



Positive Relationships and Behaviour for Learning Policy

Policy Owner:	Director of Education
Status:	Statutory / Mandatory for all CET schools
Approved by:	Education Standards Committee on June 2025
Version:	1
In-Year Revision / Page:	
Last Reviewed:	June 2025
Next Review Date:	June 2026

Contents

Policy Overview	Page 1
Contents	Page 2
Introduction	Page 3
Relationship to Other Trust Policies	Page 3
Principles and Purpose	Page 4
Roles and Responsibilities	Page 5
Core Expectations	Page 7
Routines, Consequences, Rewards	Page 7
Detentions	Page 8
Removal from the Classroom	Page 8
Suspensions and Permanent Exclusions	Page 8
Adapting Consequences for Pupils with SEND/ What are Reasonable Adjustments	Page 10
Uniform	Page 11
Mobile Phones	Page 11
Visits to the toilet during lessons	Page 11
Social media and unacceptable online behaviour	Page 11
Physical restraint	Page 11
Drugs	Page 12
Searching and confiscation	Page 12
Police searches	Page 14
Suspected criminal behaviour	Page 15
Malicious allegations	Page 15
Monitoring and evaluation	Page 15
Other	Page 15
Policy on a Page	Page 16
School level appendix	Page 17

Introduction

At Creative Education Trust, we strive to build a learning community where staff, pupils and families work together to successfully nurture and develop the potential of all.

As a family of schools, all of our academies share a common purpose: to make a difference every day to the lives of the young people and communities that we serve. However, all of our academies also have their own unique identity, which we deliberately foster. For this reason, this policy should be read in conjunction with each school or academy's individual approach to Promoting Positive Relationships and Behaviour for Learning, which is included in the appendices (Appendix 2-5) at the back of this documentation.

This policy is based on legislation and advice from the Department for Education (DfE), which is clearly referenced at appropriate points within this documentation. In particular, the trust acknowledges its legal duties under the Equality Act 2010, in respect of safeguarding¹ and in respect of pupils with special educational needs (SEND)². The trust believes that pupils with different needs should be provided with the support they need to achieve individual success, while still operating within the framework of this and our other policies.

Relationship to Other Trust Policies

- Anti-bullying
- Suspensions and Permanent Exclusion
- SEND
- Attendance
- Child Protection and Safeguarding
- Teaching, Learning and Curriculum
- Equality, Diversity and Inclusion
- Relationships and Sex Education

¹ [Keeping children safe in education 2024](#)

² [SEND Code of Practice January 2015.pdf](#)

Principles and Purpose

Creative Education Trust’s approach to behaviour for learning is centred around building the relationships that promote positive behaviour and learning.

Using the principles of Therapeutic Thinking³ as a framework, our academies are developing whole establishment approaches that foster positive relationships, thus creating a calm, safe and supportive environment, free from disruption, in which our children and young people can thrive, both in and out of the classroom, and reach their full potential.

This approach complements our trust ethos and supports our shared trust values of **Ambition, Equity and Opportunity**:

Positive Relationships and Behaviour for Learning Policy – Our Values in Action		
Ambition	Equity	Opportunity
<p>We have unapologetically high expectations – our pupils deserve this.</p> <p>As a result, we expect all of our pupils to:</p> <ul style="list-style-type: none"> - Have positive attitudes and demonstrate a commitment to their education and school. - Behave with consistently high levels of respect and regard for all members of our learning community. - Be polite and have good manners - Wear their uniform smartly and with pride. 	<p>We have clear rules, routines and systems, to ensure good relationships and behaviour, so that all our pupils can learn safely and disruption-free.</p> <p>However, we realise that positive relationships and behaviour needs to be explicitly taught, and that some of our pupils will need more support to reach that standard than others.</p>	<p>We expect our teachers to deliver an effective curriculum during lessons, employing appropriate pedagogy that is inclusive, whilst maintaining high expectations.</p> <p>This is so that our pupils can develop their knowledge and understanding, and be able to apply it when they leave school, wherever they work or study.</p>

Roles and Responsibilities

All members of the CET family have a responsibility for promoting and maintaining positive relationships and behaviour in our schools and academies.

Our specific roles are outlined as follows:

Trustees/Education Directors

Our trustees, in consultation with the central team of Education Directors, set our vision, values and strategic direction. This is usually via agreed trust wide policies, including this Promoting Positive Relationships and Behaviour for Learning policy. They review these regularly to ensure that our pupils receive the best possible provision.

³ [Therapeutic Thinking](#)

CET's Education Directors provide support and challenge to school staff ensure that the trust's policies are embedded, and that the quality of relationships and behaviour is regularly and effectively monitored.

Headteachers/Principals and Senior Leaders

The Headteacher or Principal, and other senior leaders, are responsible for developing and maintaining a positive learning community that embeds the values of the trust. In practice this means:

- Ensuring that there are clear policies for routines, rewards and consequences that promote positive relationships and behaviour, including good attendance, both during lessons and at other times
- Providing induction, ongoing training and, if required, further support for all staff and pupils, which makes known the routines, rewards and consequences and which helps to ensure that they are always fairly applied
- Ensuring that the policy promotes equality for all pupils and addresses individual needs. Where there are underlying causal factors for unacceptable behaviour, the headteacher or principal, supported by senior leaders, are ultimately responsible for ensuring that these are considered when deciding which actions to take in response.
- Supporting the practical day-to-day aspects of the policy's implementation by: being visible; responding to and investigating serious instances of unacceptable behaviour; ensuring all relevant information about individual pupils is shared within and between teams; and communicating effectively with parents, outside agencies and other key stakeholders, as appropriate.
- Ensuring that suspensions and permanent exclusions are issued in a manner that is compliant with the relevant statutory guidance and as a 'last resort', and that appropriate arrangements are made for the re-integration of pupils further to periods of suspension.
- Making all staff aware of the statutory guidance contained or alluded to within the relevant sections of Keeping Children Safe in Education, so that they can adequately safeguard pupils when responding to allegations of child-on-child abuse, sexual harassment, sexual violence, or when pupils report bullying
- Scrutinising and reporting, using the agreed processes, data in relation to routines, rewards and consequences to ensure that they remain effective. This includes keeping written records of all significant behaviour and safeguarding incidents, using the trust's MIS system and CPOMS, as well as ensuring that individuals and groups are closely monitored to allow for early intervention, and reviewing the support provided to individual pupils and the impact of this
- Prioritising the explicit teaching to pupils about the school's behaviour routines, rewards and consequences, including the rationale for each, and providing a relevant PSHE programme.

