



**Barnsley Academy**

The best in everyone™

Part of United Learning

# **Barnsley Academy**

## **Warm-Strict Behaviour Policy**



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## Contents

1. Expectations.....	2
2. Policy Implementation.....	2
3. Praise and Rewards.....	4
4. Behaviour expectations .....	4
5. Corrections (Detentions).....	5
6. Banned items and searches Mobile Phones .....	6
7. Drugs.....	9
8. Bullying.....	10
9. Use of social media .....	10
10. Use of reasonable force .....	11
11. Suspensions (Exclusions).....	11
12. Serious Incidents that require investigation .....	11

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## 1. Expectations

The purpose of our Behaviour Policy is to ensure that all members of our community have knowledge of the behaviour system and follow it to bring about consistency of practice throughout the academy as we transition back fully from the COVID-19 outbreak.

It also ensures that all students understand what constitutes acceptable and unacceptable behaviour and that every student understands their choices and the consequences of their decisions. The policy also outlines the rewards that helps make the system effective as we recognise that rewards play as vital a role in the process of ensuring outstanding behaviour. Our key purpose is to ensure the safety, well-being and success of all our students.

In order to ensure success for all, we have in place a range of interventions to support students, develop positive relationships and refocus on learning. Poor conduct has consequences for learning and achievement and, in these unprecedented times, the safety and wellbeing of our community. High expectations of staff and students make a positive contribution in our aim of achieving the 'Best in Everyone'.

Our policy is built around our core values of **Ambition, Determination and Respect** and is aimed at supporting our students to exhibit the values we look to develop in them, and to reflect when they have breached these values. In applying this policy, the academy takes into account its duties under the Equality Act 2010 regarding relevant characteristics protected by that act, notably disability. It also takes into account the needs of pupils with special educational needs in line with the SEND Code of Practice 2015. The academy will also have regard to its safeguarding policy where appropriate.

We understand that the 'new normal' following two nationwide lockdowns will be difficult for some students. It may be even more challenging for some students with special educational needs. We will therefore look to make reasonable adjustments to this policy where necessary. Examples of reasonable adjustments include but are not limited to:

- Specific seating position in classroom
- Additional direction to remain focussed in lessons before being moved or removed
- Support from an additional adult in the classroom
- Any reasonable adjustments will be shared with staff of individual students.

## 2. Policy Implementation

All staff are to implement the academy policy consistently and fairly throughout the academy by setting the standards required to promote positive behaviour. All staff will be provided with a copy of this policy and the Senior Leadership Team of the academy will ensure all staff adhere to the behaviour policy and implement effective systems for keeping records of instances of behaviour that breaches our expectations.

In order to create an atmosphere of mutual respect and tolerance in which all members of our academy community can flourish and achieve their potential, all students are responsible for certain expectations in classrooms and in corridors. This includes the time spent journeying to and from Barnsley Academy.

### **AMBITION**

- Dress smartly in academy uniform and be proud to represent the academy.

- Show ambition by having high expectations of yourself.
- Think about the future and prepare for the opportunities that are available.

### **DETERMINATION**

- Arrive on time to academy and lessons.
- Show determination by always trying your hardest (100% effort).
- Do not give up when you find something difficult.

### **RESPECT**

- Observe the right of all people to personal space. The term “personal space” refers to the physical distance between two people.
- Look after your personal possessions and do not mistreat the possessions of others.
- Always show mutual respect.
- Follow all staff instructions at the first time of asking, regardless of who that member of staff is. (First time, every time)
- Respect the environment and make sure all litter is disposed of thoughtfully
- Listen carefully giving others your full attention without interrupting

### **Moving around the Academy**

Students should move around the academy in a calm, safe and purposeful manner. Students and staff are expected to keep to the left, keep quiet and keep moving when in corridors during lesson changeover and at break and lunchtimes. Students are expected to take the most direct route to their lessons. No food should be eaten when moving around the academy building.

