



Castleford Academy



Behaviour Policy

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Statement of Intent

Castleford Academy believes that, in order to facilitate teaching and learning, acceptable behaviour must be demonstrated in all aspects of academy life.

We are committed to:

- Promoting outstanding behaviour.
- Promoting self-esteem, self-discipline, proper regard for authority, and positive relationships based on mutual respect.
- Ensuring equality and fair treatment for all. Praising and rewarding good behaviour.
- Challenging and disciplining bad behaviour.
- Providing a safe environment, free from disruption, violence, discrimination, bullying and any form of harassment.
- Encouraging positive relationships with parents/carers/guardians.
- Developing relationships with our pupils to enable early intervention.
- A shared approach which involves pupils in the implementation of the Academy's policy and associated procedures.
- Promoting a culture of praise and encouragement in which all pupils can achieve.

For the purpose of this document, behaviour refers to pupil conduct in the academy and outside the academy gates as set out in the Department for Education (DFE) guidance February 2014.

The latest DFE guidance can be found here:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/463452/Behaviour_and_discipline_in_schools_guidance_for_headteachers_and_staff.pdf

Signed by:

Headteacher

Date: 07.09.2020

Chair of Governors

Date: 07.09.2020



1. Key roles and responsibilities

- 1.1. The governing body has overall responsibility for the implementation of this Behaviour Policy and the procedures of Castleford Academy.
- 1.2. The governing body has overall responsibility for ensuring that this Behaviour Policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- 1.3. The governing body has responsibility for handling complaints regarding this policy, as outlined in the Academy's Complaints Policy.
- 1.4. The Headteacher will be responsible for the day-to-day implementation and management of this Behaviour Policy and the procedures of Castleford Academy.
- 1.5. Staff, including teachers, support staff and volunteers, will be responsible for following the policy and for ensuring pupils do so as well. They will also be responsible for ensuring the policy is implemented fairly and consistently.
- 1.6. Staff, including teachers, support staff and volunteers, will create a supportive and high quality learning environment, teaching positive behaviour for learning and implementing the agreed policy.
- 1.7. Parents and carers will be expected to take responsibility for the behaviour of their child/children inside and outside of the academy.
- 1.8. Parents and carers will be expected to take responsibility for promoting positive behaviour for learning and modelling acceptable behaviour in the home.
- 1.9. Pupils are responsible for their own behaviour both inside the academy and out in the wider community.
- 1.10. Pupils are responsible for their social and learning environment and agree to report all undesirable behaviour to their Year Leader or a member of SLT.

2. Definitions

- 2.1. Castleford Academy defines "unacceptable behaviour" as: any behaviour which may cause harm to oneself or others, damage the reputation of the academy within the wider community, and/or any illegal behaviour, or behaviour which may disrupt the education of the perpetrator and/or other pupils, including but not limited to:
 - Discrimination – not giving equal respect to an individual on the basis of disability, gender, race, religion, age, sexuality and/or marital status.
 - Harassment – behaviour towards others which is unwanted, offensive and affects the dignity of the individual or group of individuals.
 - Vexatious behaviour – deliberately acting in a manner so as to cause annoyance or irritation, or a malicious accusation against academy staff.
 - Bullying – a type of harassment which involves criticism, personal abuse or persistent actions which humiliate, intimidate, frighten or demean the individual.
 - Cyberbullying – the use of electronic communication to bully a person, typically by sending messages of an intimidating or threatening nature.
 - Possession of legal or illegal drugs, alcohol or tobacco.
 - Arriving at the academy under the influence of drugs or alcohol.



- Possession of banned items.
- Truancy.
- Smoking.
- Refusing to comply with Academy rules/procedures and disciplinary sanctions.
- Failure to follow the instructions of a member of staff.
- Theft.
- Swearing.
- Fighting.
- Any other illegal behaviour.
- Lateness.
- Low level disruption and talking in class.
- Failure to complete classwork.
- Rudeness.
- Lack of correct equipment.
- Refusing to complete homework, incomplete homework, or arriving at the academy without homework.
- Refusing to adhere to Academy uniform policy.
- Disruption on public transport.
- Use of mobile phones/electronic devices without permission.
- Graffiti.
- Breaching the IT acceptable use policy.

This is not an exhaustive list. The Headteacher may choose to sanction for bad behaviour and/or bullying which occurs off the academy premises, which is witnessed by a staff member or reported to the academy.

3. Training of staff

- 3.1. At Castleford Academy, we recognise that early intervention can prevent bad behaviour. As such, teachers will receive training in identifying potentially at-risk pupils.
- 3.2. Teachers and support staff will receive training on this Behaviour Policy as part of their new starter induction.
- 3.3. Teachers and support staff will receive regular and ongoing training as part of their development.

4. Pupil expectations

- 4.1. Pupils will be expected to follow the academy universal rules of Ready/Respect/Safe, which require pupils to:
 - Wear the academy uniform correctly.
 - Conduct themselves around the academy premises in a safe, sensible and respectful manner.
 - Arrive to lessons on time and fully prepared.



- Follow instructions given by staff.
- Behave in a reasonable and polite manner towards all staff and pupils.
- Show respect for the opinions and beliefs of others.
- Complete classwork as requested.
- Hand in homework at the time requested.
- Report unacceptable behaviour.
- Show respect for the academy environment.

