolerate unacceptable behaviour, we will not blame anyone unfairly. We listen to everyone involved and provide support to both victims and those who have behaved inappropriately, helping them understand what went wrong and how to prevent it in the future.

The school's response will be:

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

How to report and respond to incidents

It is important that any concern around sexual violence or sexual harassment is always reported to the DSL (Rebecca Pinkney) or DDSLs in her absence. Staff follow the usual child protection policy and procedures for reporting incidents. It is important to note that staff must report any concern as soon as it has been reported or witnessed, even if they don't have a disclosure from a child. Sometimes children never disclose so waiting for a disclosure to come is not acting in the child's best interest. It is important that the victim knows you have taken the incident seriously, that you believe them and will continue to support them, be clear on what will happen next and state the small number of people that will know about it. Continue to be a support for this child and ensure that they know that this has not been their fault.

- Staff report the incident to the DSL or DDSL via CPOMs as soon as possible, don't delay. If CPOMs is not accessible, then a paper referral form is used. Ensure this is dated and signed.
- DSL/DDSL will log the incident and will start to make a detailed report using Appendix 1 'Serious Incident Report'
- The victim will be spoken to and supported.
- The perpetrator will be removed and supported to prevent any further distress
- The DSL may decide one of the following options:
 - Manage the incident internally
 - Refer to Early Help
 - Refer to children's social care
 - Report to the police
- Parents/carers will be informed as soon as possible and will be part of forming a solution together (unless any safeguarding concerns override this)
- A risk and needs assessment will be created to support all parties.
- Apology and mediation of appropriate so that both parties can move on
- The serious incident report (Appendix 1) will be completed with a conclusion of the incident and with next steps outlined. CPOMS will also be updated,

Sanctions

Incidents will be dealt with on a case by case basis and will be proportionate to the reported concern. Below are a list of possible sanctions that may occur as a result of sexual violence or sexual harassment.

- If the incident is witnessed by a member of staff, that member must address this immediately, and at the time, so that all witnesses can see the immediate response and lack of tolerance for this behaviour. For low level-incidents, such as a sexist comment, an apology should be expected there and then. If an apology is not given then this must be included in the report to the DSL.
- A verbal warning
- Providing a time for the perpetrator to apologise to their peer
- An apology letter showing empathy for the victim and steps the perpetrator will take not to repeat this behaviour
- A letter or phone call to parents
- Time out to reflect on the incident
- Community service, for example litter picking
- A period of internal exclusion (length dependent on incident)
- Fixed-term (length dependent on incident) or permanent exclusion (this would only be used in extreme cases and advised by professionals such as the police).

In some cases a sanction may not be appropriate (e.g. a sexist comment) and education will commence through a circle time, social stories (particularly used for pupils with social communication difficulties) or additional teaching sessions through the curriculum.

For all sanctions the school will take into account:

- The age and developmental stage of the alleged perpetrator(s)
- The nature and frequency of the alleged incident(s)
- How to balance the sanction alongside education and safeguarding support (if necessary, these should take place at the same time)

Children's Wishes and Feeling

Children's wishes and feelings are taken into account so that they feel valued, informed and supported. It may be requested that the victim wishes the alleged perpetrator to be separated from them. This must be considered for both during school hours and after school clubs. They may or may not want to be in the same class. The school will always listen to the children's wishes and feelings and then the final decision will be made by the school. The best interests for all children involved will be considered in this decision.

Risk and Needs Assessments

A risk and needs assessment may be put in place to support the school, the victim and the alleged perpetrator in going forward after this incident or during any investigation that may occur thereafter. A copy of the risk assessment template can be found in appendix 5.

Support for alleged perpetrators

Support for alleged perpetrators must also be provided as research tells us that their behaviour could be a sign that they are too a victim of abuse. Find a safe space for the perpetrator to explain why they did, or said what they did. Ensure this is reported to the DSL so that safeguarding concerns can also be explored for this child. Explain why their behaviour was not appropriate, ensure that you condemn their behaviour, not the child. A support plan then needs to be put in place to help the alleged perpetrator change their behaviour. This could be through counselling or therapeutic intervention.