In the case of a fire alarm sounding, all students must make their way in a calm and sensible manner to the fire assembly point and line up in single file, in alphabetical order in their tutor group, adopting silence.

### **Dining Spaces (Restaurant & Main Hall)**

It is expected that all students behave in a polite and respectful manner in the dining spaces. This includes the adoption of polite behaviour when queuing for food and drinks, when eating and drinking and when clearing tables at the end of a meal.

### **Toilets**

Students have access to toilets before school, breaktime, lunchtime and after school. Staff are able to use their discretion regarding polite requests to visit the toilets during lesson time but leaving a class for this purpose should always be viewed as an exception rather than a rule unless the student in question has a note confirming a medical condition or other individual need.

Students who are found to have damaged the toilets may be charged and will be sanctioned as they have not shown respect to our environment.

### **Central lift**

The primary purpose of the central lift is for the movement of goods between floors. Students with injuries or illnesses may be given a lift pass for their use. In these cases a single additional person may escort them in the interests of health and safety.

### 3. Praise and Rewards

The academy uses rewards as a strategy to inspire, enthuse and motivate students to fulfil their potential. Our aim is for all lessons to be rewards led. The use of rewards should be used before sanctions in order to develop a positive ethos in the classroom and around the building. Praise and rewards are linked to effort, willingness, co-operation, thoughtfulness, personal achievement etc. and are given when effort is:

- above the standard for that group
- above the standard for that student
- consistently good

All academy staff are able to use rewards such as verbal praise, telephone calls to parents, the organisation of letters, texts, emails or postcards to parents and public celebration of success in forums such as special mentions in Assembly and the academy's Twitter account.

### 4. Behaviour expectations

If a student fails to adhere to the rules set out by the academy in the classroom during a period of teaching, then the process set out below will be followed. We do not allow students to disrupt the learning of others as we fundamentally believe that every student is entitled to disruption free lessons.

#### Warn/Remove System

All students have the right to disruption-free learning. We operate a two-warning system which is referred to as Warn/Remove within all lessons.

#### Warn

If a student disrupts the learning of the class, this will be explained to them calmly and they will be their first warning. The student will be reminded that a further disruption to the learning of the class will result in them being removed from the lesson.

#### Remove

If a student disrupts the learning of the class for a second time this will be explained to them. The teacher will log the remove on Arbor and students are directed to take themselves to the Protected Learning Room (PLR) where they will be booked in for the rest of the lesson they have been removed from.

Students who are placed into Protected Learning Room (PLR) as a consequence of Remove will:

- remain there until the end of that lesson
- be issued a 25 minute correction after school that day

#### Protected Learning Room

The PLR is an alternative to avoid a 24-hour period in the Reflection Room (Internal Exclusion).

Upon entering PLR students are greeted and informed of the rules for the room, expectations of work to be completed and when the student will be leaving (usually the end of that period of learning) If a student fails to meet the expectations of PLR and complete the work set then they will remain in the room for a second period.

Failing PLR or returning from a fixed term suspension will result in a 24-hour period in the Reflection Room (Internal Exclusion).

If a student is removed from two lessons in one day or three lessons in one week, they will be placed in Reflection Room for 24 hours.

### Reflection Room

The Reflection Room is used as an area in which students are isolated from the rest of the academy for persistent removal from lessons and spending time in the PLR; it can also be used as a more serious sanction as outlined in the policy for serious or persistent breaches of our expectations with regard to behaviour. We always try to minimise the time that students spend in the Reflection Room.

The Reflection Room operates from 8:20am until 3:30pm every day. Students are provided with an alternative breaktime and lunchtime to the rest of the Academy.

Students are provided with work to complete in line with curriculum plans for their timetabled subjects and are expected to work in silence throughout the day.

