



Behaviour and Relationship Policy

Name of School	Petersgate Infant School
Date of review	July 2026
Date of next review	July 2027
Reviewed by	Wendy Mitchell Headteacher

School Vision

"for all children to grow into responsible, caring individuals who actively and positively contribute to the community."

At Petersgate Infant School, our vision outlined above is strengthened by our values of safety, caring, achievement, resilience and friendship. These values symbolise warmth, community and cohesion to ensure we are "working together to achieve our best".

As a school, we can apply these values through the following aims:

- Ensuring everyone stays healthy and safe.
- Ensuring everyone feels valued and has a sense of belonging.
- Providing a high quality learning environment.
- Helping everyone to enjoy learning and to achieve their best.
- Nurturing and developing the whole child.
- Ensuring everyone makes a positive contribution to the school and wider community.
- Helping children to learn how to act in ways which contribute positively to others.
- Helping children to understand how to get their needs met in a safe and positive way.
- Ensuring children understand the impact their behaviour has on others.

Safeguarding at Petersgate Infant School is carried out in line with the statutory guidance in 'Keeping Children Safe in Education' published by the Department for Education.

Introduction

At Petersgate Infant School, it is our core purpose and aim that our Behaviour and Relationship policy supports the vision, values, aims and ethos of the school. As a school, we aim to ensure that children learn within an inclusive and safe environment where kindness, caring, trust and mutual respect underpins everything we do and that all children feel secure, valued and well supported to overcome barriers and empower them to make progress and achieve success. This policy is a working document, which strongly promotes the development of positive relationships and partnership working between children, staff, parents and other members of the wider school community, which includes working closely with external agencies and other professionals.

This is developed through the actions and words of all members of the school community. Through the support, empathy, guidance and coaching for each other, they are enabled to develop the fundamental skills which form the foundations in which they can be successful.

Part 1 – Purpose

Behaviour is a mode of communication and so is an invaluable measure of the success of the methods and processes in place within a school to prepare an individual to learn. The key to understanding behaviour is a solid knowledge of each individual, their personal histories and backgrounds, so as professionals can fully understand their needs. With this knowledge and information, we can then equip ourselves with as much information as possible to ensure that strategies used meet individual needs and that these are communicated clearly with all key adults working as a team around the child.

Petersgate Infants School treats all children with unconditional respect and has high expectations for both adults' and children's learning and behaviours. Our school is calm and purposeful where children can thrive. It prides itself on the excellent relationships and a high level of nurture and care. We understand that distressed or unproductive behaviour can signal a need for support, which we will provide without diluting expectations.

a. Intent and aims of the policy

"Working Together to Achieve the Best" is part of the vision for our school and this principle underpins all the work we do. This policy seeks to provide a thorough framework and guidance for all key stakeholders at Petersgate Infant School. Its purpose is to be clear, helpful and informative to allow its contents to be understood and implemented consistently. A regular review and monitoring process will maintain its relevance and accuracy as described above. This policy complies with Section 89 of the Education and Inspections Act 2006.

Further aims of the policy are:

- For all children to learn within a safe, nurturing, purposeful and calm environment
- To ensure there is consistency and predictability in the school environment through structured routines, well-defined boundaries and high expectations for behaviour so the children feel physically and emotionally safe. But for all children to know that we all experience a wide range of emotions and that these emotions should not impact on others

- For children to understand, be taught about and demonstrate the SCARF values of Safety, Caring, Achievement, Resilience and Friendship
- To ensure the key values, nurture, and Zones of Regulation are central to the work of the school so that every child has a strong sense of appropriate behaviour choices and so that they feel safe, happy and ready to learn and can stand up for the values in an assertive and appropriate way.
- For children to be explicitly taught what productive behaviour looks like. Where distressed or unproductive behaviour is displayed, that this is responded to consistently and fairly and that the policy is upheld at all times
- To model and teach positive attitudes and emotional regulation, so the children understand how to self-regulate
- To always seek to understand what a child is trying to communicate through their behaviour and attune to their emotions, accept and validate their feelings and reinforce expectations
- To encourage all the children to know their responsibilities in relation to behaviour so that their own behaviour choices do not hinder the learning or well-being of others
- To adopt a restorative approach through which the children are taught to reflect on their behaviour in order to resolve conflict and repair and restore caring relationships
- For independence to grow and for children to understand they must take responsibility for their actions
- For all members of the school community to have a positive and caring attitude towards one another and that achievements at all levels are valued and celebrated
- To enable all children to become proactive citizens who become active members of the school community

We hope to achieve these aims through a school behaviour and relationships policy based on rights, responsibilities and respect. Praise, rewards, privileges and positive role-modelling, support the development of self-discipline and the capacity to make positive choices.

b. Our Values

These are the school key values are at the core of everything we do and underpin all the work of the school. They provide a framework and guide for desired behaviours and characteristics;

Safety	Caring	Achievement	Resilience	Friendship
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The values link with the themes from the Life Education Wessex SCARF PSHE Curriculum.

c. Zones of Regulation (Zones)

Self-regulation is something everyone continually works on whether or not we are aware of it. We all encounter trying circumstances that test our limits from time to time. If we are able to recognise when we are becoming dysregulated, we are more able to do something about it to manage our feelings and get ourselves to a healthy place. This comes naturally for some, but for others it is a skill that needs to be taught and practiced. This is the goal of The Zones of Regulation. The Zones of Regulation are based upon the work of Leah M Kuypers and link well to the idea of Growth Mindset and the work of Carol Dweck.

The Zones are a systematic, cognitive behavioural approach used to teach self-regulation by categorising all the different ways we feel, and states of alertness we experience, into four concrete coloured zones. The Zones of Regulation framework provides strategies to teach children to become more aware of and independent in controlling their emotions and impulses, manage their sensory needs, and improve their ability to problem solve conflicts. By addressing underlying deficits in emotional and sensory regulation, executive functioning, and social cognition, the framework is designed to help move children toward independent regulation. The Zones of Regulation incorporates Social Thinking® (www.socialthinking.com) concepts and numerous visuals to teach children to identify their feelings/level of alertness, understand how their behaviour impacts those around them, and learn what tools they can use to manage their feelings and states.

The Red Zone is used to describe extremely heightened states of alertness and intense emotions. A person may be elated or experiencing anger, rage, explosive behaviour, devastation, or terror when in the Red Zone.

The Yellow Zone is also used to describe a heightened state of alertness and elevated emotions, however one has more control when they are in the Yellow Zone. A person may be experiencing stress, frustration, anxiety, excitement, silliness, the wiggles, or nervousness when in the Yellow Zone.

The Green Zone is used to describe a calm state of alertness. A person may be described as happy, focused, content, or ready to learn when in the Green Zone. This is the zone where optimal learning occurs.

The Blue Zone is used to describe low states of alertness and down feelings such as when one feels sad, tired, sick, or bored.

All of the zones are natural to experience, but the framework focuses on teaching children how to recognize and manage their Zone based on the environment and its demands and the people around them. For example, when playing on the playground or in an active/competitive game, children are often experiencing a heightened internal state such as silliness or excitement and are in the Yellow Zone, but it may not need to be managed. However, if the environment transitions into the classroom where there are different expectations than the playground, children may still be in the Yellow Zone but have to manage it differently so their behaviour meets the expectations of the classroom setting.

The Zones of Regulation are displayed around school in the form of coloured posters indicating the zones. These are displayed in all areas, including the classroom and small visual aids for easy reference with the children. Within each classroom, there is a regulation station where the children can go to regulate. There are visual aids of the zones within each station and a member of staff can be available to discuss how they are feel and how they can be supported further.

d. Information about Nurture

The principles of nurture underpin all what we do and complements our SCARF values and Zones of Regulation. The concept of nurture highlights the importance of social

environments and its significant influence on social emotional skills, wellbeing and behaviour. Children and young people who have a good start in life are shown to have significant advantages over those who have experienced missing or distorted early attachments. They tend to achieve well, attend regularly, form more meaningful friendships and are significantly less likely to offend or experience physical or emotional and mental health problems.

“The nurturing approach offers a range of opportunities for children and young people to engage with missing early nurturing experiences, giving them the social and emotional skills to do well at school and with peers, develop their resilience and their capacity to deal more confidently with the trials and tribulations of life, for life”. Nurture UK.

The six principles of nurture are:

1. Children's learning is understood developmentally
2. The classroom offers a safe base
3. The importance of nurture for the development of wellbeing
4. Language is a vital means of communication
5. All behaviour is communication
6. The importance of transition in children's lives

Ref: Lucas,S., Insley,K. and Buckland,G. (2006) *Nurture Group Principles and Curriculum Guidelines Helping Children to Achieve*, The Nurture Group Network.

Part 2 – Implementation

a. High Quality Teaching and Strong Relationships

- It is vital that teaching and planning is of a high quality. When the learning opportunities are strong then the engagement is at its highest
- It is the class teacher’s responsibility to ensure that all learning is well planned and resourced and meet the child’s needs. The design of the task is crucial to ensure children can access the learning and that appropriate scaffolds or task variation is in place to engage and support the learner. At Petersgate Infant School we provide Continuing Professional Development (CPD), support, mentoring and coaching to the staff to ensure they reflect and continually improve on their practice
- Adults must show genuine interest in each child’s development and backgrounds
- It is our responsibility to pursue the building of strong relationships based on authenticity and honesty. Adults must model this process and allow specific opportunities to teach about relationships. In order to do this, staff need to be emotionally available in building these relationships and the Team Around the Child approach, including a change of face may be necessary in supporting the children
- Empathy is vital in order to reflect on one’s actions and this must be modelled and time taken to teach this important aspect
- School adults will greet children at the beginning of the day enabling everyone to start the day positively and with a smile. Other key members of staff are also available to talk to or support the children, which supports a positive start and end to the day
- All staff believe and know that the positive relationships between adults and children are crucial in helping the children to regulate

b. Expectations of all children and staff

All children in school benefit when behaviour is productive. High standards of behaviour are important in helping children to feel safe and learn well, and parents and carers play a key part in this. There is a constant focus on promoting positive behaviour in the school, helping to build self-discipline and encouraging respect for others but there is also need for consequences to deter the children from demonstrating distressed or unproductive behaviour.

