

# BRYN TIRION HALL

## SCHOOL



# School Behavioural Policy

Reviewed December 2016

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Revised August 2020

Reviewed January 2021



# School Behavioural Policy

## Introduction

Within our community we provide opportunities for all pupils and staff to achieve the best outcomes and reach their potential. All staff are aware that pupils in our school have specific individual experiences which may influence how they react in any given situation.

## Aim of the Policy

The aim of this policy is to give clear advice and guidance on how to deal with behaviour. We strive to promote positive behaviour within the school. The policy is intended to reflect guidance from Welsh Government such as: *The Independent School Standards (Wales) Regulations 2003*, *Guidance on Exclusion from Schools and Pupil Referral Units (April 15)*, *Respecting Others, Inclusion and Pupil support 47/2006* and *Safe and effective intervention – use of reasonable force and searching for weapons 097/2013* and *Keeping Learners Safe 158/2015*

## Context of Policy

- Behaviour is a learned response to the environment and should be regarded as a form of 'communication'. Many pupils will have had limiting, damaging, inappropriate experiences in their lives. We also understand about ACE's (adverse childhood experiences) and the impact on unexpected behaviour and responses. Staff at Bryn Tirion Hall School do not believe that pupils are helped to change unexpected behaviour patterns by being allowed to act in an unacceptable manner. We offer an environment which allows new, expected behaviour patterns to emerge, to rehearse and reinforce positive constructive behaviour. Our school motto is "change by choice".
- At Bryn Tirion Hall School we believe that positive attitudes and behaviour are developed through the use of rewards, praise and positive encouragement and recognition of good, expected behaviour. We ensure that all the pupils and the adults who support them are involved in what constitutes expected behaviour and how we as a group should respond to incidents of unexpected behaviour.
- We have an effective rewards system called ACE Olympics. This is an important tool in supporting pupils to develop expected behaviour patterns. At Bryn Tirion Hall School we have a number of different rewards that are used to praise and celebrate good work, effort and co-operative behaviour. Our main focus is to support positive behavioural management. However, on occasion it is necessary to use a sanction. Sanctions are applied appropriately to each situation with an acute understanding of individual Behaviour Support Plans and the context of the situation.
- In order to maintain and ensure safety we recognise that there will possibly be a need for physical intervention and to this end all staff are trained and certified in positive handling: Pro-Active Approaches). Training forms part of new staff Induction programmes and is updated annually at the start of the academic year with the option of impromptu training updates as required for all staff on an individual basis. Pro-Active Approaches training includes and advocates the use of de-escalation techniques and, where necessary, specific restraint methods.

- All staff members must complete and hold a current certificate for them to be authorised to use such techniques. These would only be used to keep a pupil safe from harm, or from harming others, or causing extensive damage or to avoid seriously disrupting the good order and discipline of the school. It is never used as a punishment but as a crisis response to a crisis situation (see Behaviour Support Plan *BSP* & Physical Intervention Risk Assessment *PIRA*).
- All incidents are securely recorded using Incident and Significant Event records held within the schools Management Information System (MIS) and debriefing of staff and pupils is always desirable when appropriate/applicable through specific reflection reviewing, verbal discussions or group discussions. These discussions should be recorded on the ISE forms. If a verbal debrief is refused this should be documented.
- Time out is also recorded on the School Pod (information management system) when appropriate. This is not necessarily a negative and is often used by a student to effectively manage their own behaviour. Staff members may record timeouts over 5 minutes to be able to monitor any patterns and trends that would require an intervention. Timeouts are recorded on the MIS SchoolPod.
- One Page Profiles are a good opportunity for students to input as to how they feel they are best supported in school. Staff members are encouraged to complete these with the students, and this has proved to be very supportive of positive conversations between staff and students about what does and doesn't work on an individual basis.
- Data from Physical Interventions and Other Incidents will be analysed to identify trends and from this there will be updates to BSP documentations and interventions when required.