Upon entering the Reflection Room pupils are greeted and informed of the rules for the room. Students are then seated in a designated seat. Students are provided with lunch if they do not have this with them and have access to water throughout the day. Students are allowed access to a toilet when this is required. The Reflection Room is a well-lit, open room with both heating and air conditioning in place to ensure that the physical conditions are conducive to maintaining levels of comfort. The Reflection Room is supervised throughout the day and any concerns about student behaviour whilst in this space are referred to the Senior Leader for Behaviour or a senior member of staff on duty.

## 5. Corrections (Detentions)

24 hours' notice of a correction is no longer required. 'Schools don't have to give parents notice of after school detentions or tell them why a detention has been given' (<https://www.gov.uk/academydisciplineexclusions>) However as an Academy, we will inform parents via Arbor of Corrections set after school. The purpose of Corrections is to improve behaviours and act as a deterrent for future misbehaviour. Parental permission is also not required provided that staff have considered:

- The welfare of the child.
- Whether the child has caring responsibilities,
- Whether parents should be informed of the correction, any travel arrangements. Inconvenience to the parents does not matter if the child has a means to get home safely.

The Academy sets corrections for certain misconducts or poor behaviour choices. The table below shows examples of what students may get detentions for but is not limited to these reasons only.

Sanction	Possible reasons it may be issued in a lesson
25-minute correction	<ul style="list-style-type: none"><li>• Not completing homework.</li><li>• Not bringing the correct equipment to a lesson.</li><li>• Not completing an adequate volume of work when the reason is clearly lack of determination.</li><li>• Using a banned item in class (phone etc.)</li></ul>

	<ul style="list-style-type: none"> <li>• Chewing or eating in class.</li> <li>• Being late to the lesson</li> </ul>
50-minute correction	<ul style="list-style-type: none"> <li>• 50-minute same day correction if a student is found truanting a lesson</li> <li>• If you have been in the PLR Room</li> <li>• Students in the Reflection Room will remain in school until 3:30pm</li> </ul>

## Suspension

Suspension is a very serious sanction and not taken lightly. The decision to exclude a student from the academy is made only by the Principal (or 'Acting' Principal if Principal is not available. The Vice Principal is designated as 'Acting' in this instance). A student's parent/carer will be informed by telephone and by letter if their child is suspended. Letters will be sent electronically and by post.

Parents/carers are legally responsible for their child for the first 5 days of any suspension and they must be at home during this period. If a child is suspended for a period of more than 1 day, a member of the academy's welfare team will conduct 'safe and well' checks to ensure that our safeguarding duties are maintained. Parents/carers of students who are suspended for more than 1 day and who are in receipt of Free Academy Meals will be provided with vouchers for this use. Whilst it is not a legal requirement to do so, the academy will always invite parents/carers to attend a reinstatement meeting with a member of the pastoral or senior leadership teams, and sometimes a governor if appropriate, on return from any fixed term exclusion. Further details regarding suspensions can be found in the academy's Exclusions Policy.

## 6. Banned items and searches Mobile Phones

Mobile phones are now banned from being used at any point on the academy's site, whether indoors or outdoors. Mobile phones are not just distracting, but when misused or overused, they can have a damaging effect on a pupil's mental health and wellbeing. Procedure: We operate a 'See it, Hear it, Lose it' policy with regard to mobile phones. This simply means that a mobile phone will be confiscated if it is seen or heard on the academy's grounds\*.

- This restriction is in place at all times while students are on the grounds of the academy; this includes when students arrive and leave at the end of the day. It is also in place after enrichment clubs have finished. Phones should be turned off (not just put on silent) and put away before students enter the academy gates and not turned on again until they have left the site.
- We recognise that some parents/carers, in the interests of their child's personal safety, may wish their child to have their mobile phone with them for their journey to and from the academy but must stress the importance of parents/carers clearly communicating that this must be turned off at all times on site.
- Mobile phones that are seen or heard will be confiscated and stored in a secure place within the Head of Years office and can only be collected by a parent/carer at the end of the academy day.
- Students will be able to contact staff on duty/staff running clubs if there is an emergency and they require to speak with their parent/carer although we do not envisage this to be necessary. Whether or not a situation is an emergency can only be determined by a member of staff.
- We will ensure that any important messages are relayed to your child through the day if you leave a message at reception. However, please be aware that this facility should only be used for emergencies.