5. Smoking and drug policy

- 5.1. In accordance with Part 1 of the Health Act 2006, Castleford Academy is a smoke free environment. This includes all buildings, out-buildings, playgrounds, playing fields and sheltered areas.
- 5.2. Parents/carers/guardians, visitors and staff must not smoke on the academy grounds and should avoid smoking in front of pupils and/or encouraging pupils to smoke.
- 5.3. Pupils, including sixth form students over the age of 18, are not permitted to bring smoking materials or nicotine products to the academy. This includes, but is not limited to, cigarettes, e-cigarettes, lighters, matches or pipes.
- 5.4. Pupils smoking cigarettes or e-cigarettes on the academy premises will be internally excluded and spend time in Connect.
- 5.5. In the interest of health and hygiene, we request that people refrain from smoking outside the academy gates and in the vicinity of the academy gates and grounds. Pupils smoking outside the academy gates or in the vicinity of the academy grounds will be placed in Connect.

6. Rewarding good behaviour

- 6.1. At Castleford Academy we believe that good behaviour is best promoted and developed by drawing attention to and rewarding well behaved pupils.
- 6.2. At Castleford Academy the rewards system is based around the awarding of epraise points which in turn lead to certificates and other rewards.

7. Unacceptable behaviour

- 7.1. Unacceptable behaviour will not be tolerated at Castleford Academy.
- 7.2. The academy operates a no physical contact rule; it is made clear to all pupils that physical contact of any nature will not be tolerated. Castleford Academy will not tolerate the use of physical violence to resolve any situation or conflict and provocation is not seen as justification for resorting to violent behaviour. Staff will not use physical restraint unless a pupil is at immediate risk – see Appendix 10 Restraint Policy.
- 7.3. Breaking any of the academy rules will lead to sanctions and disciplinary action.

8. Sanctions

- 8.1. There is no corporal punishment at Castleford Academy.



8.2. Where pupils display aggressive and/or threatening behaviour, or illegal activity discovered, Castleford Academy will not hesitate to contact the police.

8.3. At Castleford Academy, a range of sanctions exist and care is taken to apply the sanction most appropriate to the pupil concerned and the seriousness of the misdemeanour. These include sanctions such as:

- Verbal warning
- Moving a pupil's position in class
- Moving a pupil to a different group or half year group
- Extra work or repeating unsatisfactory work
- Detention
- Removal from class
- Loss of break/lunchtime
- Withdrawal of other privileges
- Being placed on report
- Scheduled behaviour/uniform checks
- Connect (isolation)
- Referral to the Social Emotional and Mental Health
- Internal exclusion
- Part timetable
- Level Best
- Step out to alternative provision
- Managed move to another school/academy
- Fixed term exclusion
- Permanent exclusion

8.4. At Castleford Academy, we do not take serious unacceptable behaviour breaches lightly. We will not hesitate to act in the best interest of the pupils within the academy.

8.4.1. Usually following an allegation of serious unacceptable behaviour, the pupil will be placed in Connect (Isolation) whilst an investigation takes place, or if the pupil is injured or at risk we will contact parents and ask them to collect their child from the Academy.

8.4.2. If, following an investigation, the allegation is found to be true; the senior leadership team has a number of disciplinary consequences that they may use which can be found in the appendices. Ultimately persistent instances of unacceptable behaviour may lead to permanent exclusion.

9. Items banned from the academy premises – these items can be confiscated and parents will be contacted regarding their return.

9.1. Fire lighting equipment:

- Matches, lighters, etc.

9.2. Drugs and smoking equipment:

- Cigarettes



- Tobacco
 - Cigarette papers
 - Electronic cigarettes (e-cigs)
 - Any equipment related to taking or smoking of drugs
 - Alcohol
 - Solvents
 - Any form of illegal drugs
 - Any other drugs, except medicines covered by the prescribed medicines procedure
- 9.3. Weapons and other dangerous implements or substances such as:
- Knives
 - Razors
 - Catapults
 - Guns (including replicas and BB guns)
 - Laser pens
 - Knuckle dusters and studded arm bands
 - Pepper sprays and gas canisters
 - Fireworks
 - Dangerous chemicals
- 9.4. Other items:
- Liquid correction fluid
 - Chewing gum
 - Caffeinated energy drinks
 - Lollypops
 - Offensive materials (i.e. pornographic, homophobic, racist etc.)
 - Mobile phones/electronic devices may be brought to the academy but must be switched off and in a bag during the academy day.
 - Any other item/items which may be used to offend, harm or hurt individuals or groups.

Please see appendix 6 regarding mobile phones and electronic devices.

We reserve the right to ban/confiscate other items that impact on academy behaviour or health and safety.

Weapons, knives and extreme or child pornography will always be handed to the police.

10. Searching

- 10.1. Staff members may use common law to search pupils, with their consent, for any item.
- 10.2. Staff members may ask any pupil to turn out their pockets.
- 10.3. Staff members may search any pupil's backpack or locker.



- 10.4. Under Part 2, Section 2 of the Education Act 2011 & DfE document January 2018 Searching, screening and confiscation, teachers are authorised by the headteacher to search for any prohibited item including, but not limited to, tobacco and cigarette papers, electronic cigarettes (e-cigs), illegal drugs, and alcohol, without the consent of the pupil, provided that they have reasonable grounds for suspecting that the pupil is in possession of a prohibited item. This includes prohibited items listed in section 9.
- 10.5. Searches will be conducted by a same-sex member of staff where possible, with another same-sex staff member as a witness – where possible, unless there is a risk that serious harm will be caused to any person(s) if the search is not done immediately, and it is not practicable to summon another member of staff.
- 10.6. Staff members may instruct a pupil to remove outer clothing, including hats, scarves, boots and coats.
- 10.7. A pupil's possessions will only be searched in the presence of the pupil and another member of staff, unless there is a risk that serious harm will be caused to any person(s) if the search is not done immediately, and it is not practicable to summon another member of staff.
- 10.8. Staff members may use reasonable force, given the circumstances, when conducting a search for alcohol, illegal drugs or tobacco products.

