



Relationship & Belonging Policy
Behaviour Management
&
Anti-Bullying Policy

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Section 1: Behaviour Management Policy Relationship & Belongings Policy

Behaviour Management

Date of Policy: May 2025

Date of Next Review: May 2026

At Penistone Grammar School we seek to promote excellent behaviour through a mutual understanding and respect for our core values (Aim High; Be Kind; Be Supportive; Be Determined; Be Proud). Our values are underpinned by honesty, integrity and respect and are embedded in all we do.

By determining clear boundaries and a hierarchy of rewards and sanctions which are applied fairly and consistently for all students we can ensure that we create a culture across our school community where learners can continue to flourish and achieve their full potential.

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This policy has been written in consultation with staff, students, parents and Governors. It has been reviewed in July 2026 and has been approved for implementation by the full Governing Body as dated.

1. Statement of Intent

Penistone Grammar School believes that, in order to facilitate teaching and learning, acceptable behaviour must be demonstrated in all aspects of school life. The school is committed to:

- Teaching students to be kind
- Promoting desired behaviour.
- Promoting self-esteem, self-discipline, proper regard for authority, and positive relationships based on mutual respect.
- Ensuring equality and fair treatment for all.
- Praising and rewarding good behaviour.
- Challenging and disciplining misbehaviour.
- Providing a safe environment free from disruption, violence, discrimination, bullying and any form of harassment.
- Encouraging positive relationships with parents.
- Developing positive relationships with pupils in the implementation of the school's policy and associated procedures.
- Promoting a culture of praise and encouragement in which all pupils can achieve.

Reasonable and proportionate consequences will be used where a pupil's behaviour falls below the standard that is expected, alongside support to prevent recurring misbehaviour.

The school acknowledges that behaviour can sometimes be the result of educational needs, mental health issues, or other needs or vulnerabilities, and will address these needs via an individualised graduated response.

To help reduce the likelihood of behavioural issues related to social, emotional or mental health (SEMH), the school will aim to create a safe and calm environment in which positive mental health and wellbeing are promoted and pupils are taught to be resilient. The school will aim to promote resilience as part of a whole-school approach using the following methods:

Culture, ethos and environment – the health and wellbeing of pupils and staff is promoted through the informal curriculum, including leadership practice, policies, values and attitudes, alongside the social and physical environment

Teaching – the curriculum is used to develop pupils' knowledge about health and wellbeing

Community engagement – the school proactively engages with parents, outside agencies and the wider community to promote consistent support for pupils' health and wellbeing

All staff will be made aware of how potentially traumatic adverse childhood experiences, including abuse and neglect, can impact on a pupil's mental health, behaviour, and education. Where vulnerable pupils or groups are identified, provision will be made to support and promote their positive mental health. The school considers SEMH (Social, emotional mental health) as part of its SEND policy which outlines the specific procedures that will be used to assess these pupils for any SEMH-related difficulties that could affect their behaviour.

2. Relationship and Belonging Policy

We expect all students to demonstrate qualities in terms of their behaviour which contribute to the creation of an excellent learning environment. This includes taking an active part in their learning; demonstrating commitment to learning, arriving at school, on time, with the correct equipment and completing all tasks (including home learning) to the best of their ability. Please refer to the R&B Policy guidelines in the appendix.

3. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

Education Act 1996
Education Act 2002
Education and Inspections Act 2006
Health Act 2006
The School Information (England) Regulations 2008
Equality Act 2010
Voyeurism (Offences) Act 2019
DfE (2013) 'Use of reasonable force'
DfE (2015) 'Special educational needs and disability code of practice: 0 to 25 years'
DfE (2018) 'Mental health and behaviour in schools'
DfE (2021) 'Sexual violence and sexual harassment between children in schools and colleges'
DfE (2022) 'Behaviour in schools: Advice for headteachers and school staff'
DfE (2025) 'Keeping children safe in education 2025'
DfE (2022) 'Searching, Screening and Confiscation: Advice for schools'
DfE (2024) 'Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement'
DfE (2013) Use of Reasonable Force

This policy operates in conjunction with the following school policies:

Pupil Code of Conduct
Complaints Procedures Policy
Special Educational Needs and Disabilities (SEND) Policy
Suspension and Exclusion Policy
Child Protection and Safeguarding Policy
Alcohol & Drug Policy
Anti-bullying Policy
CCTV & Surveillance Policy

4. Roles and Responsibilities

The governing board will have overall responsibility for:

- Making a statement of behaviour principles, and providing guidance for the headteacher on promoting good behaviour where appropriate.
- Ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to, age, disability, gender reassignment, gender identity, marriage and civil partnership, race, religion or belief, sex and sexual orientation.
- Promoting a whole-school culture where calm, dignity and structure encompass every space and activity.
- Handling complaints regarding this policy, as outlined in the school's Complaints Procedures Policy.
- Ensuring this policy is published on the school website.

The Governors, Headteacher, Associate Vice Principal for Inclusion and the full inclusion team will be responsible for:

- The monitoring and implementation of this policy and of the behaviour procedures at the school. This includes monitoring the policy's effectiveness in addressing any SEMH-related drivers of poor behaviour.
- Acting in accordance with the statement of behaviour principles made by the governing board, and having any regard to guidance provided by the governing board on promoting good behaviour.
- Establishing high expectations of pupils' conduct and behaviour, and implementing measures to achieve this.
- Determining the school rules and any disciplinary sanctions for breaking the rules.
- The day-to-day implementation of this policy.
- Publicising this policy in writing to staff, parents and pupils at least once a year.
- Reporting to the governing board on the implementation of this policy, including its effectiveness in addressing any SEMH-related issues that could be driving disruptive behaviour.