- Students who refuse to hand the phone over to a member of staff will be placed in the Reflection Room for the rest of the day. In these instances, parents will be contacted by the relevant Head of Year. Refusal to go into the Reflection Room may result in a Fixed Term Suspension. \*Please note that if a member of staff does not physically see the phone, then this can still be confiscated if they are sure the student has been using it i.e. text has been sent to parents.

The law relating to searches Schools, including academies, have the statutory power to undertake a search of a pupil or their possessions (without their consent) if there are reasonable grounds to believe that the pupil may be carrying a dangerous or banned substance or object, e.g. a weapon or illegal drug, or any other item which might pose a serious risk to the safety of that pupil and/or others. The specific items which can be searched for without consent are specified on page 11 of the DfE's Behaviour and Discipline in Schools Guidance with more detailed information provided in Screening, Searching and Confiscation – advice for Headteachers, staff and governing bodies. This includes “any item banned by the school rules which has been identified in the rules as an item which may be searched for.”

#### **Banned items\***

- Mobile phones
- Cigarettes, Tobacco, e-cigarettes and Vape Pens
- Cigarette lighters, matches or other means of starting a fire
- water pistols or any toy that resembles a weapon
- chemical substances other than controlled drugs, e.g. ‘legal highs’
- Chewing gum
- Energy drinks (e.g. Red Bull, Monster, Relentless)
- Laser pens/pointers
- Permanent marker pens
- Aerosol cans
- Correction fluid

\*We will also confiscate any item which is harmful or detrimental to academy discipline. The screening and searching advice details what should be done with items that have been confiscated during a search, including the circumstances under which the police should be involved, and when the use of force can be applied.

Only the Principal or a member of academy staff authorised by the Principal, can undertake the search of a pupil and there must be a witness (also a staff member). At Barnsley Academy the Principal gives authorisation to any members of the Senior Leadership team to carry out searches.

The person carrying out the search should be the same sex as the pupil being searched as, ideally, should be the witness. There is a limited exception to this rule (where a search can be carried out on a pupil of the opposite sex and / or without a witness) only where the Principal or authorised member of staff reasonably believes that there is a risk that serious harm will be caused to the person if the search is not conducted immediately and where it is not reasonably practicable to summon another member of staff.

Any searches of a pupil's own person or of their possessions must be carried out with due consideration for the pupil's personal dignity, health and safety, the academy's Safeguarding policy and United Learning staff-pupil relations guidance. There may be rare instances where a child with a specific SEND diagnosis requires a different approach. For example, the academy may refrain from

searching, unless in an emergency, if a child is tactile defensive or has a sensory sensitivity which means that a search may significantly escalate a situation. This would mean dealing with the situation in a different way, bespoke to the needs of the child. Any such searches will always be viewed as a last resort, when other methods of investigation and communication have failed and only if absolutely necessary, such as in extreme situations where leaving a pupil with such a suspected item could pose risks to others (or to that pupil). It is hoped that in the great majority of instances, there will be no need for a search to be carried out.

### Searches without Consent

The following items are banned in academy and students may be searched for them without their consent and without the consent of their parents:

- Knives or weapons.
- Alcohol.
- Illegal drugs.
- Stolen items.
- Tobacco and cigarette papers.
- Fireworks.
- Pornographic images.
- Any article that the member of staff reasonably suspects has been, or is likely to be, used: i) to commit an offence, ii) to cause personal injury to, or damage to the property of, any person (including the pupil).

Members of staff can use such force as is reasonable given the circumstances when conducting a search for knives or weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images or articles that have been or could be used to commit an offence or cause harm. Such force cannot be used to search for other items that an academy has decided to ban under its behaviour policy.