Staff

Staff will model leadership and act as positive ambassadors of the school and the trust, acting, at all times, in line with this and other policies through their professional behaviour and conduct. In practice this means that all staff will ensure that they are:

- Modelling the behaviours that they wish to see, engaging with pupils in a polite, calm and respectful manner
- Encouraging the development of social, emotional and behavioural skills by highlighting and promoting positive behaviour
- Always doing their best to 'de-escalate' situations when a pupil behaves in an unacceptable manner, both inside and outside of the classroom, by applying this policy fairly and attempting to repair relationships with a pupil before their next lesson
- Seek to understand any underlying issue, including SEND, or contextual challenges that may help explain – if not excuse – unacceptable behaviour
- Ensuring that pupils have 'thinking time' in between warnings so that they have a chance to adjust their behaviour
- Helping pupils to understand the reasons for any consequences they are given – either at the time they are given or afterwards
- Reporting, using the agreed processes, any safeguarding, wellbeing and/or relationship and behaviour concerns.

Additionally, all staff will endeavour to develop positive relationships with pupils which, according to role, may include:

- Greeting pupils in the morning/at the start of lessons and, if appropriate, undertaking supervisory or other 'duties'
- Establishing clear routines and communicating expectations of behaviour
- Preparing lessons that ensure all pupils can access the curriculum appropriately.
- Responding to – and, where possible – minimising the likelihood of - low-level disruption, in line with the school's policies and procedures. For example, getting to know pupils well, developing an understanding of potential 'triggers' for any unhelpful behaviour and using this knowledge to plan the best ways to support individuals to better manage their behaviour
- Providing support programmes for identified individuals so that they learn how to better manage their behaviour
- Communicating with parents regarding concerns and, where appropriate, providing or signposting advice and/or support for families.

Pupils

Pupils are ambassadors of our schools even when off site. They are expected to follow the school's behaviour rules and routines; to listen to and follow instructions by staff, and accept and learn from any consequences that they receive. This extends to any arrangements put in place to support them in forming positive relations and improving their behaviour for learning.

Parents

Parents play a big part in ensuring that their children are successful at school. Sending their child to the school implies an acceptance of, and support for, the school's policies by parents, including the Positive Relationships and Behaviour for Learning Policy. Parents should inform leaders about any known or potential special educational needs, or personal issues, that may result in their child displaying unacceptable behaviour. Parents may be asked to attend meetings with staff to discuss their child's behaviour, including after a suspension at the point at which their child is re-admitted to school.

Policy Detail

Our Core Expectations

In line with our shared values and ethos, all CET schools consistently promote both our high expectations, and any necessary support, to ensure that all pupils have the best opportunity to thrive both in and out of the classroom.

As a result, all CET schools will prioritise:

1. Agreeing a shared set of values that communicate expectations for relationships and behaviour, and which help all members of the learning community understand how they can work and succeed together
2. Having clear and simple routines, rewards and consequences which link directly to the school or academy's values, and which foster high standards of behaviour and a calm and safe environment
3. Providing training and support to staff on managing behaviour through the continuing professional development cycle
4. Considering poor behaviour in relation to SEND and other relevant circumstances, making reasonable adjustments to these policies, where appropriate, to ensure that the Positive Relationships and Behaviour for Learning policy is always applied fairly.
5. Regularly and deliberately teaching pupils about both acceptable and unacceptable behaviours, in society at large, as well as at school
6. Planning a well sequenced curriculum with a view to ensuring that pupils are always engaged in purposeful learning.

Routines and Consequences

All of our staff and pupils have a right to work in a school where they can learn and are treated with courtesy and respect. Likewise, expectations and boundaries are necessary and normal part of our society. They support emotional, psychological, and physical safety, as well as providing points of reference for what we expect of ourselves and each other.

For this reason, a cornerstone of all of our schools and academies' behaviour for learning processes is a system of agreed routines, during both lesson times and social times, and consequences or ways of dealing with unacceptable behaviours.

In line with the trust values, and in response to our commitment to Therapeutic Thinking, our 'consequences' are not designed to be punitive but are either:

- Developmental and restorative, helping the pupil to understand the impact of their behaviour, or
- Protective, preventing the pupil from behaving in these ways until they receive the support they need to help them to make better decisions.

Staff can apply agreed consequences to pupils at any time that the pupil is in school, or when out of school if:

- The pupil is taking part in an activity organized by the school or trust
- The pupil is travelling to and from the school
- The pupil is wearing school uniform
- The pupil is in some way identifiable as a member of the school
- The actions of the pupil could have repercussions for the orderly running and/or reputation of the school
- The pupil could, on the balance of probability, be a threat to a member of the school community.

Rewards

The positive reinforcement of good relationships and behaviour is a powerful tool for establishing a strong learning community. For this reason, all our schools detail the rewards pupils can receive, and how these link to the school values (see appendix). They may include, but are not limited to:

- Verbal and written praise

- Points systems
- Letters or phone calls home
- Special responsibilities/privileges, especially where the position actively supports the creation of a positive learning community, as well as the personal development of the young person concerned
- Celebration events, including, but not limited to reward trips, assemblies and presentation evenings.