The Senior Leader/Leaders overseeing behaviour and mental health will work in liaison with the Head of Pastoral Care Support, Mental Health Practitioner and Head of Behaviour Support, and will be responsible for:

- Overseeing the whole-school approach to mental health, including how this is reflected in this policy, how staff are supported with managing pupils with SEMH-related behavioural difficulties, and how the school engages pupils and parents with regards to the behaviour of pupils with SEMH difficulties.
- Supporting behaviour management in line with the SEMH Policy.

The SENCO will be responsible for:

- Collaborating with the governing board, Principal and Behaviour Lead, DSL and Family Support Team as part of the SLT, to determine the strategic development of behaviour and SEMH policies and provisions in the school.
- Undertaking day-to-day responsibilities for the successful operation of the behaviour and SEMH policies to support pupils with SEND, in line with the school's Special Educational Needs and Disabilities (SEND) Policy.
- Supporting teachers in the further assessment of a pupil's strengths and areas for improvement and advising on the effective implementation of support.

Teaching staff will be responsible for:

- Planning and reviewing support for pupils with behavioural difficulties in collaboration with parents, the SENCO and, where appropriate, the pupils themselves.
- Aiming to teach all pupils the full curriculum, whatever their prior attainment.
- Planning lessons to address potential areas of difficulty to ensure that there are no barriers to every pupil achieving their full potential, and that every pupil with behavioural difficulties will be able to study the full national curriculum.
- Teaching and modelling expected behaviour and positive relationships, demonstrating good habits.
- Being responsible and accountable for the progress and development of the pupils in their class.
- Not tolerating disruption and taking proportionate action to restore acceptable standards of behaviour.

All members of staff, including teaching and support staff, and volunteers will be responsible for:

- Adhering to this policy and applying it consistently and fairly.
- Supporting pupils in adhering to this policy.
- Promoting a supportive and high-quality learning environment.
- Modelling high levels of behaviour.
- Being aware of the signs of behavioural difficulties.
- Setting high expectations for every pupil.
- Being aware of the needs, outcomes sought, and support provided to any pupils with specific behavioural needs.
- Keeping the relevant figures of authority up-to-date with any changes in behaviour. The relevant figures of authority include:
 - SENCO.
 - Principal.
 - Subject leader.
- As authorised by the headteacher, sanctioning pupils who display poor levels of behaviour.

Pupils will be responsible for:

- Their own behaviour both inside school and out in the wider community.
- Reporting any unacceptable behaviour to a member of staff.

Parents will be responsible for:

- Supporting their child in adhering to the school rules and reinforcing this at home.
- Informing the school of any changes in circumstances which may affect their child's behaviour.

5. Definitions

For the purposes of this policy, the school will define "serious unacceptable behaviour" as any behaviour which may cause harm to oneself or others, damage the reputation of the school within the wider community, and/or any illegal behaviour. This will include, but is not limited to, the following:

- **Discrimination** – not giving equal respect to an individual on the basis of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation
- **Harassment** – behaviour towards others which is unwanted, offensive and affects the dignity of the individual or group of individuals
- **Vexatious behaviour** – deliberately acting in a manner so as to cause annoyance or irritation
- **Bullying** – a type of harassment which involves personal abuse or persistent actions which humiliate, intimidate, frighten or demean the individual being bullied
- **Cyberbullying** – the use of electronic communication to bully a person, typically by sending messages of an intimidating or threatening nature
- Possession of legal or illegal drugs, alcohol, vapes or tobacco
- Possession of banned items
- Truancy and running away from school
- Refusing to comply with disciplinary sanctions
- Theft
- Verbal abuse, including swearing, racist remarks and threatening language
- Fighting and aggression
- Persistent disobedience or disruptive behaviour
- Extreme behaviour, such as violence and serious vandalism
- Any behaviour that threatens safety or presents a serious danger
- Any behaviour that seriously inhibits the learning of pupils
- Any behaviour that requires the immediate attention of a staff member

For the purposes of this policy, the school will define “low-level unacceptable behaviour” as any behaviour which may disrupt the education of the student and/or other students, including, but not limited to, the following:

- Lateness
- Low-level disruption and talking in class
- Failure to complete classwork
- Rudeness
- Lack of correct equipment
- Refusing to complete homework, incomplete homework, or arriving at school without homework
- Disruption on public transport
- Use of mobile phones without permission
- Graffiti

“Low-level unacceptable behaviour” may be escalated to “serious unacceptable behaviour”, depending on the severity of the behaviour.

6. Staff Induction, Development and Support

All new staff will be inducted clearly into the school’s behaviour culture to ensure they understand its rules and routines and how best to support all pupils to participate in creating the culture of the school. Staff will be provided with bespoke training, where necessary, on the needs of pupils at the school to enable behaviour to be managed consistently.

The SLT will consider any appropriate training which is required for staff to meet their duties and functions in accordance with this policy, including on understanding matters which may affect a pupil's behaviour, e.g. SEND and mental health needs.