11. Screening

- 11.1. Searches may be carried out both on and offsite. Offsite includes a school trip or other activity away from school where staff have lawful control of pupils.
- 11.2. Screening may also be used. Onsite screening will involve the use of a wand. This can be carried out without the pupil's consent, even if the Academy does not suspect them of carrying a weapon or any other banned item. Pupils in Internal Exclusion will be screened daily.
- 11.3. If a pupil refuses to be screened, the Academy may refuse to have them on the premises.

12. Confiscation

- 12.1. A staff member carrying out a search can confiscate anything they have reasonable grounds to suspect is a prohibited item. This includes legal highs and other potentially harmful materials which cannot immediately be identified. They can also seize any item however found, which they consider harmful or detrimental to academy discipline.
- 12.2. If necessary, the police will be called for the removal of the item/items.

13. Outside the academy and the wider community

- 13.1. Pupils at Castleford Academy must agree to represent the academy in a positive manner.
- 13.2. The guidance laid out in the Behaviour Policy applies both inside the academy and out in the wider community, particularly if dressed in academy uniform.



- 13.3. Pupils are discouraged from smoking on their journey to and from the academy. If they are found smoking on or near academy premises behaviour policy sanctions will be applied.
- 13.4. Complaints from members of the public about bad behaviour, by pupils at Castleford Academy are taken very seriously and will be fully investigated. Sanctions may be applied in line with academy policy.

14. Controlled substances

- 14.1. Castleford Academy has a zero-tolerance policy on illegal drugs and legal highs.
- 14.2. Following the identification and confiscation of a controlled substance, the staff member will seal the sample in a plastic bag and include details of the date and time of the confiscation and any witness/witnesses present.
- 14.3. The incident will be reported to the police immediately. The police will then collect it and deal with it in line with their agreed protocols.
- 14.4. Castleford Academy will not hesitate to name the pupil from whom the drugs were taken to the police.
- 14.5. A full incident report will be completed.
- 14.6. Any further measures will be undertaken in line with the academy Safeguarding Policy.
- 14.7. Where controlled substances are found on academy trips away from the academy premises, the parents/carers/guardians of the pupil, as well as local police, will be notified.



Appendix 1 – Assertive Discipline Policy

Procedure for Years 7-11

Three ‘Universal Rules’

- Ready
- Respect
- Safe

Procedures – Classroom Discipline

1	Name on board	Warning
2	5 minute detention	If a pupil gets more than two 5 minute detentions in same subject then class teacher should record this on SIMS as a behaviour log.
4	30 minute detention/ consultation	Record as a behaviour log and complete a detention/consultation pro-forma in main office.
5	Remove to Department ‘Cool Spot’ Remove to Connect	Remove Red Card - Subject teacher completes the pupil’s name and tells them where they should go. Subject teacher must complete behaviour log and send to the appropriate Year Leader as soon as possible. Detention/ Consultation with Subject Teacher Post Remove:
		Options: Connect Internal exclusion Planned removal Fixed term Exclusion } dependant on nature of the incident



On the way to and from school this includes:

Ready

- Being Ready to Learn by:
- Attending regularly.
- Arriving on time.
- Wearing the correct uniform.
- Bringing all the equipment and work that you need for that day.

Respect

- Showing respect to the local community by being polite and well mannered.
- Taking care of the local community e.g. putting litter in the bin

Safe

- Wait on-site for friends.
- Taking the most direct route home
- Take care crossing roads and when riding bicycles.

In School this includes:

Ready

- Arriving to lessons on time.
- Wearing uniform correctly

Respect

- Showing respect to others in the community.
- Respecting the academy environment.
- Avoiding anti-social behaviour and behaviour that is hurtful or disrespectful to others.

Safe

- Always walking sensibly on the corridor.
- Lining up in a sensible manner outside of classrooms.
- Conducting yourself in a safe manner around the building and at social times
- Being in the correct area at social time.

In lessons this means:

Ready

- Be prepared for the lesson, including equipment, resources, planners and homework.

Respect

- Following instructions first time.
- Speaking in an appropriate manner and listening carefully to the views of others.
- Respect the classroom environment by keeping it tidy and avoiding damage to property.

Safe

- Not leaving lessons unless you are asked to do so.



Procedures for Assertive Discipline

1. In the first instance the pupil must go to the department 'Cool Spot' if no department 'Cool Spot' is available the pupil must go to Connect.
2. If the pupil fails to get to Cool Spot/Connect then the pupil will be placed in Connect for 1 day. The subject teacher must tell the pupil the sanction before they leave the room.
3. If the pupil is on Year Leader or SLT report and gets removed the Year Leader/SLT will decide the sanction.
4. If the pupil gets a cross on the report then the sanction will be at the discretion of the Year Leader or SLT.
5. It is VITAL that if the pupil is removed the behaviour log gets to the Year Leader as soon as possible in order for action to be taken. This must happen on the day of the incident.
6. The subject teacher must still follow through with the sanction
i.e. the **30 minute consultation**.
7. If a pupil is internally excluded as a result of a Remove the subject teacher must carry out a Consultation with the pupil at an agreed time.
This is not classed as a detention.
Length of Consultation will be determined by the teacher.

Use of short circuit to CONNECT.