Detentions

These may be set before, during or after school, on any school day or Staff Training (INSET) Day. If pupils are detained during the lunch break, they will still be given reasonable time to eat, drink and use the toilet. Please note that parental consent is not required for a detention to take place, although staff will always endeavour to give notice on the day or day before the detention.

Where appropriate, staff will also always take into consideration any special needs a pupil may have, that may, for example, impact on their ability to travel home safely after serving a detention.

Removal from the classroom

Some of our schools and academies use a removal system in response to serious or persistent breaches of this policy during lesson times. This offers pupils important 'time-out', and also allows other pupils the opportunity to learn without disruption.

Staff will seek to minimise the amount of time that the pupil who has been removed from a lesson spends outside of the classroom. Wherever it is considered likely that the pupil can be re-integrated into the lesson after a brief conversation, then staff will seek to do this. Otherwise, staff will try to re-integrate the pupil back in to a subsequent lesson later on during the day. Brief periods of time educated outside of the classroom may be considered to be a supportive intervention rather than a 'punishment.' Where this intervention is not effective – or where the initial unacceptable behaviour was particularly serious or repeated – a pupil may be required to serve an internal exclusion, as an alternative to an external suspension from school. This may start, and end, at a time later than the normal school day.

Pupils who are removed from lessons will usually continue to follow the normal curriculum. If this is not possible, they will be provided with appropriate work for their age and ability. In addition to completing work during the period of removal, pupils will also be supported with their behaviour, by being helped to consider how they can behave differently in the future. Sometimes, staff may consider that this behaviour support work must take priority over curriculum learning. Where this is the case, arrangements will be made to ensure that the pupil can catch the missed learning up before they return to their normal lessons.

Parents, carers and guardians will be informed of the removal on the same day.

Details about how removal systems, if appropriate, work in this school are set out in the appendix to this policy.

Suspensions and Permanent Exclusions⁴

All children and young people have a right to an education and to be protected from a life of underachievement and social exclusion⁵. This does not, however, mean that our schools and can always avoid excluding a pupil or placing them in a specialist educational setting. Used in the right way, a suspension or exclusion can be followed by actions that are restorative or interventions that help the pupil avoid carrying out the unacceptable behaviours again.

This said, suspensions and permanent exclusions will only be used as a last resort. Staff actively seek to prevent suspensions through proactive approaches to relationships and behaviour, including through the use of systems and procedures to identify and support pupils whose behaviour is causing serious concern. A range of possible strategies, including off-site directions, 'managed moves' and the use of alternative provision, that staff might use to support pupils are outlined in the appendix to this policy.

⁴ [Suspension and permanent exclusion guidance](#)

⁵ Article 48, UN Convention on the Rights of the Child (CRC)

Where a fixed term suspension or permanent exclusion is being considered, the headteacher or principal will ensure that there is a full investigation, which will include:

1. Evidence being collected (from pupils involved, other witnesses, staff and CCTV etc.).
2. The SEND team being consulted about any recognised SEND that may have caused/contributed to the behaviour
3. The pastoral/safeguarding team being consulted about any known issues that may be affecting the pupil, as well as the level of support that has been provided

Only when all of the above steps have been taken, and the information provided has been reviewed in line with the relevant statutory guidance, will the headteacher or principal decide what action will be taken. Typically, pupils who engage in persistent disruptive behaviour will be internally excluded rather than externally suspended. When the headteacher or principal decides to issue an external suspension instead, they will explain the rationale for this in their letter to parents, as well as any behaviour support previously provided to the pupil.

Suspensions and exclusion will never be used for poor academic performance, lateness or truancy, a breach of the uniform rules, or the behaviour of the pupil's parents, carers or guardians.

On returning from suspension, the pupil and their parents will attend a reintegration meeting. This will include a focus on the support staff will provide the pupil to correct their behaviour, and how this support, and its impact, will be monitored. For details of the different kinds of support that may be available, please see the appendix to this policy.

Should a pupil serve three suspensions, in any given term, or more than three during any given academic year, the pupil and their parents will be invited to a meeting of relevant professionals, to discuss the impact of previous forms of support that have been offered, and to consider any other ways forward.

Where a pupil has not been suspended from school, but a pattern of unhelpful behaviour is evident, leaders may invite the pupil and their parents to such a meeting to see what can be done to support the pupil. Parents themselves may request such a meeting should they become concerned about their child's behaviour or the sanctions that they are accumulating because of it.

For more detailed information regarding exclusions, please see the trust Suspension and Permanent Exclusion Policy.

Adapting consequences for pupils with SEND

Any consequences given will always be in line with this policy. They will also be fair, reasonable, proportionate and in accordance with the Equalities Act, 2010. As part of this, staff recognise that pupils' behaviour may be impacted by a special educational need and/or a disability (SEND).

This means that staff will try to anticipate, as far as possible, all likely triggers of misbehaviour and, where appropriate, put in place support plans for identified pupils to prevent issues from occurring. Where necessary, support and advice will be sought from relevant external agencies, including the Local Authority, and we will always work with the child or young person's family to create a plan⁶.

Plans might include specific strategies, such as rewards, visual cues, interventions or calm-down areas, where pupils can go to regain control of their emotions. These plans will be shared with teachers so that they know how to support individual pupils in their learning and behaviour. Staff will regularly review these plans, working collaboratively with the pupil and their parents, to ensure they remain appropriate.

When incidents of unacceptable behaviour arise, staff will also consider them in relation to a pupil's SEND and the consequence system may be adapted to cater to the specific needs of that pupil.

Decisions on whether a pupil's SEND had an impact on an incident of misbehaviour will be made on a case-by-case basis by senior staff; not every incident of misbehaviour will be connected to an additional and/or unmet need.

When considering a behavioural sanction for a pupil with SEND, staff will take into account the following three things:

1. Whether the pupil was able to understand the agreed expectation or instruction
2. Whether the pupil was unable to act differently at the time as a result of their SEND
3. Whether the pupil is likely to behave aggressively due to their particular SEND

If the answer to any of these questions is yes, senior staff at the school or academy will then assess if it is appropriate to use a consequence at all, and, if so, whether any reasonable adjustments need to be made.

