ST VINCENT'S SCHOOL

A Specialist School for Sensory Impairment and Other Needs

Policy Document Title:	Code of Conduct, Discipline, Rewards and Sanctions
To be read in conjunction with:	Positive Handling Policy Child Protection Policy Health and Safety Policy
Updated:	10/26
To be reviewed:	10/28

Philosophy

- Discipline at St Vincent's is built on mutual respect, Staff to Staff, Staff to Pupils, Pupils to Staff and Staff to Parents. Staff and pupils treat others, as they would wish to be treated themselves.
- Certain norms of behaviour are expected - courtesy demands that Pupils and Staff address each other cordially and with respect.
- All members of Staff, Visitors and Guests, are treated with equal respect whatever their position.
- Rules need to be understood as necessary for the smooth running of the school.
- We recognise the additional vulnerability of all our pupils as defined in *Working Together to Safeguard Children.*

Bullying

Bullying at any level is totally against the ethos of the school and will be dealt with firmly and immediately. The school has a policy regarding bullying/harassment of both pupils and staff, this can be found within Health and Safety Policy.

Harassment

Harassment is any unwanted physical, verbal or non-verbal conduct that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.

A single incident can amount to harassment. It also includes treating someone less favourably because they have submitted or refused to submit to such behaviour in the past.

Unlawful harassment may involve conduct of a sexual nature (sexual harassment). It may include, for example:

- unwanted physical conduct or "horseplay", including touching, pinching, pushing and grabbing.
- unwelcome sexual advances or suggestive behaviour (which the harasser may perceive as harmless);
- offensive e-mails, text messages or social media content.
- mocking, mimicking, or belittling a person's disability.

A person may be harassed even if they were not the intended "target".

Smoking, Illegal Substances and Alcohol

The school is a no smoking site and as such smoking is strictly forbidden. Any pupil found smoking or in possession of cigarettes, matches, lighter, or electronic vapes will be excluded. The possession or use of illegal substances or alcohol is also strictly forbidden and may result in exclusion.

Order

Pupils are requested:

- to walk to the left on the corridor
- to keep noise on the corridors to a minimum
- to take care on stairs
- not to run on the corridors
- to open doors in consideration for others.
- to close doors as partially open doors are a danger to others.

Punctuality

Punctuality is expected at all times.

Registration

- Registers should be completed and returned to the Office by 9am and 1pm.
- If a pupil arrives late, they must report to the school office.
- Advance notice of hospital appointments, holidays etc., must be given in writing if a pupil is absent, parents are asked to telephone the school immediately and write in when the pupil returns to school. Absences must be authorised by school. Each LA requires details of authorised and unauthorised absences.

Relationships

- Pupils are encouraged to be aware of the needs of others.
- Dignity and respect for each other pervades the ethos of the school

Equipment

- Great efforts are made to keep the school in good order, everyone is expected to take good care of equipment, furniture and fittings in the school environment
- Damage should be reported immediately so that it can be repaired before becoming a hazard.
- Chairs should be pushed under the desk as the pupils leave a room
- Desks should be kept clear.
- Electrical equipment should be switched off after use.

- No equipment may be borrowed without permission, and it must always be returned in good order.
- Desks and their contents are private, and nothing should be examined or borrowed without permission.
- School equipment that is lost or damaged should be paid for by the pupils or their parents/guardians.

Standard of Dress

- Pupils are expected to be neat and tidy at all times.
- Pupils should wear low-heeled shoes.
- Trainers are not allowed during school time.
- Coats must be left in the cloakrooms.
- Clothing should be clearly labelled with the pupil's name.
- Jewellery should not be worn in school.
- If ears are pierced, plain studs may be worn. Other piercing is not allowed.
- Tattoos (permanent or temporary) are not allowed.
- Make-up and nail varnish are not allowed.

Personal Possessions

- All personal equipment should be marked.
- During PE or Swimming sessions money should be handed to a member of Staff.
- School is not responsible for the loss of personal possessions.
- Mobile phones are not allowed during the school day (see Pupil Mobile Phone Policy).

Rewards and Sanctions

Our community life is based on mutual respect within a Christian and World Faith context. The school rewards academic and social independence achievements.

House / Commendation System

Every pupil is allocated to a house group; Ash Elm and Oak used throughout the year and on sports day. The winning house is announced at prize day at the end of the school year. Pupils from all Key Stages participate in the commendation system. Letters are sent to parents on an agreed criteria format.