If a pupil has done any of the following:

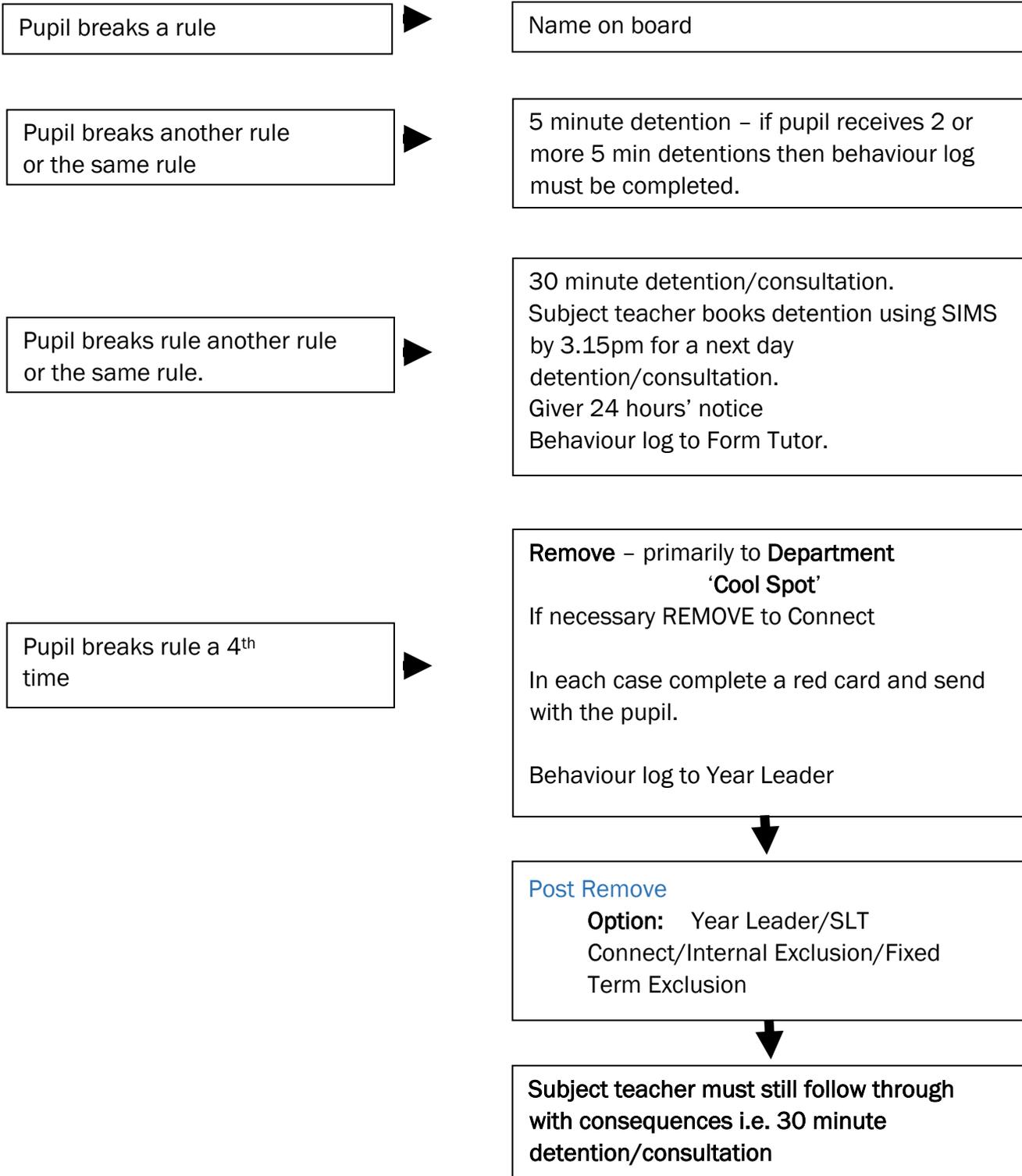
- Swearing
- Fighting
- Overtly refuses to go to 'cool spot'



Flow Chart

Behaviour

Consequence





Appendix 2 - The Behaviour Management System

Each child must be treated as an individual and each incident judged on all the circumstances pertaining to it. To that end the system provides a structure and framework but must be fluid and flexible. If the academy deem that an incident(s) is/are more serious, additional/alternative sanctions will be applied (see Appendix 3, Appendix 6 and Appendix 7).

Stage One

1. Pupil is placed on Form Tutor Report for 10 days if five or more behaviour logs received from 3 different subject areas. Parents informed.
2. If successful after 10 days pupil removed from report. Parents informed.

Stage Two

If unsuccessful after 10 days, monitoring of pupil continues on report to the Year Leader on a daily basis.

- Year Leaders to set up Pastoral Support Plan (PSP) (where appropriate).
- Pupil discussed at Joint Consultation meeting (JCM) (where appropriate). This may result in Common Assessment Framework (CAF) referral etc. (if appropriate) and the use of Level Best. Level Best is a positive behaviour strategy used to encourage pupils to take responsibility for their own behaviour.

If successful after further five days of monitoring, may be removed from report.

Parents informed.

If unsuccessful, a further five days will be added.

If successful, the pupil will be removed from report.

If this further five days is unsuccessful, a pupil will be placed in IE for five days and then moved onto stage 3. Parents will be invited into schools.

Stage Three

- Pupil placed on report to Senior Staff – five days initially.
- Targets and strategies reviewed.
- Strategies and sanctions discussed with parents.

If successful pupil removed from monitoring.

If unsuccessful pupil will be placed in IE for five days and parents will be invited back into school.

