

# Kettering Buccleuch Academy

## Behaviour Policy

**REVIEWED BY:** Phil Henton and Sophie Dale

**DATE AGREED BY GOVERNORS:** 14<sup>th</sup> October 2024

**DATE OF NEXT REVIEW:** July 2025

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### 1. Purpose

The purpose of our Behaviour Policy is to ensure that all members of our community have knowledge of the behaviour system and follow it to bring about consistency of practice throughout the academy.

It also ensures that all students understand what constitutes acceptable and unacceptable behaviour and that every student understands their choices and the consequences of their decisions. The policy also outlines the rewards that help make the system effective as we recognise that rewards play as vital a role in the process of ensuring outstanding behaviour.

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

Our policy is built around our core values of **Respect, Determination** and **Ambition** and is aimed at supporting our students to exhibit the values we look to develop in them, and to reflect when they have breached these values.

In applying this policy, the academy takes into account its duties under the Equality Act 2010 regarding relevant characteristics protected by that act, notably disability. It also takes into account the needs of pupils with special educational needs in line with the SEND Code of Practice 2015. The academy will also have regard to its safeguarding policy where appropriate.

To support all students and ensure this policy is inclusive we will look to make reasonable adjustments to this policy where necessary.

Examples of reasonable adjustments include but are not limited to:

- Specific seating position in classroom
- Additional direction to remain focussed in lessons before being moved or removed

- Support from an additional adult in the classroom
- Time out card

Any reasonable adjustments will be shared with staff of individual students.

## **2. Standards and Expectations**

All staff are to implement the academy policy consistently and fairly throughout the academy by setting the standards required to promote positive behaviour.

All staff will be provided with a copy of this policy and the Senior Leadership Team of the academy will ensure all staff adhere to the behaviour policy and implement effective systems for keeping records of instances of behaviour that breaches our expectations.

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

### **RESPECT**

- Observe the right of all people to personal space. The term “personal space” refers to the physical distance between two people.
- Look after your personal possessions and do not mistreat the possessions of others.
- Show mutual respect at all times – treat others as you would wish them to treat you.
- Follow all staff instructions at the first time of asking, regardless of who that member of staff is.
- Respect the environment and make sure all litter is disposed of thoughtfully.
- Listen carefully giving others your full attention without interrupting.
- Speaking respectfully to all members of the KBA community even when you disagree.

### **DETERMINATION**

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

### **AMBITION**

- Dress smartly in academy uniform and be proud to represent the academy.
- Show ambition by having high expectations of yourself.
- Think about the future and prepare for the opportunities that are available.

### **Moving around the academy**

Calm and quick movement around the academy and safe, polite behaviour is always essential. Students and staff are expected to keep to the left when moving along corridors and observe the one-way systems in place on stairwells.

No food should be eaten when moving around the academy building.

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

### **KBA Café**

It is expected that all students behave in a polite and respectful manner in the KBA Café. This includes the adoption of polite behaviour when eating and drinking.

### **Toilets**

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

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

### **Central wing lift**

The primary purpose of the central wing lift is for the movement of goods between floors. Students with injuries or illnesses may be given a lift pass for their use. In these cases a single additional person may escort them in the interests of health and safety. The lift pass must be shown to staff when the student is asked. Misuse of the lift may result in a detention or other sanction.

## **3. Rewards**

The academy uses rewards as a strategy to inspire, enthuse and motivate students to fulfil their potential. Our aim is for all lessons to be rewards led. The use of rewards should be used before sanctions in order to develop a positive ethos in the classroom and around the building.

Praise and rewards are linked to effort, willingness, co-operation, thoughtfulness, personal achievement etc. and are given when effort is:

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

All academy staff are able to use rewards such as verbal praise, telephone calls to parents, the organisation of letters, texts, emails or postcards to parents and public celebration of success in forums such as assemblies.

Specific rewards for secondary students include:

### **Merits**

Students in secondary years are allocated House Merits. Merits can be allocated by staff for reasons including;

- Excellent work in a lesson

- Excellent behaviour in a lesson
- Excellent homework
- Participation in an extra-curricular activity
- Good citizenship – act of kindness

### **House Points**

All staff at Kettering Buccleuch Academy (teaching and non-teaching) have an allocation of 2 House Points per term (12 House Points in total).

House Points are awarded when students have demonstrated outstanding adherence to our core values of respect, ambition and determination.

### **House Championship**

Each year, students in all year groups compete in a range of competitions for the KBA House Championship. The winning House is presented with The Buccleuch Cup at the end of Term 6.

Students, and groups of students such as form groups, are also rewarded for things such as perfect attendance, behaviour and punctuality. These rewards take a variety of forms including, but not limited to, certificates, prizes and events.