The following expectations must be followed in conjunction with the staff code of conduct. Children entering Petersgate Infant School in Year R will be taught the expectations of the school in order to understand what desirable behaviours are. This process is reflected upon and applied in subsequent years but with the understanding of growing responsibility and consequence.

At Petersgate Infant School, we feel it is vital to maintain our high expectations for behaviour and conduct, all staff are relentlessly consistent with the following expectations:

- All children must demonstrate the SCARF values and Zones of Regulation learning behaviours.
- There must be tidy and organised learning environments including all classroom and corridor areas.
- We expect all staff and children to set high expectations by promoting our code of conduct, which includes transition and movement around the school so that it is quiet, orderly and supervised by all school adults, lining up at the end of breaktime, correct uniform and presentation i.e. shirts tucked in.

An overview of roles and responsibilities for all stakeholders can be found in Appendix 14.

c. A Shared Language of Behaviour

There are times when a more restorative approach is used for the children to reflect on their behaviours and repair the relationship between children and/or key adults. All staff should be prepared to have these discussions and when needed, to say sorry.

We use 'wondering' language when encouraging children to change/adapt their behaviour such as "*I wonder if you could...*". During this time, it is important to acknowledge the feelings and that those feelings are ok, i.e. "*I can see you are feeling...*".

The explicit teaching of the SCARF values and Zones of Regulation behaviour language should be introduced and reinforced through weekly assemblies and weekly PSHE lessons and reviewed and reinforced regularly with the children.

Any behaviour that requires a consequence is deemed 'distressed behaviour'. We do not refer to it as "bad" or 'challenging' behaviour or in the action that they are 'kicking off' or 'having a meltdown'. In the same way we refer to children as children and not as kids.

If you are offering support or assistance when behaviour is reaching a 'high' level (as per Appendix 5) you should say "help available" or if you are requiring help you should say "help/support required/needed". This is offered in a calm tone so as not to escalate a

situation further. In the same way, that we do not discuss a child's behaviour in front of the child it concerns or other children involved. If a situation is described as being of a 'high' level, staff are required to have two team teach members present and an observer in case of a potential restrictive physical intervention. It is normal for adults to feel heightened or emotional during these situations. Other colleagues will need to notice if the adult involved in the restrictive physical intervention is being heightened or triggered and needs to remove themselves from an incident, using the script "more help available". Walkie talkies should be used in the event of violent incidents or absconding. The message should clearly say who requires help and where. **No child names to be used over the walkie talkies.** They can also be used when medical assistance is required saying "first aid required...indicating where".

d. Visual displays/representations and systems (found in the appendices)

1. **Zones of Regulation display** for the children to use to regulate their emotions. This is a colour chart which has red, yellow, green and blue zones and the behaviour/emotions attributed for each zone. The children should be aiming to be in the green zone and discussion about ways they can calm themselves or return to the green zone should take place (**Appendix 1 and 4**).
2. **SCARF display** to share SCARF values and SCARF cards for each value when the child demonstrates the value (**Appendix 2 and 3**). This is shared with parents via Seesaw.
3. **Natural, logical and protective consequences** display to remind children of the consequences linked to each level of behaviour (**Appendix 5**). This will be a working document that is added to over time alongside the children.
4. **Regulation station** for children to go to if they need time to regulate themselves.
5. **Restorative Justice questions poster** to support the discussion with the children to reflect on the unproductive behaviour and potential consequences (**Appendix 6**).
6. **Class Counter jar**, children collect counters for their class to earn a whole class treat decided by the children. The counters are given from any adult in the school to children demonstrating positive behaviour.
7. **Golden Certificate** are given out weekly during celebration assembly when a child has shown one of the SCARF values in their learning consistently (**Appendix 7**).

Visual display items should be displayed in the classroom and around school to support behaviour.

e. Rewards and Consequences

We operate a positive reinforcement system where children are rewarded when they display the SCARF values or when in the green zone of the Zones of Regulation.

As part of our reward system, we use the following methods to focus on when the children are demonstrating productive behaviour:

- **Non-verbal recognition**
- **Targeted and meaningful praise** - being explicit when giving praise and how it links to the SCARF values

- **Stickers** – being explicit of how the behaviour seen links to the Zones of Regulation or SCARF values
- **Golden Certificates** – these are given out weekly during celebration assembly when a child has shown one of the SCARF values in their learning consistently.
- **Harold the Giraffe** goes home for the weekend with the child who receives this certificate. Harold the Giraffe is a key part of the SCARF programme
- **SCARF value cards** - being explicit when giving praise and how it links to the SCARF values
- Adding a **coloured counter** to their Classroom Counter jar for the whole class that leads to a treat chosen by the children
- **Sharing learning** to a senior member of staff or previous teacher for verbal praise/reward/SCARF value certificate or coloured counter for their classroom counter jar
- **Seesaw message or telephone call** to parents - being explicit of how the behaviour seen links to the Zones of Regulation or SCARF values
- **Being a special helper** – these are chosen daily. Each class has a chair for the child to sit in and a lanyard indicating they're a special helper. A toy representing their class name is given out to take home for the evening.

f. Practicalities

The values at the start of this policy are displayed around the school. All members of the school community need to be modelling these values at all times.

1. The values are displayed around all areas of the school, in the office, in the hall, leadership office, Headteacher's office and classrooms
2. The children learn about the SCARF values and Zones of Regulation through carefully planned assemblies and the PSHE curriculum through SCARF
3. The children learn other strategies to support regulation to explicitly taught weekly session through myHappymind. This programme supports children in developing an understanding of how their brain works and how this can impact their behaviour. Through these sessions, they are taught strategies to support their regulation.
4. Each half term we address different values through assemblies. The values are addressed on a yearly cycle
5. Reference should be made to these values with the children, when needed, with a discussion about the behaviour the child has demonstrated

g. The PSHE curriculum

1. Weekly PSHE sessions are planned in each year group and explicitly taught
2. Each year group have access to all the lesson plans and resources needed on the school server and the SCARF website (<https://www.coramlifeeducation.org.uk/scarf/sign-in/>)
3. This curriculum resource aims to develop the underpinning qualities and skills that help promote positive behaviour and effective learning and this is a spiral based curriculum, so children build on skills and knowledge each year
4. The materials are organised into six themes: Me and My Relationships, Valuing Difference, Keeping Myself Safe, Rights and Responsibilities, Being My Best, Growing and Changing. Each theme is designed for a whole-school approach

and includes a whole-school assembly and suggested follow-up activities in all areas of the curriculum

5. Assemblies are planned in for the whole school developing the themes alongside the values

As part of SCARF PSHE programme and links to the 'Rights, Respect and Responsibility' agenda, we also explicitly teach the children about the Fundamental British Values. This focuses on teaching about:

- Democracy
- Respect
- Tolerance
- The Rule of Law
- Liberty

As part of our learning on democracy, the children have the opportunity to become a Young Governor or a Play Leader. The children campaign and create a poster to explain why they would make an effective Play Leader or Young Governor, they are then voted on through a secret ballot. Happiness Heroes are also nominated, as part of the myHappyMind programme. The Happiness Heroes help promote and recognise when strategies are used by other children to support regulation. This added responsibility about giving recognition to children when they display productive behaviour and the school SCARF values.

h. Strategies for Promoting Positive Productive Behaviour Choices and Values

1. Use of the **Zones of Regulation**
2. **Plan** for productive behaviour – ensure there is a clear focus on the task design of the learning and that there is appropriate scaffolding or variation to meet individual needs to encourage maximum engagement
3. Be aware of **transitions** – there may be occasions where children need support to join learning at certain transition points during the day e.g soft starts on arrival at school or following a breaktime, for examples
4. **Adults supporting the learning are clear where support is needed**
5. **Involve the children**
6. Be **positive** – positive reinforcement of desired productive behaviours is more effective than naming unproductive behaviours e.g. “Thank you, I like it when you are walking” rather than focusing on the negative i.e “Don’t run”
7. **Catch them showing productive behaviours** – Spot the productive behaviour and give specific verbal praise appropriate to the behaviour and be explicit linking back to the Zones of Regulation or SCARF value
8. **Be equitable** – Some children demonstrate behaviours that are unproductive as a result of age, Special Educational Needs or Disability. These children will need specific support and teaching in order to understand. In order to be equitable these children will need more time than other children. There may be cultural differences that may also need addressing. It is important to know the developmental needs of each child and cater for them
9. **Take Time** – If an incident has happened take time to find out what happened, to think and assess. Ensure all children have the opportunity to speak

10. **Ask open questions** - Through a restorative conversation with the children (see Appendix 6) to explore what happened as part of the incident, who has been affected and how they are feeling and what they could do next to repair the situation. It can be helpful for the child to draw a picture and use TED (Tell, Explain, Describe) talk to explore more with them
11. **Be Calm** – At all times maintain calm, have positive body language and tone of voice
12. **Be proactive** – Support children in schools by celebrating positive productive behaviours and challenging unproductive behaviour choices
13. Use the **language of rights and responsibilities, Zones of Regulation** and **SCARF values** to empower the children
14. **Repeat instructions** – Repeat the requested behaviour calmly but assertively
15. **Give a time frame** – Use ‘first’ and ‘then’ time words so that children are clear about expectations
16. **Most importantly be confidential** – distressed behaviour and difficulties with regulating will be dealt with confidentially and we **do not** talk about children who are having difficulties in front of other children or adults

i. What may happen if the child displays unproductive behaviour choices

As a school, we believe in nurturing children through positive reinforcement, we always try to focus from the positive (productive behaviour) rather than the negative (distressed or unproductive behaviour) and it is important to address the behaviour rather than the child. However, we do recognise that there is also a need for children to have clear and concise boundaries and expectations that are implemented firmly but with kindness.