- Pupil placed on report for a further period of five days.
- Behaviour contract issued.
- Strategies and sanctions discussed with parents.

If successful after this period remove from report.



If unsuccessful, after five further days of monitoring, parents will be invited back into school to discuss stage 4 actions:

Stage Four

Options are:

- Extended placement in IE.
- Alternative provision.
- Part timetable, reviewed after six weeks.
- Referral to external services if appropriate.
- Referral to 'Step-Out' provision.

Serious behaviour incidents may result in pupils moving directly to stage 4.

A number of stage 4 options may be deployed as an alternative to permanent exclusion. However, if there is no positive response by pupils at any stage in the behaviour management system, then this could ultimately lead to a permanent exclusion.

If at any point, a pupil, goes through the system for a second time, sanctions will be applied more rapidly.



Appendix 3 – Sanctions

The following may be applied as part of the behaviour management system:

- Subject teacher/Year Leader/ Department leader detention for 30 mins or one hour afterschool.
- SLT lunchtime detentions.
- Connect.
- Internal Exclusion.

Detentions

Detentions can take place at lunchtime, breaktime or after school. Parents will be informed of any detention that takes place outside of school hours via text or phone call. It is the parent's responsibility to make suitable arrangements for any detentions held after school hours. Pupils will be expected to attend all detentions.

Connect

Where a pupil's behaviour falls below our expectations then Connect may be used as a sanction. The length of time will be deemed by the year leader or member of SLT. Pupils will work in Connect until 3.50. Pupils are expected to place their belongings, including mobile phones, in a locker. Lunch will be ordered from the school dining hall and pupils will eat in Connect. Pupils will be isolated from their peers for break and lunches.

Internal exclusion

Where incidents are deemed more serious, Internal Exclusion (IE) will be used as the sanction. This sanction is below a fixed term exclusion. Internal exclusion is used to prevent pupils from engaging with the school community but without this impacting on their academic learning. The length of time in Internal Exclusion will be determined by the year leader or SLT. Pupils will work in IE until 3.50. Pupils are expected to place their belongings, including mobile phones, in a locker. In internal exclusion, pupils will be screened. Lunch will be ordered from the school dining hall and pupils will eat in Internal Exclusion.

Governors Behaviour and discipline meeting

Where pupils are persistently placed in IE or externally excluded (15 days) it may be necessary to hold a behaviour and discipline meeting with members of the governing body. Parents will also be expected to attend this meeting. In this meeting, clear expectations will be set for behaviour that pupils are expected to follow. Where pupils do not meet the expectations, further sanctions will be put into place.



Appendix 4 - Taking into account individual pupil needs

Castleford Academy understands the need to take in to account and be sensitive to individual pupil needs when applying the behaviour policy and making reasonable adjustment where necessary.

Pupils such as:

- Those with special educational needs
- Minority ethnic and faith groups
- Travellers, asylum seekers and refugees
- Pupils who need support to learn English as an additional language
- Children in public care
- Sick children
- Young carers

For example:

- A child in care is removed from class after an emotional outburst. The pupil had been told the night before by the social workers that her foster family could no longer keep her and she would shortly be moving to another family and school.

A more appropriate response would be to allow the pupil to go to Step Up to calm down and if necessary talk with her mentor.

- A pupil on the autistic spectrum is disciplined for making personal comments about an adult's appearance. The pupil has no sense that such comments can be hurtful and should be avoided.

A more appropriate response would be for the adult to tell the pupil that the comment was hurtful and inappropriate, to inform the SENCO, but not apply a sanction.

- A refugee pupil dives under the desk at a sudden noise that reminds him of a terrifying event in his past. Other pupils laugh. The teacher thinks he is playing the clown and puts his name on the board as a warning.

A more appropriate response would be to let the class know there are special circumstances and offer the pupil reassurance and support.

- A pupil is reprimanded for failure to follow a long and complicated instruction given by an adult, but the pupil has speech and language difficulties and cannot process complex language.

A more appropriate response would be to make instructions short and clarify understanding by asking the child to repeat them.



Appendix 5 - Supporting pupils whose behaviour needs to improve

At Castleford Academy we believe the most effective way of managing behaviour is to praise and reward good behaviour.

Where pupils are having difficulty conforming to the expected standards of behaviour in the academy various strategies may be employed to help them improve.

The use of 'on report' although listed as a sanction serves the dual purpose of enabling the monitoring form tutor and year leader to set targets and keep a check on behaviour and of giving the pupil instant feedback on satisfactory aspects of behaviour. This is particularly effective as parents are kept informed daily of progress made.

One to one sessions with a mentor are also used to help pupils develop strategies to improve their behaviour.

Where appropriate a 'time out card' will be issued to allow pupils to withdraw themselves from a situation they feel that they may not be able to manage appropriately and take themselves to an agreed teacher or mentor.

Where drugs, solvents, alcohol or smoking are the issue there will be a referral to appropriate agencies to provide counselling.

For pupils whose behaviour is deteriorating rapidly a Pastoral Support Plan (PSP) will be undertaken (if there is not already a Common Assessment Framework (CAF) in place). This will identify precise and realistic behavioural outcomes for pupils to achieve. It will be agreed with parents as a result of a meeting with them. In drawing up the plan the academy will:

- Consider offering one to one support
- Review any learning difficulties and put in place a remedial programme where necessary
- Consider change of sets or class
- Consider a move to alternative provision
- Consider referral to external agencies

The plan will have regular review meetings. Rewards for meeting targets and sanctions for noncompliance should be made clear at the outset. At the end of the agreed period the intervention package may, according to the level of its impact on improving the situation:

- be reduced or removed
- be continued for a further period of time with or without amendments or where there has been no improvement at all there may be a permanent exclusion



Appendix 6 - Fixed Term (External) Exclusion

The Headteacher may take the decision to give a pupil a fixed term (external) exclusion:

- in response to a serious or persistent breach of the academy's behaviour policy.
- If allowing the pupil to remain in school would seriously harm the education or welfare of others.