Members of staff who have, or are aspiring to have, responsibilities for leading behaviour or supporting pupil wellbeing will be supported to undertake any relevant training or qualifications. The SLT and the headteacher will review staff training needs annually, and in response to any serious or persistent behaviour issues disrupting the running of the school.

7. Managing Interactions

Students will:

- Self-regulate their behaviour.
- Work with internal and external colleagues in managing their own behaviour.
- Report any incident(s) of bullying, violence, harassment and disruption at the earliest possible opportunity.

Parents will:

- Work with and support school and the Relationship & Belonging Policy protocol.
- Attend meetings as requested.
- Emphasise good behaviour and high expectations.
- Check their son/daughters BROMCOM (via the MCAS app) each week.
- Check effort reviews and discuss these with their son/daughter.
- Attend parents/student evenings
- Follow the schools behaviour policy.
- Ensure students behaviour in the wider school community is representative of schools policy

Subject Teachers will:

- Be responsible for maintaining good discipline within their own lessons.
- Apply behaviour management sanctions consistently and fairly as outlined within the R&B Policy procedural documentation.

Curriculum Area Leaders will:

- Support members of staff within their department by operating a departmental system of withdrawal (departmental parking) proactively and utilising report cards as they see appropriate.
- Mentors will:
- Maintain an overview of the behaviour of their mentor group. In the first instance this will include responding to minor offences that occur inside and outside timetabled lessons.
- Discuss positive behaviour merits and lead on reflections with students for consequences issued.

Achievement Leaders and members of the Inclusion Team will:

- Work together in conjunction with parents, subject teachers, Mentors, the SENDCO, Senior Leaders and external agencies to address serious or repetitive incidents of

inappropriate behaviour, promoting inclusion and providing an environment in which outstanding conduct can flourish.

- Ensure behaviour reports are completed, shared and escalated where required

The Head of Behaviour Support will:

- Work collaboratively with Senior Leaders, Achievement Leaders, Student Support Officers, colleagues and external agencies in addressing serious or persistent incidents of inappropriate behaviour, promoting inclusion and providing an environment in which outstanding conduct can flourish.

Senior Leaders will:

- Act as positive role models for all staff in terms of implementation of this policy.
- Support colleagues by supervising after school detentions for repeated inappropriate behaviour or one off incidents of poor behaviour.
- Operate an 'On Call' service in response to serious incidents of behaviour or persistent incidents of behaviour which undermine the learning of other students.

External Support Services

The school will engage with a range of support workers from Local Authority Support Services where appropriate. These may include (but not exhausted to): Inclusion Services; Behaviour Support Services; Educational Psychology Service; Communication and Interaction Team; CAMHS; Youth Offending Team; the Police and Education Welfare Service. Any input by external agencies will be used to offer additional care, support and guidance to students and staff in relation to appropriate behaviour management strategies.

Instances of unacceptable behaviour will be taken seriously and dealt with immediately. Staff will respond promptly, predictably and with confidence to maintain a calm, safe learning environment. Staff will consider afterwards how to prevent such behaviour from recurring.

The DSL, Head of Behaviour Support and Behaviour Assistant will keep a record of all reported incidents to help identify pupils whose behaviour may indicate potential mental health or safeguarding problems. All staff will be alert to changes in a pupil's behaviour that could indicate they need help or protection.

Support, such as targeted discussions with pupils, a phone call with parents, and inquiries into circumstances outside of school by the DSL, will be provided alongside the use of sanctions to prevent the misbehaviour recurring. After an initial incident of negative behaviour, Relationships & Belonging Policy) policy will be followed by all staff consistently.

Restore will be used as a consequence to help promote the good behaviour of individual students by:

- Providing an environment that will facilitate re-engagement of disaffected learners.
- Reducing the number of potential fixed-term exclusions.
- Improving the learning environment in mainstream classrooms by making it possible to withdraw disruptive students for short periods of time.

- Strengthening the school's ability to offer additional curriculum provision for students who demonstrate behaviours that are affecting their own learning and/or the learning of others.
- Supporting students who cannot access lessons for a range of other reasons.

The Relationship & Belonging Policy and student passport clearly explains the reasons why a student can be placed in Restore. The school reserves the right however to utilise Restore for incidents which occur outside of those in school.

Following repeated incidents of unacceptable behaviour, the following sanctions, as per R&B Policy will be implemented:

- The headteacher will consider whether the pupil should be suspended, in line with the school's Suspension and Exclusion Policy, and will determine the length of the suspension.
- Although unacceptable behaviour does not necessarily mean a pupil has SEND, an assessment will be carried out at this stage to determine whether there are any undiagnosed learning or communication difficulties, or mental health issues that may be contributing to the pupil's behaviour.
- Where a pupil is identified as having SEMH-related difficulties, SEND support will be put in place from the school's national SEND budget.
- Where SEND is not identified, but the headteacher determines that support is still required for the pupil, an Individual Behaviour Plan will be created to outline the necessary provisions in place.
- Following further incidents of unacceptable behaviour, the following sanctions will be implemented.
- The headteacher will consider whether a permanent exclusion is necessary, in line with the school's Suspension and Exclusion Policy, alongside alternative options such as an alternative provision or off-site direction.
- For discipline to be lawful, the school will ensure that:
- The decision to discipline a pupil is made by a paid member of school staff, or a member of staff authorised to do so by the headteacher.
- The decision to discipline a pupil is made on the school premises or whilst the pupil is under the charge of a member of staff, such as during an educational trip or visit.
- The decision to discipline a pupil is reasonable and will not discriminate on any grounds, e.g. equality, SEND or human rights.
- The school will ensure that all discipline is reasonable in all circumstances, and will consider the pupil's age, religious requirements, SEMH needs, any SEND, and any other contributing factors, e.g. bullying, safeguarding or home life issues.

