

Ormiston Academies Trust

## Ormiston Horizon Academy Behaviour policy

### Policy version control

Policy type	Statutory, OAT Mandatory Template
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In consultation with	Trustees; National Leadership Group (NLG); Governance; Education Directors; Principals, Senior Leaders for Behaviour and Culture; SEND team and Head of Safeguarding.
Approved by	National Leadership Group, 3 June 2025 Education Committee, 11 June 2025
Approved by Trust Board	10 July 2025
Release date	14 July 2025 (for implementation 1 September 2025)
Review	July 2026 (for implementation 1 September 2026)
Description of changes	<ul style="list-style-type: none"><li>▪ Treat as new due to substantive changes to align with behaviour and culture strategy from September 2025</li><li>▪ Revised January 2026 in light of changes to behaviour system as a result of the new MIS system.</li></ul>

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## 1. Introduction

- 1.1. The main purpose of the Behaviour Policy is to ensure that all children and staff are safe and that academies create a culture where everyone is supported to have positive behaviour. All children should be able to learn in environments that are calm, safe and supportive and are free from disruption. All Ormiston Academies Trust (OAT) academies are committed to inclusivity and implementing strategies that reduce bias and support individual children's needs. Where 'parent' is used in this policy this should be taken to include guardian or carer.
- 1.2. Excellent behaviour is achieved through a positive and consistent academy culture, underpinned by a commitment to OAT's five values that shape everything we do.

### Values:

- **Ambition:** We believe everyone can achieve and strive for excellence in all we do.
- **Learning:** We are committed to continuous learning, seeing growth and development as the path to improvement.
- **Perseverance:** We embrace challenges and grow by tackling difficult things.
- **Collaboration:** We achieve more by working together.
- **Inclusion:** We break down barriers to ensure everyone can learn, grow and participate.

### Principles of behaviour and belonging:

- 1.3. Our three principles of behaviour and belonging underpin everything we do as an academy. They reflect our commitment to fostering an inclusive, respectful, and supportive environment where every child can thrive. We believe that a positive school culture is the foundation for academic success and personal growth, and it is through shared norms, compassionate interactions, and clear expectations that we create a space where all students feel they belong.

#### 1.3.1. Always a reason

Children are explicitly taught the reasons behind rules and routines in our academy in order to create disruption free learning in safe, calm environments in which children work hard and are successful.

Rewards and sanctions promote positive norms and support the inclusion of all children in the school community. Rules and routines create a sense of belonging and create positive school experiences. They support children in achieving useful outcomes of which they can be proud.

At our academy everyone understands upholding shared behavioural norms is a collective responsibility and that a school's culture is an expression of all its members.

#### 1.3.2. Positive regard

Every child is treated positively. Interactions between members of a school community are characterised by respect and warmth. Adults are compassionate especially when behaviour is challenging, because they understand children do not arrive at school with the same understanding of appropriate behaviour.

Children who struggle the most receive the highest levels of support, and schools focus on finding causes of poor behaviour and addressing these, not excusing or explaining them away. Support is characterised by its proactivity – our staff aim to find solutions before children reach crisis.

#### 1.3.3. **Clear is kind**

At our academy, children are explicitly taught rules and routines in a sequenced behaviour curriculum encompassing all aspects of school life, including extra-curricular activities and the journey to and from school. All children are supported to understand how to be successful. Children at all Ormiston Academies know what is expected of them and what happens when they meet or do not meet these expectations.

1.4. These principles of belonging are further reflected through Ormiston Horizon Academy's vision for staff of: OHA will provide an inspirational and ambitious learning journey to allow all students to achieve beyond their Horizon.

This is also embodied through the student vision: As an OHA-er, I am: an ambitious, hardworking student who gives 100% to every challenge I undertake.

- Ormiston Horizon Academy's core values are:
- Resilience
- Respect
- Responsibility

## 2. Legislation, statutory requirements and statutory guidance

2.1. This policy is based on legislation and advice from the Department for Education (DfE) on:

- [Behaviour in schools: advice for headteachers and school staff 2024](#)
- [Searching, screening and confiscation: advice for schools 2022](#)
- [The Equality Act 2010](#)
- [Keeping Children Safe in Education 2024](#)
- [Working Together to Safeguard Children 2023](#)
- [Suspension and permanent exclusion from maintained schools, academies, and pupil referral units in England, including pupil movement 2024](#)
- [Working together to improve school attendance 2024](#)
- [Use of reasonable force in schools](#)
- [Supporting pupils with medical conditions at school](#)
- [Mental health and behaviour in schools](#)
- [Special Educational Needs and Disability \(SEND\) Code of Practice.](#)
- [Relationships and sex education \(RSE\) and health education](#)
- [Arranging Alternative Provision: A Guide for Local Authorities and Schools 2025](#)

### 3. Related OAT Policies

- Attendance
- Allegations of Abuse Against Staff
- Anti-bullying
- Child Protection and Safeguarding
- Equality and diversity
- Searching, screening and confiscation
- SEND
- Staff Code of conduct
- Whistleblowing
- Uniform

### 4. Leadership and Management

#### 4.1. Trustees and Governors

4.1.1. Trustees are responsible for monitoring the effectiveness of the Behaviour Policy across the trust.

4.1.2. Trustees will:

- hold the Executive Team to account for the successful implementation of the policy, including ensuring that there is no discipline disparity between any groups of children, especially those with protected characteristics

4.1.3. The local governing body in each academy is responsible for monitoring the effectiveness of the Behaviour Policy in the academy

4.1.4. Governors will:

- hold the principal to account for the successful implementation of the policy, including ensuring that there is no discipline disparity between any groups of children, especially those with protected characteristics

#### 4.2. Principal

4.2.1. The principal is responsible for setting and maintaining the behaviour culture of the academy and ensuring that all staff and children feel safe and supported.

4.2.2. The principal will:

- ensure that the academy has high expectations of children's conduct and behaviour, ensuring clear routines and rules, and that this is understood and applied consistently and fairly by all staff

- aim to prevent all forms of bullying, including cyberbullying, prejudice-based and discriminatory bullying, harassment, violence and aggression
- together with the leadership team, be highly visible in the academy to engage with children, staff and parents and promote high standards of behaviour, adopting the OAT five components of high and effective visible leadership.
- ensure that all staff are successfully inducted into the academy's behaviour culture and systems, and will make sure that all staff receive regular high-quality training on behaviour guidance, routines and strategies

#### 4.3. Teachers

4.3.1. Teachers are responsible for managing behaviour effectively to ensure a calm and safe learning environment for all children<sup>1</sup>

4.3.2. Teachers will:

- have clear rules and routines for behaviour in classrooms, and take responsibility for promoting 'positive good behaviour' and 'good character' both in classrooms and around the school, in accordance with the behaviour policy and agreed teaching and learning routines
- have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- teachers aim to understand the needs of all children in their classes by referring to specific plans and strategies for individuals where relevant.
- maintain consistent standards of behaviour in the classroom while ensuring reasonable adjustments are made by balancing fairness with flexibility

#### 4.4. All staff

4.4.1. All staff are responsible for implementing measures in the behaviour policy to secure excellent standards of behaviour

