



Vita et Pax Preparatory School Behaviour and Antibullying Policy

Policy Originator	Allana Gay
Status	Statutory
First approved version	05/12/2018
Last reviewed by Headteacher	03/03/2020
Ratified on	03/03/2020
Review period	Annual

This policy is reviewed annually by the Headteacher and ratified by the Governing body.

All staff read and agree to this policy at the start of each academic year.

Families are encouraged to be familiar with this policy and its associated documents via the school website or via hardcopies available from the school office.

	Page
Aims	3
Behaviour management during lessons	4
Behaviour management during unstructured times	5
High level negative behaviour	5
Positive behaviour above expected	6
Parental responsibilities to positive behaviour in school	6
Bullying	7
Prevention	7
Advice	8
Antibullying procedure	9
Cyberbullying	9
Additional sources of advice	10

AIMS

Vita et Pax Preparatory School is a co-educational environment for children from the age of three to the end of their primary education. Our school delivers a child centred and coordinated approach to nurturing character for the future. We aim for our children to be creative and caring learners who are happy to be in our dedicated learning environment. Our school works in strong partnership with our parents to ensure students are demonstrably safe, academically confident and well cared for physically, socially and emotionally. The school will always take actions that are in the best interest of the child and will provide positive outcomes for their development.

Vita et Pax Preparatory School is committed to creating and sustaining a learning environment that maintains respect and dignity for all. We value the diversity of our staff and students and work to provide a supportive environment in which the unique character of every individual is valued and celebrated.

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 our children's strong learning attitudes.

This policy operates in conjunction with the Safeguarding policy, '[Keeping children safe in education 2019](#)' and '[Working together to safeguard children 2018](#)'.

The basic expectations for all students are

1. We listen, speak and act with consideration for others to show our respect.
2. We maintain discipline in our behaviours inside and outside of school
3. We use our trusted adults when we need support
4. We are resilient learners and always aim to do our best.

5. We follow instructions to keep us and others safe.
6. We look after our school and everything in it.
7. We use technology responsibly.
8. We celebrate success together

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 understand the behaviours that meet the basic expectations
- Refer to the expectations when praising or sanctioning behaviour
- Refer to the expectations when speaking with parents regarding praise or sanctions

The Governing Body of Vita et Pax Preparatory School ensure that the Behaviour and Antibullying Policy is regularly reviewed. They regularly review incident reports and actions taken in order to evaluate the effectiveness of the policy.

In the case of high level sanctions for unacceptable behaviour or bullying the Governors may be asked to evaluate the incident and sanction applied.

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 student does not maintain the necessary behaviour then the following process will occur via the “Good to be Green” scheme:

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

Stage 2: Yellow card issued

Stage 3: Time out issued

Student is sent to an isolated space within 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: Red card issued

A Senior Leader is called to speak with student and determine whether further sanction is required. This may include removal to another class, withdrawal from lunchtime play or immediate phone call to parents.

If a student ends on yellow card three times during the same week, they will be sent to speak with a Senior Leader.

Stage 5: Internal Isolation

Frequent red cards for a particular student or in cases of serious breaches of the behaviour expectations will result in removal from classroom to complete work in isolation as well as removal of playground privileges at lunchtime.

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 spend up to a maximum of 20 minutes at lunchtime completing the required work to an acceptable standard. This includes situations of

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

Before sanctioning the additional time, staff must speak privately with the student so they are clear on the expectation they have not maintained and have had an opportunity within lesson to correct it.

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 or House Captains, can be utilised as 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 instances of high level negative behaviour are reported directly to the class teacher. 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.

These are publicly recognised weekly via Celebration Assembly and the School newsletter. Additional rewards may be allocated by the teacher such as:

- House points for individuals
- Table points for groups
- Teacher individual awards – phone 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

Parents are encouraged to let the school community know of the positive behaviours undertaken outside of the school, e.g. charity work, as positive exemplars help to reinforce a positive mentality across the school.

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
- Establishing bathroom 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 their authentic selves as they flourish. We utilise the [advice of the DfE](#) in establishing a bullying free school.

Bullying is unacceptable. It 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

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.

Bullying can be any of the following occurring **consistently over a period of time**:

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

Prevention

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

- The established behavioural expectations within the school
- Explicit teaching around unkindness and bullying within the Curriculum, PSHE or assembly
- Dedicated time for Pastoral care – tutor time, circle time, family dining
- Supervision – staff are conscious of student interactions and demonstrate professional curiosity around situations where problems may arise.
 - Students leaders offer peer support and supervision in the playground
- Modelling of positive behaviours by staff
- Non-verbal Communication systems –worry boxes, playground bus stop
- Strong parent partnership – open communication regarding children’s disagreements
- Discipline- clear structure to sanctions for bullying is known to school community
- Participation in awareness events e.g. Antibullying, cyber safety, Autism awareness

Advice

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.

Maintain your high standard of positive 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.

Bullying of staff

All forms of bullying, including cyberbullying, are whole school issues. Measures that are undertaken to protect students are also applied to staff. Bullying of staff whether by students, parents or colleagues is unacceptable.

Bullying of staff should be reported to the Senior Leader with the evidence so that appropriate actions can be taken. This is detailed in the Staff Handbook

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. If the child is able to write their experience clearly then they should be allowed to do so.
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.

Cyber/Online Bullying

Cyberbullying is the intentional misuse of technology to harass, intimidate, threaten or defame the character of a person. It may occur by text, social media, online gaming or emails. The continual nature of cyberbullying can have serious emotional consequences. Children are explicitly taught about the dangers of online & social media platforms as a part of their PSHE learning.

With changes in the use and function of online platforms, there is a strong onus that parents and schools work in partnership to ensure all children are kept safe.

Vita et Pax Preparatory School teaches children to:

Never reveal personal details online

Inform parents or school when online messages or activity are worrying them

Never reply to anonymous texts or chatroom messages and Show any anonymous messages to parents

Further advice for staff and parents can be found at <https://www.digizen.org/>

ADDITIONAL SOURCES OF ADVICE

Child Line Tel: 08001111

NSPCC Tel: 08008005000

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

Anti-bullying Alliance

<https://www.anti-bullyingalliance.org.uk>

Anti-Bullying from the Diana Award

<https://www.antibullyingpro.com/>

Childnet/ Digizen

<https://www.digizen.org/>

Kidscape Tel: 02077303300

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

Family Lives Tel; 08088002222

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

Department for Education (DfE)

<https://www.gov.uk/government/publications/preventing-and-tackling-bullying>