### **Behaviour Management at Bryn Tirion Hall School**

The following Principles underlie the procedures and methods of behavioural management used at Bryn Tirion Hall School:

- It is recognised that many of the students of Bryn Tirion Hall School find difficulty in managing their levels of arousal. The reason(s) for this could include:
  - Students may have experienced ACE's (adverse childhood experiences)
  - that they have been victims of abuse or neglect
  - that they have felt or feel a sense of rejection
  - that they low self-esteem, or poor self-image
  - that they not experienced consistent levels of care and attention
  - that they have difficulty trusting adults
  - that they medical conditions, i.e. ADHD which contribute to their poor behaviour, or medications which alter their mood
  - that they have frequently experienced periods of failure throughout their educational career
  - some students may have been or are involved in criminal activities including alcohol or drug related incidents
- Communication between staff and the pupil must always seek to be positive and reflect concern for the pupil's welfare.
- Unexpected behaviour problems are often (although not exclusively) a pupil's way of trying to communicate or meet their unmet needs in unexpected ways. In effect they are a solution to the pupil's underlying problems and conflicts.

- Staff should pay attention to any factors that may trigger or fuel unexpected behaviour and make a commitment to defusing explosive situations.
- The pupil has a right to be protected from their own self-destruction or anti-social behaviour and be assisted in developing strategies of self-control.
- Everyone has the right to live without extremes of verbal abuse, physical violence, and damage to their school or property.
- The pupil should not be humiliated or rejected when attempting to manage their behaviour.
- Behaviour management and disciplinary measures must be fair and consistently applied according to the needs of the individual as identified in BSP.
- The pupil should not be forced into confrontations as a way of bringing out their underlying problems.
- Wherever possible the cooperation of the pupil will be sought in deciding helpful ways to support them when their behaviour is unexpected. All pupils will have access/input into their individual BSP or one-page profile as appropriate.
- Behaviour support management should encourage restorative reparation and restitution.
- No form of corporal punishment is acceptable (see below for further details).
- The pupil should be aware that it is the unexpected behaviour that is disapproved of and not the pupil.
- When sanctions are assessed as appropriate the lesser sanction should be applied first and shall reflect the Principal of reparation or restitution.
- All incidents of behavioural management and discipline must be recorded securely and be available to scrutiny by Senior Managers, the pupil, Social Worker, parents/carers, Estyn Inspectors and any nominated person required to monitor the welfare of the pupils in the school. All sanctions must be recorded in the sanctions log on the schools MIS.

### **Use of Rewards**

Expected good behaviour and learning progress is celebrated at the weekly achievement assembly. But regular praise and encouragement is part of the school ethos.

- Rewards can take the form of praise from staff and peers.
- There can be rewards that are tangible such as trips out to particular activities or financial through cash or vouchers.
- Financial awards are delivered through the ACE Olympics reward system. In this system a student can earn 3 points per lesson for their Attitude, Communication and Engagement (ACE). There is also the option to gain a point for the break time period and lunch time period. If all points are gained, you will receive 20 points over the course of a school day. Students can earn up to 100 points over the course of the week. For 95% achievement students will access Gold Group, 90% = Silver and 85% is Bronze. This is explained more clearly in appendix 2. This has proved to be very popular with our students who try hard in lessons and are very

proud of their achievements, when rewarded financially at the end of the week. (NB If a student was to assault a member of staff including by spitting, a member of the pastoral team can dock 10 points as part of a debrief)

- Friday afternoon activities: Linked into ACE Olympics and as a reward for good behaviour and hard work we offer a range of Friday afternoon activities for some students. This is based on ACE status as achieved the previous week.
- Achievement is celebrated through displays which regularly change including the weekly 'Learner of the Week' competition display in the main hallway; pupils in each class choose a piece of their work which has been a significant breakthrough or of higher than usual quality and then the class staff select the winner who receives a £5 voucher and a certificate.
- BTH Bank has been created and is linked to the ACE Olympics Reward system. Points calculated throughout the week are converted into a monetary value and banked every Friday. The bank is open once a week for withdrawals. Young people are able to access their ACE Olympic reward money (maximum of £10 at any one time unless advance notice has been given to withdrawn more) Young people are encouraged to save their reward money. As an incentive to saving money, interest is added if the money is left in the bank for a whole term and not withdrawn. Interest is set currently at £5.