Child on Child Abuse: Bullying

Bullying is another inappropriate behaviour that sits within child on child abuse. Bullying is not acceptable in this school and children and adults are encouraged to report all bullying through the usual safeguarding and child protection policy and procedures guidance. Staff must report bullying to the DSL or DDSL immediately using the CPOMs system, or a paper referral if this is not possible.

Once an incident has been logged, the DSL/DDSL will investigate this. They will use the serious incident form (Appendix 1) to record the investigation and will use it to show the outcome and next steps thereafter.

Parents of both/all children will be involved so that we can work together to resolve the issue and bring about change.

As with all safeguarding and behaviour concerns, children are encouraged to use the worry boxes in class to raise a concern related to themselves or others. If they feel the concern is more serious or they feel unsafe or worried/upset then they can speak to the safeguarding team directly. They can approach directly or ask their teacher for support. The school also has mental health first aiders and a child and family support officer available who can provide support to children.

Through our curriculum, safeguarding sessions in assembly, and through other sessions such as PHSE, circle time and our relationships education curriculum, children will learn about bullying, how this is unacceptable behaviour and what they can do to prevent it and report it. We also share useful materials with parents and carers via the school app and website.

As with sexual violence and sexual harassment, bullying is taken on a case by case basis and responses will be proportionate, considered and supportive. We want children to come forward and share their concerns so that we can support them, address the problem and work with all children to give them support to understand that their behaviour is wrong.

Sanctions will be in line with our 5 stages of behaviour (Appendix 2 and 4).

This positive behaviour policy has a strong message that appropriate behaviour is built upon strong values, respect and mutual tolerance. This is reinforced in our relationships education curriculum also.

Educating children: Raising the importance of reporting concerns for all child on child abuse

We encourage all children to raise concerns, no matter how small. It is important that all children know that we will:

- Take their safety and wellbeing seriously
- Listen to them
- Act on their concerns
- Not tolerate or accept abuse

Reporting incidents benefits everyone, including:

- The victim(s): by stopping the problem and getting the help and support they need
- Other people: by preventing it happening to someone else
- The alleged perpetrator(s): catching problematic behaviour early can help them avoid criminal offences later in life

Section 9: Suspensions & Permanent Exclusions

Good discipline in schools is essential to ensure that all pupils can benefit from the opportunities provided by education. The Government supports head teachers in using suspension and exclusion as a sanction where it is warranted. However, permanent exclusion should only be used as a last resort, in response to a serious breach, or persistent breaches, of the school's 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. The decision to suspend a pupil must be lawful, reasonable and fair.

We have a statutory duty not to discriminate against pupils on the basis of protected characteristics, such as disability or race and should give particular consideration to the fair treatment of pupils from groups who are vulnerable to exclusion.

Only the Principal or in her absence, Vice Principals can impose a fixed term suspension or permanent exclusion. James Elliman Academy will have a strategy for reintegrating any pupils who return to school following a fixed period suspension, and for managing their future behaviour. All children have a right to an education. James Elliman Academy will take reasonable steps to set and mark work for pupils during the first five school days of suspension and permanent exclusion, and alternative provision must be arranged from the sixth day. If the school does make the decision to suspend or permanently exclude a pupil, we will notify parents, via a meeting with the Principal or deputies, of the period of the suspension or permanent exclusion and the reasons for it.

We will also provide parents with the following information in writing:

- the reasons for the suspension or permanent exclusion;
- the period of a fixed period suspension or, for a permanent exclusion, the fact that it is permanent;
- parents' right to make representations about the suspension or permanent exclusion to the Academy Council and how the pupil may be involved in this;
- how any representations should be made; and
- where there is a legal requirement for the Academy Council to consider the suspension or permanent exclusion, that parents have a right to attend a meeting, be represented at this meeting (at their own expense) and to bring a friend.

Internal Exclusion

Internal exclusion will be at the discretion of SLT and will be in response to a culmination of behaviour incidents or extreme and serious single incident. Internal exclusions will be decided and coordinated by a member of SLT. An internal exclusion is different to a time out/reflection in another classroom. An internal exclusion is when the child is excluded from the classroom. The child will be sent with appropriate work to complete in another part of the school. SLT will inform the child's parents and record the incident and steps taken to avoid future such incidents. The child will be monitored and supported by the SLT, including SENCO.