Behaviour

As a school we encourage all our pupils to achieve their maximum potential as such, we expect standards of behaviour which are exemplary at all times. Any measures taken to respond to unacceptable behaviour will be appropriate to the age, understanding and individual needs of the child. Staff will take into account that unacceptable or challenging behaviour may be the result of illness, bullying, certain disabilities such as Autistic Spectrum, or Communication Difficulties. Subsequently, measures of control or positive handling are selected, avoided or adapted, as necessary, to take the child's needs, characteristics and any disability into account. To this end specific individual behaviour plans of agreed strategies may be employed to reflect the individual pupil's understanding of their behaviour.

There are several incremental stages that may be progressed through as we manage unacceptable behaviour, which may be accelerated through, depending upon the seriousness of the incident.

First Stage

When unacceptable behaviour occurs, staff should firstly identify and discuss with the pupil the behaviour that concerns them before considering one or more of the following sanctions:

- a verbal reprimand
- change of seating or leisure grouping arrangements.
- loss of privileges, including morning and mid-day break times.
- a punishment to fit the misdemeanour i.e. cleaning up the mess made, completing homework.
- redoing an unacceptable piece of work.
- mention in a daily journal.
- working away from other children within the classroom/residential unit in a designated area, under supervision.
- For serious or persistent disruptive behaviour in a lesson or activity, a pupil may be instructed to leave the activity, but this should be:
    - Under supervision of the most appropriate adult
    - For a designated period, with a clear explanation of what the pupil must do in order to return to the activity.

- For persistent or serious inappropriate behaviour, a referral will be made to the designated Line Manager. This should the recorded on CPOMS and may be result in a pupil focus meeting.
- use of a conduct card may be used to monitor pupil

Second Stage

If the inappropriate behaviour continues and the Line Manager has received three significant referrals for unacceptable behaviour, the pupil will be placed on Behaviour Contract and the parents advised. The contract will take the form of identified stratagems to secure appropriate positive behaviour with a clear description of what this behaviour is and how it can be achieved. The consequences both positive and negative of achieving/not achieving identified targets will be made clear to the pupil.

- use of a behaviour monitoring card may at times been put into place for pupils.

Third Stage

If there is no significant improvement in behaviour in the time of the contract, the matter will then be passed on to the Headteacher/Assistant Headteacher who may:

- Call a meeting with parents,
- Convene a meeting of the appropriate governing body sub committee
- Call a meeting with appropriate local authority representatives

Subsequent to which a specific contract of continuing placement will be determined.

At all stages pupils will be appropriately involved and have a right to appeal against a sanction either in writing or through a chosen person - (See Complaints Procedure).

Fourth Stage

If there is still no significant improvement in behaviour the Headteacher may then consider either a Fixed Term or Permanent Exclusion from the School. (See Exclusion Policy).

Please note <u>all stages</u> must be recorded on CPOMS*

Prohibited Sanctions

1. Any form of corporal punishment

2. Any deprivation of food or drink. Pupils missing meals for whatever reason must be offered a reasonable alternative.
3. Enforced eating or drinking.
4. Any restriction of visits or delay in communication by telephone or post with parents, relatives or friends, statutory visitors, social workers, guardians, solicitors or independent listener or helpline.
5. Any requirement to wear distinctive, inappropriate clothing or night clothes by day.
6. Any use or withholding of medical or dental treatment.
7. Any intentional deprivation of sleep. On occasions, it is appropriate to wake a pupil e.g. when s/he uses the excuse of sleeping late to avoid school attendance.
8. The pupil should not be asked to repay an excessive rate of reparation other than by way of a reasonable contribution with respect to a fine.
9. Any intimate physical examination. However, a pupil may be searched by staff in order to recover items presenting immediate physical danger to the pupil or others. Intimate physical examination should be carried out only by a medical practitioner.
10. Any restriction of a pupil's normal liberty to leave the establishment or a room within it.
11. Any public humiliation of an individual pupil.
12. Withholding of any aids or equipment needed.
13. Idiosyncratic punishments are not used.
14. Punishment of groups of children is not used for the offences of an individual child or as a means of applying group pressure against the child.
15. Children are not given the authority to use sanctions against other children.
16. Restraint is not used as a sanction.