8. Prevention Strategies, Intervention and Sanctions for Unacceptable Behaviour

This section outlines the school's strategies for preventing unacceptable behaviour and initial interventions, minimising the severity of incidents, and using sanctions and support effectively and appropriately to improve pupils' behaviour in the future.

Initial interventions

A range of initial intervention strategies to help pupils manage their behaviour and reduce the likelihood of more severe sanctions will be used. Support will consider the pupil's specific needs and may be delivered outside of the classroom, in small groups or in one-to-one activities.

A system will be in place to ensure relevant members of the SLT and pastoral staff are aware of any pupil that is:

- Persistently misbehaving
- Not improving their behaviour following low-level sanctions
- Displaying a sudden change in behaviour from previous patterns of behaviour

Examples of initial interventions to address misbehaviour will include, but are not limited to, the following:

- Frequently engaging with parents, including home visits where necessary
- Providing mentoring and coaching
- Short-term behaviour report cards
- Long-term behaviour plans
- Restore
- Engagement with local partners and agencies
- Off Site Direction
- Where the pupil has SEND, an assessment of whether appropriate provision is in place to support the pupil, and if the pupil has an EHC plan, contact with the LA to consider a review of the plan

A multi-agency assessment, such as an early help assessment, that goes beyond a pupil's education will be considered where serious concerns about a pupil's behaviour exist.

Behaviour curriculum

Positive behaviour will be taught to all pupils as part of the behaviour curriculum, in order to enable them to understand what behaviour is expected and encouraged and what is unacceptable. Positive reinforcement will be used by staff where expectations are met to acknowledge good behaviour and encourage repetition. The behaviour curriculum will focus on defining positive behaviour and making it clear what this looks like, including the key habits and routines required by the school, e.g. lining up quietly outside the classroom before a lesson. Routine will be used to teach and reinforce the expected behaviours of all pupils. Appropriate and reasonable adjustments to routines for pupils with additional needs, e.g. SEND, will be made. Consistent and clear language will be used when acknowledging positive behaviour and addressing misbehaviour.

Positive teacher-pupil relationships

Positive teacher-pupil relationships are key to combatting unacceptable behaviour. The school will focus heavily on forming positive relationships based on predictability, fairness and trust to allow teachers to understand their pupils and create a strong foundation from which behavioural change can take place.

Preventative measures for pupils with SEND

Behaviour will always be considered in relation to a pupil's SEND. If it is deemed that a pupil's SEND has contributed to their misbehaviour, the school will consider whether it is appropriate and lawful to sanction the pupil.

Where a pupil is identified as having SEND, the graduate approach will be used to assess, plan, deliver and review the impact of support being provided.

The school will aim to anticipate likely triggers of misbehaviour and put in place support to prevent these, taking into account the specific circumstances and requirements of the pupil concerned.

Measures the school will implement where appropriate include, but are not limited to, the following:

- Short, planned movement breaks for a pupil whose SEND means they find it difficult to sit
- still for long
- Ensuring a pupil with visual or hearing impairment is seated in sight of the teacher
- Adjusting uniform requirements for a pupil with sensory issues or relevant medical condition
- Training for staff in understanding autism and other conditions

De-escalation strategies

Where negative behaviour is present, staff members will implement de-escalation strategies to diffuse the situation.

This will include:

- Appearing calm and using a modulated, low tone of voice
- Using simple, direct language.
- Avoiding being defensive, e.g. if comments or insults are directed at the staff member.
- Providing adequate personal space and not blocking a pupil's escape route.
- Showing open, accepting body language, e.g. not standing with their arms crossed.
- Reassuring the pupil and creating an outcome goal.
- Identifying any points of agreement to build a rapport.
- Offering the pupil a face-saving route out of confrontation, e.g. that if they stop the behaviour, then the consequences will be lessened.
- Rephrasing requests made up of negative words with positive phrases, e.g. "if you don't return to your seat, I won't help you with your work" becomes "if you return to your seat, I can help you with your work".

Physical intervention

In line with the school's Physical Intervention Policy, staff will have the legal right to use reasonable force to prevent pupils from committing an offence, injuring themselves or others, or damaging school property, and to maintain good order and discipline in the classroom.

Physical restraint will only be used as a last resort and as a method of restraint. Staff members will use their professional judgement of the incident to decide whether physical intervention is necessary. The situations in which physical restraint may be appropriate are detailed in the Physical Intervention Policy. Wherever possible, staff will ensure that a second member of staff is present to witness the physical intervention used.

After an instance of physical intervention, the pupil will be immediately taken to the Associate Vice Principal of Inclusion, and the pupil's parent will be contacted. Where appropriate, the headteacher may decide to temporarily remove the pupil from the school via a suspension, in line with the DfE's guidance on 'Suspension and Permanent Exclusion'. Where suspension is carried out, the pupil's parent will be asked to collect the pupil and take them home for the rest of the day – pupils will not be sent home without the school contacting their parent.