Behaviour and Conduct Outside of the School Grounds

The school strives to ensure that our students are able to translate our set of behaviour standards outside of the confines of the school gates. We recognise that teachers have a statutory power to discipline pupils for misbehaving outside of the school premises. Section 89(5) of the Education and Inspections Act 2006 gives Principals a specific statutory power to regulate pupils' behaviour in these circumstances "to such extent as is reasonable."

All non-criminal and bullying behaviour outside of the school gates which is witnessed by a member of staff will initiate a consistent approach which adheres to our agreed set of consequences. A teacher may initiate such consequences when the student is:

- taking part in any school-organised or school-related activity;
- travelling to or from school;
- wearing the school uniform;

- in some other way identifiable as a pupil at the school;
- misbehaviour at any time, whether or not the conditions above apply, that could have repercussions for the orderly running of the school or poses a threat to another pupil or member of our community.

Section 10: Collective Responsibility

Being a part of a coherent community we must recognise all members have responsibilities which ensure everyone feels they are valued and supported. Children, staff and parents should be aware of the positive impact their actions and comments can have in the smooth running of the Academy.

This is achieved in a number of ways:-

- Good communication between all members, we share in a respectful way any worries or concerns we have.
- We listen to concerns and support in the best way we can or seek out support from others.
- Key messages about respectful conduct and the core values we expect from all members of our academy are shared in assemblies, during circle/reflection time and during-RHE lessons. All members of staff model positive actions; encouraging and praising this when displayed by pupils in their everyday interactions with members of our community.

We have a collective responsibility in creating an environment where everyone feels valued, listened to and supported. This will only be achieved if we work together using a consistent approach; helping and supporting everyone to reach their full potential.

In the case of child on child abuse, children must be made aware that the law is there to protect children, not punish them.

Pupils' responsibilities are to:

- Learn to the best of their abilities and in a way that safeguards and respects the rights of other pupils to do the same.
- Co-operate and comply with adults and pupils in the interests of their own and other children's education and well-being.
- Respond to challenging situations thoughtfully and intelligently with regard to the consequences of their behaviour choices on themselves and others.
- To take care of property and the environment in all areas of the school building and outside in the playgrounds and activity areas.
- To take an active role in being part of the positive provision for behaviour and well-being.

Staff responsibilities are to:

- Understand that behaviour is a response, and an attempt, to communicate a child needs emotional support.
- Take steps to understand the root cause of the behaviour and implement strategies to support the child in overcoming this.
- Fulfil their roles within the school in accordance with National Professional standards and in a way that safeguards the rights of every member of the Academy Community and earns respect from pupils, parents and colleagues.
- To understand that to help children to regulate their behaviour they must understand their unique set of circumstances and experiences. Most children will face emotionally challenging situations at some point in their development but the way in which these challenges are experienced will be different for every individual. It is the teachers role to develop this relationship and understand the circumstances that cause the behaviour.
- Model appropriate and desired behaviour in all situations and challenges, using strategies in Circle Time and RHE programmes.
- Implement school policies, using rewards, agreed rules and sanctions consequences, clearly, consistently and fairly, having regard for individual and group needs.

- Collaborate with and develop good relationships and lines of communication with parents, colleagues and outside agencies to ensure appropriate support for individual pupils experiencing behavioural, emotional and social difficulties.
- Plan and teach creative, challenging and interesting approaches to curriculum activities; a teaching and learning environment that ensures excellent learning behaviour; engages and takes account of individual and group needs.
- Apply a graduated response to supporting a child in managing their own behaviour and knowing when to escalate the need for more targeted intervention.

CPD for staff

- Familiarisation of the Behavioural policy at the start of every academic year by all staff. Team leaders to familiarise any team members who join the school part way through the academic year.
- Senior leadership team to work with the Link Psychologist to develop CPD in positive behaviour management and increase awareness in resilience, secure relationships and co-regulation of behaviour and to develop the understanding and implementation of PACE when supporting pupils with behaviour, both low level behaviour and more challenging behaviours are used as a way of communicating an emotional need.