What are 'reasonable adjustments'?

Any variations to our policies will always take into account the specific circumstances and requirements of the pupil concerned. In practice, however, this means:

1. Modifying the consequence, for example internal exclusion with the SEND team, as opposed to mainstream internal exclusion or external suspension, to provide a more appropriate work environment, to support with school work and/or to create a more familiar structure to the working day, for example
2. Pausing the usual behaviour processes whilst the pupil completes interventions or coaching to build confidence/understanding of the expected behaviours.

It should be noted, however, that, whilst staff will always consider the impact that their actions will have on the pupil with SEND, they also need to consider the safety and well-being of all other members of the school community. learning community as a whole.

For this reason, staff will work with relevant external agencies, including the local authority, the when they identify a pupil who is at risk of suspension/nearing the threshold for permanent exclusion, to identify any further support that could be put in place.

Should a pupil in receipt of an Education Health Care Plan (EHCP) be at risk of permanent exclusion, then an Emergency Review of that plan will be called at the earliest opportunity.

⁶ Patterns of challenging behaviour by pupils, who are not on the SEND register, will also always be raised as a concern to the SENCO for investigation into unmet or unidentified issues.

Uniform

Effective teaching and learning starts with a smart and tidy appearance as it helps to instill discipline and pride, reducing the risk of distraction in lessons. The uniform expectations, and support available to families, is outlined in the appendix to this policy.

Individual academy uniforms should be worn by all pupils. Prohibited items can be confiscated. Likewise, pupils may be lent correct uniform or placed in isolation with appropriate work until uniform issues are resolved.

Mobile phones

Mobile phones are part of everyday life, However, allowing access to mobile phones in the school day gives rise to a number of risks, including disruption and serious bullying and abuse.

Headteachers and Principals have discretion as to whether, and in what circumstances, mobile phones and other devices can be used during the school day. This can include restricting or prohibiting mobile phones. The school's approach to mobile phones is set out within the appendix to this policy.

Visiting the toilet during lessons

Pupils are encouraged to visit the toilet during social times and lesson changeover periods. If staff allow a pupil to visit the toilet during lesson times, the pupil may be asked to leave their switched-off mobile device in a tray on the teacher's desk. The pupil will be able to collect their mobile device immediately on return to the classroom. This is to minimise the ability of pupils to use their mobile phones in an unsupervised manner, which can represent a safeguarding risk.

Social media/unacceptable online behaviour

The misuse of social media, or the undertaking of unacceptable on-line behaviour in general, may fall under the remit of this policy in the following circumstances:

1. Damage is caused to the reputation of one or more members of the school community, or to the school as a whole
2. Use that may harass, bully or discriminate
3. The posting of demonstrably false or misleading statements.

In accordance with DfE guidance, online safety is a core feature of our PSHE curriculum and age-appropriate internet filtering is used within school.

Physical Restraint⁷

Staff have a legal power to use physical restraint – sometimes known as 'positive handling or 'reasonable force' - where necessary, including to:

- Prevent a child from causing disorder
- Prevent a child hurting themselves or others
- Prevent a child damaging property and committing an offence

The trust's Physical Restraint Policy sets out our approach. Incidents of physical restraint will always be used as a last resort when all appropriate de-escalation techniques have failed and will be applied using the minimum amount of force and for the shortest amount of time possible. It will never be used as a punishment. All incidents of reasonable force will be recorded and reported to parents.

When considering using physical restraint, staff will, in considering the risks, carefully recognise any specific vulnerabilities of the child, including SEND, mental health needs or medical conditions. Wherever possible physical restraint will be carried out by trained staff who are competent in the use of a recognised behaviour management system.

⁷ [DfE advice template](#)

Where it is known that a pupil's behaviour could present a significant risk of injury to themselves, other people, or property, staff will complete a risk assessment and determine if the pupil requires a positive handling plan to be put in place.

These plans will be developed in the pupil's best interests and agreed by the parents and the child concerned wherever possible. They will be reviewed regularly with any support plans and/or if the needs of the pupil change.

Drugs

The school operates a robust approach on drugs for the health and safety of all staff, pupils and visitors. The policy on drugs applies to all schools and to school related activities whether on or off site. This includes the journey to and from school. 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 school 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 academies will also involve outside agencies such as drugs education charities. Any incidents will be reported to the governors for their consideration.

Any pupil found to be involved in a drugs-related incident will be disciplined in accordance with this policy. The sanction is likely to include suspension or permanent exclusion from school. Dealing with illegal drugs will, except in exceptional circumstances, lead to permanent exclusion. Using illegal drugs will, except in exceptional circumstances, lead to exclusion, which may be permanent. Sometimes, it will also be necessary to involve the police, and/or social care/substance abuse support services.

Any drugs found will be confiscated by staff who will dispose of them in accordance with guidance issued by the DfE. Similarly, any drugs related paraphernalia such as needles will be disposed of in a prudent manner.

Usually the school will inform parents/carers when their child has been found to be involved in drugs. However, where there are potential child protection issues the academy must act in the best interests of the child which may mean a decision not to inform parents. Such a decision will be taken very seriously and usually with the benefit of legal advice.

Searching and Confiscation⁸

Searching, screening and confiscation will be conducted in line with the DfE's latest guidance. Although this list should not be treated as exhaustive, banned items include:

- Knives and weapons
- Alcohol
- 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 to damage to property
- Tobacco and cigarette papers
- E-cigarettes or vapes
- Fireworks
- Pornographic images

As long as it is reasonable in the circumstances, staff are permitted by law to take temporary possession of any suspected illegal substance or prohibited item. If a prohibited item is confiscated (including clothing and/or jewellery), and presuming it does not need to be retained, as per DfE guidance, it can only be collected by a

⁸ [Searching, Screening and Confiscation](#)

parent. Staff cannot look after items for pupils and individual schools cannot be held responsible for lost or stolen articles. We therefore strongly encourage pupils not to bring valuable or banned items into school.