Examples of the reasons for exclusion are listed below (this is not an exhaustive list):

- **Unacceptable behaviour in Internal Exclusion.**
- **Foul and Abusive Language.**
- **Repeatedly failing to follow instructions.**
- **Repeatedly failing to follow the academy rules (including uniform rules).**
- **Continuous disruptive behaviour.**
- **Fighting or physical assault (including retaliation).**
- **Racial or homophobic abuse.**
- **Sexual misconduct.**
- **Continuous bullying.**
- **Dangerous behaviour.**
- **Violent and/or aggressive behaviour.**
- **Being in possession of alcoholic or illegal substances.**
- **Serious damage to academy property.**
- **Malicious use of electronic devices or telecommunications.**
- **Being in possession of a banned item.**
- **Breaching the IT acceptable use policy.**
- **Any other behaviour deemed as unacceptable by the Headteacher.**

The Headteacher can exclude for bad behaviour and/or bullying which occurs off the academy premises, which is witnessed by a staff member or reported to the academy.



Appendix 7 - Permanent Exclusion

Permanent exclusion is an extremely serious sanction, and a step taken by the academy only as an absolute last resort. The Headteacher may take the decision to permanently exclude a pupil:

- in response to a serious or persistent breach of the academy's behaviour policy.
- If allowing the pupil to remain in school would seriously harm the education or welfare of others.

Examples of the reasons for permanent exclusion are listed below (this is not an exhaustive list):

- When, over a prolonged period of time, despite numerous strategies, a pupil refused to work with the academy.
- **Dangerous behaviour** which poses a risk to the education and health and safety of others within the academy or themselves such as:
 - lighting fires
 - carrying an offensive weapon
 - harming or threatening a pupil or member of staff with an offensive weapon
 - serious, actual or threatened violence against another pupil
 - serious, actual or threatened violence against a member of staff
 - a pupil who harms another pupil causing injury **requiring medical attention**
- **Criminal behaviour** e.g. supplying illegal substances to others or being in possession of illegal substances, this could include an incident which takes place on the journey to or from the academy e.g. alcohol or illegal drugs.
- **Sexual misconduct threatening the well-being of a pupil or a member of staff.**
- **Serious malicious or inappropriate use of electronic devices or telecommunications.**
- **Malicious accusations about a pupil or a member of staff.**
- **Assault, injury or harm to a member of staff.**
- **Behaviour or an act that causes serious disruption to the Academy e.g. deliberate setting off of the fire alarm.**
- **Serious breach of the IT acceptable use policy.**

The Headteacher can exclude for bad behaviour and/or bullying which occurs off the academy premises, which is witnessed by a staff member or reported to the academy.



Appendix 8 - Electronic Devices

(Mobile phones, MP3 players, iPods, iPads, tablets etc.)

At Castleford Academy we recognise that there is an increasing dependence by all on new technologies, however we also recognise that the possession and use of some mobile technologies can be highly disruptive to learning.

We appreciate that many young people carry mobile phones so that they can contact parents on the way to or from the academy, should an emergency arise. If an emergency should happen during the course of the academy day then pupils/parents may be contacted via the academy office. It is not appropriate for pupils to contact parents during the academy day by phone call, email or text, nor is it appropriate for parents to contact their children in the same way. If an incident occurs during the day we need to make sure that the academy is in full possession of the facts before parents are contacted.

We have extremely restricted access to the internet on the academy ICT system. Pupils are not allowed to access social networking sites or gaming sites. Nor are they allowed access to sites that are deemed to have inappropriate sexual content or those that contain references to drugs and alcohol. We are aware that, until the law may change, many pupils can access such sites via their mobile phone.

To this end the following will apply:

- Pupils may bring electronic devices to academy for use on the way to or from academy only.
- Electronic devices may not be used at any time on the academy site during the academy day, including before and up to the end of academy, break time, lunch time and between lessons. This includes smart watches which have the functionality be used for communication. The only exception to this is that they may occasionally be used in lesson time with the agreement of the teacher and for the explicit purpose of supporting learning. If a pupil wants to contact a parent during the academy day they should go to Student Support.
- Electronic devices must be switched off and kept out of sight at all times during the academy day, including before and up to the end of the academy day, break time, lunch time and between lessons. They should be kept in pupils' bags. Electronic devices kept in blazer or shirt pockets will be deemed as being visible.
- Electronic devices must not be taken in to any examination room.
- The security of any device will remain the pupil's responsibility, the academy will not be held responsible for any damage to a pupil's electronic device nor is it responsible for any costs incurred by pupils when using a device.
- Any electronic device (whether it is being used or not) seen by a member of staff during the academy day will be confiscated. Parents/carers will be contacted by the academy if a device is confiscated. The first time a confiscation occurs in a half term the pupil will be able to collect the device from Student Support at the end of the academy day. Any subsequent confiscations will require the device to be collected by a parent.
- Any pupil refusing to hand over an electronic device to a member of staff will automatically be sent to Connect.
- Smart watches must not be used to communicate during the academy day. Any pupil suspected of communicating via a smart watch will have it confiscated as if it were a mobile phone.