Parent/Carer responsibilities are to:

- Support their child in following reasonable instructions by school staff and adhere to school rules.
- Respect the school's behaviour policy and the disciplinary authority of school staff.
- Inform the school of any changes in circumstances that may affect their child's behaviour e.g. SEN (special educational needs) or other personal factors which may result in their child displaying behaviours outside the norm. (a close family member passing away)
- Discuss any behavioural concerns with the class teacher/senior leaders promptly.
- If their child is excluded from the school, to ensure the child is not found in a public place during school hours and to attend a post exclusion meeting with their child at the end of a fixed period exclusion.

Playground behaviour

We understand that behaviour at playtime can be different to behaviour in the classroom, we have provided these guidelines for dealing with behaviour at playtime.

Expectations of adults in the playground

- We need all adults in the playground to be proactive, looking out for any possible incidents and responding quickly if an incident occurs.
- Always come from a thinking place, asking: 'What's happened?', 'Can you tell me what has happened here', 'One at a time, tell me what has happened...'
- The majority of low level incidents in the playground can be dealt with by adults on duty using the red spots for time -out/reflection.

During playtimes

- All staff need to be spread around playground including in blind spots
- Be watchful at all times
- Staff should not be in clusters.
- Play games and engage with children

Section 11: Allegations of abuse against staff and other adults working in school

All children and adults have a right to be protected from harm and here at James Elliman Academy, all allegations of abuse will be taken seriously. All members of the school have a duty to safeguard and promote the welfare of children and to maintain a safe learning environment. We aim to identify where there are child welfare concerns and take appropriate action to address them in partnership with other organisations when necessary.

All staff at James Elliman Academy have a positive role to play in child protection but their role can leave them open to accusations of abuse. Such allegations may be true but they may also be false, misplaced or malicious. In such instances, we aim to ensure that all allegations are dealt with fairly, consistently, quickly and in a way that provides protection for the child whilst also supporting the person who is the subject of the allegation.

Action in the event of a malicious allegation

If an allegation is deemed to be unfounded or malicious, the Local Authority Designated Officer will be informed and will refer the matter to the local authority children's services to identify whether the child in question is in need of services or whether the child has been subject to abuse by someone else.

In the event that an allegation is shown to have been deliberately invented, the Principal will consider whether any disciplinary action is required against the pupil who made it. The disciplinary action taken against a pupil may include fixed term or permanent exclusion. However, any action that is taken will be discussed with the parent/carer of the pupil concerned at the earliest stage possible during proceedings.

Section 12 Responding, Recording and Reporting

Reporting Procedures for Staff

- Level 1 behaviour is not required to be recorded on CPOMS. Level 2, 3,4 and 5 must be recorded on CPOMS as well as all serious incidents recorded in writing on the Serious Incident Form (Appendix 1).
- Follow the school safeguarding policy and procedures for reporting when a child is at risk of harm.
- Concerns should be discussed with the DSL/DDSL immediately.
- In cases of disclosures, try to refrain from note taking while the child is speaking. Make notes as soon as the meeting is finished.
- In CPOMS, use the categories 'Safeguarding Welfare Concern Form' and/or 'Serious Inappropriate Behaviour' in the case of child on child abuse.
- DSL/DDSL to record actions, decisions, reasons for decisions and outcomes on any CPOM incident.
- Staff to alert the E-safety lead about cases of online abuse or cyber bullying.
- E-safety lead to report to DSL and network manager.
- Staff can refer to the Internet Watch Foundation and use the report remove tool to take down any sexualised pictures or videos. <https://www.iwf.org.uk/our-technology/report-remove/>
- See Appendix 2 for a visual representation of this process