## **4. Sanctions and support**

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

Our key classroom expectations reflect our core values:

- **Respect** : Follow all instructions at first time of asking
- **Determination** : Do not give up if you find something difficult.
- **Ambition** : Do not settle for anything less than your very best

### **Move/Remove System**

We operate a warning system which is referred to as Move/Remove within all lessons.

#### **Move**

If a student disrupts the learning of the class this will be explained to them and they will be moved to a different seat in the classroom. The student will be reminded that a further disruption to the learning of the class will result in them being removed from the lesson.

#### **Remove**

If a student disrupts the learning of the class for a second time this will be explained to them. The teacher will send the student to the Reflection room and will email the Reflection room manager.

Students who are placed into Reflection as a consequence of Remove will:

- Have 5 minutes to arrive to the room
- Ensure their phone is in their bag and switched off as per the academy rules
- Complete written work for their core subjects
- Reflect on their behaviour ready to rejoin the academy

If a student arrives within 5 minutes, completes the work set and behaves perfectly they will rejoin the academy after two periods and one 'free-time session' (break or lunch) in the Reflection room.

If the student is not successful with the steps outlined above then they will:

- Remain in the Reflection room until the same period on the following day (e.g. if removed from Period 1 on Monday, they will return to lessons Period 2 on Tuesday)
- Lose their break and lunchtime
- Remain in the Reflection room until 16:00 on the day they were removed from lessons.

### **Reflection Room**

This is an alternative to avoid a Suspension and is used as an area in which students are isolated from the rest of the academy for either being removed from lessons or for serious or persistent breaches of our expectations with regard to behaviour outside lesson times. We always try to minimise the time that students spend in Reflection in terms of number of days. We view this sanction as very serious.

The Reflection room operates from 08:25 until 16:30 every day. Students are provided with a breaktime and lunchtime at the same time as the rest of the academy but they do not leave the room.

Upon entering Reflection pupils are asked to hand over their mobile device before being assigned a seat by the Reflection manager. Students are expected to work independently and silently.

Students are provided with lunch if they do not have this with them and have access to water throughout the day.

Students are allowed access to a toilet when this is required at the discretion of the Reflection room manager. This is the same expectation as in normal timetabled lessons.

The Reflection room is a well-lit, open room with both heating and air conditioning in place to ensure that the physical conditions are conducive to maintaining levels of comfort.

The Reflection room is supervised throughout the day and any concerns about student behaviour whilst in Reflection are referred to the senior member of staff on duty.

### **Pastoral Board Meetings**

We recognise that some students require additional support and the implementation of sanctions alone is not appropriate. The academy convenes **Pastoral Board Meetings** in cases where it is felt that a student is not responding in the required manner to the implementation of the academy's Behaviour Policy.

Pastoral Board Meetings are a multi-agency style meeting with the following staff present:

- the student's pastoral leader
- the academy's SENDCo
- the assistant principal in charge of welfare

Pastoral Board Meetings determine whether it is appropriate for a student to access any of our additional support measures.

### **Alternative provision**

To refocus students and meet their educational needs they may be directed to attend an alternative provision setting such as Complementary Education Academy, YouthWorks Community College or Progress Academy. In this case they will be educated off-site for a period that will be reviewed at regular intervals. Alternative Provision will only be put in place if it is agreed at a Pastoral Board Meeting that this is in the best interest of the child. The provider that the academy uses will always be DfE registered if the student is to attend for a greater time than 16 hours per week.

### **Suspensions and Exclusions.**

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

Parents/carers are legally responsible for their child for the first 5 days of any suspension, and the student must not be out in public during school hours. Any parent who fails to comply with this duty without reasonable justification commits an offence and may be given a fixed penalty notice or be prosecuted. More information can be found using the link at the end of this section.

If a child is suspended for a period of more than 1 day, a member of the academy's welfare team will conduct 'safe and well' checks to ensure that our safeguarding duties are maintained. Parents/carers of students who are suspended for more than 1 day and who are in receipt of Free Academy Meals will be provided with vouchers for this use.

Whilst it is not a legal requirement to do so, the academy will always invite parents/carers to attend a reinstatement meeting with a member of the pastoral or senior leadership team, and sometimes a governor if appropriate, on return from any suspension.

Further details regarding suspensions and exclusions can be found in the academy's Exclusions Policy and in the DfE guidelines - <https://www.gov.uk/government/publications/school-exclusion>

## **5. Detentions**

24 hours' notice of a detention is no longer required. 'Schools don't have to give parents notice of after school detentions or tell them why a detention has been given' (<https://www.gov.uk/academy-disciplineexclusions>).

Parental permission is also not required provided that staff have considered:

- The welfare of the child.

- Whether the child has caring responsibilities,
- Whether parents should be informed of the detention, any travel arrangements.

Inconvenience to the parents does not matter if the child has a means to get home safely.