Any violent or threatening behaviour will not be tolerated by the school and may result in a fixed term exclusion in the first instance. It is at the discretion of the headteacher as to what behaviour constitutes for an exclusion, in line with the Suspension and Exclusion Policy.

When using reasonable force in response to risks presented by incidents involving pupils with SEND or medical conditions, staff will recognise and consider the vulnerability of these groups.

Removal from the classroom

The school may decide to remove pupils from the classroom for a limited period, at the instruction of a member of staff, in line with the schools 'departmental parking' guidance in R&BP.

The pupil will be moved to a room that is:

- In an appropriate area of the school
- Stocked with appropriate resources
- Suitable to learn and refocus
- Supervised by trained members of staff
- The school will only remove pupils from the classroom where absolutely necessary and for the following reasons:
 - To maintain the safety of all pupils and restore stability following an unreasonably high level of disruption
 - To enable disruptive pupils to be taken to a place where education can continue in a managed environment
 - To allow the pupil to regain calm in a safe space
- The school will ensure that pupils' health and safety is not compromised during their time away from the classroom, and that any additional requirements, such as SEND needs, are met.
- The amount of time that a pupil spends removed from the classroom will be up to the school to decide. This could be for more than one school day. The school will ensure that the pupil is not removed from the classroom any longer than necessary.
- The staff member in charge and supervising the pupil will decide what the pupil may and may not do during their time spent removed from the classroom. The headteacher will request that the pupil's class teachers set them appropriate work to complete.
- The headteacher will establish a clear process for the reintegration of a pupil who has been removed from the classroom when it is deemed appropriate and safe for them to return. Consideration will be given to what support is needed to help the pupil return and meet the expected standards of behaviour. Reintegration meetings will be held between the school, pupil and their parents, and other agencies if relevant, where necessary.
- Pupils will be permitted to eat during the allocated times of the school day and may use the toilet as required.

Detentions

The school will make it clear to parents and pupils that they are able to use detention as a sanction to deter future misbehaviour, both during and outside of school hours. The use of detention as a sanction will be applied fairly and consistently, and staff and pupils will be made aware of when it may be used.

All teachers at the school will be permitted to impose detention on a pupil, unless the headteacher decides to withdraw this power from any teacher. The headteacher may decide to delegate the power to impose detention to volunteers, such as parents who assist during educational visits or trips.

The following indicate the times during which detention can be held outside of school hours:

- Any school day where the pupil is not authorised to be absent
- Weekends during term, except for any weekend preceding or following a half-term
- Any non-teaching day, e.g. INSET days

Parental consent will not be required for detentions and, therefore, the school will be able to issue detention as a sanction without first notifying the parents of the pupil, including for same-day detentions.

When issuing detentions, members of staff will ensure that they do so reasonably within the given circumstances, and that they consider any additional needs of the pupil. If the detention is during lunchtime, 20 minutes will be allocated to allow the pupil time to eat, drink and use the toilet.

When determining whether it is reasonable to issue a detention outside of school hours, staff will consider the following:

- Whether the detention is likely to put the pupil at increased risk.
- Whether the pupil has known caring responsibilities
- Whether the detention timing conflicts with a medical appointment
- Whether the parents ought to be informed of the detention – in most cases it will be necessary to do so, but it may not be if the detention is for a short period after school and the pupil is able to return home safely.
- Whether suitable travel arrangements can reasonably be made by the parent for the pupil; it does not matter whether these transport arrangements are inconvenient for the parent.
- Detentions will not be issued where there is any reasonable concern that it would compromise a pupil's safety. An alternative and appropriate sanction will be issued instead.

9. Sexual Abuse and Harassment

The school will prohibit all forms of sexual abuse and harassment, including sexual harassment, gender-based bullying and sexual violence. The school's procedures for handling child-on-child sexual abuse and harassment are detailed in the Keeping Children Safe Guidance 2023.

The school will respond promptly and appropriately to any sexual harassment complaints in line with the Child Protection and Safeguarding Policy; appropriate steps will be taken to stop the harassment and prevent any reoccurrence. Discipline for incidents of sexual harassment will be

determined based on the nature of the case, the ages of those involved and any previous related incidents.

10. Smoking and Controlled Substances

The school will follow the procedures outlined in its Smoke-free Policy and Pupil Drug and Alcohol Policy when managing behaviour in regard to smoking and nicotine products, legal and illegal drugs, and alcohol.

In accordance with the Health Act 2006, the school is a smoke-free and vape free environment. Parents, visitors, staff and pupils will be instructed not to smoke on school grounds. Pupils will not be permitted to bring smoking or vaping materials or nicotine products to school.

The school will have a zero-tolerance policy on illegal drugs, legal highs and other controlled substances. Where incidents with pupils related to controlled substances occur, the school will follow the procedures outlined in the Pupil Drug and Alcohol Policy and Child Protection and Safeguarding Policy.

11. Prohibited Items, Searching Pupils and Confiscating Items

Headteachers and staff authorised by them will have a statutory power to search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item. Authorised members of staff will be permitted to use reasonable force when conducting a search without consent for the prohibited items listed below, in line with the school's Physical Intervention Policy.

