

# Al Khalil College - Behaviour Management Policy

## 1. Introduction

- 1.1. The behaviour of pupils is directly related to the safety and security of pupils and staff both within and outwith the premises. This is why this is one of the core aspects of the high standard we aim to achieve at Al Khalil College.
- 1.2. Behaviour is managed through various different forms however they can all be categorised under two headings - rewards and sanctions. These provide a simple procedural method to ensure and promote the discipline of pupils.
- 1.3 Behaviour management at Al Khalil College is underpinned by a whole school ethos of prevention, early intervention and support against a background which promotes positive relationships, learning and behaviour. It is important that all pupils and staff members feel they are in a safe and nurturing environment.
- 1.4 All students should be included, engaged and involved in their learning and staff at Al Khalil College will take every reasonable step to ensure pupils receive the correct support to achieve this goal

## 2. Purpose

- 2.1. Al Khalil College aims to instil an environment of positivity in the school with minimal disruption to ensure pupils are responsible and can achieve their best without any worries about safety and security and this policy provides guidance to staff, parents and students in promoting and implementing positive relationships.
- 2.2. This policy is to be read in conjunction with the Child Protection Policy.

## 3. Responsibilities

### 3.1. *Staff*

- 3.1.1. It is the responsibility of all staff at Al Khalil College to encourage pupils to be on their best behaviour at all times.
- 3.1.2. Follow the policy Behaviour Management Policy consistently and support other staff members in doing so also.

3.1.3. Set rules for pupils to follow and adhere to and make sure all pupils have understood them. These can be in the form of class rules such as the following:

- Follow instructions
- Be polite and kind
- Respect others
- Treat others how you would like to be treated
- Don't interrupt when someone is speaking
- Always ask for permission from the teacher to speak
- No eating or drinking in class
- Good attitude
- Permission to leave your seat
- Dress according to the uniform
- Come prepared
- Don't leave your things in class.

3.1.4. Commend pupils who behave well regularly to build their confidence and to motivate other pupils to achieve the same.

3.1.5. Build a friendly, warm and loving community within the school, welcoming to all.

3.1.6. Treat all pupils equally, regardless of race, culture or religion, and ensure there is a fair balance between issuing rewards or sanctions to a pupil.

3.1.7. Be a positive role model for pupils to follow whilst getting to know pupils as individuals and building positive relationships.

3.1.8 Adhere to and implement the Anti-bullying Policy

3.1.9. Actively be vigilant to potential signs of bullying and other forms of harassment.

3.1.10. Be firm but constructive when dealing with incidents of misbehaviour.

3.1.11. Listen carefully to pupils in distress and provide them with the necessary support.

3.1.12. Keep parents informed as and when appropriate about incidents involving their child.

3.1.13. Any incidents which may be of serious concern should be recorded and reported to the Head Teacher so that relevant action can be taken.

## **3.2 Parents**

3.2.1 Parental engagement is important for students to be successful and we believe that by building an effective and positive three-way partnership between students, teachers and parents, our students are more likely to thrive both academically and in their personal development and wellbeing.

3.2.2 Parents are responsible for working with the school and staff and encouraging their children to be on their best behaviour at all times and to follow Al Khalil College policies.

3.2.3 A pupil may be excluded if Al Khalil College determines that the parent of the pupil refuses or fails to comply, or to allow the pupil to comply, with the rules, regulations, or disciplinary requirements of the school.

#### **4. Promoting Positive Behaviour**

4.1 At Al Khalil College, we aim to nurture positive relationships and behaviour across the school to support the wellbeing of pupils and to create a safe, warm and positive environment promoting confidence and creativity.

4.2 Al Khalil College takes guidance from "[Included, Engaged and Involved](#)" to help inform approaches to promote positive behaviour and relationships in the school community.

4.3 Students will be given opportunities from time to time and especially if there are behavioural or relationship challenges to engage in guided conversations with staff and/or peers in a safe and supportive environment with an aim to promote and enhance positive behaviour and relationships and to help resolve conflicts and disagreements.

4.4 Where appropriate, parents may be invited to engage with staff and participate in discussions with the child to help support development and wellbeing and foster good behaviour and relationships.

#### **5. Rewards**

##### **5.1. Verbal Commendation**

5.1.1. Pupils may be given positive encouragement for their good behaviour verbally in the form of praise informally or formally during assembly or other events. This will help to promote the pupil's self-esteem.

##### **5.2. Prizes**

5.2.1. Pupils may also be awarded prizes during assembly or class for their exceptional behaviour. These may be in the form of certificates or stickers or anything else deemed appropriate.

##### **5.3. Merit**

5.3.1. Pupils who excel at their work and other achievements can have these physically displayed for others to see which again will help to build their confidence and self-esteem.