Regulation stations

Each class has a ‘Regulation Station’ which can be used by the children to self-regulate if, for whatever reason, they are not ready to learn. If a child finds it difficult to self-regulate, a member of staff will support them in the regulation station to co-regulate. An adult will provide a de-brief for the child using the Zones of Regulation behaviour language (**Appendix 4**). We encourage the children to use a range of strategies to self-regulate and this can look differently for each child. An example would be to use ‘happy breathing’ from myHappyMind.

For those children who are unable to regulate their behaviour in their regulation station. The Den is available, for a child to choose to go there with the support of an adult. This is a calming space with the Zones of Regulation behaviour language, restorative justice questions and emotions check-in and an adult can support the child with regulating. This room is available to avoid a child demonstrating more distressed behaviour in shared spaces, offices or meeting rooms. The child is supervised and supported by an adult who witnesses any behaviour and assess when the child is ready to return to complete their learning in their classroom. The child is not left unsupervised in The Den.

Behaviourist vs. relational approaches to behaviour

We know that there are a range of strategies that can be used to manage children’s behaviour in school. Some of these strategies focus on the behaviour itself, rather than the child’s needs and their emotions. At Petersgate Infant School, our approach focuses on helping the children to learn from their behaviour by thinking about how it can affect others around them. To do

this, we will be using the language of natural, logical and protective consequences (**Appendix 5**) with the children. The aim of this is to help the children to understand how to get their needs met in a safe and positive way. Having positive relationships built on mutual respect with pupils is essential to managing behaviour. All staff understand that behaviour is separate from the child and make sure that they spend time repairing and restoring relationships if necessary following a behaviour incident.

Natural consequences (Appendix 5)

Natural consequences happen without any intervention from school staff. All behaviour impacts the child and others around them. When a child demonstrates distressed or unproductive behaviour, they will be left with negative feelings, such as shame, guilt and disappointment. Distressed or unproductive behaviour will also affect the feelings of others. These are all natural reactions to behaviour, which is a consequence by itself. An adult will then support a child to understand how and why their behaviour has had a natural consequence. You can see further examples in (**Appendix 5**).

Logical consequences (Appendix 5)

Logical consequences will require adult intervention and support. This may be having to complete missed learning to try and complete the expected learning, having to tidy or repair the environment or having to repair a relationship with another person. Logical consequences help children to understand that they need to repair a situation following distressed or unproductive behaviour. During this process, school staff will remain calm and will explain to the child why they need to repair and will support them with how to do this. Children will learn how to 'make it right' through their actions, showing that they have learned from their behaviour, rather than just saying sorry. These are called restorative conversations (**Appendix 6**). Logical consequences will be carried out to ensure that they fully comprehend the impact their behaviour has had on themselves and others. You can see further examples in (**Appendix 5**).

Protective consequences (Appendix 5)

Protective consequences will also require adult intervention and support. These differ from logical consequences as they focus on implementing safety measures. The senior management team will decide how long protective consequences may be in place for. The significance of these consequences is that children learn that continued or significant distressed or unproductive behaviour will result in a change being made to their school day. This could be removing equipment if they do not use it safely, or supporting the child outside of the classroom in a nurturing and supportive way, in order for them to return to 'baseline' and reset. School staff will support the children by having restorative conversations (**Appendix 6**) with them about why their behaviour led to a protective consequence. For example, "You continually hurt someone at play time so we are going to work together so you can show me that you can be safe and kind towards others". Parents/carers will be informed of any protective consequences implemented by a member of school staff. You can see further examples of protective consequences in **Appendix 5**.

Time considerations

Some pupils can remain dysregulated for some time after a behaviour incident has occurred. Others may feel shame and guilt (a natural consequence) so may not feel ready to have a

restorative conversation immediately after the incident. School staff will use their knowledge of each pupil and their own judgment to decide when to have a restorative conversation (**Appendix 6**). It is also important that each child is given the chance to have a 'fresh start'. If a child has had some form of consequence, then this fresh start is an opportunity for the child to reset. There are natural times for these, such as after break, after lunch and a new school day. School staff understand that behaviour is separate to each child and provide them with opportunities to show that they have learned from their behaviour.

Highly Distressed behaviour

Whilst the approach of using natural, logical and protective consequences (**Appendix 5**) works for most children, there are some instances where a more serious consequence is needed. If a child is highly dysregulated and unable to regulate with their peers in class, they may need some further support. (**Appendix 15**).

As a school, we recognise when time away from the classroom and their peers is needed for the child to return to 'baseline', where they feel more regulated and able to learn. Behaviours that may lead to a child needing support to return to 'baseline' can include:

- Continuing behaviours they have already had a consequence for,
- Being unsafe to themselves and/or others,
- Persistently disrupting the learning of others,
- Repeated refusal to follow instructions.

Please note that this is not a definitive list, but rather examples of behaviours. (see section 2.o and 2.p for more details).

This gives the child, other children and staff time to calm and reflect on the behaviour. This time is called 'Restorative and Repair Time'. This is an approach where time away from their peers, with a more senior member of staff in another area of the school, gives the child the time and space to reflect on their behaviour, with the support of an adult. During this time, a restorative conversation (**Appendix 6**) takes place with the child to explore how they can repair the relationship with another child/ren or member of staff. We recognise that this can take some time and the child will not always be ready for the restorative conversation straight away. During this time, if the child is ready, then opportunities to repair this relationship is explored and time with the other child/ren or member of staff, supported by a senior leader, will enable the child to begin to repair this relationship. Once the repair has taken place, the child is then enabled to have a 'fresh start'. During the 'Restorative and Repair Time' the staff will review the provision for this child and make any further adjustments. These are then communicated to staff working with this child and the parents.

There are rare occasions, where the 'Restorative and Repair Time' may need to be taken away from their peers at home. This time away gives further time for the child to return to 'baseline' but also further time for a review of the provision and adjustments made. If there is time away from their peers at home, then a time is spent with this child to complete the 'Restorative and Repair Time' with a senior leader. There is then time for the child to be supported to repair this relationship. Again, this enables the child to then have a fresh start.

j. Children leaving the school grounds

If a child leaves the school property without permission, following all reasonable attempts to prevent it, then an adult must keep the child in sight. The police must be informed immediately. Please see the absconding procedure in **Appendix 9**.

k. Child-on-Child Abuse

Annual whole school safeguarding training will incorporate understanding child-on-child abuse, the signs to look for and the actions we will take (refer to Keeping Children Safe in Education DfE document and the Child Protection and Safeguarding policies).

l. Meeting individual needs and for children with Special Educational Needs/and or Disability (SEND)

We appreciate that each child is unique and may respond to situations in different ways. Children throughout the school must always be held responsible for their actions but staff can work with them to consider their choices and reactions. Teachers and support staff must plan and consider those who struggle to regulate themselves and implement strategies that support the child as they move through the school. It is important the range of factors as discussed above are taken into consideration.

We know that children have different needs and that some children find managing their own behaviour more difficult than others due to wide range of reasons. We recognise behaviour as a form of communication. We work from the philosophy that we **achieve fairness by meeting each child individual needs rather than by treating every child the same**. Whilst we don't use this to excuse distressed or unproductive behaviour we do seek to understand the reasons behind the behaviour.

For most children behaviour is managed in class or around the school using the normal structure of rewards and consequences using the principles set out above. However, children identified as having a SEND including, social, emotional and mental (SEMH) needs or speech and language communication needs may need extra support in order that they can develop the skills they need to cope in school successfully and to make progress.

As part of our commitment in supporting every child, there is a weekly Inclusion meeting where a solution focused discussion takes place to identify key barriers, Positive Handling Strategies and next steps. As part of these discussions, recommendations are made to devise an Individual Behaviour Management Plan (IBMP) or contact made with an external agency to offer further support (see below for details).

These are some of the strategies we may use:

1. The child may have an individual behaviour management plan (IBMP), which sets out the agreed strategies to support the child (**Appendix 10**). These will be written for pupils who need additional measures in place to help manage their unproductive behaviour.
2. The child may have a behaviour risk assessment in place (**Appendix 11**). This is to ensure that the school are implementing protective measures against particularly unsafe behaviours. Parents of these pupils will receive a copy.

3. The senior leaders including the SENDCo, class teacher and lunch leaders will plan strategies to develop and promote productive behaviour and to give support
4. They may have additional support given to them both in the class and at lunchtime through facilitated play or bespoke lunchtime provision (i.e. a lunchtime club in a small group).
5. The child may get opportunities to develop social skills in a small group with a member of staff and a group through facilitated play.
6. The child may have special extra sticker charts or pictures that are collected leading to a special reward.
7. The child may have a home school communication book so parents/carers and teachers can work in partnership.
8. The child may be referred to external agencies. These include: Educational Psychologist, Primary Behaviour Service (PBS) or Waterloo Outreach.
9. Working in partnership with the parent/carer is essential so they also feel supported.
10. Careful thought needs to be given so that children do not get labelled by others.
11. Anticipate as far as possible likely triggers of distressed or unproductive behaviour and implement strategies to support these.

As part of our on-going commitment to support all children, all members of staff are trained in a range of de-escalation techniques, which supports individuals/groups of children who may be displaying unproductive behaviour.

m. Support for emotional and mental health

We believe that every child is unique and extraordinary and that teaching and learning at Petersgate Infant School is built on a foundation of being inclusive, supportive, challenging and empowering.

However, we are aware that, at times, some children may be overwhelmed with different feelings which can be shown through anger, frustration, sadness, loneliness, confusion or anxiety. This can be a barrier to learning. Therefore, some children may receive some additional support in recognising and identifying their feelings and will have specific taught sessions to build self-esteem, confidence, well-being and communication skills. These will be taught using a Thrive based approach, through a trained Thrive Practitioner.

