



## Vita et Pax Preparatory School Behaviour and Antibullying Policy

Policy Originator	Allana Gay
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Ratified on	
Review period	Annual
Signed	

This policy is reviewed annually by the Headteacher and ratified by the Governing body. All staff read this policy at the start of each academic year. Families are encouraged to be familiar with this policy via the school website. Copies of this policy and its associated documents are available from the school office.

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Vita et Pax Preparatory is an academic environment as a result of the development of respectful, responsible students during structured and unstructured art of the school day. We are a multicultural school with a foundation in the Catholic faith which influences our fundamental values. As such the aim of this policy is to outline the procedures that create and maintains a culture of exceptionally good behaviour that develops positive relationships across the school and underpins strong learning attitudes.

This policy operates in conjunction with the Safeguarding policy, '[Keeping children safe in education 2018](#)' and '[Working together to safeguard children 2018](#)'.

The basic expectations for all students are

- We always show respect to all adults and children.
- We are resilient learners and always aim to do our best.
- We listen, speak and act with consideration for others.
- We follow instructions to keep us and others safe.
- We look after our school and everything in it.
- We use technology responsibly.

To ensure standards of behaviour are consistently high staff will

- Establish the behaviour and safeguarding expectations at the start of each academic term
- Ensure students know the basic expectations- This will be via display in the classroom, discussion during PSHE and Circle time,
- Refer to the expectations when praising or sanctioning behaviour
- Refer to the expectations when speaking with parents regarding praise of sanctions

### **Behaviour management during lessons**

It is expected that students and teachers will contribute to the positive learning environment within lessons. In the rare event that a students does not maintain the basic expectations then the following process will occur

**Stage 1:** Verbal warning will be issued (two times only)

**Stage 2:** Yellow card issued

**Stage 3:** Time out issued – Student can be sent to a neighbouring classroom or in a supervised corner of the classroom for a maximum of 10 minutes. Before starting the time out, staff must speak privately with the student so they are clear on the expectation they have not maintained. On return the teacher will speak with the student to check to reinforce the behaviour expectation on their return to class.

**Stage 4:** Senior Leader called to speak with student and determine whether further sanction is required. In the same way if a student ends on yellow card three times during a week, they will be sent to speak with a Senior Leader.

**Stage 5:** Frequent calls for a particular student disrupting a lesson will result in removal from lesson to complete work in isolation as well as removal of playground privileges at lunchtime for up to 30 minutes.

When a child reaches Stage 3 to 5 parents will be informed on the same day by the class teacher.

## **Poor learning behaviours during lesson**

At Vita et Pax Preparatory we expect students to be resilient learners who always aim to do their best. Students who do not follow this expectation will, at their teacher's discretion, spend up to a maximum of 20 minutes at lunchtime completing the required work to an acceptable standard. This includes in situations of

- deliberately not completing classwork
- deliberately not completing homework issued
- repeatedly producing low level work

Before starting the additional time, staff must speak privately with the student so they are clear on the expectation they have not maintained.

## **Behaviour management during unstructured times**

Support staff are present during all unstructured times (pre-registration, break, lunch, after school) to supervise the behaviour of students. It is expected that students, especially those in the Junior years, will be able to self-manage their behaviour in the majority of cases. Student leaders, e.g. prefects, can be utilised as a short term support to assist a younger child in managing their behaviour throughout unstructured times.

In the rare event that a student does not maintain the basic expectations then the following process will occur

**Stage 1:** Verbal warning will be issued (two times only)

**Stage 2:** Time out issued – Student will be asked to sit on the bench for up to a maximum of 10 minutes.

**Stage 3:** Senior leader called to speak with student and determine whether further sanction is required.

**Stage 4:** Frequent calls for a particular student during unstructured times will result in removal from the playground for an escalating period of time determined by the Senior leader.

## **High level negative behaviour**

All high level negative behaviour are reported directly to the class teacher in the first instance. The teacher will inform the Senior Leaders. This includes and is not limited to

- Multi-discriminatory behaviour, which includes racist, sexist, homophobic, anti-disability remarks or behaviour (always report to Head and SLT).
- Fighting, violent behaviour or physical attacks on other children or staff (always report to Head and SLT).
- Vandalism or destroying property.
- Setting off fire alarms or deliberately flooding areas of the school
- Stealing.
- Disrespect of adults.
- Swearing or verbal abuse.
- Overt or covert bullying.

The severity of high level negative behaviour may lead to internal or fixed term exclusion. This is determined by the Headteacher only on a case by case basis.

## **Positive behaviour above the expected**

It is expected that all students of Vita et Pax Preparatory School maintain the expected standard of excellent behaviour on a daily basis. There are occasions when a student may demonstrate exemplary behaviour beyond our basic expectations.

- House points for individuals
- Table points for groups
- Teacher individual awards – call home, sticker, win bin
- Headteacher award – weekly recognition of exemplary behaviours
- Student managed awards – e.g. Star diner for best manners in dining room.
- Focus area awards – Teddy bear for using healthy travel options
- Collective rewards – House treats

## **Parent responsibilities to positive behaviour in school**

Parents are the main contributors to the behaviour their child displays in school. As such we expect that our parents will work in partnership with the school on specified areas within their responsibility.