- If asked to do so, content on a pupil's device (e.g. messages, emails, pictures, videos, sound files) will be shown to a teacher. The police will be informed if there is a serious misuse of the electronic device where criminal activity is suspected.



Appendix 9 - Incorrect uniform procedure

Full details of the academy uniform requirements can be found on the website or by requesting a booklet from the academy main office.

Pupils will not be allowed in lessons with incorrect uniform.

If a pupil arrives with incorrect uniform they should be sent to Step Up where staff will:

1. Contact parents to arrange to remedy the situation.
2. Lend uniform to a pupil **once** per half term.
 - Pupils will be required to sign for borrowed items and return them at the end of the day.
 - If a pupil has come to the academy in an incorrect item, Step Up will keep that item securely until the end of the day.
3. Give out wipes to remove make up.
4. Tie up or comb hair that does not meet the academy requirements.

Pupils are allowed to borrow uniform **once** per half term. If they ask to borrow again they will go to Connect.

If a pupil fails to return a borrowed item at the end of the day or the next morning they will go in Connect.

All records are kept on a secure spreadsheet.

Incorrect wearing of uniform:

Pupils will be put in the uniform book for

- Too much make up
- Wearing jewellery not allowed according to the uniform rules.
- Not having their shirt tucked in.
- Having blazer or shirt sleeves rolled up.
- Not wearing their blazer (Y7-9)

If a pupil's name is in the uniform book three times (cumulative over the year) they will have a 30 minute detention.

Persistent breaking of the uniform rules will result in time in Connect and parents invited in.

In summer during hot weather the Headteacher may allow pupils to remove their ties and/or blazers in the academy. Pupils will be required to have their tie/blazer with them in the academy **at all times** and normal sanctions will apply.



Jewellery

Pupils refusing to remove jewellery will be referred to Senior Staff who will confiscate it.

Members of Senior Leadership Team will confiscate items of jewellery which are not allowed.

These items will be kept securely until the end of the half term when they will be returned to the owner.

If a parent requires the jewellery to be returned sooner they should contact the academy to make an appointment with Mrs Salmon/Mr King (Assistant Headteacher) who will return it.

All other staff will ask a pupil to remove the jewellery and put the pupil's name in the uniform book.



Appendix 10 – Physical Restraint and Reasonable Force

All staff are encouraged to use de-escalation techniques and creative alternative strategies that are specific to the child. Restraint will only be used as a last resort and all incidents of this are reviewed, recorded in the bound and numbered book kept in Mrs Salmons' office and monitored. Reasonable force will be used in accordance with government guidance. Parents will always be contacted in the event restraint or reasonable force has had to be used.



Appendix 11 - Use of IT Expectations

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

The academy follows the nationally recognised SMART rules which were established by Childnet (a partner of the UK Safer Internet Centre) and these are taught to all pupils through their Computing lessons. (SMART stands for: Safe, Meeting Up, Accepting, Reliable, Tell):

SAFE

- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person’s username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will keep my personal details safe by not disclosing or sharing personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc).

MEETING-UP

- If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult with me.

ACCEPTING

- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)

RELIABLE

- I will be aware that people may not be reliable when I am communicating on-line (they may not be who they say they are).

TELL

- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.



Respect for Academy Systems and Devices

- Academy systems and devices are primarily intended for educational use and pupils should not use them for personal or recreational use unless they are given permission from a member of staff.
- Pupils should not try to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work without permission from a member of staff.
- Pupils should not use the academy systems or devices for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (e.g. YouTube), unless they have permission from a member of staff to do so.

Respect for other users

- Pupils should respect others' work and property and should not try to access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- Pupils should respect a computer that another user is logged in on and not attempt to log them off or turn the computer off without their permission.
- Pupils should be polite and responsible when they communicate with others, they should not use strong, aggressive or inappropriate language and appreciate that others may have different opinions.
- Pupils should not take or distribute images of anyone without their permission.

Respect for the security and integrity of academy technology:

- Pupils will only use their own personal devices (mobile phones / USB devices etc) in school if they have permission from a member of staff.
- The academy rules around phone use are that it should be turned off and out of sight (in a bag, for example) during the school day unless a pupil has permission to use it. Furthermore, the phone should not be synced to any smart watch.
- If permission is granted for a pupil to use their own device in the academy, they are to follow the rules set out here, in the same way as if they were using school equipment.
- Pupils should not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will they try to use any programmes or software that might allow them to bypass the filtering / security systems in place to prevent access to such materials.
- Pupils should immediately report any damage or faults involving equipment or software, however this may have happened.
- Pupils should not install or attempt to install or store programmes of any type on any school device, nor should they try to alter computer settings.
- Pupils should only use social media sites with permission and at the times that are allowed.

Respect for work produced by others and placed online:

- Pupils should ensure that they have permission to use the original work of others in their own work.
- Where work is protected by copyright, pupils should not try to download copies (including music and videos).
- When using the internet to find information, pupils should take care to check that the information that they access is accurate, and try to understand that the work of others may not be truthful and may be a deliberate attempt to mislead them.



Respect for the Academy - not bringing the academy reputation into disrepute:

- The academy will not tolerate defamatory, offensive or derogatory comments regarding the academy or any of the pupils/parents/staff posted online.
- Staff at the academy have a right to privacy and not to be harassed or bullied by searching for or referring to them in any posts on any website or social media site.
- Pupils will not set up any accounts, sites or social media accounts using the academy name or attempting to represent the academy or use any of the photos, branding and logos placed by the academy online.
- In the event that any pupil is found to be posting libellous or defamatory comments on Facebook, Instagram or other social network sites, this will be reported as “abuse” to the network site and the academy will apply a sanction to that pupil and expect that the comments/account is removed immediately. Pupils are also expected to report any such posts.