In our commitment in supporting a child's emotional and mental health, we are acutely aware that the use of the outdoors/being in nature as part of a child's provision can help to de-escalate key behaviours, bring a sense of calm and help a child process their feelings and emotions. These sessions, will be carefully planned to meet the needs of the child and may also incorporate gardening and cooking to support their emotional and mental health needs.

These approaches to support are closely aligned with the Zones of Regulation behaviour and SCARF values fully complement our PSHE curriculum.

n. The Essentials

For us to achieve our aims, it is essential that everybody involved in the school follows the same principles and systems so we are working in a **consistent** way that all understand. This provides a **cohesive** approach that the children will understand. **Our behaviour expectations apply in all areas of the school and all aspects of school learning, this includes breaktimes, lunchtime, before and after clubs and off-site visits.** These essentials apply for both productive and unproductive behaviour.

- a) **Consistency** throughout the school is key. This whole school approach should be used by everybody although there may be some adaptations according to the learning needs of a child
- b) **Fairness** of approach is essential. Children need to see that everyone is treated fairly and with equity
- c) Children are seen as **individuals** with their own needs. Children progress at different rates and this is true in relation to behaviour as well as other aspects of their development. Each child is unique and is dealt with in a way that is appropriate to them whilst applying the same general principles of values and golden rules
- d) We want to help the children to develop **self-regulation and independence** skills, so they can think about their choices and actions for themselves. We have a carefully thought out PSHE and PSED curriculum designed to help a child develop these skills
- e) We understand that our children are very young so we introduce key **vocabulary** slowly and use words that they can understand involving them as much as we can. We use visuals wherever we can to assist in this
- f) We seek to foster a climate where members of the school community put others first and where everyone recognises the **rights and responsibilities** of each other
- g) We always try to work from the **positive (productive behaviour)** rather than the negative (distressed or unproductive behaviour). We aim to address the behaviour rather than the person
- h) We understand that children are learning and will make mistakes. We help the children to **learn from their mistakes** and to think of the effect of their behaviour on the rights of others
- i) We expect that all adults in the school, parents and carers to be good **role models** of the school values for the children in modelling rights and responsibilities in relation to behaviour.
- j) Although children are ultimately responsible for their behaviour, it is important to remember that children behave best when they have **clear expectations**. It is the adult's responsibility to be calm and consistent. It is the responsibility of adult to speak to children in a positive way. It is also the adult's responsibility to provide learning or systems that are the right level for them that is stimulating, fun and challenging. It is also the adult's responsibility to be aware of each child's needs and to cater for them appropriately

o. Restorative and Repair Time (formerly known as suspensions or exclusions)

Restorative and Repair Time is used only in rare instances. It is underpinned by the shared commitment of all members of the school community to achieve two important aims: The first is to ensure the safety and well-being of all members of the school community, and to maintain an appropriate education environment in which all can learn and succeed; The second is to realise the aim of reviewing support and provision for a child, giving the school time to reflect on what the behaviour is communicating and how we can best support the child.

p. Restorative and Repair time (at school or at home)

If children do not respond to the normal rewards and consequences (**Appendix 15**) they may time away from their peers to have some 'Restorative and Repair Time'. This will involve them moving away from their peers, normally with a Senior Leader to give the child time and space to regulate. This will also give time for a restorative conversation to take place and time to repair the relationship. During this time, staff will reflect and review the current support and provision. A telephone call or a letter home will inform parents that this has been or is to be carried out.

However, if there is cause that the distressed or unproductive behaviour is highly dysregulated, then a decision is made for a child to complete the 'Restorative and Repair Time' at home (**Appendix 15**). In the event, of this most serious of protected consequences, then the child will be required to be collected from school by their parent/carer and they will complete their learning at home. This decision will be taken in response to a serious breach of the Behaviour and Relationship Policy if allowing the child to remain in school would seriously harm the education or welfare of the pupil or staff in the school. This time away from school, enables the school to pause, reflect and give time and space for the provision and support to be review and further adjustments made. Further support from wider external agencies may be sought during this time. As part of the repair, once the child returns to school, then a restorative conversation will take place and the child to repair the relationship with the other child/ren or staff member.

These protected consequences could include where a child is not responding at all to a range of behaviour management strategies already in place and their behaviour is significantly and repeatedly disrupting the learning of others. It may also include if the child has behaved in a way deemed as particularly extreme (such as being violent towards another child or member of staff), or has used foul or abusive language towards any member of staff. The school follows the Hampshire County Council policy for suspensions and guidance can be found at <https://www.hants.gov.uk/educationandlearning/educationinclusionservice/exclusion>

The length of the this 'Restorative and Repair Time' is dependent on the level of distressed behaviour, what changes need to be made to behaviour plans, behaviour risk assessments and/or provision for the child. This can be a short period of time (e.g 0.5 days), or if external agencies need to be involved and further support discussed as part of a more formal meeting, the school may need a longer period of time to pause, reflect, discuss and make adaptations to plans and provision, especially if the situation has been a particular unsafe situation. A school in this type of circumstance, may need up to 5 days to review this and put any relevant plans/support in place.

If a child has to complete a 'Restorative and Repair Time' at home, parents/carers are contacted immediately, where possible. A letter will be given to the parents in person or by post giving details outlining the reason for the protected consequence and the date it ends. If a child has a social worker or is looked-after the social worker and or Virtual School Head must be notified without delay. Parents have a right to make representations to the Governing Body and the LA as directed in the letter. The Governors have established arrangements to review the protected consequences which would lead to a pupil completing this protected consequence for over five days but not over 15 days in a school term where a parent has expressed a wish to make representations. Pupils will be given learning that needs to be completed.

If a child has completed a 'Restorative and Repair Time' at home, they should attend, alongside their parent/carer a repair meeting which will involve a Senior Leader and other staff, where appropriate, where a restorative discussion will entail. This gives the child, with the support of the parent and relevant staff to reflect on the behaviour and what will need to happen next to repair the situation. A reintegration form is completed during these meetings and this will be uploaded to CPOMS (**Appendix 12**). If it is felt that this reintegration meeting may escalate further, in agreement with the parent and on a needs by needs basis, then this restorative justice discussion will take place as part of the child's normal school day and part of their provision and logged on our school CPOMS system that this has taken place. This will be added to any Individual Behaviour Plan (IBMP).

However, where there may be safeguarding concerns and a protected consequence like this at home is putting the child at further risk, a home visit may be undertaken to ensure the child will be safe and another form of consequence may be implemented. The Local Authority, regardless of the length of the protected consequence will be informed. Governing bodies must also be informed.

During the course of this kind of protected consequence the pupil is to be at home, parents are advised that the pupil is not allowed on the school premises, and that daytime supervision is their responsibility as parents/carers.

g. Permanent Exclusion

A permanent exclusion is where a child is no longer allowed to attend the school. The decision to exclude a pupil permanently is a serious one and very rare in an infant school.

There are two main types of situation in which permanent exclusion may be considered:

- in response to a serious breach or persistent breaches of the school's behaviour policy
- where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others such as staff or pupils in the school

Please follow the link to read further information in the document 'Suspensions and Permanent Exclusions from maintained schools, academies and pupil referral units (DfE Sept 2023)' <https://www.gov.uk/government/publications/school-exclusion>

r. Tracking of Behaviour and Levels of Engagement

The school uses CPOMS software to monitor behaviour, child protection, safeguarding and other pastoral and welfare issues. Every member of staff has a duty of care to report any concerns and CPOMS enables staff to record concerns straight into a central system which alerts the members of staff immediately.

Any high or medium level of behaviour should be recorded in the following way:

- A** – Antecedent
- B** – Behaviour
- C** – Communicates
- C** – Consequence

In addition, staff are required to complete restrictive physical intervention forms and violent incident forms (these are uploaded to CPOMS). These forms together with the CPOMS records are used to identify patterns and be the basis of discussions with children, parents and external agencies.

Through regular monitoring, this highlights which behaviours we are seeing most within the school, which will then enable school leaders and class teachers to respond by adapting provision for some children when necessary. Key patterns or trends are reported to staff, with further professional development planned in, if needed. This is important because at Petersgate, we know that behaviour is everyone's responsibility and that consistency in our approach is essential for managing behaviour.

s. Parent/Carer Partnership and Engagement

Parents and Carers should support the aims of the school and seek to support the key elements of this policy. Above all, we must work together to preserve the best interests of the child.

As part of partnership with parents/carers we will:

1. Keep parents well informed about concerns regarding behaviour, expectations and procedures surrounding behaviour and as part of routine procedure inform them of any further support required to guide behaviour. This will be done confidentially and parents/carers are encouraged to work in partnership with the school
2. It is our responsibility to listen to parents and carers and respect their views but should always be guarded by our school policy
3. Ask each parent/carers to sign a home school agreement. This has been designed in liaison with parents/carers so they know the rights and responsibilities of all involved in their child's education, including themselves
4. We only talk about the child of the parent/carers as we keep information about other children confidential. In line with the Policy for Unreasonable Actions (Zero Tolerance), parents/carers are asked to not ask about/discuss the needs of another child and this includes in meetings, phone calls or with other parents on social media/apps or during informal discussions
5. We will ensure that we talk with parents/carers away from others

6. Parents and carers are encouraged to speak to school if they are worried or concerned so that matters can be resolved quickly. The parents/carers are encouraged to see the class teacher in the first instance but are also welcome to speak with senior leaders and/or the Headteacher
7. We will use home/school link books when this is seen as appropriate. This is especially beneficial for children who demonstrate behavioural challenges as it is easier to spot patterns. It is important to be honest in this book, to try to stay positive (productive behaviours) as well as monitoring distressed or unproductive behaviours

t. Working with Outside Agencies

When necessary, we work with a range of outside agencies to expand our capacity to deal with examples of extreme or unusual behaviours. This may include the Primary Behaviour Service (PBS), Mental Health Support Team (MHST), Child and Adolescent Mental Health Services (CAMHS), Locality Team, School Nursing Team, Educational Psychology Service, Hampshire Fire Service, Barnados, Children's Services, Police, Southern Domestic Abuse Service (SDAS). The school works closely with a service and will implement and review suggested agencies, working in partnership with them.

u. In-service Training Needs

In keeping with the School Strategic Plan and our on-going improvement and development, in-service training needs are identified and addressed within the school's financial constraints. Training is important so that staff feel confident in dealing with children effectively and positively. Experienced staff mentor less experienced staff where needed to build confidence and a range of strategies. Induction for new staff will include training on the school's policy and procedures. In addition, we endeavour to ensure that staff are made aware of all relevant and available training. The school will draw on the expertise of some external agencies to delivering training, where needed.

v. Restrictive Physical Intervention

Please read in conjunction with the Restrictive Physical Intervention policy.