4.4.2. All staff will:

- model and maintain positive relationships with children, so that they can see examples of good behaviours and feel confident to ask for help when needed
- uphold the whole academy approach to behaviour by modelling and teaching routines, values and standards in every interaction to develop habits<sup>2</sup>
- address misbehaviour swiftly and act decisively when behaviour, including the use of discriminatory and derogatory language, falls below the expected standards

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<sup>1</sup> <sup>1</sup> DfE Teachers' Standards: see Teacher Standard 7 (<https://www.gov.uk/government/publications/teachers-standards>)

<sup>2</sup> See part 2 of the Teachers' Standards which outlines the high standards of personal and professional conduct expected of teachers

## 4.5. Children

### 4.5.1. Children will:

- be made aware of the academy's behaviour standards, expectations, rewards and sanctions
- receive an appropriate induction process, including those who are admitted mid-year, that familiarises them with the academy's behaviour culture, rules and routines
- receive regular and explicit teaching of behaviour expectations throughout the academic year
- be educated about healthy relationships in all contexts, both online and offline, and to understand their rights and responsibilities regarding their behaviour
- be made aware of the pastoral support that is available to them to help them meet the behavioural standards
- be asked about their experiences of the behaviour culture to support the evaluation, improvement and implementation of the behaviour policy

## 4.6. Parents

### 4.6.1. Parents are responsible for working in partnership with the academy to support and reinforce the behaviour policy.

### 4.6.2. Parents are expected to:

- promote a positive culture of behaviour and celebrate their child's successes and achievements
- get to know the academy's behaviour policy and reinforce the ethos and values of the policy with their child when necessary
- support their child in adhering to the academy's behaviour policy
- inform the academy of any changes in circumstances that may affect their child's behaviour
- discuss any behavioural concerns with relevant staff promptly. In the first instance, this is their child's Personal Tutor (PT)
- work with the academy following reports of misbehaviour (for example: attending return to learning meetings or reviews of specific behaviour interventions)
- positively engage in any behaviour improvement plans and referral processes and encourage child to engage and succeed in both internal and external interventions
- raise any concerns about the management of behaviour with the academy directly to their child's Behaviour Director
- communicate with the academy in a courteous and respectful manner at all times.

## 5. Behaviour Curriculum

### 5.1. All OAT academies believe that behaviour can be learned and therefore it can be taught through a well-planned behaviour curriculum. Positive behaviour reflects the values of the academy, readiness to learn

and respect for others. It is established through creating an environment where good conduct is more likely and poor conduct less likely.

- 5.2. Behaviour is explicitly taught to all children, so that they understand what behaviour is expected and encouraged and what is prohibited. Positive reinforcement is then given when expectations are met, while sanctions are required where rules are broken.
- 5.3. Positive reinforcement and sanctions are both important and necessary to support the whole-school culture. We have a behaviour curriculum that defines and explicitly teaches the expected behaviours in our academy, rather than only a list of prohibited behaviours. It is centred on what successful behaviour looks like and defines it clearly for all stakeholders with explanations around the reasons why certain behaviours are important.
- 5.4. The behaviour curriculum represents the key habits and routines required in the academy. Routines are used to teach and reinforce the behaviours expected of all children. Consistent and repeated practices promote the values of the academy, positive behavioural norms, and certainty of the consequences of unacceptable behaviour. Any aspect of behaviour expected from children is made into a commonly understood routine, for example, entering class, handing out equipment or clearing tables at lunchtime. These routines should be simple for everyone to understand and follow
- 5.5. At Ormiston Horizon Academy children are taught the behaviour curriculum through: Behaviour Curriculum sessions delivered fortnightly in PT, assemblies, PSHE, SMSC, PD days and targeted intervention sessions
- 5.6. Any children who join mid-term will be given information about the academy behaviour system and their understanding of this will be monitored by the Reintegration Officer, PT and Head of Year

## 6. Behaviour Expectations

- 6.1. In Ormiston Horizon Academy children are expected to:

Show Resilience by:

- Focusing on learning
- Completing work to the best of their ability
- Never giving up

Show Respect by:

- Using manners (Sir/Miss/Please/Thank you)
- Following instructions: first time; every time
- Being kind to others
- Responding appropriately when spoken to

Show Responsibility by:

- Managing themselves appropriately
  - Equipment
  - Toilet use
  - Behaviour
  - Uniform
  - Punctuality
- Moving purposefully, quietly and calmly around the academy
- Keeping our school community clean and tidy and maintaining our OHA standards
- Keeping ‘hands off’ other students

## 7. Behaviour expectations and SEND

- 7.1. All students, including those with SEND, are expected to adhere to the academy’s behaviour expectations and routines. However, the academy recognises that some students with SEND may need support to meet these expectations effectively.
- 7.2. Behaviour will often need to be considered in relation to a child’s SEND, although it does not follow that every incident of misbehaviour will be connected to their SEND. The academy should consider whether the child understood the instruction and was unable to act differently. Where behaviour is influenced by a child’s underlying needs, the academy will adopt a graduated response to support them.
- 7.3. Ormiston Academies Trust principles of behaviour and belonging have been designed to support all children and especially children with SEND.
- 7.4. Reasonable adjustments and adaptions will be considered for students where their disability and/or special educational need impacts behaviour. This may include tailored interventions, additional support, or alternative methods of communication to help them understand and meet behavioural expectations.
- 7.5. Where appropriate, more bespoke support plans, which identify specific strategies and support, may be developed in collaboration with the SENCO, teachers, parents and other professionals.
- 7.6. Staff members are trained to understand the needs of students with SEND and how these may influence behaviour.

## 8. Recognition and reward

- 8.1. The academy rewards good behaviour, as it believes this will develop an ethos of kindness, cooperation and hard work within the academy. The policy is designed to promote good behaviour and encourages children to support the academy’s values.
- 8.2. The academy’s reward system aims to create a clear, simple and recognisable structure that children and staff can use consistently, enabling children to feel more enthusiastic and committed to school

like. Our reward system revolves around demonstrating ‘positive good behaviour’ and ‘good character’ around the academy. At any time throughout the day a member of staff can award achievement points to children who are demonstrating academy values and good character.

- 8.3. At the end of a lesson a teacher may also award achievement points to those children who have had an outstanding lesson and gone above and beyond.
- 8.4. Children will also be awarded Purple Tickets for having a full week of attendance, no negative behaviour points, attending enrichment activities and taking part in leadership and/or pupil voice activities.

**Behaviours we want to promote and reward:**

OHAers in the community	OHAers in the classroom
Values: respect, resilience & responsibility	Attendance: 92% or above
Contribution to the house system	Progress in at least 3 subject areas
Contribution to academy life	Achieve on or above target at assessment points in a least 4 subjects
	Homework – completing the weekly goal
	Y11 only – attendance at P6.

This will complement the house point system that rewards our three OHA values and positive behaviour in and around the academy and personal development.

The house point system recognises children displaying our three core values and their commitment to academy life.