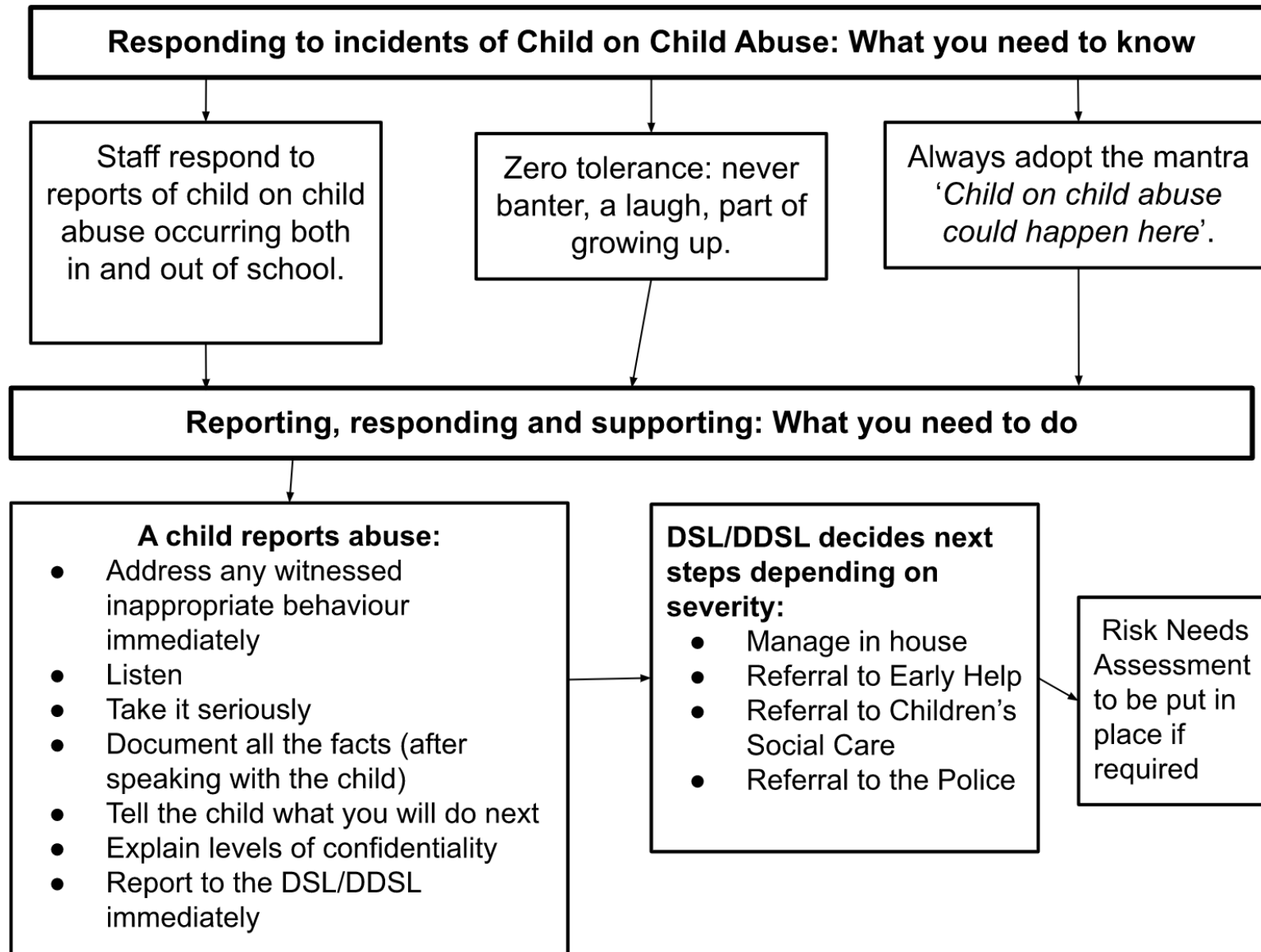
Reporting Procedures for Children

- Speak to class teacher or trusted adult.
- Write a note in the worry box.
- Write a note in the red pupil post box outside Child and Family Support Officer's room.
- Speak to DSL or safeguarding team.
- Speak to a mental health champion.
- Speak to a trusted family member or adult and ask them to report on their behalf.
- Speak to a friend and ask them to report on their behalf.
- Speak to the E-safety lead about cases of online abuse or cyber bullying.
- If a child feels they cannot speak to any of these people, they can call Child Line on 0800 1111.
- Children and families can refer to the Internet Watch Foundation and use the report remove tool to take down any sexualised pictures or videos. <https://www.iwf.org.uk/our-technology/report-remove/>