At Petersgate Infant School we recognise that at times it may be necessary to use Restrictive Physical Intervention, but such occasions should be avoided where possible. We believe that Restrictive Physical Intervention is not a substitute for positive behaviour management. It is a strategy where no reasonably practicable less intrusive alternative is possible and should be a rare occurrence. A senior leader, where possible, should always be informed of the incident or situation.

We would use restrictive physical intervention at the same time as using other approaches, such as saying, "Stop!" and giving a warning of what might happen next or passive physical contact, such as standing between children or blocking a child's path. (DFE, 2013.) We would expect to use all the de-escalation techniques used by Team Teach before any restrictive physical intervention happened.

Following an incident where Restrictive Physical Intervention was necessary, a risk assessment needs to be carried out and in the case of an existing risk assessment, appropriate

amendments to be made. A Restrictive Physical Intervention form will be completed, signed and reported (**Appendix 13**). This is overseen by the Headteacher. All Restrictive Physical Interventions are to have a follow up debrief with the staff involved. Parents/carers will also be informed.

w. Use of Reasonable Force

Please see the 2026 DfE advice on using reasonable force for full guidance.

All members of staff, including volunteers, have a legal right to use reasonable force. 'Reasonable Force' is defined by the DfE as 'a broad range of actions used by most teachers...that involves a degree of physical contact with pupils'. It refers to using force which is reasonable in that it is **not** 'more than is needed'.

Reasonable force can be used to:

- * Prevent a child from hurting themselves or others
- * Prevent a child from damaging property
- * Prevent a child from causing disorder

We cannot use force as a punishment – this is unlawful.

Part 3 – Evaluation and Monitoring

The effectiveness of the policy will be measured by:

1. The increased confidence of the staff with dealing with distressed or unproductive and challenging behaviour
2. Observations and a range of monitoring around the school will highlight a consistency of approach
3. Parents will agree that behaviour and instances of distressed or unproductive behaviour are well-managed
4. Behaviours are recorded on CPOMS and analysed regularly. A reduction of serious incidents and Restorative and Repair Time. This analysis is shared with governors
5. A survey and regular consultation of staff will seek opinions and feedback as to the policy effectiveness

Policy review date: Written May 2023. Updated July 2026.

Appendix Contents:

1. The behaviour system links to the Zones of Regulation (ZoR), particularly the Yellow Zone and Red Zone
2. SCARF values posters
3. SCARF cards master
4. Zones of Regulation posters
5. Natural, logical and protective consequences examples
6. Restorative Justice questions posters
7. Golden Certificate master
8. Visual timetable master
9. Absconding procedure
10. Individual Behaviour Plan (IBMP)
11. Individual Risk Assessment for behaviour
12. Restorative justice reintegration form following a Restorative and Repair Time at home
13. Restrictive Intervention recording form, including de-brief for staff
14. Roles and Responsibilities of stakeholders
15. Consequences flow chart

Appendix 1 - The behaviour system links to the Zones of Regulation (ZoR)

Yellow Zone

The Yellow Zone is used to describe a heightened state of alertness and elevated emotions, however one has more control when they are in the Yellow Zone. A person may be experiencing stress, frustration, anxiety, excitement, silliness, the wiggles, or nervousness when in the Yellow Zone. A behaviour incident report is recorded on CPOMS.

- Continual poor listening
- Rocking on a chair and not stopping, causing a health and safety risk and distracting others.
- Shouting out continually distracting others
- Making silly noises and distracting others
- Wandering around the classroom following several reminders, distracting learning
- Careless treatment of property despite reminders so that others can't use the resource effectively
- Flicking objects around the room although not hurting anyone, distracting from learning
- Saying things that are inappropriate that may upset people
- Messing about in the toilets in a silly way e.g. messing around with water and looking under a door (depending on age/development of the child)
- Rudeness to another child
- Persistent low level disruption
- Hurting children through rough play, unintentionally

The child is asked to stop the inappropriate behaviour and given the opportunity to change and make good choices. The ZoR chart is used as a starting point moving through the changes. If there is more than one child involved, all will be spoken with for fairness.

If there is no improvement, a member of staff will attempt to resolve the situation. They will talk to the child if the inappropriate behaviour continues, reminding them of their Class Promise, SCARF values and the importance of making 'sensible choices in regard to their behaviour. Children are reminded that children come to school to learn and an explanation is made as to why their behaviour is not allowing themselves or others to do this. They need to be in the Green Zone (ready to play, learn and listen).

The child is then once again, given the opportunity to change their behaviour and make the right choice. They are warned that if they continue to make 'choices which are not sensible,' there will be a consequence and that their parents will be informed. Parents may be contacted via SeeSaw as soon as possible and the behaviour recorded onto CPOMS.

Parents may be encouraged to make an appointment to discuss the behaviour, so the child can see parents and teachers working together.

Red Zone Behaviour

The Red Zone is used to describe extremely heightened states of alertness and intense emotions. A person may be elated or experiencing anger, rage, explosive behaviour, devastation, or terror when in the Red Zone. Red Zone behaviour relates to the negative aspects of this zone where there may be a negative impact on the four nurture assurances of others.

Examples of behaviour in the red zone

- Further unwillingness to cooperate/follow instructions showing negatively heightened emotions demonstrating negative impact on staff and pupils
- Rudeness to any adult that is explosive and shows rage
- Throwing objects showing emotions are raised and rage
- Spitting, showing explosive behaviour
- Swearing when they are aware of their words and show anger
- Defacing others work deliberately to cause upset showing a lack awareness of the feelings of others
- Hurting other children
- Persistent inappropriate behaviour
- Racist comments or abuse
- Sexual comments or abuse
- Continually saying things that are inappropriate that may upset people
- Deliberately hurting another child or adult physically e.g. hitting, kicking etc.
- Bullying behaviours
- Stealing

All red zone behaviours incident will be reported via CPOMS using ABCC. Parents will be contacted as soon as possible on the day by phone (or by ParentMail), usually by the Head teacher (although a senior leader can contact parents if the Headteacher is absent) and a meeting arranged at a time to suit all parties. Consequences will be agreed and put into place. The consequences will be appropriate to the age of the child and could include loss of playtimes and occasionally clubs for making choices that are not sensible. This might result in an internal or fixed-term suspension should the matter be serious enough.

All red zone behaviour incidents must be recorded by the adult who witnessed the behaviour as they will be aware of any circumstances that may be contributing to the child's unproductive behaviour and will therefore be able to discuss behaviour with parents in this context. The incidents will always be further explored usually by the Senior Management Team.

If there has been a physical assault on a staff member, this must be recorded using the Violent Incident form and uploaded to CPOMS

Appendix 2 – SCARF Values Posters



WE CAN SHOW THIS BY...

- LOOKING AFTER OUR THINGS
- SHARING OUR WORRIES
- FOLLOWING INSTRUCTIONS
- KEEPING HEALTHY
- TIDYING UP RESOURCES



WE CAN SHOW THIS BY...

- OFFERING TO HELP
- LISTENING TO OTHERS
- KEEPING OUR SCHOOL TIDY
- GIVING A COMPLIMENT
- USING OUR MANNERS



WE CAN SHOW THIS BY...

- SOLVING PROBLEMS
- TRYING SOMETHING NEW
- HELPING SOMEONE ELSE
- REACHING A GOAL
- BEING PROUD OF OURSELVES



WE CAN SHOW THIS BY...

- LEARNING FROM OUR MISTAKES
- TRYING OUR BEST
- NOT GIVING UP
- USING THE 5 6's
- BELIEVING YOU CAN DO IT



WE CAN SHOW THIS BY...

- PLAYING WITH OTHERS
- GIVING HIGH FIVES
- SMILING AT OTHERS
- TAKING TURNS IN GAMES
- SHARING WITH OTHERS



Appendix 3 – SCARF Values Cards



scarf
SAFETY



Well Done !

Date: _____
From: _____



scarf
CARING



Well Done!

Date: _____
From: _____



scarf
ACHIEVEMENT



Well Done !

Date: _____
From: _____



scarf
RESILIENCE



Well Done !