Parents

- Parents should also be aware that they are a part of the school community and refrain from posting defamatory, offensive or derogatory comments online. Any comments or libellous posts discovered will be expected to be removed immediately.

Responsibility - both in and out of school:

- Pupils should be aware that the academy also has the duty and the right to take action against them if they are involved in incidents of inappropriate behaviour when they are out of school and where it involves their membership of the school community (examples would be cyber-bullying, use of images or personal information).

Sanctions

- If pupils fail to comply with any of this Use of IT Expectations section, as in the case of all academy expectations, they will be subject to disciplinary action. This may include a detention, connect or an internal/external exclusion depending on the severity of the action. This could also include loss of access to the school network / internet, contact with parents and in the event of illegal activities involvement of the police.



Appendix 12 – COVID-19

Addendum - Pupil Behaviour and Discipline Policy

Full opening of school - September 2020

In line with government guideline, the academy will reopen to all pupils in September 2020. All pupils, unless advised otherwise, are expected to attend.

Castleford Academy operate a stepped sanctions system. Details of which can be found earlier in the policy. This will be used to deal with any malicious acts related to COVID-19 and any breaches of the behaviour policy.

Acts linked to COVID-19 can include (but are not exclusive of):

- Refusal to follow good respiratory hygiene (catch it, bin it, kill it).
- Refusal to follow the one way system.
- Deliberate touching of another pupils in order to spread panic or fear.
- Failure to follow a staff members instruction regarding incidents related to COVID-19.
- Faking symptoms to cause distress to others or be removed from lesson.
- Deliberate coughing in the direction of another person.
- Failure to use hand sanitisers or follow good respiratory hygiene guidance.
- Incorrect and inappropriate use of face masks.
- Use of face masks that does not fall in line with academy guidance.

Whilst we realise that some pupils experience of COVID-19 will be different to others, and we realise that some students will find it much harder to respond to the changes in routines (for example those with SEND) the academy will take this into account when imposing an appropriate sanction and aim to work with pupils and families to ensure that they are aware of the importance of necessary changes to school routine.

The use of exclusion in response to persistent, deliberate and serious malicious acts related to COVID-19 may be used if deemed necessary by the academy.

All pupils will be informed of the changes to routine prior to and upon their return to school and the need to ensure that they are followed consistently.

The academy issued guidance to parents surrounding the circumstances under which a pupils is required to self-isolate. Details of this can be found on the academy website. The academy has the right to ensure that pupils who are asked to self-isolate do not attend. If a pupil attends the academy before the end of their self-isolation period they will asked to leave the academy site and not to return until their period of self-isolation is complete.

The final decision rests with the academy.



Appendix 13 – COVID-19

Addendum – Pupil Behaviour and Discipline Policy

Lockdown January/February 2021

In line with government guidelines, the academy will only reopen to pupils who are classed as vulnerable or whose parent is a key worker.

During this time Castleford Academy will still operate a stepped sanctions system. Details of which can be found earlier in the policy. This will be used to deal with any malicious acts related to COVID-19 and any breaches of the behaviour policy.

Acts linked to COVID-19 can be found in Appendix 12.

The Academy reserve the right to revoke a childcare place for a pupil who breaches the behaviour policy.



Appendix 14 – COVID-19

Addendum – Pupil Behaviour and Discipline Policy

Live Lessons January/February 2021

Pupils will be expected to follow the academy universal rules of Ready/Respect/Safe. During live lessons Castleford Academy will still operate a stepped sanctions system. Details of which can be found earlier in the policy.

Expectations of pupils in live lessons:

Ready	Respect	Safe
<p>You must always attempt the work to the best of your ability.</p> <p>You must attend the lesson punctually and not leave unless asked to do so. If a teacher is not yet online, please wait patiently for the lesson to start.</p>	<p>Do not distract other pupils.</p> <p>Follow instructions first time, every time.</p> <p>Ensure that your language is appropriate at all times.</p>	<p>Mobile phones must be switched off and you must not use other forms of technology to communicate with anyone during the lesson.</p> <p>You must not take pictures, record the lesson or share the link with anyone else. (This is a very serious breach of privacy rules and will result in sanctions being applied).</p>

- You must dress appropriately (this does not need to be school uniform). You may be asked to leave the lesson by your teacher if your clothing is deemed inappropriate.
- You should sit in front of an appropriate background in a shared space in the home (preferably not in a bedroom or other personal space). This should be away from distractions where possible.
- You should let other family members know when you are accessing live lessons.
- Try to limit any external noise and ensure that your screen is set to mute.
- You will need paper and pens to access the work.
- Teachers will engage with the lessons by using the chat functions or raise hand icon. Do not unmute your mic unless you are specifically asked to by the teachers.
- We would like your cameras to be on to engage fully with the lesson.
- The chat function will be disabled for any personal chat messages. You can only use the class function to chat to the teacher. You should not use this to chat to other pupils.
- A pupil may use the raise hand icon to chat to the teacher and wait patiently for a response.
- At different points throughout the lesson, you may be asked to complete tasks independently. If you need support from a teacher during this time, use the raise hand icon.
- Teachers will remove anyone from the lesson who is not engaging or is distracting the learning of others.
- If you are removed from a lesson, you may not have access to lessons in the future.

A full range of sanctions including exclusion may be applied to pupils in serious breaches of the behaviour policy during live lessons and childcare sessions.