Appendix 1: Serious Incident Form/Investigation Report

James Elliman Academy: Serious Incident Form/Investigation Report	
Name / Incident	Serious Accident/Bullying/Racial Abuse/Parental Complaint/Other (please state) Concerning behaviour CoC abuse
Date / Time / Location	
Timeline of Events	
Summary / Next Steps Decisions/ Reasons for Decisions/ Outcomes	

Appendix 2: Flow diagram for Responding to incidents of Child on Child Abuse



Staff Actions Following a Referral

Support for victim/s

Support for perpetrator/s

- Daily check ins with Vice Principal and Principal
- Refer to mental health champions for future check ins
- Follow the Positive Behaviour Policy
- Serious incident record completed and logged on CPOMs with decisions, reasons for decisions, outcomes and actions
- Risk needs assessment created and shared with appropriate staff.
- Review risk needs assessment regularly, or after any new incident
- Plan any class or lessons moves if required
- Liaise with Lunchtime Supervisors if required
- Keep parents/carers updated
- Plan any steps for safety
- Plan educational opportunities that will result from the incident e.g referrals to outside agencies, workshops, guest speakers

Responding to incidents of online abuse

Follow reporting procedures as for Child on Child Abuse as shown above. Police and Children's Social Care will be called if necessary.

Remember that we adopt a zero tolerance approach and know that *'it could happen here'*.

- Ask children to save any messages or pictures and not to delete them.
- Ask for phones and devices to be handed over, if in school. This is not as a punishment but to preserve evidence which will help protect the children involved and help to resolve the allegation.
- Switch off devices and inform parents. Store in a safe place.
- **DO NOT OPEN, VIEW OR SHARE ANY IMAGES. THIS IS A CRIMINAL ACT.**
- If devices are at home, call parents immediately and ask for them not to view, open or share any images.
- Ask them to switch off the devices and store them in a safe place/bring into school if Police request for this to be done.

Aftercare:

All actions as above
Provide Internet Watch Foundation Report Remove
toll to parents if no further
action from Police, if they
have not already provided
this to the family.
Continue with Online Safety
education in school.
DSL/DDSL to liaise with any
outside agencies working
with the children and families.

Appendix 3: JEA 5 Stages of Behaviour Sanctions and Next Steps for Children.