The prohibited items where reasonable force may be used are:

- Knives and weapons.
- Alcohol.
- Illegal drugs.
- Stolen items.
- Tobacco and cigarette papers.
- Fireworks.
- Pornographic images.
- Inappropriate activity or images
- Any article that the member of staff reasonably suspects has been, or is likely to be, used:
 - o To commit an offence; or
 - o To cause personal injury to any person, including the pupil themselves; or
 - o To damage the property of any person, including the pupil themselves.
- The school will also identify the following as prohibited items which may be searched for by authorised staff without consent if necessary;
 - E-cigarettes and vapes
 - Lighters
 - Aerosols
 - Legal highs/psychoactive substances

All members of staff can use their power to search without consent for any of the items listed above. Staff will follow the provisions outlined in the school's Searching, Screening and Confiscation Policy when conducting searches and confiscating items.

12. Effective Classroom Management

Well-managed classrooms are paramount to preventing disruptive and unacceptable behaviour. Effective classroom management will allow staff to:

- Start the year with clear sets of rules and routines that are understood by all pupils.
- Establish agreed rewards and positive reinforcements.
- Establish sanctions for misbehaviour.
- Establish clear responses for handling behavioural problems.
- Encourage respect and development of positive relationships.
- Make effective use of the physical space available.
- Have well-planned lessons with a range of activities to keep pupils stimulated.

Subject to reasonable adjustments, e.g. those made for pupils whose SEND may affect their behaviour, pupils will be expected to follow the school Pupil Code of Conduct, which requires pupils to:

- Conduct themselves around the school premises in a safe, sensible and respectful manner.
- Arrive to lessons on time and fully prepared.
- Follow reasonable instructions given by staff.
- Behave in a reasonable and polite manner towards all staff and pupils.
- Show respect for the opinions and beliefs of others.
- Complete classwork as requested.
- Hand in homework at the time requested.
- Report unacceptable behaviour.
- Show respect for the school environment.

Classroom rules and routines

The school will have an established set of clear, comprehensive and enforceable classroom rules which define what is acceptable behaviour and what the consequences are if rules are not adhered to. Attention is given to how rules are worded, such as the use of positive language rather than negative, e.g. "act respectfully towards your peers and teachers", rather than "do not act disrespectfully towards your peers and teachers".

The school will also have an established set of classroom routines to help pupils work well, in the understanding that behavioural problems can arise due to the lack of a consistent routine. This includes teachers ensuring that before lessons begin, they have the full attention of all pupils, then explaining the task clearly so all pupils understand what they are supposed to be doing.

The headteacher will ensure all teachers understand classroom rules and routines and how to enforce them, including any sanctions for not following the rules.

Teachers will support pupils to understand and follow classroom rules and routines. Teachers will inform pupils of classroom rules and routines at the beginning of the academic year and revisit these daily. Where appropriate, teachers will explain the rationale behind the rules and routines to help pupils understand why they are needed, and will model rules and routines to ensure pupils understand them. Teachers will also explain clearly to pupils what will happen if they breach any classroom rules to ensure pupils are aware of the sanctions that may be imposed.

To support pupils' continued awareness and understanding of classroom rules and routines, teachers will reinforce them in a range of ways, e.g. placing posters of the rules on classroom walls and providing regular verbal reminders of the routines. Teachers will also ensure that classroom rules and routines remain consistent and are practised throughout the year to create a more productive and enjoyable environment.

At the beginning of the school year, once the classroom rules have been devised, pupils will be provided with a classroom rules agreement which they are required to read and sign. All rules outlined in the classroom rules agreement are applicable to pupils' behaviour elsewhere on the school premises and outside of the school – teachers will ensure that pupils understand this.

The classroom environment

The school understands that a well-structured classroom environment is paramount to preventing poor behaviour. This includes the teacher positioning themselves effectively within the classroom, e.g. wherever possible, teachers avoid standing with their backs to pupils and ensure they have full view of the room at all times.

Teachers will employ strategic seating arrangements to prevent poor behaviour and enable it to be noticed early, such as:

- Seating those who frequently model poor behaviour closest to, and facing, the teacher.
- Seating those who frequently model poor behaviour away from each other.
- Ensuring the teacher can see pupils' faces, that pupils can see one another, and that they can see the board.
- Ensuring the teacher can move around the room so that behaviour can be monitored effectively.

Praise and rewards

The school will recognize that praise is key to making pupils feel valued and ensuring that their work and efforts are celebrated. When giving praise, teachers will ensure:

- They define the behaviour that is being rewarded.
- The praise is given immediately following the desired behaviour.
- The way in which the praise is given is varied.
- Praise is related to effort, rather than only to work produced.
- Perseverance and independence are encouraged.

- Praise is only given when a pupil's efforts, work or behaviour need to be recognised, rather than continuously without reason.
- The praise given is always sincere and is not followed with immediate criticism.

Whilst it is important to receive praise from teachers, the school understands that peer praise is also effective for creating a positive, fun and supportive environment. Teachers will encourage pupils to praise one another, and praise another pupil to the teacher, if they see them modelling good behaviour.

As with praise, the school understands that providing rewards after certain behaviour means that pupils are more likely to model the same behaviour again.

For rewards to be effective, the school recognises that they need to be:

- **Immediate** – immediately rewarded following good behaviour.
- **Consistent** – consistently rewarded to maintain the behaviour.
- **Achievable** – keeping rewards achievable to maintain attention and motivation.
- **Fair** – making sure all pupils are fairly rewarded.