**Weekly Rewards:**

OHAers in the community		OHAers in the classroom	
Category	Reward	Category	Reward
Every 20 HP achieved	Purple ticket	Individual attendance 92% or above	Purple ticket
Top 3 individual highest HP per year	Lucky dip	Individual Weekly homework goals	Purple ticket per subject: Maths/English/Science
PT highest HP per key stage	Sweets tub	PT homework score per key stage	Sweets tub
		P6 Attendance	Purple ticket per session attended
		Overall praise	Teacher phone call home

Weekly Bulletin Recognition:

- PT attendance
- PT homework score
- Top 10 homework children
- PT House points
- Top 10 children's house points
- Top 10 purple ticket standings

**Termly Rewards:**

OHAers in the community		OHAers in the classroom	
Category	Reward	Category	Reward
Individual raffle on HP tickets	£10 voucher <i>(Y11 + prom ticket/leavers hoody)</i>	Individual raffle on academic tickets	£10 voucher <i>(Y11 + prom ticket/leavers hoody)</i>
PT house points	Sweets tub	PT Attendance	Sweets tub
Special recognition: Values	Sweets bag & certificate	Special recognition: per subject	Sweets bag & certificate
Top boy and girl HP per year	Sweets bag & certificate	Progress between AP points	3 raffle tickets per subject showing progress of above 1 grade  1 raffle ticket per subject on target

Termly assembly recognition, with certificates:

- PT attendance
- 100% attendance slides
- PT homework score
- Children who have made progress in 3 subjects or more subjects,
- Children on or above in 4 or more subjects,
- PT house points
- Top boy and girl house points
- Special recognition awards: values & subjects
- *Y11 P6 100% attendance*

## 9. Consequences and sanctions

**9.1.** The aims of our academy response to misbehaviour are to maintain the culture of the academy, restore a calm and safe environment in which all children can learn and thrive in disruption-free classrooms and prevent the recurrence of misbehaviour. Therefore, sanctions are a legitimate form of behaviour

management. Consequences should be issued immediately (a detention 3-days later doesn't work with children) and must be specific to the issue.

- 9.2. Staff will endeavour to create a predictable environment by always responding to behaviour that falls short of the standards in a consistent, fair, and proportionate manner, so children know with certainty that misbehaviour will always be addressed.
- 9.3. When managing behaviour, staff apply our principles of behaviour and belonging with due consideration.
  - Always a reason
  - Clear is kind
  - Positive regard
- 9.4. Staff can sanction children whose behaviour falls below the standard which could reasonably be expected of them. Staff can issue sanctions any time children are in the academy or elsewhere under the charge of a member of staff, including on academy trips.
- 9.5. Sanctions must be reasonable and proportionate.
- 9.6. Following any sanction, the academy will support the child to reflect on and understand their behaviour. At the same time, staff will work together to understand a child's context as this will inform effective responses to more complex behaviours.
- 9.7. The academy will plan and use age/developmentally appropriate strategies and interventions to support a child, without lowering expectations for any child's behaviour.
- 9.8. The academy may use the following sanctions together with pre and post support:

Level	Possible pre sanction support	Sanction	Possible post sanction support
1	<ul style="list-style-type: none"> <li>• Use of positive narration</li> <li>• An approach which is non-threatening (side on, eye level or lower)</li> <li>• Using positive language, discuss the impact of the behaviour and relate to expectations</li> <li>• Check understanding of task</li> <li>• Provide an adjusted/adapted task</li> <li>• Provide a refocusing task e.g. handing out books</li> </ul>	<p><u>C1 warning</u></p> <p>Child will be given a correction and a C1 recorded.</p> <p><u>Mini-script:</u></p> <p><i>[Child's name] You have a C1 because [specify the behaviour that is not meeting expectations]. I expect to see [specify what you expect to see moving forwards]</i></p> <p><i>e.g. "Joe, you have a C1 because you are talking over me and our expectations are that it's one person</i></p>	<ul style="list-style-type: none"> <li>• Restorative conversation with relevant staff member or peers</li> <li>• Discussion with the child, including explaining what they did wrong and the impact of their actions. Reminder of behaviour expectations.</li> </ul>

	<p>or equipment; asking a question they can answer</p>	<p><i>speaking. I expect you to not talk when I am or when others are sharing their answers.”</i></p>	
2	<ul style="list-style-type: none"> <li>• If appropriate, allow the child time to refocus and self-regulate.</li> <li>• Direct to Thrive if the child has a Thrive pass</li> <li>• Reminder of behaviour expectations and consequences for non-compliance</li> <li>• Refer to previous excellent behaviour/learning as a model for the desired behaviour</li> <li>• Short conversation outside of classroom</li> <li>• Move location within classroom</li> </ul>	<p><b>C2 Detention (30 minutes)</b></p> <p>If behaviour that does not meet expectations continue, the child will be issued with a C2 detention. This is to be recorded.</p> <p><b>Mini-script:</b>  <i>[Child's name] You have a C2 because [specify the behaviour that is not meeting expectations]. I expect to see [specify what you expect to see moving forwards]</i></p> <p><i>e.g. “Joe, you have a C2 because you are continuing to disturb the learning environment. I expect you to not turn round or to continue to talk unless asked for your feedback.”</i></p> <p>All staff in the academy can give a child a detention if they fail to show our values in class, corridors, lunchtime or the community.</p> <p>All detentions are completed in the year group detentions run by the pastoral team.</p> <p>During detentions children are expected to undertake tasks outlined by the pastoral team (literacy, comprehension, numeracy, curriculum specific tasks)</p>	<ul style="list-style-type: none"> <li>• Communication with parent or with Virtual School Head for looked after children</li> <li>• Restorative conversation with relevant staff member or peers</li> <li>• Communication with child's PT and with Curriculum Lead.</li> <li>• Short term behaviour report card</li> <li>• Possible referral to inclusion team</li> </ul>

		children will receive their phone at the end of a successful detention completion.	
3	Once all de-escalation techniques outlined above have been tried.	<p><u>C3 Detention (30 min) and Removed to an Exit room</u></p> <p><u>Mini-script:</u>  <i>[Child's name] You have a C3 because [specify the behaviour that is not meeting expectations]. I expect you to stand outside the classroom, and remain there until you are collected.</i></p> <p><i>e.g. "Joe, you now have a C3 and are being removed to an exit room because you are talking over me and our expectations are that it's one person speaking. You have been given two opportunities to rectify this behaviour. I expect you to stand outside the classroom and remain there until you are collected."</i></p> <p>When a child is removed from class they MUST remain at the classroom either waiting silently inside or standing outside the classroom. A child that walks off from the class, will be sanctioned for truancy.</p> <p>The member of staff must use the callout facility briefly stating the reason for removal.</p> <p>The child will be removed by a member of staff on call. This might be a Head of Year, member of the pastoral team, or a member of the leadership team. The child will be placed in a classroom that is not their year group and will be given work to continue with.</p> <p>The member of staff must telephone parents/carers to discuss the removal. Log on Communication with a brief summary of the discussion. If a parent/carer is not contactable via</p>	<ul style="list-style-type: none"> <li>• Communication with parent or with Virtual School Head for looked after children.</li> <li>• Restorative conversation with relevant staff member or peers</li> <li>• Subject/Pastoral report.</li> </ul>