James Elliman Academy: Behaviour Sanctions and Next Steps

Stage	Behaviour	Sanction/Reflection	Strategies for Support/ Next Steps
1 Low-Level Disruption Teacher (Not recorded beyond classroom) Class Teacher with the support of Year leader if needed	<ul style="list-style-type: none"> ▪ Inappropriate moving in class. ▪ Calling out and interrupting. ▪ Making silly noises, faces or unnecessary talking. ▪ Pushing in line. ▪ Running indoors. ▪ Disrupting others when transitioning around the school. ▪ Shouting indoors. ▪ Lack of focus in lessons that disrupts own learning. 	<ul style="list-style-type: none"> ▪ Give a first verbal warning. ▪ Give a second verbal warning. ▪ Time to discuss and reflect ▪ Use visuals for children in EYFS/Nursery and children with additional needs 	<ul style="list-style-type: none"> ▪ This does not need to be recorded on CPOMs ▪ Eye contact ▪ Catch them being good/praise positive choices ▪ Reference to class rules. ▪ Provide consistent reminders of your high expectations. ▪ Check suitability of work; too hard; too easy; support materials; understands SC/instructions ▪ Praise other children around them to give highlight correct behaviour. ▪ Offer indirect praise for children who do not accept praise well. ▪ Informal conversation with parents after school ▪ Provide opportunities for child to redeem themselves. Recognise and praise this.
2 Mid-Level Behaviour Year Leader (Record on CPOMs)	<ul style="list-style-type: none"> ▪ Deliberate rule breaking despite level 1 strategies being implemented ▪ Taking other pupils' things without permission; ▪ More regular disruption in class, impacting on other pupils' learning time ▪ Uncooperative behaviour, such as refusing to work ▪ Answering back to an adult. ▪ Off-hand or disrespectful comments to staff or children. ▪ Leaving class without permission. ▪ Persistent time wasting. ▪ Name calling. ▪ Deliberately embarrassing another child. ▪ Disrespecting personal space and privacy. ▪ Poor lunchtime behaviour e.g. rough play, causing injury, not listening to lunchtime supervisors, not following procedures for lining up, coming into the building without permission, deliberately upsetting other children. 	<ul style="list-style-type: none"> ▪ Lose whole of break time or 15 minutes of lunchtime. ▪ Apology made in child's preferred choice e.g. picture, letter, verbally. ▪ Child to explain to teacher how they will change their behaviour to prevent a repeat of the behaviour. ▪ Pupil sent to Year Leader's class if behaviour is repeated again. ▪ Whole class discussion on reminders about personal space and safe play. 	<ul style="list-style-type: none"> ▪ Continue with strategies from level 1 ▪ Inform Lunchtime Assistants, HLTA's, PPA teachers and supply teachers. ▪ Formal conversation between Year Leader, Teacher and parents after school or via phone to establish any reasons for the change in behaviour choices. Explore behaviour at home. ▪ This needs to be recorded on CPOMs ▪ Behaviour support card issued after second warning – parents informed. Review after one week. ▪ Social story to help children with additional needs understand their behaviour. ▪ Provide opportunities for child to redeem themselves. Recognise and praise this.
3 High-Level Behaviour Year leaders with the support of VP (Recorded in CPOMs)	<ul style="list-style-type: none"> ▪ Deliberately hurting others, verbally, physically, in person or online. ▪ Bullying/cyber-bullying (child on child abuse), in or out of school ▪ Deliberately damaging school/pupil's property. ▪ Sexual harassment/unwanted conduct of a sexual nature, online, offline as well as physically, e.g. violating a child's dignity, feeling intimidated, degraded, humiliated. ▪ Repeatedly leaving class without permission. ▪ Repeated refusal to co-operate. ▪ Repeated challenge to authority. ▪ Aggressive physical behaviour towards children and adults. ▪ Repeated unacceptable language or swearing 	<ul style="list-style-type: none"> ▪ Internal break time exclusion & lunchtime exclusion with YL. ▪ Formal meeting between YL, Teacher and parents/carers. ▪ Apology made in child's preferred choice e.g. picture, letter, verbally. ▪ Child to explain to teacher how they will change their behaviour to prevent a repeat of the behaviour. 	<ul style="list-style-type: none"> ▪ Record on CPOMS with reasons for sanctions given. Select serious inappropriate behaviour in cases of suspected child on child abuse. ▪ Formal meeting with all parents involved (Victim and perpetrator) ▪ YL to gather wishes and feelings from all children involved, and involve them in the decision making of what happens next. ▪ Provide support for all children involved. Provide mental health champion check ins for victim and work with perpetrator to educate them and reduce the risk of repeating the behaviour. ▪ Social story to help children with additional needs understand their