Before a member of staff carries out a search without consent, the member of staff must reasonably suspect that the student has the prohibited item in his/her possession. Only staff members authorised by the Principal may carry out searches without consent. Any member of the Senior Leadership Team is authorised by the Principal at Barnsley Academy to conduct a search.

Academy staff can seize any prohibited item found as a result of a search and can also seize any item, however found, which they consider harmful or detrimental to academy discipline. When deciding what to do with a prohibited item, the academy will act in line with statutory guidance issued by the Department for Education.

Please note - The academy will notify parents when a search has taken place regardless of whether items are found or not.

### Searches with consent

The academy may search students with their consent for any item. A pupil's possessions can only be searched in the presence of the pupil and another member of staff, except where there is a risk that serious harm will be caused to a person if the search is not conducted immediately and where it is not reasonably practicable to summon another member of staff.

### Extent of search

The person conducting the search may not require the pupil to remove any clothing other than outer clothing. 'Outer clothing' means clothing that is not worn next to the skin or immediately over a

garment that is being worn as underwear but 'outer clothing' includes hats, shoes, gloves and scarves. 'Possessions' means any goods over which the pupil has or appears to have control – this includes bags, lockers and desks. It is a condition of having a locker in academy that the student gives their consent to it being searched.

Any formal complaints about searches should be made in accordance with the academy's Complaints Policy. Confiscation of articles Academy staff have the power to confiscate property from students under their general right to discipline contained in s91 of the Education and Inspections Act 2006.

#### Disposal or retention of articles confiscated from students

The academy will follow the Department for Education guidance 'Screening Searching and Confiscation – advice for headteachers, staff and governing bodies' (<https://www.gov.uk/government/publications/searching-screening-and-confiscation>) in deciding what to do with confiscated items.

## 7. Drugs

The academy operates a zero-tolerance policy on drugs for the health and safety of all staff, pupils and visitors. The academy policy on drugs applies to all academy and academy-related activities whether on or off site. This includes the journey to and from academy.

The word 'drugs' used in this policy does not just mean illegal drugs. It extends to alcohol, tobacco products, volatile substances and legal highs. The academy takes into account guidance issued by the Department for Education. The academy will monitor and deal with any drugs issues promptly and be proactive in trying to prevent any future drugs incidents.

Pupils will receive drugs education as part of the PSHE programme and the academy will also involve outside agencies such as drugs education charities where applicable. Any pupil found to be involved in a drugs-related incident will be disciplined in accordance with the academy's behaviour policy.

The sanction is likely to be, except in exceptional circumstances, permanent exclusion from academy.

- Dealing with illegal drugs will, except in exceptional circumstances, lead to permanent exclusion.
- Using illegal drugs will, except in exceptional circumstances, lead to permanent exclusion.

This distinction between dealing and using is particularly important operationally. Sometimes, it will also be necessary to involve the police. The academy will discuss this and take advice as necessary. Confiscation of drugs Any drugs found will be confiscated by staff who will dispose of them in accordance with guidance issued by the Department for Education.

Drug offences will always be reported to Police and any drugs handed over to the Police if requested. Similarly, any drugs-related paraphernalia such as needles will be disposed of in a prudent manner. The academy may carry out searches for drugs in accordance with this policy. Parental involvement Usually the academy will inform parents/carers when their child has been found to be involved in drugs but where there are potential safeguarding issues the academy must act in the best interests of the child which may mean a decision not to inform parents.

## 8. Bullying

Bullying is defined as the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power. Bullying is, therefore:

- Deliberately hurtful
- Repeated, often over a period of time
- Bullying will not be tolerated at the academy. We have a 'TELLING' ethos where every allegation of bullying will be investigated. We do not accept name calling or inappropriate language as 'banter'. Please see our Anti-bullying and Harmful Peer Relations Policy for full details.

### Malicious accusations against staff

These can be very damaging for a member of staff welfare and any such incident made against staff may involve a formal investigation. If an allegation is falsely made against a member of staff, then the student (s) will be sanctioned with an exclusion. The length of exclusion and whether this is internal or external will be treated on a case-by-case basis.