		<p>telephone, an email will be sent to the parent by the member of staff. This is to be undertaken on the same day that the child has been removed.</p> <p>A C3 detention (30 minutes) can also be issued for other types of behaviour.</p>	
4	<p>A member of the pastoral/on-call team will apply a range of de-escalation strategies including thinking time.</p> <p>Turn around room.</p>	<p><u>Removal to Reflect room</u></p> <p>There is a tiered approach to Reflect in accordance with the behaviour that resulted in the sanction, and taking reasonable adjustments into consideration.</p> <p>Children will be placed in Reflect as a 'Removal' for up to two hours.</p> <p>Children must demonstrate our academy values for learning in Reflect before returning to academy lessons.</p>	<ul style="list-style-type: none"> <li>• Parental meeting</li> <li>• Referral to academy counsellor</li> <li>• Specific intervention e.g. anger management, social skills group, resilience coaching</li> <li>• Referral to SENCO</li> <li>• Referral to LA Inclusion Team</li> <li>• Reintegration plan, coordinated by the Reintegration Officer, following several from class</li> </ul>
5	<p>A member of the pastoral/on-call team will apply a range of de-escalation strategies including thinking time.</p> <p>Turn around room.</p>	<p><u>Internal Suspension</u></p> <p>Where the behaviour of a child has been deemed severe, they will be placed in Internal Suspension. This can be in the Reflect room, or in an isolation room in a neighbouring school.</p> <p>The child will complete work set for them from their class teacher. Work will be requested from subject teachers the day prior.</p> <p>Children must demonstrate our academy values for learning in Reflect before returning to academy lessons.</p>	<ul style="list-style-type: none"> <li>• Parental meeting</li> <li>• Referral to academy counsellor</li> <li>• Referral to Inclusion Meeting</li> <li>• Specific intervention e.g. anger management, social skills group, resilience coaching</li> <li>• Referral to SENCO</li> <li>• Referral to LA Inclusion Team</li> <li>• Reintegration plan following several or extended removals from class.</li> </ul>
6	Use of Learning Intervention Centre, Managed Move, Off-site Direction or Alternative	<p><u>Suspension</u></p> <p>Where a child's behaviour is extreme to the point of causing a significant</p>	Return to Learning Meeting to be undertaken with pastoral leader, parents/carers and the child.

	<p>provision (see below for further details)</p>	<p>disruption/risk to the safety of others, in the academy, the child will be suspended.</p> <p>The duration of the suspension will be dependent on the behaviour that warranted it.</p> <p>The child is expected to undertake work set by the class teachers for the suspended days.</p>	<p>An agreed reintegration plan to be implemented.</p> <p>A review to be undertaken two weeks following suspension.</p>
7		<p><u>Permanent Exclusion</u></p> <p>In extreme cases, the decision will be made to permanently exclude a child.</p> <p>This might be as a result of a one-off incident or persistent disruptive behaviour.</p>	
<b>Late to Learning</b>		<p>A child is late to learning if they arrive after the second bell.</p> <p>Class teacher to log as 'Late to Learning.'</p> <p>For years 7 and 8, the child will attend an afterschool 30 minute detention.</p> <p>For Years 9 to 11, the child will attend a lunchtime late detention overseen by the pastoral leaders. PTs will notify children of their lunchtime detention during morning PT.</p> <p>For lunchtime detentions, after the first 15 minutes of lunch, and following the lunch address, the child will remain in the designated area for the remainder of lunchtime.</p>	Monitor late to learning.
<b>Late to the academy</b>		<p>If a child is late to the academy, they will attend a late detention for 30 minutes at the end of the same day.</p> <p>This is recorded and parents/carers will be notified via email.</p>	Monitor late to the academy.

		Parents/Carers are asked to notify the academy (via telephone or email) if a child has a valid reason for being late to the academy (medical, dental appointment for example)	
Internal Truancy		<u>Internal Truancy</u>  If a child is more than 10 minutes late to a lesson, the teacher should use the callout facility to report truancy. The callout member of staff will determine whether the child is to undertake their Internal Truancy sanction (3hrs Internal Suspension) immediately or later in the day/following day.	<ul style="list-style-type: none"> <li>• Data to be monitored.</li> <li>• Parental communication</li> <li>• Punctuality reports.</li> </ul>

## 9.9. Removal from Lesson

- 9.9.1. Removal from lesson is a serious consequence of persistent disruptive behaviour and will only be used once other behavioural strategies have been attempted and children have been given warnings, unless the behaviour is so extreme as to warrant immediate removal. Removal is necessary as all children have a right to learn in disruption free and safe environments.
- 9.9.2. Removal from lesson in itself is not a sanction. The purpose of a child being removed is so other children can continue to learn and the teacher can teach without interruptions. It will also offer the child an opportunity to reset and receive short term support to self-regulate to be able to return to learning as soon as possible.
- 9.9.3. The sanction for being removed from lesson is a 30 minute after school detention and communication with parents/carers.
- 9.9.4. Children who are removed from class will be sent to an Exit Room (which is another classroom but not in their year group) where their education will continue in line with the curriculum offer. Children will be supported to return to learning.
- 9.9.5. Children will remain in an Exit Room to the end of the lesson. However, there may be exceptional circumstances, which must be agreed by the principal and communicated to the parents and the child in a timely manner, where children remain in removal/internal suspension for an extended period.

## 9.10. Detentions

- 9.10.1. The law states that staff have the authority to issue detentions to children, including same-day detentions and those set outside of school hours without requiring parental consent. The

academy will inform parents of same-day after school detentions that are longer than 20-minutes by email.

- 9.10.2. Staff will not issue a detention outside of school hours where there is any reasonable concern and evidence that in doing so would compromise a child's safety
- 9.10.3. Staff should consider whether suitable travel arrangements can reasonably be made by the parent for the child. Parents must support the academy and the child in attending a sanction for consequences of poor behaviour. Where after school detentions may pose an inconvenience to a family, best efforts are to be made to come to an arrangement of when the child can attend such sanction.
- 9.10.4. Where detentions take place at lunchtime, staff will allow reasonable time for the child to eat, drink and use the toilet.
- 9.10.5. Ormiston Horizon Academy operates a centralised detention system that is staffed by pastoral and senior leaders. Where a child has received a detention due to being removed from a lesson, the subject teacher will briefly meet the child during their detention to have a restorative conversation. Restorative conversations are also expected to take place between any staff or child in relation to any out of class poor behaviour. A child will be told at the time of sanctioning that they have a detention. The child and parents/carers will receive an email notification of the sanction. If the child has a mobile phone, the mobile phone will not be returned to the child until the end of the detention session.

Detention sessions run on Mondays, Tuesdays, Thursdays and Fridays for up to an hour. There are two detention session for each day: 3:10pm-3:40pm and 3:40pm-4:10pm. Where a child has two level 2 or 3 sanctions, they will attend both sessions. Where a child has incurred more behaviour incidents, the Behaviour Director will liaise with parents/carers to agree proportionate sanctions. This might include an extended detention, time in Internal Suspension, or a Saturday morning detention.