In the interests of the health, wellbeing and safety of our community, all pupils will have relevant PSHE education on issues such as drugs and alcohol. Any pupil found to be involved in a banned item incident, including on the way to and from school, will face appropriate consequences under this policy. Such incidents, except in exceptional circumstances, could lead to suspension and, under some circumstances, a permanent exclusion.

When a search is thought to be necessary there will be an assessment of how urgently it needs to be carried out considering any risk to pupils and staff. The pupil to be searched will be told why they are being searched and informed as to how and where the search will take place. The pupil will be given an opportunity to ask questions. Where a search takes place with consent, the member of staff conducting the search should ensure that the pupil understands the reason for the search and how it will be conducted so that their agreement is informed.

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 for another member of staff to be present and/or the member of staff is of the opposite sex. The academy will always endeavour to have a member of staff who is of the same sex as the pupil present and an additional member of staff present as a witness to the search for safeguarding purposes.

The headteacher/principal will ensure that there are sufficient staff who are trained in how to lawfully search a pupil. The DSL will be informed of any searching incidents where a member of staff had reasonable grounds to suspect a pupil was in possession of a prohibited item and all searches will be recorded. If a search revealed a safeguarding risk, the DSL will be involved without delay.

Only staff members authorised by the headteacher/principal may carry out searches without consent.

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; boots; gloves and scarves.

Where an item prohibited by this policy is seized as the result of a search and it is an electronic device such as a mobile telephone, the member of staff who seized the item may inspect the data on it, if they think that there is a good reason to do so. For this purpose, the member of staff has a good reason if they reasonably suspect that the data or file on the device in question has been or could be used to cause harm, to disrupt teaching or break the school rules. In cases where staff are advised, or suspect, that the mobile device contains youth-produced sexual imagery, they must follow the advice in this regard issued by CET's Director of Safeguarding/the Designated Safeguarding Lead.

School staff can seize any prohibited item found as a result of a search. They can also seize any item, which they consider harmful or detrimental to school discipline, even if it is not found as a result of a search.

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 items banned under the school rules. Weapons, knives and extreme or child pornography must always be handed over to the police. Otherwise, it is for the academy to decide if and when to return a confiscated item. Please note that staff have an obligation to inform the police of any illegal item brought into school.

Police searches/questioning and the requirement for an appropriate adult to be present

The Designated Safeguarding Lead (and deputy) are aware of the requirement for children to have an appropriate adult when in contact with police officers who suspect them of an offence.

PACE states that anyone who appears to be under 18, shall, in the absence of clear evidence that they are older, be treated as a child.

PACE also states that if at any time an officer has any reason to suspect that a person of any age may be vulnerable, then that person is entitled to be accompanied by an appropriate adult at any point.

The Designated Safeguarding Lead (or deputy) will communicate any vulnerabilities known by the school to any police officer who wishes to speak to a pupil about an offence they may suspect. This communication will be recorded on CPOMS.

If having been informed of the vulnerabilities, the Designated Safeguarding Lead (or deputy) does not feel that the officer is acting in accordance with PACE, they should ask to speak with a supervisor or contact 101 to escalate their concerns.

A person whom there are grounds to suspect of an offence must be cautioned⁹ before being questioned about an offence¹⁰, or asked further questions if the answers they give provide the grounds for suspicion, or when put to them the suspect's answers or silence, (i.e. failure or refusal to answer or answer satisfactorily) may be given in evidence to a court in a prosecution.

A police officer must not caution a juvenile or a vulnerable person unless the appropriate adult is present. If a child or a vulnerable person is cautioned in the absence of the appropriate adult, the caution must be repeated in the appropriate adult's presence.

The appropriate adult' means, in the case of a child:

1. the parent, guardian or, if the juvenile is in the care of a local authority or voluntary organisation, a person representing that authority or organisation.
2. a social worker of a local authority
3. failing these, some other responsible adult aged 18 or over who is not:
 - a. a police officer;
 - b. employed by the police;
 - c. under the direction or control of the chief officer of a police force; or
 - d. a person who provides services under contractual arrangements (but without being employed by the chief officer of a police force), to assist that force in relation to the discharge of its chief officer's functions,

Further information can be found in the statutory guidance - [PACE Code C 2019](#).

⁹ The police caution is: *"You do not have to say anything. But it may harm your defence if you do not mention when questioned something which you later rely on in Court. Anything you do say may be given in evidence."*

¹⁰ A person need not be cautioned if questions are for other necessary purposes, e.g.: (a) solely to establish their identity or ownership of any vehicle; to obtain information in accordance with any relevant statutory requirement; in furtherance of the proper and effective conduct of a search, e.g. to determine the need to search in the exercise of powers of stop and search or to seek co-operation while carrying out a search; or to seek verification of a written record.

Suspected Criminal Behaviour, including Harmful Sexual Behaviours

If criminal activity is suspected, a report to the police will be made. The DSL will make a tandem report to children's social care and/or the LADO, if appropriate. All investigations, decisions, actions and rationale behind decisions and actions will be recorded on CPOMs.

Malicious Allegations

Where a pupil makes an allegation against a member of a school or academy community, including staff, and that allegation is shown to have been malicious, the individual school or academy, in consultation with the LADO, if appropriate, will consider what consequence is appropriate.

Other

Details of our trust's approach to preventing and addressing bullying and our expectations regarding attendance and punctuality are set out in our Anti-bullying and Attendance policies.

Monitoring and Evaluation

The policy will be reviewed annually and reported to the Education Standards Committee, or in the following circumstances:

- Changes in legislation and / or government guidance.
- As a result of any other significant change or event.
- In the event that the policy is determined to no longer be effective.