Date: _____
From: _____



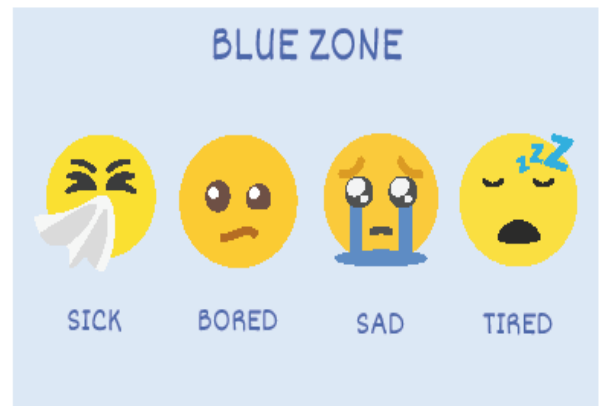
scarf
FRIENDSHIP



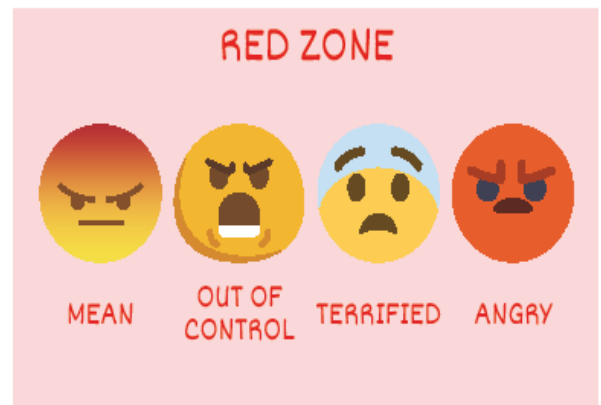
Well Done !

Date: _____
From: _____

Appendix 4 – Zones of Regulation Posters



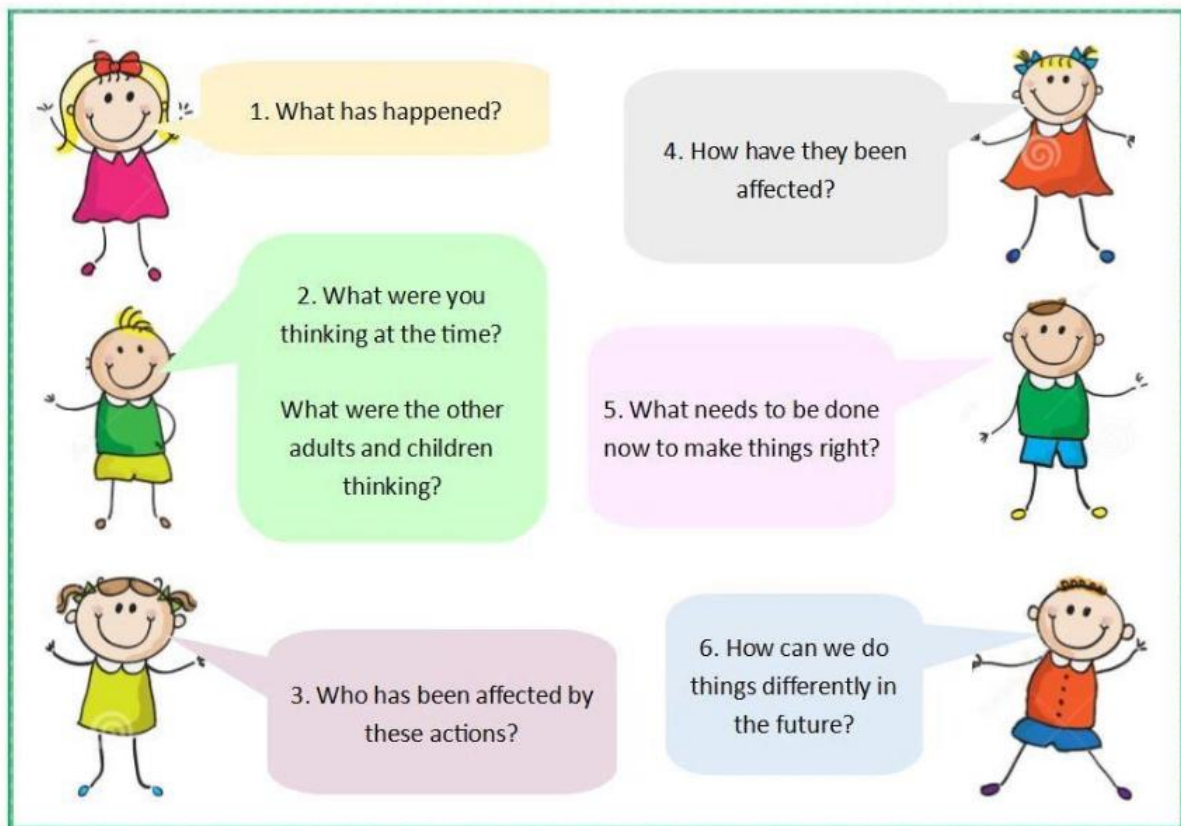
WHAT **ZONE** ARE YOU IN?



Appendix 5 – Natural, logical and protective consequences example

Behaviour	Natural consequence (happens without any intervention from adults)	Logical consequence (may require adult support)	Protective consequence (safety measures)
I hurt someone verbally or physically	The person I hurt may not be ready to spend time with me. Feelings of guilt, shame and disappointment	The adults may support a repair for me and the other person in my playtime/free time.	If I continue to hurt, I may need to miss a set amount of breaktimes whilst my adults teach me more appropriate coping strategies. I will then be given a chance to practise those skills by being allowed back out with my peers.
I refused to engage in learning	I will not have learnt the information to understand the next part of the learning. Feelings of guilt, shame and disappointment	I may have to complete my learning in my own time.	N/A
I threw/damaged resources	I will not be able to use those resources as they may be broken or lost. Feelings of guilt, shame and disappointment	I may have to tidy/ fix or repair the environment in my own time.	Some resources may have to be removed from the classroom to keep everyone safe. I may miss out on certain lessons if there is an issue around safety.
I am constantly interrupting and stopping the others from learning	The other children and adults in the class may become frustrated with me and relationships may be ruptured. Feelings of guilt, shame and disappointment	I may be encouraged to use pro-active strategies to support my need for connection. I may need to practice using these in my own time.	I may have to do my learning in a different space to what I am used to. During this time my adults will work on a more pro-active plan to help me and protect the learning
I leave class	I will not have learnt the information to understand the next part of the learning. Feelings of guilt, shame and disappointment	I may have to complete missed learning in my own time. I may need to have supportive conversations with staff to problem solve some pro-active solutions for me to stay in class.	I may not be able to sit where I normally like to. I may need an adult next to me during certain times. In extreme circumstances I may need to work in a different room to keep me safe.

Appendix 6 – Restorative Justice Questions posters





This is to certify that

has been awarded a
Petersgate Achievement Certificate
for

Date _____ From _____

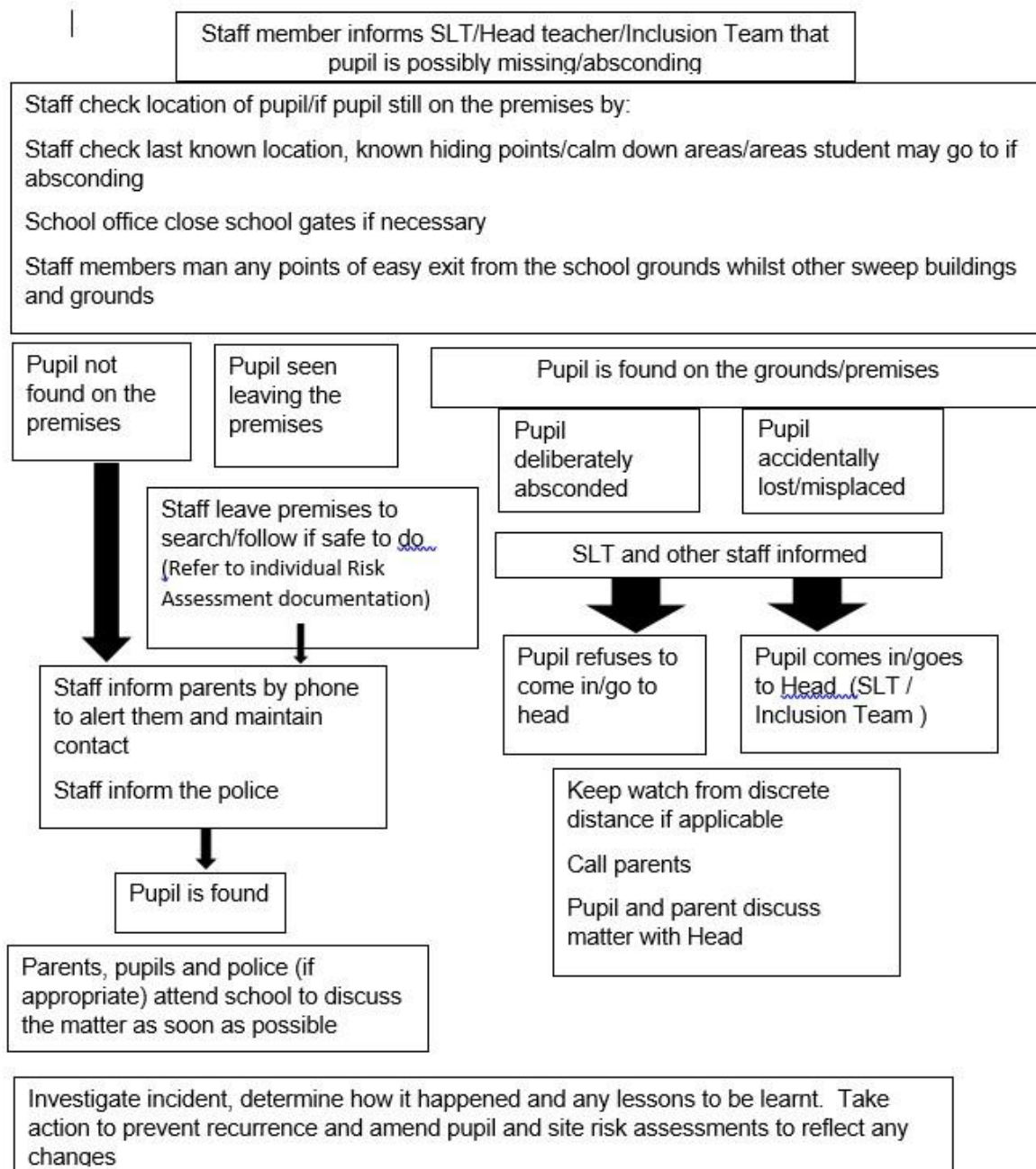
Appendix 8 – Visual Timetable Master

An example of the symbols we use for our visual timetable:



Appendix 9 - Absconding Procedure

Procedure if a pupil is missing/absconds



Appendix 10 – Individual Behaviour Management Plan (IBMP) master

Plan Number:

INDIVIDUAL POSITIVE BEHAVIOUR PLAN

Name:	Photo of child
Class:	
DOB:	
NC Year:	

What they like:

Triggers (i.e. words, times of day, activities):

Key strategies:

Important things to know:

What does the child dislike/find difficult?
•
•
•

Current behaviours causing concern:
•
•
•

When does the behaviour occur?
•
•
•

What is the child communicating?
•
•
•

Provision
<u>Environment (including schedules, work bay, sensory programme):</u>
•
•
<u>General organisation (including adjustments to lunch & playtimes, assemblies, Special friends):</u>
•
•
<u>Additional difficulties (eg autism, language disorder):</u>
•
•

Responding to low-level behaviour	
Adult says	Adult does
Adult does not say	Adult does not do

Responding to challenging behaviour	
Adult says	Adult does
Adult does not say	Adult does not do

Restorative and Repair Time			
Behaviour	Natural	Logical	Protective

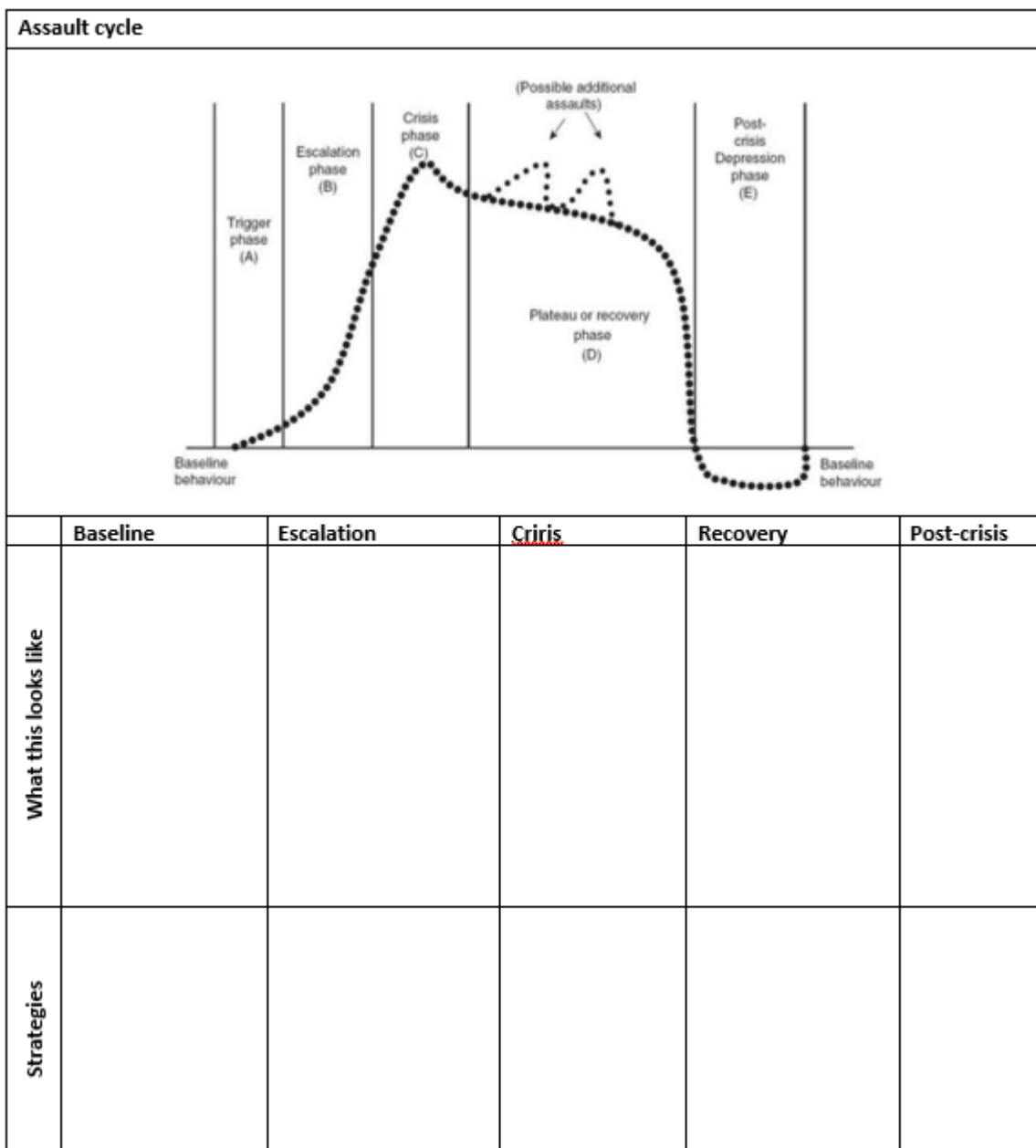
Restorative and Repair Time			
Behaviour	Natural	Logical	Protective

What is reasonable force?

Where physical intervention is the only viable option in line with the school's Restrictive Intervention Policy and the DfE document **Use of Reasonable Force: Advice for headteachers, staff and governing bodies:**

1. The term 'reasonable force' covers the broad range of actions used by most teachers at some point in their career that involve a degree of physical contact with pupils.
2. Force is usually used either to control or restrain. This can range from guiding a pupil to safety by the arm through to more extreme circumstances where a student needs to be restrained to prevent violence or injury.
3. 'Reasonable in the circumstances' means using no more force than is needed.
4. Schools generally use force to control pupils and to restrain them. Control means either passive physical contact, such as standing between pupils or blocking a pupil's path or active physical contact such as leading a pupil by the arm out of a classroom.
5. Restraint means to hold back physically or to bring a pupil under control. It is typically used in more extreme circumstances.

School staff should always try to avoid acting in a way that might cause injury, but in extreme cases it may not always be possible to avoid injuring the pupil.



HOW PARENTS CAN SUPPORT THE SCHOOL

PLAN PREPARED BY:

DATE:

NEXT REVIEW DATE:

PLAN SHARED WITH PARENTS ON:

Appendix 11 – Individual Risk Assessment master

CHILDREN'S SERVICES RISK ASSESSMENT TEMPLATE FORM RATF-024

Challenging Behaviour In School Risk Assessment
(replace with more accurate title of risk assessment if required)

To be completed using local information & using the **Part 3 Guidance Notes** within this document

This assessment is in three parts:
Part 1 – General information & assessment summary comments
Part 2 – The assessment
Part 3 – Guidance notes for carrying out the assessment

PART 1	GENERAL INFORMATION & ASSESSMENT SUMMARY COMMENTS
--------	---

School / Site	Insert school or site where assessment being carried out
Name of pupil	Insert name of pupil whose behaviour is being assessed
Year group	Insert year group of pupil under assessment
Assessment date	Insert date when risk assessment is being carried out
Assessment serial number	Insert local serial/identification number for future reference

Assessor's comments	Insert comments relevant to findings as appropriate

Name of assessor	Signature of assessor	Date

Assessment reviews	Set future review dates and sign/comment upon comments		
Review date	Reviewed by	Reviewer signature	Remarks

PART 2	The Assessment
---------------	-----------------------

Behaviours causing concern

Use Table One to record the first two aspects of the risk assessment.

Target

The target column should be used to indicate the person to whom the challenging behaviour is usually directed, using the following key:

Self	The pupil – him or herself
Staff	Members of staff
Visitor	Visitors to the school; members of the public when outside of school
Pupils	Other pupils
Property	The physical environment

Probability

Record an informed estimate of the likelihood that the behaviour will occur again, ranging from:

HL	Highly likely. Existing evidence leads staff to conclude that the behaviour is more likely than not to occur again.
L	Likely. There is a possibility that the behaviour will occur again.
U	Unlikely. Although the behaviour has occurred before, the context has changed or can be changed to make it unlikely to happen again

Seriousness

Make a judgement about the seriousness of each predicted behaviour.

- A** This would include physical injury requiring medical attention beyond basic first aid; extensive damage to property; significant distress caused to self or others; or lengthy disruption to the normal school routines.
- B** This includes physical injury requiring basic first aid within the school; minor damage to property; some distress caused to self or others; or brief disruption to normal school routines.
- C** No physical injury or damage to property; minor distress or disruption.

Influencing factors

These are described in more detail in Table Two. The numbers referring to each factor may be transcribed as appropriate.

Table One

BEHAVIOURS CAUSING CONCERN				
Behaviour (risk)	Target	Probability	Seriousness	Influencing factors
Verbal aggression (threatening, swearing)				
Physical aggression:				
Kicking				
Punching				
Biting Scratching Spitting (circle as appropriate)				
Hair pulling				
Intimidation communicated by physical action				

Other – please specify				
Property destruction				
Running away from immediate environment				
Running off site				
Refusal to move				
Use of equipment as weapon (throwing or hitting)				
Use of weapon				
Other (please specify)				

Influencing factors

Risk assessment also involves an analysis of the “hazards” – the environmental factors which influence the probability of the behaviour causing concern. In a school situation, these “hazards” are likely to include features of the daily timetable, and interaction with other pupils, and even the skills that adults demonstrate when working with the pupil.

Use Table Two below to show the factors that are associated with the behaviours causing concern.

Table Two (overleaf)

Table Two

POSSIBLE INFLUENCING FACTORS	
1. Periods of unstructured activity	
2. Transition times	
3. Availability of dangerous equipment	
4. Periods of increased pressure e.g. a Home factors (change of home circumstances) b School factors (assessment periods, routine changes) c Other (please specify)	
5. Spaces which involve close physical proximity	
6. Particular pupils/adults (please specify)	
7. Other (please specify)	

Some influencing factors will be particularly closely related to particular behaviours. You may choose to show this by recording the number relating to each influencing factor in the final column of Table One. This will enable you to plan your preventive measures more specifically.