Reason for detention	Period/Day/Time	Duration	Staffed by
Late to learning	Years 9-11 Lunchtime	30 minutes	Pastoral Team
	Years 7 & 8 After school		
Late to the academy	End of same day: 3:10pm-3:40pm	30 minutes	Pastoral Team and SLT
Level 2 and Level 3 sanction	3:10pm-3:40pm	30 minutes	Pastoral Team and SLT
Failure to attend a lunchtime or repeated behaviour incidents.	3:10pm-5:10pm in liaison with parents/carers.	2 hours	Pastoral Team and SLT

## 9.11. Removal and Internal Suspension

- 9.11.1. Removal and Internal Suspension is a serious sanction that may be issued to a child for repeated non-compliance or a one-off incident that does not meet the criteria for suspension, but is serious enough to warrant a period of removal.
- 9.11.2. Children in Removal will spend up to two hours in Reflect. Children in Internal Suspension will spend a minimum of 3 hours in either Reflect, or an isolation room in a neighbouring school.
- 9.11.3. Relevant curriculum work will be provided and children are expected to work independently throughout the day and reflect upon the behaviour that led to them receiving this sanction. Children will also have the opportunity to complete restorative work and they will be supported to improve behaviour in future.

## 9.12. Suspension and permanent exclusion

- 9.12.1. Suspensions will normally be used as a last resort. However, it is acknowledged that they are sometimes necessary to ensure a calm and safe environment for all children and staff. Principals can use suspension or permanent exclusion in response to serious incidents or in response to persistent poor behaviour which has not improved following a variety of support and intervention.
- 9.12.2. For a permanent exclusion to be imposed, the principal must also be satisfied that to allow the child to remain in the academy would seriously harm the education or welfare of the child or others, such as staff or children in the academy.
- 9.12.3. In deciding whether to issue a suspension or permanent exclusion the academy will have reference to OAT's Suspension and Exclusion policy and legislation that governs the suspension and permanent exclusion of children.
- 9.12.4. For children who have received more than one suspension within the same academic year, pastoral leaders will commence the 'suspension support checklist' to identify what support, screening, assessments and interventions may be required to support an improvement in behaviour and reduce the risk of further suspensions.
- 9.12.5. For children with SEND and especially for children with an EHC plan where the academy has concerns about behaviour, leaders of behaviour and SEND should liaise and consider calling an early annual review as per the guidance in the suspension support checklist.
- 9.12.6. In considering suspension or permanent exclusion the principal should ensure that, as far as is appropriate, the academy's 'suspension support checklist' has been completed and considered. This will guide principals in their review of support and intervention strategies in response to misbehaviour.
- 9.12.7. For all permanent exclusions, principals must consult with their Education Director before a final decision to permanently exclude is confirmed

9.12.8. Where the child has an EHCP, OAT's National Director of AP and Special Academies or SEND Lead Practitioners, in addition to the relevant Education Director will have been contacted for consultation before a decision to permanently exclude is made.

9.12.9. Whenever the principal suspends or permanent excludes a child, they must notify the social worker, if the child has one and the Virtual School Headteacher (VSH) if the child is in care.

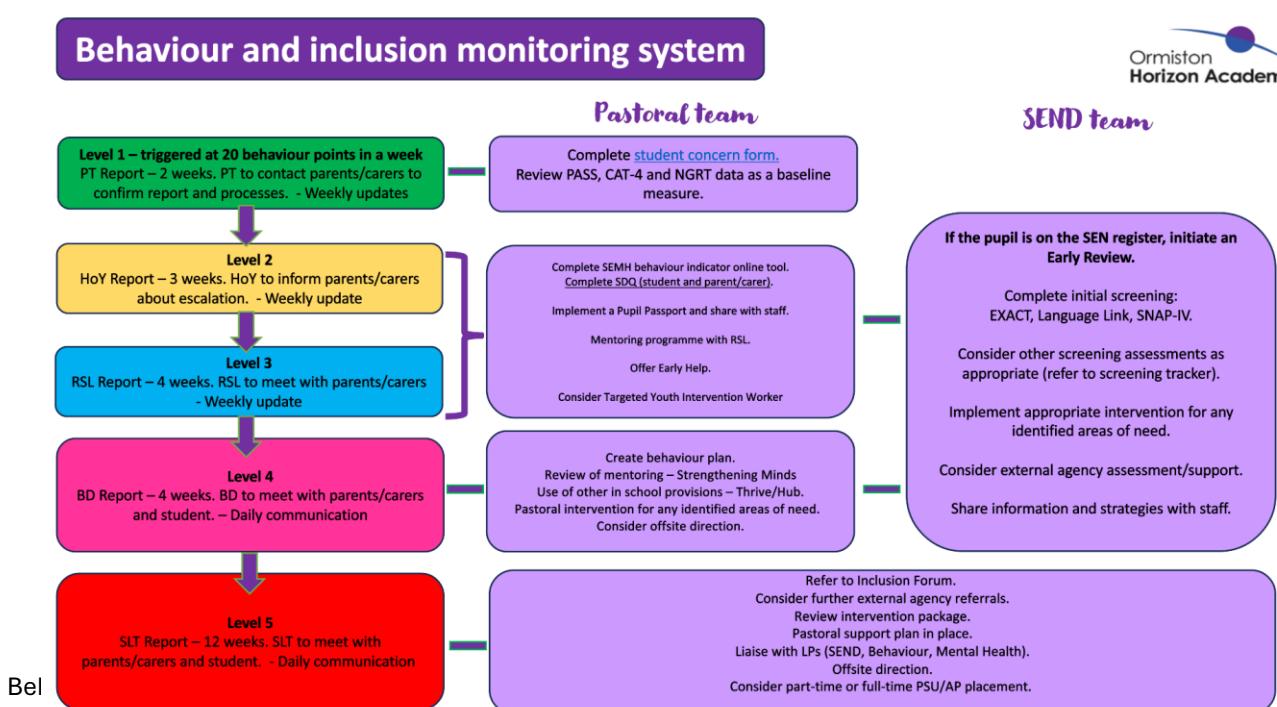
9.12.10. Where there are safeguarding concerns surrounding a suspension or permanent exclusion, the principal may consider sending the child to a partner academy to serve their suspension or first five days of the permanent exclusion under supervision.

9.12.11. Whenever the principal suspends or permanently excludes a child they must, without delay, notify relevant parties, including the Local Authority (LA) of the period of the suspension or permanent exclusion and the reason(s) for it. The LA are notified electronically via the academy's Pupil Management Information System in the case of suspensions and via a LA Notification form for permanent exclusions.

## 10. Graduated approach to behaviour support

10.1. The academy believes that early intervention is crucial in supporting children to improve behaviour. Therefore, staff logging behaviour (both positive and negative) allows pastoral and senior leaders to monitor and analyse behaviour patterns and quickly identify those children who may be accruing too many negative behaviour points due to poor behaviour.

10.2. The behaviour and inclusion monitoring system flow chart below shares an overview of the levels of report/support a child may be in receipt of. This also highlights how both pastoral and SEND teams work collaboratively to support children at each stage. The list of actions is not exhaustive and act as prompts to access a wealth of interventions and strategies.