We promote positive, expected behaviour in many ways throughout the school and not just as part of the reward system, a selection of these are:

- As part of the curriculum with E-aware, E-Safety training, E-Safety day/Parents E-Safety safety and specific wellbeing lessons.
- Reminding students of what a good day they had the prior day before they walk into class.
- Giving out sweets and treats in class when students show expected behaviour
- Delivering end of the day or week awards in your own class. In some classes students are encouraged to be kind to each other. As part of this there is a 'Kindness Award' on a where they receive a prize and certificate.
- During each lesson, staff praise students showing expected behaviour and tell them they are on for full points that lesson.
- Staff will encouraging students to draw, write or speak about their worries so we can all move forward and have a positive day
- Reassurance is offered to students
- Trust and respect are promoted throughout the school.
- Positive written feedback in student's workbooks.
- During break time or socialising, catch them playing nicely, and praise this.
- Verbal cues such as thumbs up, clapping, over the top facial expressions.

We also work to support a wraparound strategy for individual pupils if required. This may include a pupil being supported to work away from class with a pastoral support worker.

### **Use of Sanctions**

The following guidance and Principals underpin our use of sanctions and consequences: -

- Wherever possible, the pupil will be made aware that a sanction is imminent if their behaviour continues to be unexpected, rather than imposing an immediate sanction. The therapeutic value of this is to place the responsibility for behavioural change upon the pupil and emphasise their personal choice.

- Where possible a sanction needs to be related to the unexpected behaviour e.g. purchase and replacement of broken item, apology letter or discussion with the person affected by the behaviour.
- As Bryn Tirion Hall it is not felt that it is appropriate to have a “one size fits all” approach to sanctions. This is due to the range of complex needs that students have and not all students would understand why a sanction has been imposed and the reasons behind this.
- A sanction needs to be time appropriate. If the time lag between the unexpected behaviour and the sanction is too great, then the impact of the sanction is reduced.
- A sanction should be designed to influence the pupil’s future behaviour and not to inflict punishment or make the staff member feel better.
- A sanction should not be designed to humiliate or intimidate a pupil.
- A sanction must be reinforced by all members of staff and not just left to one member of staff. A sanction that is unenforceable should not be attempted, as this will disempower staff.
- We try and offer rewards and incentives for pupils to give them opportunities to find ways to manage their own levels of arousal and behaviour.
- When staff apply sanctions, they will attempt to avoid giving sanctions in the ‘heat of the moment,’ but where possible will take time to reflect, and will seek advice from a member of staff who may not have been directly affected by the incident.
- When in doubt, staff should consult with a member of SLT before giving a sanction and the sanction should be agreed.
- SLT will aim to inform staff of any further information that they have regarding a pupil if they have become aware of information about a student which may explain a change in a student’s behaviour.

*It is important to note, at Bryn Tirion Hall School, we do not use a ‘one size fits all’ approach to sanctions. We understand that there are times in the lives of our pupils when they have additional pressures on them. These can occur for several reasons. As a result, when we are considering sanctions in response to negative behaviour, we aim to treat all students on an individual basis according to their needs.*

## **Actual Sanctions**

### Minor Sanctions

- Keeping a pupil behind after school is deemed an appropriate sanction with or without prior authorisation, although prior authorisation parent/carer is always desirable. Alternative transportation must be considered and if unavailable due to time constraints or limitation then regular routines should be upheld. Recorded in Sanctions Log. (Examples of when this sanction may apply include: for a refusal to complete any school work, for excessive swearing or negative language towards staff members or fellow pupils, if a student has been aggressive towards a member of staff or their peers, if a student has been repeatedly late to school, if a student has absconded from school)