If there are urgent concerns these should be raised with the relevant school in the first instance. Minor changes to individual academy procedures (Appendix 2-4) can be agreed within the year by the Chair of the Academy Improvement Board. Parents will be informed in the usual ways i.e. via letter/the school's website etc.

The Trust Board, in consultation with the Trust Executive, regularly reviews key behaviour data with a view to evaluating this policy and identifying and addressing any issues at the earliest opportunity.

As part of the wider trust "voice" activities, stakeholders including staff, parents and pupils will be regularly consulted regarding this and other policies.

Appendix 1 – Policy on a Page

AMBITION – EQUITY - OPPORTUNITY

Purpose	Policy Checklist	Relevant Guidance	Equality Diversity and Inclusion
<p>To foster positive relationships, high standards of behaviour, and a calm and safe environment, within which all members of our community can thrive and reach their full potential.</p>	<ul style="list-style-type: none"> - Agreeing a shared set of values that clearly communicate expectations for positive relationships and behaviour. - Having a clear and simple Rewards, Routines and Consequence policy. - Providing training and support to staff on managing relationships and fostering positive behaviour. - Planning, implementing and reviewing pastoral intervention packages, in-line with need. - Planning a strong curriculum, including explicitly teaching pupils about positive relationships and behaviour. 	<p>Behaviour In Schools – Advice for Headteachers and school staff (February 2024) Behaviour in schools - advice for headteachers and school staff Suspension and Permanent Exclusion Guidance (August 2024) Suspension and permanent exclusion guidance Searching, Screening and Confiscation – Advice for Schools (July 2022) Searching, Screening and Confiscation Use of Reasonable Force in Schools (July 2013) DfE advice template Keeping Children Safe in Education 2024 Keeping children safe in education 2024</p>	<p>The trust believes that pupils with different needs should be provided with the support they need to achieve individual success, while still operating within the framework of this and our other policies.</p> <p>This means making reasonable adjustments to this policy, where appropriate.</p>

Appendix 2 – Positive Relationships and Behaviour for Learning Wroughton Academies

At Wroughton Academies we understand the importance of exceptional behaviour, not only for learning but for life. We believe passionately in teaching children to become respectful, tolerant and caring members of future society who can make significantly positive impact not only on their own community but the wider world around them.

Here at Wroughton Academies our children experience a climate of self-worth, co-operation and trust. Pupils are challenged to recognise their strengths and improve their weaknesses to become the best that they can be.

We have 3 core values which guide our children to achieve this.

These are:

- We always give our best EFFORT.
- We always take RESPONSIBILITY.
- We always show RESPECT.

At Wroughton Academies we aim to:

- Provide pupils with a safe and positive environment where they are able to learn effectively and feel confident to tackle challenges in their learning.
- Promote intrinsic reward through our core values leading to children's growing sense of internal motivation.
- Provide a secure environment in which staff, pupils and parents have the ability and confidence to ask for help when needed.
- Deal with problems calmly and resolve conflicts consistently.
- Foster positive self-esteem, confidence and resilience.
- Promote kind behaviour among all.
- Promote good citizenship within the school, local and global communities.

Therefore, every child will be expected to:

- Conduct themselves around the building in a safe, sensible manner and show regard to others by walking and moving around quietly.
- Wear the correct school uniform as per the school website and ensure hair is looking neat and tidy.
- Take the responsibility to follow instructions given by staff.
- Behave in a polite manner to all staff and pupils showing kindness.
- Show respect for the opinions and beliefs of others.
- Complete all class work in line with the school's expectations showing excellence and effort.
- Always show respect for the working environment.
- Demonstrate courage by being honest and reflective.

The teaching of good behaviour is done both explicitly and implicitly. Respect, politeness, punctuality, conflict resolution and conflict avoidance are implicitly taught and modelled daily. There are also aspects of behaviour that are taught through explicit curriculum areas such as PSHE and assemblies.

Our behaviour management system follows the principles of relational and restorative approaches for modifying behaviour.

The key features that underpin our work in behaviour:

A positive approach to behaviour management where all who work in the school contribute effectively will result in higher levels of attainment and better progress for all pupils and provide a safe, supportive and purposeful learning environment for all. This will be best achieved in the framework of a structured, positive system based on praise for making the “right” choices about behaviour. A positive approach will encourage good attitudes, rewards and praise, set good examples and have consistently high expectations of all who work here. Success will be celebrated.

Teachers have the right to teach and children have the right to learn. When children’s behaviours prevent one of these two from happening, it is the adult’s responsibility to deal with the issue.

We encourage all children at Wroughton to make mature and informed choices about their behaviours.

- We keep rewards separate from consequences.
- We never take away a reward a child has earned.
- When a child deserves a reward, we are specific and immediate.
- We give lots of praise – it does improve a child’s chance of choosing the correct behaviour.
- We congratulate them!

To ensure that staff can implement our behaviour system fairly and consistently Wroughton academies receive a well-supported CPD programme. The following CPD sessions are offered.

- The importance and the delivery of Restorative approaches.
- Inclusive behaviour strategies and their implementations
- How to address underlying needs and identify other contextual factors.

The Positive Reward System

At Wroughton Academies we base our Positive Reward System around the 3 core values.

House Points: Children will gain the opportunity to receive house points for displaying our values in action as well as particularly noteworthy achievements. Points can be earned both in and outside the classroom and can be given by any member of staff including supply agency staff, site staff, office staff and kitchen staff. The house winner is revealed in Monday’s weekly values assembly. At the end of each term the overall house team with the most points will receive the house point trophy.

Behaviour Shield: Daily, children have the opportunity to be awarded ‘Going for Gold’ on our behaviour shield. ‘Going for Gold’ can be awarded to any child, by any member of staff, where the child is displaying exemplary behaviour. For every day the child is awarded ‘Going for Gold’, they will receive a raffle ticket, which will be placed into the half termly behaviour raffle.