## 11. Supporting children following a serious sanction

### 11.1. Return to learning strategy (reintegration)

- 11.1.1. A 'return to learning' meeting with parents and the child following a suspension, return from offsite direction and alternative provision is essential for restoring relationships, rebuilding trust, and setting clear expectations for future behaviour. It allows the academy to address the underlying causes of the behaviour, collaborate on support strategies, set targets and ensure the student feels welcomed back into the learning environment. By promoting accountability and involving both parents and the student in the process, the meeting helps prevent future issues and supports a successful reintegration.
- 11.1.2. Leaders should complete the return to learning form as set out in OAT guidance for academies.
- 11.1.3. The SENCO will have been consulted prior to any return to learning meetings involving children with SEND to ensure appropriate support is to be discussed.
- 11.1.4. The academy is committed to the inclusion of parents who may have complex working patterns, mobility or other health issues. Therefore, the academy is able to apply the necessary adjustments to enable full participation in the successful reintegration of their child e.g. attend the return to learning meeting via Teams or by phone or a pre-arranged home visit.
- 11.1.5. A part time timetable must not be used to manage a child's behaviour, however when supporting a child following a serious sanction or incident, a return from off-site direction, or incoming managed move, a short term reduced timetable may be considered to support a phased return to learning as part of a well planned reintegration plan and if it is in the best interests of the child.
- 11.1.6. Any reduced timetable as part of a phased return must only be in place for the shortest time necessary and should be documented as part of a formal pastoral support plan. A time-limit should be agreed indicating the point the child is expected to attend full-time education, either at the academy or alternative provision.
- 11.1.7. Formal arrangements should be in place to review the reduced timetable, return to learning and pastoral support plan with the child and parents every two weeks until the child is accessing full time lessons.

### 11.2. Pupil Support Units/ On-site Alternative Provision

- 11.2.1. Children who need more intensive support with their behaviour or pastoral needs or who are at risk of further suspensions or permanent exclusion may be referred to the academy's Pupil Support Unit (PSU), which is called The Learning Intervention Centre (LIC). The purpose of the provision can be two-fold:
  - as a planned intervention for behavioural or pastoral reasons
  - as a final preventative measure to support children at risk of exclusion

In both circumstances, the underlying ambition is to improve behaviour and maintain learning, with the goal to successfully reintegrate children back into mainstream lessons.

- 11.2.2. The duration of the placement in the LIC will be personalised to each individual child. This is to ensure a gradual reintegration that is well supported and monitored to give children every chance of success.
- 11.2.3. Children who have been placed into the LIC will have gone through the graduated approach to behaviour support in the academy and a thorough referral process.
- 11.2.4. Children will not be placed in this provision without discussion at the Inclusion Forum meetings where leaders of behaviour, SEND, safeguarding and the LIC are present, followed by a meeting with parents and the child.
- 11.2.5. The education accessed by children in the LIC is of good quality, delivered by qualified staff who have undertaken suitable training and have the relevant experience. The intervention sessions in the LIC will also address a child's physical or mental health needs as well as personal, social and emotional needs, alongside their educational needs.

## 12. Alternatives to suspension and permanent exclusion

### 12.1. Alternative provision/off site direction

- 12.1.1. Movement of children will only occur when all other strategies have been exhausted, including use of assessments, screeners, support and interventions that form part of the academy graduated approach to behaviour and inclusion. Leaders will refer to the suspension support checklist to review what support has already been provided before making a decision on alternative provision or off-site direction.
- 12.1.2. For the purpose of this guidance, the definition of alternative provision (AP) is when education is arranged for children of compulsory school age who, because of exclusion, illness or other reasons, would not otherwise receive suitable education; alternative provision can also be used by schools for children on a suspension and for children being directed to off-site provision to receive education intended to improve their behaviour.
- 12.1.3. Offsite direction is when the academy requires a child to attend another education setting to improve their behaviour. During the period of offsite direction:
  - The child may be in AP on a part-time schedule with continued mainstream education (hybrid)
  - The child may be in full time AP or full time at another mainstream academy
  - The child must be dual registered
- 12.1.4. Parental agreement is not a requirement of off-site direction. Parents should be kept informed at all stages of the process and consulted regularly

- 12.1.5. Where the academy's gradual approach to behaviour support and interventions has not been successful in improving a child's behaviour, the academy may use off-site direction to arrange time-limited placements at an AP or another mainstream academy. Children accessing this support will be dual registered.
- 12.1.6. Where it is believed a child with an EHC plan would benefit from alternative provision, the academy will inform the local authority responsible for the EHC plan so that the authority can then consider whether to review the plan.
- 12.1.7. Where it is believed a child in care or a child who has a social worker may benefit from an alternative provision placement, the child's social worker and the local authorities Virtual School Head (VSH) must be consulted as soon as possible.
- 12.1.8. If, following a review of the off-site direction it is agreed that it is in the best interest of the child, a managed move can take place and the child's name can be removed from the admission register of their home school.
- 12.1.9. The academy will follow OAT guidance for academies about arranging and reviewing alternative provisions and offsite direction placements.

## 12.2. Managed moves

- 12.2.1. A managed move is the transfer of a child from one mainstream school (the home school) to another mainstream school (new school), permanently. This is dependent on local schools having the capacity to receive children under this process, which is not always the case. For this reason, managed moves may not be on offer in all geographical areas.
- 12.2.2. A managed move can also be undertaken following a period of off-site direction to an alternative provision setting or other mainstream academy where the child is dual registered. If, following a review of the off-site direction it is agreed that it is in the best interests of the child, a managed move can take place and the child's name can be removed from the admission register of their home school.
- 12.2.3. Managed moves are a voluntary process and agreed with all parties involved, including the parents and the admission authority of the new school. Managed moves should only occur when it is in the child's best interests.

## 13. Reasonable force

- 13.1. The academy follows the Department for Education guidance on the 'Use of Reasonable Force – advice for school leaders, staff and governing bodies'.
- 13.2. There may be circumstances when it is appropriate for staff in the academy to use reasonable force to safeguard children. The term 'reasonable force' covers the broad range of actions used by staff that involve a degree of physical contact to control or restrain children. 'Reasonable' in these circumstances means 'using no more force than is needed'.

13.3. Members of staff have the power to use reasonable force to prevent children committing an offence, injuring themselves or others, or damaging property and to maintain good order and discipline at the academy or among children.

13.4. Principals and authorised academy staff may also use such force as is reasonable given the circumstances when conducting a search for knives or weapons, alcohol, illegal drugs, stolen items, tobacco, fireworks, pornographic images or articles that they reasonably suspect have been or are likely to be used to commit an offence or cause harm. Force may be used to search for other items banned under the academy rules.

13.5. There are a number of forms of uses of reasonable force that may be used in the academy

13.6. Wherever possible, positive handling/use of reasonable force will be carried out by trained staff who are competent in the use of a recognised behaviour management system (e.g. Team Teach).

- Control - either passive physical contact, such as standing between children or blocking a child's path, or active physical contact such as leading a child by the arm out of a classroom.
- Restraint - to hold back physically or to bring a child under control. It is typically used in more extreme circumstances, for example when two children are fighting and refuse to separate without physical intervention.
- Academy staff will always try to avoid acting in a way that might cause injury, but in extreme cases it may not always be possible to avoid injuring the child.