- Offsite Restrictions: some unexpected behaviour may make leaving the safety of the school too risky and as such off-site trips may not be appropriate. This would be determined through the Activity and Individual Risk Assessment process. (Examples of when this sanction may apply include, when a student has behaved in an unexpected manner when on an off-site activity. This sanction can also apply due to unexpected behaviour on site if staff feel that there is added risk for the student or staff due to behaviour)
- Vehicle Restrictions: some unexpected behaviour may make driving too high risk and as such journeys in vehicles may not be appropriate. This would be determined through the Risk Assessment process. (Examples of when this sanction may apply include if a student has demonstrated dangerous behaviour whilst out in a school vehicle: such as opening a car door, chucking items out of a car window or refusal to wear a seat belt)
- IT Restrictions: the nature and duration of any restriction would be firstly dependent on any Safeguarding risk (Safeguarding policy and Welsh Government guidance should be referenced), secondly any potential for damage to sensitive and expensive equipment and finally by the nature of an incident. (Examples of when this sanction may apply include if a student has engaged in cyber bullying towards a peer, or for inappropriate use of the ICT equipment. Also, this can be applied if there is deliberate damage caused to the ICT equipment. This sanction should be flexible to allow continued use of ICT for educational purposes, to be applied in view to break times and recreational use
- Financial Sanctions: Only a court has the authority to impose a fine on a pupil. However, a pupil can be asked to pay compensation for any damage caused or misappropriated monies or goods. Any repayment should be a symbolic contribution and it is unrealistic to expect full repayment. Fines imposed by the Courts must be given priority. Recorded in the sanctions log
- Changes to or loss of any 'break time': Break time is considered a valuable part of the process for learning social skills and should be protected from sanctions as much as possible. However, if an incident requiring a sanction relates to an incident that occurred during break time or raises issues about potential risk during break time, then loss of break time or restrictions of specific activities may be appropriate. An alternative is to reduce or reschedule the time of the break rather than cancel it. Recorded in the Sanctions Log on the MIS. (this can also be used as a time to catch up on work if a student has refused to attend a class and has missed out on set work, this can be used instead of keeping a student behind at the end of the day)
- A docking of points is appropriate when there has been physical violence towards a staff member. A -10 can be implemented by a member of the pastoral team. This should be done in relation to a debrief attached to an incident form. This minor sanction can be implemented when a pupil has absconded away from school and again should be done in relation to an incident form.

## Major Sanctions

- Screening and searching pupils: if a pupil is thought to be concealing drugs, weapons or other items that are not permitted, then a search may be made in line with guidance from Welsh Gov: *Safe and effective intervention – use of reasonable force and searching for weapons*

- Exclusions: The Principal/Vice Principal has the responsibility for giving fixed-term exclusions to individual pupils. These would be usually for serious acts which present a serious threat. Circumstances may lead to permanent exclusion, but all other avenues would be exhausted prior to any decision, such as the provision of an alternative curriculum through home delivered outreach or vocational training in consultation with all stakeholders. In both cases the procedures outlined in Welsh Government Guidance on *Exclusion from schools and pupil referral units (Apr 2015)* and *The Independent School Standards (Wales) Regulations 2003* will be adhered to and recorded in the sanctions log. *(Appeals: Where an exclusion has been given, the parent/carers of the pupil have the right to make representation according to the school's Complaints Procedure, firstly on an informal basis and then in writing. If the parent/carers are not satisfied with the response to their complaint, provision will then be made for a hearing before a panel appointed by or on behalf of the Directors of QEWC Ltd. Such a panel will consist of at least 3 people who were not directly involved in the matters detailed in the complaint. The panel will include one person who is independent of the management and running of the school. The parent/carer can attend and be accompanied to the hearing if they wish. Copies in writing of all findings and recommendations made by the panel will be provided to the complainant, Directors and Principal)*
  
- Use of Police: the staff at Bryn Tirion Hall School prefer to deal with conflicts and problems themselves and do not want to develop a culture where the police are called for every problem, as this could risk criminalising pupils. However, police attendance can be requested if it is suspected that illegal substances or stolen goods are on the premises or if there is a serious incidence of violence or damage to property that requires police support and intervention. Recorded in the Sanctions Log