An example of our behaviour awards can be seen below:

Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
Non-uniform day	Sweet treat	Extra break	Art activity	Non-uniform day	Fun activity

Headteacher Stars: We celebrate children’s individual successes in the Headteacher Star of the Week assembly where one child per class is recognised, this is values driven. Children will receive a certificate to take home.

Outside Achievements: Special achievements such as sporting trophies and certificates are shared in our weekly Values Assembly.

Golden Book: Effort and achievement in work will be celebrated by the use of the golden book. Children will come and see Positive Relationships and Behaviour for Learning Policy 2025

a member of SLT where they will show their work and receive a sticker. Their name will be written in the golden book.

Trophy Awards: Termly trophy awards are presented to children who have displayed our values consistently; along with subject progress and a Headteacher trophy for effort across the term. Parents are invited in to watch the trophy assembly.

Procedures for dealing with off-task behaviour – The Wroughton staged response.

Children who do not demonstrate the expected standard of behaviour can expect to receive age-appropriate consequences. All consequences are given following the school behaviour system. At Wroughton Academies, we believe in dealing with the behaviour and working with a child to modify their behaviour to maintain a positive learning environment.

Stage 1- Low level

All low level behaviours are to be managed by classroom staff. Staff will speak to the pupil to explain that they are giving them a verbal warning and why, referencing the behaviour shield. If behaviour continues, their initials will be written on the board as a visual reminder. After this, if behaviour continues the pupil will be asked to move away from the situation. Any missed learning must be completed, and this is to be in the child's own time after restorative conversations.

Stage 2- Moderate level

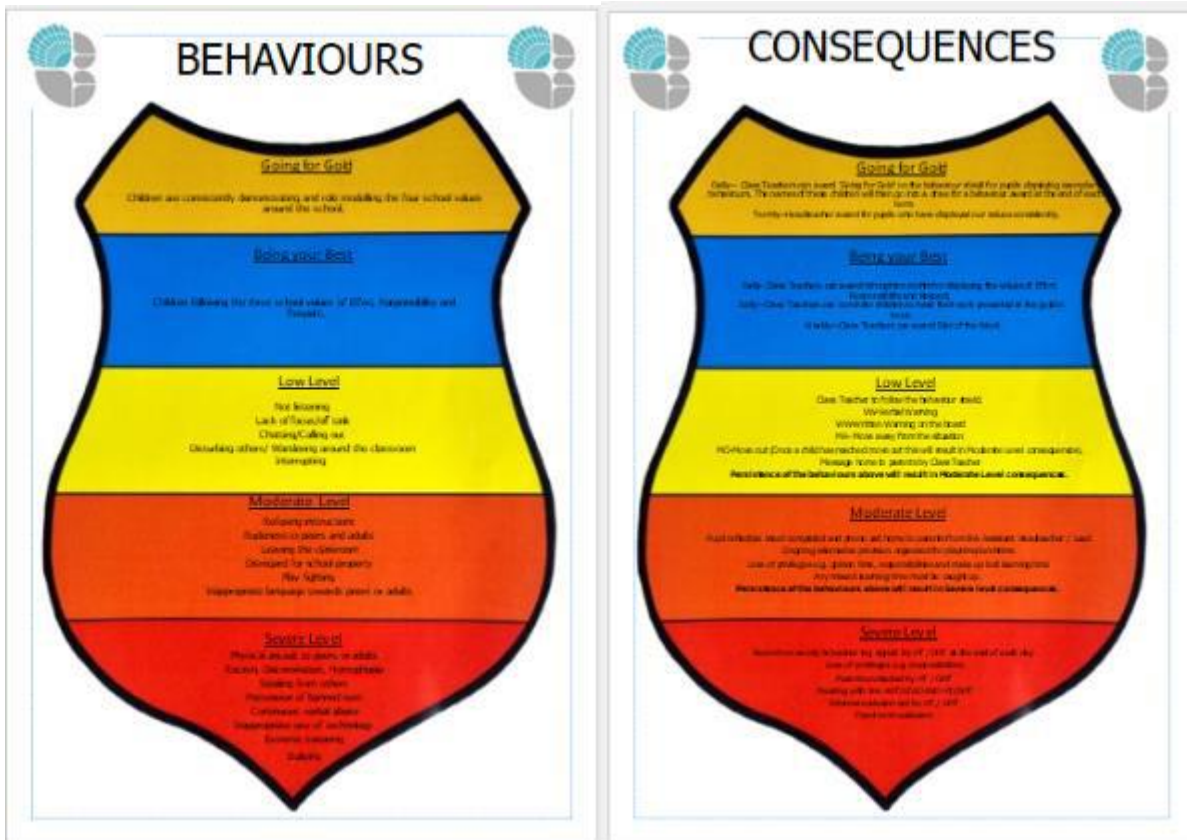
If a pupil continues to display low level behaviour, even after adjustments to support the pupil have been made in class and consequences have been completed, this becomes a moderate behaviour. A pupil needs to be removed out of the class to a neighbouring classroom, a restorative conversation will take place at the next available break time between the pupil and the class teacher. This, plus the stated moderate behaviours will result in a moderate consequence actioned by the class teacher or year group lead depending on the behaviour. The pupil will need to fill out a reflection form and have a restorative conversation with the adult who experienced the behaviour. A conversation will need to be had with the parent. The class teacher needs to discuss persistent low-level behaviours and year group lead will discuss moderate level behaviours with the parent; this can be a phone call or an in-person conversation all of which is to be logged on Arbor in communications. The following consequences may be given: ongoing provision organised for play/lunchtime, loss of privileges, responsibilities and make up lost learning time. Additionally, the pupil may be required to rectify their behaviour by apologising to the affected people or contributing positively to the environment for example: tidying up any mess created. Moderate behaviours to be logged on Arbor. Persistence of moderate behaviours will result in severe level consequences.