### 13.7 Restraint/positive handling plans

13.7.1 Where a child's behaviour could present a significant risk of injury to themselves, other people, or property the academy will complete a risk assessment and determine if an individual child requires a positive handling plan to be put in place.

13.7.2 Where a child's behaviour could present a significant risk of injury to themselves, other people, or property the academy will complete a risk assessment and determine if an individual child requires a positive handling plan to be put in place.

13.7.3 These plans will be developed in the child's best interests and agreed by staff, parents and the child concerned wherever possible. They will be reviewed termly or when the needs of the child change.

13.7.4 The plan will document situations that may trigger challenging behaviour and any successful preventative strategies. The plan will also document how physical intervention should be used appropriately.

### 13.8 Recording, reporting and responding to incidents of restraint/positive handling/use of reasonable force

13.8.1 Parents will be informed on the same day as the incident and invited to discuss the incident as soon as practicable.

13.8.2 A written review of the incident will be conducted by the principal and DSL and recorded on CPOMs within 5 working days and any positive handling plan updated as appropriate.

## 14. Power to discipline beyond the school gates

14.1. Children and parents should be aware that the behaviour policy can extend to activities outside the school day, off the school premises, including online conduct when the child is:

- taking part in any academy-organised or academy-related activity
- travelling to or from the academy
- wearing academy uniform
- in some other way identifiable as a child at the school

14.2. Even when the four conditions above do not apply, the behaviour policy can extend to any misbehaviour which could have repercussions for the orderly running of the academy, pose a threat to another child or member of the public, or could adversely affect the reputation of the academy. This will include any instances of cyberbullying or mis-use of social media.

## 15. Searching, screening and confiscation

15.1. Searching, screening and confiscation will be conducted in line with the DfE's [latest guidance on searching, screening and confiscation](#) and OAT's Searching, Screening and Confiscation Policy. View these policies for more in depth list of banned and prohibited items.

15.2. Principals and the staff they authorise have a statutory power to search a child or their possessions where they have reasonable grounds to suspect that the child may have a prohibited item.

15.3. These prohibited items are:

- All kinds of knives and weapons
- alcohol
- illegal drugs
- stolen items
- any article that the member of staff reasonably suspects has been, or is likely to be used
  - to commit an offence, or
  - to cause personal injury to, or damage to property of; any person (including the child).
- tobacco and cigarette papers
- e-cigarettes or vapes
- fireworks
- pornographic images
- mobile phone/smart device

15.4. As long as it is reasonable in the circumstances, academy staff are permitted by law to take temporary possession of any suspected illegal substance or prohibited item.

## 16. Suspected criminal behaviour

16.1. If a child is suspected of criminal behaviour, the academy will make an initial assessment of whether to report the incident to the police.

16.2. When establishing the facts, the academy will endeavour to preserve any relevant evidence to hand over to the police.

16.3. If a decision is made to report the matter to the police, a member of the senior leadership team will make the report.

16.4. The academy will not interfere with any police action taken. However, the academy may continue to follow its own investigation procedure and enforce sanctions, as long as it does not conflict with police action.

16.5. If a report to the police is made, the DSL will make a tandem report to children's social care, if appropriate. All investigations, decisions, actions and rationale behind decisions and actions must be recorded on CPOMs.

## 17. Bullying

17.1. 17.1 Refer to our anti-bullying policy for full details.

17.2. The academy has adopted the Anti-Bullying Alliance definition of bullying which states that bullying "*is the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. Bullying can be physical, verbal or psychological. It can happen face-to-face or online.*"

17.3. The behaviour policy and use of sanctions will extend to all participants involved in bullying as group behaviour. The various roles include:

- The **target** (previously referred to as the victim) – the person whom the bullying is aimed
- The **ringleader** (bully or perpetrator) – initiating and leading the bullying but not always 'doing' the bullying
- **Assistant(s)** – actively involved in 'doing' the bullying
- **Reinforcer(s)** – supports the bullying, might laugh, or encourage other people to collude
- **Defender(s)** – stands up for someone being bullied. Knows that bullying is wrong and feels confident enough to do something about it. This might involve talking to an adult
- **Outsider(s)** (previously referred to as bystanders) – ignores any bullying and doesn't want to get involved

17.4. The academy does not accept 'banter' as a defence for bullying behaviour. Banter is defined as 'the playful and friendly exchange of teasing remarks.'

17.5. Behaviour and use of language is not banter if:

- It's hurtful
- It's not between friends
- Someone has asked for it to stop
- The target isn't laughing
- It focuses on someone's insecurities
- It is discriminatory

## 18. Use of social media

18.1. The policy applies to all forms of social media and apply to the use of social media for both school purposes and personal use that may affect the school, children or staff in any way.

18.2. Misuse of social media may include (this is not an exhaustive list):

- Damaging the academy or its reputation, even indirectly
- Use that may defame the academy staff or any third party
- Use that may harass, bully or unlawfully discriminate against staff, other children or third parties
- False or misleading statements
- Use that impersonates staff, other children or third parties
- Expressing opinions on the academy's behalf
- Using the academy's logos or trademarks

18.3. Children can report misuse of social media to any member of staff in the academy. This should be logged under Digital Safeguarding on CPOMs if this happens and a member of staff will investigate and sanction where necessary. Any incident relating to safeguarding will be handled by a member of the safeguarding team.

18.4. The academy accepts that social media usage can be incredibly useful when used correctly and responsible use of social media is promoted. However, breach of the policy of the use of social media will result in sanctions.

## 19. Malicious allegations

19.1. Malicious accusations against staff can be very damaging for the welfare of the accused member of staff, as the allegation may involve a formal investigation. If the allegation is false, then the

child/children may be sanctioned with a suspension. The length of the exclusion and whether it is internal or external will be treated on a case-by-case basis.

- 19.2. Where a child makes an allegation of sexual violence or sexual harassment against another child and that allegation is shown to have been deliberately invented or malicious, then the child/children may be sanctioned with a suspension. The length of the exclusion and whether it is internal or external will be treated on a case-by-case basis.
- 19.3. In all cases where an allegation is determined to be unsubstantiated, unfounded, false or malicious, the academy (in collaboration with the local authority designated officer (LADO) and OAT's safeguarding team, where relevant) will consider whether the child who made the allegation is in need of help. If so, a referral to children's social care may be appropriate.
- 19.4. The academy will also consider the pastoral needs of staff and children accused of misconduct.

## 20. Serious incidents that require investigation

- 20.1. If there is a serious incident that requires an investigation, this will be overseen by the Vice Principal: Culture and Inclusion. If neither are available, then the Behaviour Director.
- 20.2. Children directly involved in a serious incident, or as a witness may be separated, isolated or placed under the close supervision of a member of staff whilst initial statements are taken and pastoral support will be offered immediately to support children.
- 20.3. Parents will be informed as soon as is practically possible within the same day of children directly involved in a serious incident. Any delay may be associated with staff immediately supporting children and ensuring statements are thorough and truthful.
- 20.4. Where CCTV is available and it has captured a serious incident, this may not be made available to parents when the academy must consider the privacy of other children. The academy must comply with data protection laws.
- 20.5. Once an investigation has been completed, the principal will review all the evidence before any decisions are made around appropriate sanctions and/or support and parents will be informed.