	<ul style="list-style-type: none"> ▪ Derogatory language aimed at diverse groups e.g. gender, race, age, disability, ethnicity, sexuality 		<ul style="list-style-type: none"> behaviour. ▪ Behaviour support card issued – parents informed. Review after two weeks. ▪ Liaise with SENDCo to create or update a risk assessment/ Positive handling plan where a child could be at risk of harm to self or others. ▪ DSL/DDSL to decide if behaviour can be managed within the school or needs to be referred to Early Help/SEBDOS. ▪ In cases of sexual harassment, Safeguarding team to decide actions and document decisions, reasons for decisions and outcomes. Decisions could be: <ol style="list-style-type: none"> 1 Manage internally or 2. Early Help. ▪ Liaise with DSL to utilise the Brook Traffic Light Tool for harmful sexual behaviour. ▪ Provide opportunities for child to redeem themselves. Recognise and praise this.
<p>4</p> <p>Very Serious Behaviour</p> <p>VPs with the support of the Principal (Recorded in CPOMs)</p>	<ul style="list-style-type: none"> ▪ Repeatedly leaving classroom without permission or in defiance of class teacher's instructions, despite support being put in place at level 3. ▪ Repeated behaviour that is clearly impacting on other children's well-being and learning. ▪ Fighting and intentional physical harm to other children. ▪ Throwing any object as a weapon to intentionally hurt others. ▪ Verbal abuse to staff and pupils. ▪ Stealing and vandalism. ▪ Serious challenge to authority. ▪ Persistent bullying. ▪ Child on child abuse – use of sexualised comments, sexual stories, lewd comments, sexual jokes, deliberate physical sexual behaviour such as brushing past or touching clothes, displaying pictures, photos or drawings of a sexual nature, youth produced sexual imagery, online sexual harassment. 	<ul style="list-style-type: none"> ▪ Spoken to by VP ▪ Internal exclusion. ▪ Formal meeting between Principal and parents/carers – followed up in a written letter ▪ Apology made in child's preferred choice e.g. picture, letter, verbally. ▪ Child to explain to teacher how they will change their behaviour to prevent a repeat of the behaviour 	<ul style="list-style-type: none"> ▪ Arrange meetings with parents VP/SENDCo and DSL to attend. ▪ Behaviour incident report made out; sent to SENDCo/VP for Inclusion via CPOMs. ▪ Behaviour support card/social story continued. ▪ SENDCo/VP/DSL to seek Parents'/carers' permission to refer to outside agencies: Early Help, SEBDOS, SAFE! Youth Justice Team, CAMHS, Getting Help Team and/or Behaviour Panel/Slough SEND for urgent annual review for pupils with EHCP. ▪ Place pupil on SEND register as SEMH if not already on SEN register. ▪ For children who are not aware of their actions due to high needs SEND, review risk assessment, provision and school timetable. Consult specialist working with the child for advice. ▪ SENDCo convene a solution circle. ▪ SENDCo to create or update a risk assessment/ Positive handling plan where a child could be at risk of harm to self or others. ▪ Two members of staff to manage cases of sexual harassment. Safeguarding team to decide actions and document decisions, reasons for decisions and outcomes. Decisions could be: <ol style="list-style-type: none"> 1 Manage internally, 2. Early Help, Referral to local authority children's <ol style="list-style-type: none"> 4. Social care, or 5. Police referral ▪ Risk needs assessment created or updated and reviewed regularly. ▪ Liaise with DSL to utilise the Brook Traffic Light Tool for harmful sexual behaviour. ▪ Provide opportunities for child to redeem themselves. Recognise and praise this.

<p>5</p> <p>Extremely Serious Behaviour</p> <p>Principal and VPs (Recorded on CPOMs and in Pupil Record)</p>	<ul style="list-style-type: none"> ▪ Behaviour clearly dangerous to self or other members of the school. ▪ Complete rejection of authority. ▪ Verbal/ physical abuse to any staff member or pupil. ▪ Running out of school grounds. ▪ Serious damage or vandalism to school, staff or pupil property. ▪ Serious or persistent sexual harassment or sexual violence 	<ul style="list-style-type: none"> ▪ Suspension in line with suspension guidance ▪ Formal meeting between Principal/DSL/DDSL and parents/Carers. 	<ul style="list-style-type: none"> ▪ Referral to Behaviour Panel to be made if continued exclusions are likely. ▪ Suspension/Exclusions policy to be followed. ▪ Behaviour pertaining to lunchtime will result in exclusion at lunchtime only. ▪ Return to school planned through a part-time or reduced attendance, if appropriate. ▪ Full-time Learning Mentor/TA support for defined period of return to school. Link to mental health champion for support. ▪ Principal/Vice Principal will set up a return to school meeting with parents/carers. ▪ Academy Councillors will be informed of situation; strategies and provision that school have implemented and decisions made in respect of this pupil's placement. ▪ Referral to external support agencies. ▪ Two members of staff to manage cases of sexual harassment/ sexual violence. Safeguarding team to decide actions and document decisions, reasons for decisions and outcomes. Decisions could be: <ul style="list-style-type: none"> ▪ Referral to local authority children's social care, or Police referral ▪ Risk needs assessment created or updated and reviewed regularly. ▪ Reintegration meeting following return to school. ▪ Provide opportunities for child to redeem themselves.
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*This poster is a summary of the five stages model for managing behaviour expectations in school. For further detail please refer to the Behaviour Policy.

Appendix 4: Risk Assessment for Sexual Violence and Sexual harassment in school

Area of risk	Considerations	Child A	Child B	Notes	Actions
Details of the incident (views of both children and any witnesses)					
Social risks					
Physical risks					
Environmental risks					

Date	Updates made	Reasons for updates	Updates made by