### **Use of Physical intervention**

- All staff members working directly with pupils at Bryn Tirion Hall School are trained in P Proactive Approaches and it is the only approved physical intervention technique available to staff at Bryn Tirion Hall School. The School adopted ProActive Approaches in August 2020 which replaced PRICE. ProActive Approaches is the model which best suits our behaviour management needs. Website <https://proactiveapproaches.co.uk/proactive-approaches-behaviour-courses/> /Tel: **0845 388 6005**
  
- We have an on-site Proactive Approaches trainer who delivers all INSET and refresher courses (Chris Jones: [chris.jones@qewc.co.uk](mailto:chris.jones@qewc.co.uk) or 01978 760034)
  
- Physical intervention techniques are never a substitute for good communication and awareness skills and should always be preceded by de-escalation strategies:
  - Active Listening
  - Boundary Setting
  - Prompting/ Signalling
  - Planned Ignoring / Silence
  - Reminder of Past Strengths & Achievements
  - Reminders of Rules / Consequences
  - Humour
  - Assertive Direction / Direct Statement
  - Redirection / Diversion / Distraction
  - Time Out / Space Offered



- Restructuring / Change of Face
  - Make the Environment Safer
  - Removal of Person / Audience
  - Or any method deemed appropriate and identified in BSPs which isn't listed above
- Physical Intervention can only legally be used in the following circumstances:
    - Preventing injury to any person
    - Preventing serious damage to the property of any person
    - To avoid seriously disrupting the good order and discipline of the school
  - Training should be renewed annually in refresher training. Any staff or those who do not achieve certification or do not attend regular updates will not be allowed to use any of the skills or techniques until they have successfully completed a full course.
  - Physical intervention cannot be used to enforce compliance with general rules or general staff instructions. It is only to be used in compliance with the above guidelines. For pupils who have experienced past abuse great care is taken in the use of physical intervention and this would be identified in BSP and PIRA documents. Staff are trained to be careful of how and where to hold the pupil and to take account of any emotional triggers resulting from such intervention.
  - Before any physical intervention staff must always seek to advise a pupil to stop their behaviour.
  - Staff must stay emotionally neutral but caring, communicating that they are calm and in control.
  - Specific de-escalation techniques should be implemented to support rapid positive resolution as detailed above, throughout any intervention. During the intervention staff can communicate with the pupil, providing calm reassurance and frequently checking upon their well-being if this is appropriate and identified in the BSP and PIAR.
  - The techniques used, allow for a gradual reduction in the restrictions of the hold and staff should engage the pupil in this process if appropriate.
  - Where possible, physical intervention should, as a preference, be carried out by the minimum number of staff as identified in the pupil PIAR document and in line with Pro-Active Approaches training protocols.
  - The members of staff involved in an incident will complete/contribute to the recording of the incident.
  - Initial notifications will be made to Stakeholders as soon as possible after the incident, ideally on the same day.
  - Debriefs of both the pupil and staff ideally take place as soon as possible after the incident unless circumstances dictate otherwise, and these reasons should then be recorded on the ISE record.
  - Completed ISE reports (not signed), including School SLT comment should be forwarded to the pupils Stakeholders (as appropriate) within 72 hours.

## Non-permissible disciplinary methods

- No pupil may be subject to any form of corporal punishment. This includes being physically struck, slapped, smacked, cuffed, shook, hair pulling or other aggressive contact.
- Deprivation of normal meals or drinks.
- Withholding of medical treatment or therapy.
- Being locked up. A pupil may be required to remain in the privacy of one of the communal rooms within Bryn Tirion Hall School with a member of staff to discuss a specific issue, but the room must not be locked apart from that consistent with routine domestic security e.g. Locking of external doors at night or locking external doors in the day time as a precaution against intruders.

## Covid 19

The School has implemented a Covid 19 Risk assessment in response to the virus which is designed to support both students and staff in keeping safe whilst maintaining the positive and safe environment of the school.