## 21. Mobile phones

- 21.1. Ormiston Academies Trust is the first Multi Academy Trust (MAT) to completely phase out having access to smart phones during the school day and go completely phone free.
- 21.2. We believe we have a collective responsibility to restrict children's access to social media and inappropriate content when it is regularly reported that smart phones are a distraction and have a catastrophic impact on mental health, the ability to concentrate and learn free from distraction in school.

- 21.3. Therefore, Ormiston Horizon Academy is a phone free school, this also extends to any other device that can send or receive messages, e.g. smart watches and smart rings.
- 21.4. For the safety of children and reassurance for parents, our policy is a 'handover' policy. This means that the academy acknowledges that children may require access to their mobile phones when travelling to and from the academy. However, on entry into the academy children must handover their mobile phone (and smart watches/smart rings) to staff and then these are collected at the end of the day.
- 21.5. Children will put their mobile phone into the mobile phone lock box during PT. Each child will be called individually to put their phone into their designated slot. The slots are then checked by the PT, and then again by the pastoral leader who collects the box. The box is locked and secured by a strap for transportation. It is then locked into the purpose-built mobile phone room. The boxes are then returned to PT rooms in afternoon PT sessions where children who are not in after school detention, collect their phones. The boxes are then re-locked and transported to the detention room. Children in detention collect their mobile phones at the end of the completed detention session. Mobile phones will not be returned to a child if they refuse to attend detention until the end of the detention session. If there is a valid reason for a child not to attend detention, parents/carers must notify the school before the end of the day (3:10pm).
- 21.6. If any child is seen or known to have a phone in their possession throughout the day, it will be confiscated and only returned to a parent. Parents will be notified by telephone and the phone will be kept in a secure place until it is collected. Parents are to arrange a time and date of when to collect the phone.
- 21.7. Children will be able to contact home by approaching any member of staff who will then contact the respective Head of Year.
- 21.8. We will ensure that any important messages from parents are relayed to your child during the day if you call the academy and leave a message with reception.
- 21.9. Children who fail to follow the mobile phone procedure will be placed into IE (for one day/5 hours) and the mobile phone will be confiscated for parents to collect. Children who refuse to hand the phone over to a member of staff will be suspended if, once parents are contacted, the child continues to refuse to have over the mobile phone/refuses IE.
- 21.10. In exceptional circumstances, a child may be permitted by the principal to use their mobile phone during the school day. For example, medical needs of a child with diabetes who uses an app to monitor blood sugar levels.

## 22. Monitoring and evaluating academy behaviour

22.1. The analysis of behaviour data helps to identify whether the academy is securing a culture of excellence and draws out behaviour patterns and trends that will inform next steps in supporting children to improve behaviour.

22.2. The academy will collect data on the following:

- Behavioural incidents, including removal from the classroom
- Any incidents of bullying, discriminatory and derogatory language
- Positive behaviour points
- Attendance, permanent exclusion and suspension
- Use of pupil support units, off-site directions and managed moves
- Incidents of searching, screening and confiscation
- Incidents of positive handling/reasonable force
- Anonymous surveys for staff, children, governors, trustees and other stakeholders on their perceptions and experiences of the academy behaviour culture

22.3. The data will be analysed from a variety of perspectives including :

- At academy level
- By age group
- At the level of individual members of staff
- By time of day/week/term
- By protected characteristic

22.4. The academy will use the results of this analysis to make sure it is meeting its duties under the Equality Act 2010. If any trends or disparities between groups of children are identified by this analysis, the academy will review its policies and practice to tackle it.

## 23. Safeguarding

23.1. The academy recognises that changes in behaviour may be an indicator that a child is in need of help or protection. All staff should maintain professional curiosity and proactively consider whether a child's behaviour, including misbehaviour, may be linked to them suffering, or being likely to suffer, significant harm.

23.2. Any safeguarding or child protection concerns must be reported to the Designated Safeguarding Lead (DSL) immediately, using CPOMS. The DSL, after liaising with appropriate staff or other agencies, will determine whether early help intervention or a referral to children's social care is appropriate.

## 24. Complaints

24.1. Complaints regarding any aspects of the Behaviour Policy will be addressed under the OAT Complaints Policy.

24.2. Concerns about wrongdoing at OAT academies in relation to the behaviour policy, such as malpractice, mismanagement or breach of health and safety law or any other illegal or unethical act either on the part of management, the Governing Body or by fellow employees should be raised using the Whistleblowing Policy.

## 25. Glossary of terms

Term	Definition
Alternative Provision (AP)	When education is arranged for children of compulsory school age who, because of exclusion, illness or other reasons, would not otherwise receive suitable education; alternative provision can also be used by schools for children on a suspension and for children being directed to off-site provision to receive education intended to improve their behaviour.
Education Health and Care Plan (EHCP)	Education, Health and Care Plan is a legal personalised document. It sets out the education, health and social care needs of a child or young person: aged 0 to 25 years old with special educational needs or disabilities, who needs more support in their educational setting beyond the usual resource they provide.
Looked After Child / Child in Care (LAC/CIC)	Looked After Child or Child in Care is a child who is under the 18 years of age who is in the care of a local authority or a designated social care body. This means the child is not living with their parents or guardians and their local authority is responsible for providing their accommodation, care, and support.
Managed Moves (MM)	A managed move is used to initiate a process which leads to the transfer of a child to another mainstream school permanently. If a temporary move needs to occur to improve a child's behaviour, then off-site direction should be used.
Offsite Direction (OD)	When an academy directs a child to attend another educational setting, such as alternative provision or another mainstream school to improve behaviour.
Parent	Definition of 'parent' can be found in the Education Act 1996. In addition to the child's birth parents, reference to parents in this guidance includes any person who has parental responsibility and any person who has care of the child.

Part time timetable	A school schedule where a child attends fewer hours than the standard full-time education hours. A part time timetable cannot be used to manage behaviour and when it is used it must only be for a short term and only if it is in the child's best interests. Any part timetable must be reviewed every two weeks with a view and plan to return to full time education as soon as possible.
Permanent exclusion (PEX)	When a child is permanently removed from the school roll and is no longer allowed to attend the school following a serious breach or persistent breach of a behaviour policy. This is a type of exclusion.
Pupil Support Unit (PSU)	A Pupil Support Unit is a planned intervention occurring in small groups and in place of mainstream lessons within the academy. The purpose of the unit can be two-fold: a) as planned intervention for behavioural or pastoral reasons, b) as a final preventative measure to support children at risk of exclusion.
Reduced timetable	For the purpose of this guidance, we define this as when a child attends the academy full time but may have a reduced timetable within the academy that means they do not attend all mainstream lessons. This is often used as part of a phased return to learning/reintegration plan.
Suspension	In this guidance, suspension is used to refer to what legislation calls and exclusion for a fixed period. Suspension is a type of exclusion.
Virtual School Head (VSH)	A Virtual School Head is a senior leader within a local authority's education department who focuses on promoting the educational achievement of children and young people in care, previously in care and those with a social worker.