Rewards for good behaviour will include, but are not limited to:

- Verbal praise
- Communicating praise to parents
- Certificates, prize ceremonies and special assemblies
- Positions of responsibility, e.g. being entrusted with a particular project
- Trips and activities for a whole-class or year group

The school will seek to create a positive ethos through the recognition and rewarding of achievement and effort. The school will use a range of strategies including reward events, assemblies and reporting to parents, to recognise achievement and effort and will keep an accurate record of all rewards issued. The school will commit resources to rewarding achievement from its annual budget.

Students will:

- Take responsibility for achieving the highest standards possible in terms of their effort, work and conduct.
- Recognise, acknowledge and celebrate the achievement and effort of others.
- Act in a way that is conducive to a culture where success is celebrated, including taking part in assemblies and reward events.
- Recognise and reward effort and achievement in line with the values driven education ethos.

Parents will:

- Attend celebration and reward events where possible.
- Contact school with any achievements outside school so we can share them with the wider school community.

All staff (including volunteers, agents and contractors) will:

- Act as positive role models, modelling the highest standards of behaviour and attitude for the benefit of all students.
- Promote a culture of achievement and support the recognition of achievement and effort through whole school rewards.
- Capitalise on every opportunity to praise students and reward achievement.

Curriculum Area Leaders will:

- Find opportunities to praise students every day within their specific area(s) of responsibility.
- Develop departmental rewards and recognition of achievement within their specific area(s) of responsibility.
- Keep SLT, Achievement Leaders, the Inclusion Team and parents/guardians informed of achievements within their subject area when possible.

Mentors will:

- Celebrate success and acknowledge achievements and effort within the mentor group setting.
- Contribute to creating a culture of success through House and year group activities.
- Provide opportunities to develop democracy and citizenship with students

13.Behaviour Outside of School Premises

Pupils at the school must agree to represent the school in a positive manner. The guidance laid out in the Pupil Code of Conduct will apply both inside school and out in the wider community, particularly if the pupil is dressed in school uniform. Any school-based trip or activity, even outside of the normal school times, is subject to the normal behaviour policy.

School's Responsibilities

Staff can discipline pupils for misbehaviour outside of the school premises, including conduct online, when the pupil is:

- Wearing school uniform.
- Travelling to or from school.
- Taking part in any school-related activity.
- In any way identifiable as being a pupil at the school.
- Staff may also discipline pupils for misbehaviour outside the school premises, including conduct online, that:
 - Could negatively affect the reputation of the school.
 - Could pose a threat to another pupil, a member of staff at the school, or a member of the public.
 - Could have repercussions for the orderly running of the school.
- Any bullying witnessed outside of the school premises and reported to the school will be dealt with in accordance with the Anti-bullying Policy.
- The school will impose the same sanctions for bullying incidents and non-criminal misbehaviour witnessed or reported outside of the school premises as would be imposed for the same behaviour conducted on school premises. In all cases of unacceptable behaviour outside of the school premises, staff will only impose sanctions

once the pupil has returned to the school premises or when under the supervision of a member of staff.

- School will issue sanctions if the police are not involved. If the police are involved the school will support with any investigation and work with police on any necessary sanction

Parents' Responsibilities

- It is a parent's responsibility to ensure their son or daughter conducts themselves appropriately outside of school.
- Parents should endeavour to keep school informed about incidents outside of school so we can put into place the supportive measures.
- It is a parent's responsibility to contact external agencies, such as the police or social care, if they have any reason to do so.
- It is a parent's responsibility to ensure any poor conduct via social media is reported to the necessary social media provider, the police are contacted, screenshots taken, and the perpetrator blocked.
- Criminal acts which occur outside of school, such as criminal damage, abuse or violence, should be reported to the police by the parent. School will work with and liaise with the police as part of its supportive response.
- Complaints from members of the public about the behaviour of pupils from the school are taken very seriously and will be dealt with in accordance with the Complaints Procedures Policy.

14. Data Collection and Behaviour Evaluation

The school will collect data from the following sources:

- Behaviour incident data, including on removal from the classroom
- Attendance, permanent exclusion and suspension data
- Use of pupil support units, off-site directions and managed moves
- Incidents of searching, screening and confiscation
- Anonymous surveys for staff, pupils, governors, and other stakeholders on their perceptions and experiences of the school behaviour culture
- The data will be monitored and objectively analysed termly by the headteacher and the SLT. Attempts will be made to identify possible factors contributing to the behaviour, any system problems or inadequacies with existing support. The data will also be analysed considering the protected characteristics under the Equality Act 2010 to inform school policies and practice.

15. Monitoring and Review

This policy will be reviewed by the headteacher and senior mental health lead on an annual basis; they will make any necessary changes and communicate these to all members of staff and relevant stakeholders.

This policy will be made available for Ofsted inspections and reviews by the lead inspector, upon request.

The next scheduled review date for this policy is 01/06/26

Section 2: Anti-Bullying Policy

Anti-Bullying Policy

Date of Policy: June 2025

Date of Next Review: June 2027

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This policy was reviewed in January 2026 and has been approved for implementation.

Overview

In this school bullying or any kind of intimidation such as racism, sexism and homophobia will not be tolerated.

All will treat others with kindness and respect, and all will care well for each other. All will come to school without fear and will be safe in school. Everyone will be vigilant and will intervene promptly to intervene if there are any signs or reports of bullying. At Penistone we foster a culture based on our five core values, most notably in relation to anti-bullying of 'Being Brave' (to report and tackle bullying).

Definition

We define bullying as repeated behaviour that make an individual feel uncomfortable or threatened whether this is intended or not.