There may be occasions when it will be necessary to return a student home to maintain safety:

- If a pupil refuses to socially distance or follow hygiene routines implemented
- If a pupil is dysregulated and is unable to calm leading to lengthy physical interventions
- If a pupil has been sent to school and appears to be unwell/becomes unwell
- If a pupil deliberately spits

The school will send students home as a last resort. The school may also need to consider part time timetables or home schooling if it is not possible to pupils/staff safe from Covid or if a student is consistently unable to follow safety routines. This would be considered in consultation with Local Authority and other stakeholders.

### Linked documents:

Bryn Tirion School Covid 19 Risk Assessment

Thinking positively: emotional health and wellbeing in schools 089/2010

Respecting Others: Anti Bullying Guidance 23/2003

Respecting Others: Anti Bullying Guidance 2011; 050/2011, 051/2011, 052/2011, 053/2011,054/2011 and 055/2011

Keeping Learners Safe 158/2015

Exclusion from schools and pupil referral units 171/2015

Safe and effective intervention – use of reasonable force and searching for weapons 097/2013

Inclusion and Pupil Support: National Assembly for Wales circular 47/2006

The Independent School Standards (Wales) Regulations 2003

Website <https://proactiveapproaches.co.uk/proactive-approaches-behaviour-courses/> Tel:0845 388 6005

BILD: British Institute of Learning Disabilities Restraint Reduction Network (RRN)

**We believe this policy relates to the following legislation:**

- Children Act 1989
- Education Act 2002
- Children Act 2004
- Equality Act 2010
- The Social Services and Well-being (Wales) Act 2014
- Safeguarding Children: Working Together Under the Children Act 2004
- The All Wales Child Protection Procedures
- The Children's Rights Framework
- UNCRC
- The Rights of Children and Young Persons (Wales) Measure 2011
- The Gender-based Violence, Domestic Abuse and Sexual Violence (Wales) Bill
- The Local Safeguarding Children Boards (Wales) Regulations 2006
- Keeping Learners Safe Jan 2015
- The Independent School Standards (Wales) Regulations 2003.
- Safeguarding Children in Education: Handling allegations of professional abuse against teachers and other staff 009/2014 Apr 2014
- FGM Act 2003
- Sexual Offences Act 2003
- Safeguarding Vulnerable Groups Act 2006
- Education and Inspections Act 2006
- Children and Young Persons Act 2008
- Childcare (Disqualification) Regulations 2009
- Police Act 1997 (Criminal Records) (No. 2) Regulations 2009
- Education Act 2011
- Protection of Freedoms Act 2012
- Counter Terrorism and Security Act 2015
- Serious Crime Act 2015
- The Prevent Duty: Department advice for schools and childcare providers (DfE)
- Mandatory Reporting of Female Genital Mutilation - procedural information (HM Government)

# BRYN TIRION HALL SCHOOL

*Change is by choice, not chance!*

## Our School Rules

- Respect others
- Wear correct uniform
- Use appropriate language
- Try your best
- Enjoy rewards
- Accept sanctions



Bryn Tirion Hall School is committed to the UNICEF Rights Respecting School Award

**GOLD- £7- (£10 in Melyn & Aur) 95%-100%**

All of bronze and Silver

Mobile phone use (following mobile phone contract)

Gaming system/ computer access

Shaz's Café

First to leave at the end of the day

Black Hoodies can be worn

**Silver- £5 90%-94%**

All of bronze

Mobile phone use (following mobile phone contract)

Computer access at break with first choice

**Bronze- £5 85%-89%**

Mobile phone use (following mobile phone contract)

Outside play

Board games

Computers (if available)

**-10 points** for any  
violence towards any other  
person in school

**Fourth Place**

Outside break / No reward / No money

**Catch-up** Work in break-time to get your engagement point back (by choice)

No reward (Friday afternoon) – Non reward workshop (digital learning) in dining room until school finishes (1330 – 1500)