## **6. Sanctions**

### **6.1. Verbal Reprimand**

6.1.1. Any pupil involved in a misbehaviour offence will be issued with a verbal warning, initially informally however depending on the persistency and severity, can be made formal in the form of meetings with parents. .

### **6.2. Detention**

Persistent and minor graded misdemeanours will be sanctioned with detention. Teachers have the authority to issue detentions to any student whether it is during or outwith class times within the school day. Detentions can take place during lunch hours or after school hours. Parents will be routinely be informed of what is happening. Misdemeanours that warrant a detention include:

- Disobedience
- Physical harm
- Verbal abuse
- Stealing
- Damaging property
- Bullying

### **6.3. Exclusion**

6.3.1. We take exclusion from the classroom/school very seriously and we will always endeavour to prevent this eventuality. If as a last resort, this step is taken, it will only be after all appropriate alternatives have been exhausted and there is no other remaining option. The wellbeing of the student will be the key consideration at all times.

6.3.2. Depending on the severity of the offence committed, and after referral to the Head Teacher, the Head Teacher can consider issuing the pupil with fixed term exclusion. This would mean that the pupil would be sent home for upto a maximum of 9 weeks during which the parents will be responsible for the child. The length of the exclusion will be proportionate to the individual circumstances of the child.

6.3.3 If a pupil is excluded for 3 days or longer, the school will attempt to provide appropriate work to the parents for the child to complete at home.

6.3.4. Following on from the fixed term exclusion, depending on the situation and circumstances, it can be escalated to a permanent exclusion where the pupil is taken off the school register and will not be allowed back. Permanent exclusion is also guaranteed for certain major offences including:

- serious physical/sexual violence or assault against a pupil or member of staff
- carrying a weapon
- arson

6.3.5. A pupil may be excluded if it is determined that in all the circumstance to allow the pupil to continue his attendance at the school would be likely to be seriously detrimental to order and discipline in the school or the educational well-being of the pupils

6.3.6 Upon their return to school after being excluded, pupils will be supported with intervention systems appropriate for the child. Systems may include:

- Routine behavioural support meetings
- Mentor
- Behavioural report card
- Flexible/part time timetable
- Individualised Educational Plan

6.3.7 In the event that a child is permanently excluded from the school, contact information will be provided to the parents for their local school and parents will be responsible for finding a school for their child. The school will cooperate with giving any information required for enrolling in the new school and educational records will be transferred to the new school upon the parent's request.

#### **6.4. Physical Punishment**

6.4.1. Physical (corporal) punishment is banned and no staff member is permitted to physically hit a pupil to discipline them.

### **7. Confiscation**

7.1. If school staff believe that a student may have a prohibited item such as a weapon or illicit substances in their possession, the concern should be raised to the headteacher and the pupil should not be challenged directly.

7.2. Pupils may be asked to empty and display the contents of their pockets or bags by a staff member, in the presence of a senior staff member, if possible, if the pupil is suspected of carrying an illegal/banned item such as a weapon.

7.3. If a pupil refuses to comply they will be asked to remain where they are and the police may be contacted.

7.4. Any items found to be considered dangerous or illicit will be removed, and if necessary, will be reported to the parents and the necessary authorities. The following items are listed in this category:

- weapons (such as knives)
- alcohol
- cigarettes tobacco
- illegal drugs/substances
- stolen property
- articles to commit an offence with
- other inappropriate items

7.5. Electronic devices such as mobile phones are advised to be left at home and not brought to school. If they are then they need to be stored in the lockers provided. If an electronic device not authorised for school use is found on a person then it will be confiscated and stored away securely until the end of the school day when it will be handed back to the parents of the pupil. The following items, when not authorised by for school use, are classified under this category:

- mobile phones
- tablets
- laser pens
- walkie talkies
- USB sticks
- external hard drives
- CDs and DVDs

## 7.6 De-escalation & Physical Intervention

- 7.6.1 Staff should practise de-escalation techniques in response to challenging behaviour and appropriate training will be made available to staff.
- 7.6.2 It is only acceptable for a member of staff to physically intervene where they believe that if they do not physically intervene, the child or young person's actions are likely to cause physical damage or harm to the pupil or to another person.
- 7.6.2 Staff are only permitted to physically intervene if they have received the appropriate training. Training will be made available to relevant staff.
- 7.6.3. Any incidents where a staff member felt it was necessary to physically intervene must be reported to the senior team. The full context must be provided including the date of the incident, who was involved and who was present.

## 8. Appeals/Complaints

8.1. For pupils/parents who feel that a given sanction has been unjust and would like to appeal against it or lodge a complaint, then the parents of the pupil must provide this in writing to the main office. This will then be passed onto the Head Teacher who will review the decision and invite the parent to a meeting to discuss the appeal. Any further decision will be given within 14 working days.