The power to discipline beyond the academy gate

The range of the academy's Behaviour Policy extends to activities outside the academy day and off the academy premises when the pupil is:

- Taking part in any academy organised or academy related activity.
- Travelling to or from academy.
- Wearing academy uniform.
- In some other way identifiable as a pupil at the academy.

Even where 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 pupil, 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.

### Hate Speech

Hate speech (Racist/Homophobic/biphobic or transphobic language) will be taken very seriously as it goes against our core value of respect. Any racist remarks will be reported the police. Any hate speech carries a sanction, and this will be determined by the seriousness of action.

## 9. Use of social media

The policy applies to all forms of social media and apply to the use of social media for both academy purposes and personal use that may affect the academy, pupils or staff in any way. Misuse of social media includes (this is not an exhaustive list):

- Damaging the academy or its reputation, even indirectly.
- Use that may defame academy staff or any third party.
- Use that may harass, bully or unlawfully discriminate against staff, other pupils or third parties.
- False or misleading statements.
- Use that impersonates staff, other pupils or third parties.

- Expressing opinions on the academy's behalf.
- Using academy logos or trademarks.

Social media usage can be incredibly useful when used correctly and responsible use of social media is promoted. However, breach of the policy on the use of social media will result in sanctions. In line with government guidance relating to the Prevent Duty, children must be kept safe from terrorist and extremist material and suitable filtering within academy is in place. Key words are picked up by our 'Senso' software and usage is tracked and sanctions applied where applicable.

## 10. Use of reasonable force

The academy follows the Department of Education advice 'Use of Reasonable Force - advice for academy leaders, staff and governing bodies' (<https://www.gov.uk/government/publications/useof-reasonable-force-in-schools>).

Members of staff have the power to use reasonable force and the policy can provide that they may use reasonable force to prevent pupils from committing an offence, injuring themselves or others, to prevent damage to property and to maintain discipline. Use of force may also relate to searches as outlined in Section 5.

## 11. Suspensions (Exclusions)

Please see Exclusion Policy for full details and also DfE guidelines - <https://www.gov.uk/government/publications/school-exclusion>

## 12. Serious Incidents that require investigation

If there is an incident that requires an investigation, this should be overseen by the Vice Principal (Behaviour, Character and Culture) and the Senior Leader for Behaviour who may appoint another member of staff to act as the lead in relation to the investigation.

- Student (s) involved should be isolated immediately in the Reflection Room (or any other area that they can be isolated) and given the opportunity to write an initial statement. It must be made clear to them to state where it happened, when it happened, which individual were there and full details of what occurred. They are not to discuss the situation with anybody before completing statement.
- Phones should be taken from the students(s) and they are to be supervised whilst completing the statement. The member of staff who supervises this should sign the statement also. (The student may need support in the writing the statement).
- The student(s) will remain in Reflection Room or other form of isolation until the investigation is complete.
- Any member of staff who were witness should email the member of staff overseeing the investigation with a full statement as soon as possible.
- Any student(s) who were witnesses should complete a statement whilst being supervised by a member of staff. It must be made clear for them to state where it happened, when it happened, who was there and full details of what occurred. They are not to discuss the situation with anybody before completing statement.

- The lead on the investigation will speak with the witnesses regarding the statements made to ensure that all relevant information is collected and then ensure that the statements are signed.
- The lead on the investigation will speak with the student(s) regarding the statements made to ensure that all relevant information is collected and then ensure that the statements are signed.
- The lead on the investigation will then discuss with Vice Principal the most appropriate sanctions to apply. Please note if a decision is made to either Fixed Term or Permanently exclude the child then this can only be decided by the Principal or 'Acting Principal' if the Principal is not available.
- Parent(s) will then be contacted to inform them of incident/outcome where appropriate. This should include any victim involved in incident.