Same day detentions will be issued for lateness to a lesson, or lessons, and persistent issues with correct academy uniform and/or equipment. Leaders at the academy may also issue same day detentions for other behavioural issues that occur throughout the day outside of lesson time. Examples of when detentions would be set include instances where students do not follow the academy rules as outlined in Section 2 and 4 of this policy.

After school detentions may have a duration up to 90 minutes, but the majority of detentions issued are shorter than this. We will always try to notify parents and carers of detentions that last more than 30 minutes.

Some detentions may take place during the free time during the day e.g. break time and lunch time. This type and length of detention will be decided by a pastoral or senior leader at the academy.

### **The power to discipline beyond the academy gate**

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

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

Even where the four conditions above do not apply, the Behaviour Policy can extend to any misbehaviour which could have repercussions for the orderly running of the academy, pose a threat to another pupil, or member of the public, or could adversely affect the reputation of the academy. This will include any instances of cyberbullying or misuse of social media.

## **6. Banned items and searches**

### **Mobile Phones**

Mobile phones are now banned from being used at any point on the academy's site, whether indoors or outdoors.

Mobile phones are not just distracting, but when misused or overused, they can have a damaging effect on a pupil's mental health and wellbeing.

#### **Procedure:**

We operate a '**See it, Hear it, Lose it**' policy with regard to mobile phones. This simply means that a mobile phone will be confiscated if it is seen or heard on the academy's grounds\*.

- This restriction is in place **at all times** while students are on the grounds of the academy; this includes when students arrive and leave at the end of the day. It is also in place after enrichment clubs have finished. Phones should be turned off (not just put on silence) and

put away before students enter the academy gates and not turned on again until they have left the site.

- We recognise that some parents/carers, in the interests of their child's personal safety, may wish their child to have their mobile phone with them for their journey to and from the academy but must stress the importance of parents/carers clearly communicating that this must be turned off at all times on site.
- Mobile phones that are seen or heard will be confiscated and stored in a secure place at Student Reception and can only be collected by a student at the end of the academy day.
- If a student repeatedly has their mobile phone confiscated the device may be kept until parents/carers make an appointment for it to be collected.
- Students will be able to contact staff on duty/staff running clubs if there is an emergency and they require to speak with their parent/carer although we do not envisage this to be necessary. Whether or not a situation is an emergency can only be determined by a member of staff.
- We will ensure that any important messages are relayed to your child through the day if you leave a message at reception. However, please be aware that this facility should only be used for emergencies.
- Students who refuse to hand the phone over to a member of staff will be issued with an additional sanction and parents may be contacted.

\*Please note that if a member of staff does not physically see the phone, this can still be confiscated if they are sure the student has been using it i.e. a text has been sent to parents.

### **The law relating to searches**

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

### **Banned items\***

- Mobile phones
- Cigarette lighters, matches or other means of starting a fire
- Water pistols or any toy that resembles a weapon
- Chemical substances other than controlled drugs, e.g. 'legal highs'
- Chewing gum
- Energy drinks (e.g. Red Bull, Monster, Relentless)
- Laser pens/pointers
- Permanent marker pens
- Aerosol cans
- Correction fluid



\*We will also confiscate any item which is harmful or detrimental to academy discipline.

The screening and searching advice details what should be done with items that have been confiscated during a search, including the circumstances under which the police should be involved, and when the use of force can be applied.

Only the Principal or a member of academy staff authorised by the Principal, can undertake the search of a pupil and there must be a witness (also a staff member). At Kettering Buccleuch Academy the Principal gives authorisation to any members of the Pastoral team to carry out searches. The person carrying out the search should be the same sex as the pupil being searched as, ideally, should be the witness. There is a limited exception to this rule (where a search can be carried out on a pupil of the opposite sex and / or without a witness) only where the Headteacher or authorised member of staff reasonably believes that there is a risk that serious harm will be caused to the person if the search is not conducted immediately and where it is not reasonably practicable to summon another member of staff.

Any searches of a pupil's own person or of their possessions must be carried out with due consideration for the pupil's personal dignity, health and safety, the academy's Safeguarding policy and United Learning staff-pupil relations guidance. There may be rare instances where a child with a specific SEND diagnosis requires a different approach. For example, the academy may refrain from searching, unless in an emergency, if a child is tactile defensive or has a sensory sensitivity which means that a search may significantly escalate a situation. This would mean dealing with the situation in a different way, bespoke to the needs of the child.

Any such searches will always be viewed as a last resort, when other methods of investigation and communication have failed and only if absolutely necessary, such as in extreme situations where leaving a pupil with such a suspected item could pose risks to others (or to that pupil). It is hoped that in the great majority of instances, there will be no need for a search to be carried out.