Preventive measures

A range of common preventive measures can be taken to reduce the risk associated with challenging behaviour. Use the table below to show whether these are:

- Currently in place (P)
- Currently being actioned (A)
- Felt to be inappropriate to the particular risks presented (I)

Table Three

PREVENTIVE MEASURES	P	A	I
Proactive measures			
Eliciting pupil view in planning and review			
Providing regular feedback and pastoral support to pupil			
Involving parent/carer in decision-making and planning			
Involving outside agencies (e.g. EP, EWO, Social Services)			
Establishing an individual plan			
Providing regular supervision to staff working with the pupil			
Adapting curriculum arrangements to reflect challenge, choice and structure levels appropriate to the pupil's assessed needs			
Adapting group arrangements to promote positive peer models and minimise inappropriate contact			
Arranging furniture and other equipment to minimise movement and frustration			
Providing frequent rest or change of activity opportunities			
Establishing a positive teaching programme to increase the pupil's range of appropriate skills			
Providing a range of rewards which the pupil can earn by demonstrating the skills defined in the teaching programme, and through other appropriate behaviour			
Identifying the message communicated by the pupil's behaviour			
Agreeing key reactive strategies for handling incidents of challenging behaviour with all staff likely to be in contact with the pupil, and ensuring that these plans are shared with parents			
Providing staff support at difficult times, such as start of day, changeover between lessons, break times, specific lessons			

Systematically reviewing difficult incidents in order to improve upon practice and learn from experience			
Other proactive measures (Please specify)			
Reactive strategies to respond to early warning signs or an escalating situation			
	P	A	I
Active listening			
Environmental adaptation (removing triggers, changing peer/staffing arrangements)			
Diversion/distraction to a preferred activity (Please specify)			
Assistance in the use of an agreed strategy such as a particular communication symbol, or an exit card (Please specify)			
Physical intervention (See Note 1) (Please specify the planned technique)			
Other (Please specify)			

Note 1

All physical intervention must take place within the context of Hampshire's policy and guidance for schools around physical intervention. Specific training in physical intervention is available through Hampshire Educational Psychology.

Key actions

It is expected that any pupil whose behaviour is challenging will have an individual behaviour management plan. This will already record many of the preventive and reactive strategies designed to reduce the level of risk presented by the pupil's behaviour. There is no need to repeat these below. Instead, note the date when this plan was initially drawn up, and its proposed review date, and use the space available below to record any *additional* measures to be employed to reduce risk and the person responsible for implementing changes.

Date of current individual management plan:

Proposed date for review of current plan:

FURTHER MEASURES TO BE TAKEN	RESPONSIBLE PERSON

Table Four

ASSESSMENT SUMMARY				
Challenging behaviour risk assessment summary for:			Completed on:	
<u>Behaviour(s) causing Concern</u>	Environment(s) where it is likely to be shown	Seriousness (A, B or C)	Key preventive strategies	Key reactive strategies

Appendix 12 – Form using Restorative Justice Questions following Restorative and Repair Time at home

Restorative Conversation Following Restorative and Repair Time at home

Name of Child	
Date of Restorative Conversation	
Dates of Restorative and Repair Time	
Reason for Restorative and Repair Time at home	
Names of People Attending	

What has happened?	What were you thinking at the time?
What were the other adults/children thinking at the time?	Who has been affected?
How have they been affected?	What needs to be done now to make things right?
How can we do things differently in the future?	

Review of IBMP

Review of Learning Behaviour Target 1	(Write Target)
Does Target need to be changed? Yes/No What can be done to meet this targets?	
Review of Learning Behaviour Target 2	(Write Target)
Does Target need to be changed? Yes/No What can be done to meet this targets?	
Review of Learning Behaviour Target 3	(Write Target)
Does Target need to be changed? Yes/No What can be done to meet this targets?	
Any Additional Discussion Points:	
Pupils signature	
Parents/Carers signature	
Member of staff signature and role	

Appendix 13 – Restrictive Physical Intervention form, including debrief for staff



Form Number:

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Physical Intervention Record Form

School DFE No.....

Name of child/young person

Year Group Child in care: Yes / No SEN Register: Yes / No

When did the incident occur?

Date	Day of week	Time	Where?
------	-------------	------	--------

Staff involved:

Name	Designation	Trained in an accredited physical intervention package (e.g., Team Teach)	Involved: physically? (P) observer? (O)	Staff signature

Please describe the incident using additional pages if required:

1. What was happening before?
2. What do you think triggered this behaviour?
3. What de-escalating techniques were used prior to physical intervention?
4. Any other information relevant to include.

Why was Physical Intervention deemed necessary? Please circle the reason and give a brief description

Reason	Descriptions of risk
Prevent harm to self	
Prevent harm to others	
Prevent damage to property	
Maintain safety	
Other – specify and describe	

Which physical intervention technique/s were used? Tick as applicable and record duration of technique.

	Breakaway	Standing/escorting	Seated (chairs, beanbag, floor)	Lying prone (face down) or supine (face up) *
One person				
Two <u>person</u>				
More than two people (specify)				
OTHER (please specify)				

*Due to the increased risk to breathing, holding the child/young person in either of these positions requires an advanced level of training from an accredited provider.

Please give details about the above technique/s

.....

Has the child/young person been held before? Yes / No

If no:
An individual plan and risk assessment for the child/young person must be put in place, clearly detailing proactive, reactive, and physical intervention approaches.

If yes:
Does the individual support plan need to be reviewed as a result of this incident? Yes / No

Does the risk assessment need to be reviewed as a result of this incident? Yes / No

Who will action these reviews and when? (less than four weeks)

Who was the incident reported to and when?
.....

Was there any medical intervention Yes / No

Include names of any injured person and brief details of injuries
.....
.....

Please specify any related record form:

Accident Book ☐ Anti Bullying and Racist Incident Record Form ☐

Skin map for child/young person and/or adult ☐ Violent Incident Record ☐

Complaints recorded ☐

Others (please specify)

Was the pupil debriefed? Yes / No

Were staff offered a debrief? Yes / No

Was it taken up? Yes / No

Parents/carers were informed:

Date	Time	By whom?	How?

Form completed by:	Name	Designation	Date and time

Good practice dictates that schools should review what happened and consider what lessons can be learned, which may have implications for the future management of the pupil. These need not be added to this form but should be incorporated in the individual plans for the child.

If further advice is required around any issues related to physical intervention or the completion of this form, please [contact: pbs.teamteach@hants.gov.uk](mailto:pbs.teamteach@hants.gov.uk)

Debrief Form	
Was the restrictive physical intervention: - Reasonable? - Proportionate? - Necessary?	
How can we support you?	
What Went Well?	Even Better If?
Observations and points for further consideration?	

Appendix 14 – Roles and Responsibilities of stakeholders

Roles	Responsibilities
Governors	• To ensure that the school has an appropriate behaviour policy that is regularly reviewed • To ask for and receive regular reports about the standards of behaviour in the school including in relation to vulnerable groups • To be a critical friend when working with the Headteacher in a strategic sense • To play a role in monitoring the behaviour in a general sense and to provide visit reports when appropriate
Head Teacher	• To monitor the behaviour of the children accurately using a range of strategies so plans for the future improvements can be made and an overall judgement can be made. • To keep up to date about developments and research about encouraging productive behaviour. • To model effective behaviour management using the underpinning principles of rights and responsibilities • Support all staff in managing pupil behaviour • Challenge pupils to meet the school expectations and acceptable conduct. • Ensure all staff are aware of their safeguarding responsibilities as set out in Part 1 of Keeping Children Safe in Education(KCSE)
Senior Management Team	• To work with their particular key stages to develop effective behaviour management underpinned by the principles of key values • To model effective behaviour management within their key stages and across the school. • To liaise regularly about behaviour with the headteacher and other stake holders. • To support all staff in managing pupil behaviour • Challenge pupils to meet the school expectations and acceptable conduct. • To be aware of their safeguarding responsibilities as set out in Part 1 of KCSE
Class Teachers	• To create a calm, safe purposeful, happy, positive learning environment • Teaching and modelling expected behaviour and relationships using the staff code of conduct to support this • To take responsibility for the behaviour of the children in their classes • Challenge pupils to meet the school expectations and acceptable conduct • To know and implement rights and responsibilities • To work with parents/carers • To build strong relationships with children and their families • To be aware of their safeguarding responsibilities as set out in Part 1 of KCSE • Ensuring all children get a fresh start following a protected consequence
Support Staff	• To assist in creating a calm, safe purposeful, happy, positive learning environment • Teaching and modelling expected behaviour and relationships using the staff code of conduct to support this • To take responsibility for the behaviour of the children they are working with

	• Challenge pupils to meet the school expectations and acceptable conduct • To know and implement rights and responsibilities • To liaise with class teachers when faced with behavioural difficulties • To build strong relationships with children and their families • To be aware of their safeguarding responsibilities as set out in Part 1 of KCSiE • Ensuring all children get a fresh start following a protected consequence
Children	• Made aware of the school behaviour standards, expectations and consequences • Taught about their responsibilities, to follow the behaviour expectations • To be asked about their experience of behaviour • Supported to achieve the expected standards of behaviour • Ensuring their friends get a fresh start following a protected consequence
Parents/carers	• To build strong relationships with school adults • Should be kept up to date about their child's behaviour and celebrate successes • To be aware of the behaviour policy and support/reinforce this with their children • Raise any concerns about the management of behaviour directly with the school • Aspects of behaviour are not discussed with other parents/carers, especially over social media/apps in line with the Policy for Unreasonable Actions (Zero Tolerance)

Appendix 15 – Consequences flow chart