Stage 3- Severe level

If a pupil displays a severe behaviour, they will be brought to a member of SLT. The member of staff who the incident is reported to will need to investigate the alleged behaviours. Both the victim and perpetrator must be spoken to and complete a statement (these can be scribed for a child). Witnesses, including staff, are to give written statements. The incident is to be logged on Arbor and the witness statements scanned in and attached. Once a judgement has been made by the investigating adult, and it is deemed to be a severe level behaviour, this is to be taken to a member of SLT in person. If the child has physically assaulted a peer or staff member, they are to be taken to a SLT member immediately and then the investigating adult can continue the investigation.

SLT will decide on the consequence and a phone call home will be made. A restorative conversation will be had between the SLT member and the child. Parents may be asked to come into school for a meeting to discuss how to support the pupil in making better choices with their behaviour. The following consequences may be given: to be placed on a positive behaviour log, loss of privileges or responsibilities, bespoke behaviour plan, internal suspension, fixed term suspension or permanent exclusion.

Within each classroom and learning area, the school behaviour and consequence posters are displayed. Any incidences are thoroughly investigated and logged in detail by the teacher or staff member it has been reported to. Staff are to discuss the behaviour system regularly and explicitly model and teach positive behaviours, etiquettes and manners with the children and ensure they are aware of the expectation and progression of rewards and consequences.



Reasonable adjustments

'Reasonable adjustments' to the behaviour policy will be applied, as appropriate, in respect of pupils with SEND, including, but not limited to:

- Support from staff in regulating emotions, using emotion coaching strategies
- Additional verbal warnings before the sanction system is used
- Time spent with the Safeguarding Officer
- Individualised curriculum if a pupil is struggling
- Consult with specialist teams/ external advisors
- Identify any underlying needs e.g. speech, language and communication Safe spaces in school
- Use of fidget toys - Using quieter entrances
- Use of visual timetables / now and next
- Sensory needs addressed e.g. ear defenders
- Individualised behaviour plan

Uniform requirements

The uniform for 2025-26 is as follows:

Wroughton Infant School	Wroughton Junior School
White polo top	White shirt and tie
White shirt and school tie (optional)	Branded V-neck jumper or cardigan
Branded V-neck jumper or cardigan	Grey trousers/shorts/skirts or pinafore dress
Grey trousers/shorts/skirts or pinafore dress	White and blue summer dress
White and blue summer dress	(summer term only)
(summer term only)	White polo shirt (optional during summer term only)
<u>PE Kit</u>	<u>PE Kit</u>
Branded navy polo top with house colour logo	Branded navy polo top with house colour logo
Navy shorts/joggers	Navy shorts/joggers
Navy hoodie	Navy hoodie
Branded navy PE hoodie (optional)	Branded navy PE hoodie (optional)
Trainers	Trainers
Black shoes (no trainers)	Black shoes (no trainers)

Hair must be well groomed and long hair tied back during practical lessons including PE. Hair colour should be naturals, no mixes or clumps of colour as we do not wish to create undue financial pressures on families to meet expectations around hair colour trends.

Pupils are entitled to wear the uniform of the gender they identify as without needing to make a declaration of their gender identity.

Pupils are encouraged and supported to celebrate their religious or cultural identity through their appearance and uniform. Hair styles, head scarves, long sleeves or other religious or cultural items are supported and accepted.

Jewellery: Minimal jewellery is allowed. Students may wear a watch and small stud earrings, but no other accessories are permitted.

Make-up and nails: The use of make-up is not allowed for students. We also ask that students nails remain natural. Students may be asked to remove any make-up or nail varnish.

Mobile Phones

Mobile phones are not allowed in the academy unless a pupil walks to and from school. In this case, mobile phones are to be switched off on school site and given to the class teacher for safe keeping. If a phone is misused on site, it will be confiscated and given back at the end of the day. Repeated misuse on school site can result in a consequence. A mobile phone agreement needs to be signed by a parent or carer.

Child-on-child abuse

At Wroughton Academies, we believe that all children have a right to attend and to learn in a safe environment. Sexual violence and sexual harassment are never acceptable and will not be tolerated at Wroughton Academies. Girls and young women are more frequently identified as those who are abused by their peers; however, anyone can be a victim of abuse and at Wroughton Academies, all victims will be reassured that they are being taken seriously, regardless of how long it has taken them to come forward and that they will be supported and kept safe. Wroughton Academies is committed to adopting the position that sexual harassment and online sexual abuse are a problem in our academy community and beyond. Through this stance, we will develop a whole-academy approach to proactively addressing this form of abuse.

We will follow and adhere to Part 5 of KCSIE 2022 (statutory guidance) and Department for Education advice for schools sexual violence and sexual harassment between children in school and colleges.

Academy leaders will minimise the risk of child-on-child abuse by: ensuring that all pupils are listened to – all reports are taken seriously, are recorded using our safeguarding platform and are acted upon; unacceptable behaviour is dealt with promptly; pupils are taught about tolerance and respect through our school values; pupils are regularly reminded of who they can talk to if they have any concerns; pupil well-being questionnaires are given to pupils in order to identify any concerns; staff are trained to identify potential signs of abuse and follow safeguarding procedures; the RSE curriculum has been implemented where we focus on healthy relationships, respectful behaviour between boys and girls and how bullying is tackled.

Behaviour Support

At Wroughton Academies we ensure that we support pupils who are struggling to manage their behaviour appropriately.

These interventions may include: ELSA, daily check-ins, NEST provision and personalised behaviour plans.

Parents can contact the Pastoral Officer (Mrs Jacobs), SENDCo (Miss Gosling) or Behaviour Lead (Mr Wyer) via enquires@wroughtonacademies.org.uk.

Pupil voice

At Wroughton Academies pupil voice will be used to help determine the effectiveness of the school's positive behaviour policy. Pupil questionnaires, school council and suggestion boxes will be used to help inform the annual review of the policy.