Bullying is repeated verbal, physical, social or psychological aggressive behaviour by a person or group which is directed towards a less powerful person or group that is intended to cause harm, distress or fear.

Bullying can take many forms and may fall into the following categories:

Verbal or written abuse – name calling, teasing, insulting, swearing, writing unkind notes

Physical – threats, assault and displays of aggression

Sexual harassment – unwelcome or unreciprocated conduct of a sexual nature

Homophobia – hostile behaviour towards students relating to gender and sexuality

Discrimination – treating people differently because of their identity

Cyber – either online or via mobile phone

School advises students/parents/carers to record all incidents and report them as they happen as this supports a swift and speedy solution.

School Objectives

To ensure that all feel safe and free from bullying and intimidation

To build an ethos where learners feel safe, free from threat and intimidation

To promote good relationships where all are treated well and where learners care for each other

To act promptly and effectively at the first sign of bullying

To encourage learners and parents to report any attempted bullying

To protect and reassure any victims of bullying

To have effective sanctions to deter bullying and to have successful strategies to reform those who have bullied

To make this a happy school that is free from bullying

To discuss, monitor and review our anti-bullying policy on a regular basis

To support staff to promote positive relationships and identify and tackle bullying appropriately

To ensure that students are aware that all bullying concerns will be dealt with sensitively and effectively; that students feel safe to learn; and that students abide by the anti-bullying policy

To report back to parents/carers regarding their concerns on bullying and deal promptly with complaints. Parents/carers in turn work with the school to uphold the anti-bullying policy
Seeks to learn from anti-bullying good practice elsewhere and utilises the support of the LA and relevant organisations when appropriate

Group Objectives

For students who experience bullying that:

- They are heard
- They know how to report bullying and get help
- They are confident in the school's ability to deal with the bullying
- Steps are taken to help them feel safe again
- They are helped to rebuild confidence and resilience
- They know how they can get support from others
- For students who engage in bullying behaviour:
- Sanctions and learning programmes hold them to account for their behaviour and help them to recognise the harm they have caused
- They learn to behave in ways which do not cause harm in future, because they have developed their emotional skills and knowledge
- They learn how they can take steps to repair the harm they have caused

For school:

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- They learn how they can take steps to repair the harm they have caused

Signs of Bullying

The below list is not exhaustive and gives guidance from the NSPCC:

Belongings getting "lost" or damaged

Physical injuries such as unexplained bruises

Being afraid to go to school, being mysteriously 'ill' each morning, or skipping school

Not doing as well at school

Asking for, or stealing, money (to give to a bully)

Being nervous, losing confidence, or becoming distressed and withdrawn

Problems with eating or sleeping

Bullying others

Strategies

- We will use our behaviour policy effectively to promote good behaviour so that there is an ethos where bullying is unacceptable.
- All will be expected to be vigilant and to intervene immediately and effectively if any bullying is observed or reported.

- Learners will be encouraged to report bullying and when they do so they will be listened to and taken seriously.
- Every allegation of bullying will be investigated and followed up.
- Any victim of bullying will be well-protected immediately and in the future.
- Any allegations of bullying will be reported to the relevant members of staff.
- RSC and SMSC (in mentor time) will be used to discuss bullying and to ensure that all are aware that bullying is never acceptable, and that the victim must always report it to parents, staff or friends.
- We will use the school's consequences and rewards strategy to reinforce this anti-bullying policy.
- Learners and their parents will be made aware of this policy.
- The parents of all concerned will be informed when relevant and involved in any reported incident and will be expected to support this school policy.
- Use CCTV, in line with the CCTV policy, to identify trouble spots and students involved in bullying.
- Using in-school guidance support to counsel bullies and develop self-esteem, including use of Thrive based practice.
- Using assemblies, collective learning and mentor time to deliver anti-bullying messages.
- Addressing bullying issues through the CPD programme as appropriate with staff.
- Using teaching methods that encourage group and co-operative working, and by using a variety of groups in order to extend working relationships and friendships for the students.
- Working with outside agencies including specialist groups to develop strategies to use with both bullies and victims.
- Using restorative practice in the first instance to support students.

Anti-Bullying Procedure

- When an incident of bullying is reported it is to be done so on CPOMS under the relevant category. This will automatically alert the Head of Behaviour, the SLT link for Behaviour, the assistant for Behaviour and the member of staff will alert the SSO and Achievement lead for the child year group.
- The SSO can only act upon incidents which have been reported
- The SSO/ Achievement Lead/ Head of Behaviour will investigate the incident(s) and take statements from all students involved (if appropriate)
- The SSO may ask the Achievement Mentor to support in the first instance
- The SSO will keep a log of all incidents which are reported
- The SSO will inform parents if they feel appropriate
- The SSO/Head of Behaviour will always try restorative practice, when appropriate, in the first instance
- The SSO/Head of Behaviour will issue a sanction which reflects the seriousness of the incident. The school does not accept bullying in its school community and the sanction will reflect this
- The SSO/Head of Behaviour may invite parents into school and will offer to mediate between students

- The incident will be formally logged, and further incidents will result in further sanctions

Outcomes

This school will have a warm, friendly, welcoming, and safe ethos. It will be a place where bullying is not tolerated and where all will treat others as they themselves would expect to be treated.

Monitoring and Review

This policy is reviewed by the governing body.
The schedule review date for this policy is July 2027.