- Excellent Attendance to School
- Excellent Punctuality to School
- Completion of Homework
- Establishing table manners/ basic dining etiquette
- Managed use of Social Networking and other Sites
  - conflict within online group chats or group gaming
  - use of inappropriate language or behaviour observed online
  - re-enactment of actions observed online or on television
- Understanding appropriate behaviour under different social situations e.g. team sports

## Bullying

Vita et Pax Preparatory strives to be an environment where children can be themselves as they flourish. We utilise the [advice of the DfE](#) in establishing a bullying free school. Bullying is unacceptable and will always be taken seriously and acted upon

*Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally. Bullying can take many forms (for instance, cyber-bullying via text messages, social media or gaming, which can include the use of images and video) and is often motivated by prejudice against particular groups, for example on grounds of race, religion, gender, sexual orientation, special educational needs or disabilities, or because a child is adopted, in care or has caring responsibilities. It might be motivated by actual differences between children, or perceived differences.* DfE 2017

We may define bullying as the following occurring over a period of time:

- Physical – hitting, pushing or any act that invades personal space.
- Verbal - Name calling, teasing and taunting. Racial and sexual harassment.
- Social – Exclusion by groups or individuals. Discrimination on grounds of religion, culture, race, gender, disability or sexuality.
- Cyber – Intimidation and abuse via electronic means (text, e-mail, social networking sites)

Vita et Pax Preparatory School works to ensure that children know the difference between unkind behaviour and bullying. As such when bullying occurs there is always immediate action.

## Prevention

Vita et Pax Preparatory School has measures in place that prevent bullying.

- The established culture within the school and our School's Code of conduct
- Curriculum – PSHE, assembly
- Pastoral care – tutor time to discuss, circle time,
- Supervision – staff are conscious of student interactions and demonstrate professional curiosity around situations where problems may arise.
- Support - peer support
- Communication system – trusted adults, trusted peers, student leaders, worry boxes
- Discipline- clear structure to sanctions for bullying is known to school community

## Advice to students

If someone had been deliberately unkind you must tell an adult immediately. This can be any teacher or support staff who you feel comfortable talking to. Even if it may not be bullying, staff will be able to help you and others work through any problems in your friendship.

Do not change your standard of behaviour. Do not engage in name calling or gossip. Continue to treat adults and children with respect. If you see someone being unkind then support them by telling an adult.

## **Advice to parents**

Maintaining clear lines of communication between school and home environment enable us to deal with difficult situations as they arise. The first line of contact is the class tutor who will liaise with Senior Leadership.

## **Advice to staff**

In being a role model for children, be clear that you will not tolerate bullying.

Be aware of children who display changes in behaviour. They may be upset, withdrawn or isolated.

Manage discussion within the classroom so a child is not continually stereotyped or isolated as the subject of jokes/banter by peers.

Be vigilant. Employ professional curiosity regarding the interactions within the classroom.

Pay particular attention to students with Special Education Needs who may need additional support to manage their interactions with others.

## **Antibullying procedure**

1. The member of staff who first discovers the situation, will control the situation, reassure and support the pupils involved. They will need to make detailed and dated records as verbatim as possible. Recording times, places, witnesses etc. All bullying incidents no matter how low level they may appear initially should be recorded in a written format
2. Inform a member of Senior Leadership.
3. The alleged victim will be interviewed on his/her and an account will be written up by the member of staff.
4. The alleged bully, together with all others who were involved, will be interviewed individually and their accounts recorded.  
*(All children will be offered to have someone to accompany them of their choosing e.g. teaching assistant, friend)*
5. A bullying incident will be treated as a child protection concern when there is reasonable cause to believe that a child is suffering or likely to suffer significant harm. If a crime has been committed or there is a likelihood of one being committed and/or the bullying seriousness reaches external agencies (such as police/ children's social care) thresholds the school will refer the matter on whilst supporting the children in school wherever possible
6. A central bullying log is recorded by Senior Leaders where investigations, actions, outcomes and follow up procedures are shown. This will be the centralised place of recording so that a full picture can be seen across all aspects of the school.
7. Both victim and aggressor will be supported pastorally by the school.
8. Parents/ guardians of both victim and aggressor will be informed and invited to discuss the matter including sanctions or support.

## **ADDITIONAL SOURCES OF ADVICE**

Child Line      Tel: 08001111

NSPCC          Tel: 08008005000

<http://www.nspcc.org.uk/>

Anti-Bullying Campaign      Tel: 02073781446

<http://www.bullyonline.org/schoolbully/links.htm>

Kidscape      Tel: 02077303300

<http://www.kidscape.org.uk/>

Parentline Plus      Tel; 08088002222

<http://familylives.org.uk/>

Department for Education (DfE)

<http://www.gov.uk/government/organisation/department-for-education/>