### **Searches without Consent**

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

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

Members of staff can use such force as is reasonable given the circumstances when conducting a search for knives or weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images or articles that have been or could be used to commit an offence or

cause harm. Such force cannot be used to search for other items that a academy has decided to ban under its behaviour policy.

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

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

Please note - the academy will always keep a record of any searches carried out and notify parents when a search has taken place regardless of whether items are found or not.

### **Searches with consent**

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

### **Extent of search**

The person conducting the search may not require the pupil to remove any clothing other than outer clothing. 'Outer clothing' means clothing that is not worn next to the skin or immediately over a garment that is being worn as underwear and includes hats, shoes, gloves and scarves. 'Possessions' means any goods over which the pupil has or appears to have control – this includes bags, lockers and desks. It is a condition of having a locker in academy that the student gives their consent to it being searched. Any formal complaints about searches should be made in accordance with the academy's Complaints Policy.

### **Confiscation of articles**

Academy staff have the power to confiscate property from students under their general right to discipline contained in s91 of the Education and Inspections Act 2006.

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

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

## **7. Drugs**

The academy operates a zero-tolerance policy on drugs for the health and safety of all staff, pupils and visitors. The academy policy on drugs applies to all academy and academy-related activities

whether on or off site. This includes the journey to and from academy. The word 'drugs' used in this policy does not just mean illegal drugs. It extends to alcohol, tobacco products, volatile substances and legal highs.

The academy takes into account guidance issued by the Department for Education. The academy will monitor and deal with any drugs issues promptly and be proactive in trying to prevent any future drugs incidents. Pupils will receive drugs education as part of the PSHE programme and the academy will also involve outside agencies such as drugs education charities where applicable.

Any pupil found to be involved in a drugs-related incident will be disciplined in accordance with the academy's behaviour policy. The sanction is likely to be, except in exceptional circumstances, permanent exclusion from academy.

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

This distinction between *dealing* and *using* is particularly important operationally. Sometimes, it will also be necessary to involve the police. The academy will discuss this and take advice as necessary.

### **Confiscation of drugs**

Any drugs found will be confiscated by staff who will dispose of them in accordance with guidance issued by the Department for Education. Drugs offences will always be reported to Police and any drugs handed over to the Police if requested. Similarly, any drugs-related paraphernalia such as needles will be disposed of in a prudent manner. The academy may carry out searches for drugs in accordance with this policy.

### **Parental involvement**

Usually the academy will inform parents/carers when their child has been found to be involved in drugs but where there are potential safeguarding issues the academy must act in the best interests of the child which may mean a decision not to inform parents.

## **8. Bullying**

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

- Deliberately hurtful
- Repeated, often over a period of time
- Difficult to defend against

Bullying will not be tolerated at the academy. We have a 'TELLING' ethos where every allegation of bullying will be investigated. We do not accept name calling or inappropriate language as 'banter'.

Please see our Anti-bullying and Harmful Peer Relations Policy for full details.

## **9. Use of social media**

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

Misuse of social media includes (this is not an exhaustive list):

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

Social media usage can be incredibly useful when used correctly and responsible use of social media is promoted. However, breach of the policy on the use of social media will result in sanctions.

In line with government guidance relating to the Prevent Duty, children must be kept safe from terrorist and extremist material and suitable filtering within academy is in place. Key words are picked up by our 'Senso' software and usage is tracked and sanctions applied where applicable.

## **10. Use of reasonable force**

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

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

## **11. Serious incidents that require investigation**

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

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

- Any members of staff who are witnesses should email the member of staff overseeing the investigation with a full statement as soon as possible.
- Any student(s) who were witnesses should complete a statement whilst being supervised by a member of staff. It must be made clear for them to state where it happened, when it happened, who was there and full details of what occurred. They are not to discuss the situation with anybody before completing statement.
- The lead on the investigation will speak with the witnesses regarding the statements made to ensure that all relevant information is collected and then ensure that the statements are signed.
- The lead on the investigation will speak with the student(s) regarding the statements made to ensure that all relevant information is collected and then ensure that the statements are signed.
- The lead on the investigation will then discuss with Vice Principal the most appropriate sanctions to apply. Please note if a decision is made to either Fixed Term or Permanently exclude the child then this can only be decided by the Principal or 'Acting Principal' if the Principal is not available.
- Parent(s) will then be contacted to inform them of incident/outcome where appropriate. This should include any victim involved in incident.

### **Malicious accusations against staff**

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

## **12. The role of Governors**

The governing board have reviewed and ratified this policy to make sure that it:

- Is appropriate for our school's context
- Is implemented fairly across the school
- Takes into account the views of parents and pupils

## **13. Monitoring the policy**

This policy will be reviewed annually. At every review, it will be approved by Local Governing Body.

## **14. Links to other policies**

This policy is linked to our:

- Uniform policy
- Equality information and objectives statement
- Anti-bullying policy
- Complaints policy

