



The Forge School

Positive Behaviour & Relationship Policy

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The Forge School Positive Behaviour Management Policy

Context

Pupils attending the Forge are some of the most vulnerable children in the community coming to us at a point of crisis in their lives: they have been permanently excluded from their mainstream school and find themselves facing any number of challenges, directly or indirectly, associated with that permanent exclusion. Our pupils often come to us with gaps in their learning and unmet or unaddressed SEND challenges that serve as further obstacles to their **engagement** in learning.

In addition to this, it is not uncommon for our pupils to face other social and community challenges which can be intergenerational in their nature and scale. Sometimes there will be additional agencies working with pupils and their families to provide support to them; at other times this is a gap that we will seek to fill through appropriate referrals.

While a conventional approach to education has thus far failed to meet the needs of our pupils, our role is to manage and respond to these challenges in a **resilient**, creative, boundaried and **safe** way that allows us to meet the pupils where they are by adapting our approach within the wider societal structures available to support us in meeting these needs.

Introduction

The Forge believes that all pupils, regardless of race, gender, religion, sexual orientation and ability have the **right** to learn in a **safe**, caring, nurturing and supportive environment.

The school has a high regard for our pupils' spiritual, moral, social, emotional and cultural well-being. We endeavour to provide a **friendly, organised**, caring and creative environment that promotes the **right** for pupils to speak out and seek help in all aspects concerning their well-being and education.

The school fosters an environment in which everyone feels **safe**, secure and respected. We promote high standards of behaviour, self-discipline and an ethos where all members of the school are **safe**, valued as individuals and are able to **engage** in their **learning**. We believe in the development of self-esteem, **respect** for others, **resilience** and the self-management of behaviour that will support pupils on their journey towards independent **learning** and living.

At the Forge we place great emphasis on positive reinforcement of behavioural expectations through the deliberate use of de-escalation strategies informed by a **THRIVE** approach and the active modelling of positive behavioural choices by staff. Underpinning this is a culture of recognition, encouragement and praise which we believe helps to develop our pupils' confidence, self-esteem and **resilience**.

This policy sets out the expectations of behaviour where staff, pupils and parents/carers seek to create an environment which encourages and reinforces positive behaviour and the fostering of positive attitudes. In addition to this, it sets out the consequences for poor behaviour, should it arise.

Generally, all aspects of this policy apply to behaviour inside and outside the school gate whilst the pupils are in the care of school staff. This can include the journey to and from school if the pupil is in school uniform.

Aims

- To foster an environment in which everyone feels **safe** and secure and where each person is treated consistently and fairly.
- To help to ensure that every member of the school community feels valued and **respected**.
- To help to create an environment where good behaviour is encouraged, reinforced and becomes the minimum expectation.
- To define acceptable standards of behaviour to all pupils with awareness of the primary needs of each pupil.
- To ensure a level of consistency in the response of staff to both positive and unacceptable behaviour.
- To promote self-esteem, self-discipline, **resilience** and self-reflection.
- To promote the development of positive relationships.
- To ensure that the school's expectations and strategies are widely known and understood by all stakeholders.
- To help to create an environment in which every member of the school's community behaves in a considerate way towards others so that all can engage in their learning.

How we will achieve our aims

We will achieve these aims by:

- using sincere praise; building positive boundaried relationships; and **celebrating** honest recognition of achievement to help create a purposeful culture where pupils have the opportunity to **engage** in learning and achieve their **goals**;
- staff applying a **THRIVE** approach in their interactions with pupils and leading by example with the modelling of good practice;
- taking pupil voice into account when making decisions that will impact on pupils and their **learning**;
- establishing a set of school rules that pupils know and understand;
- being aware of and responding to pupil **engagement** in learning across the day;
- establishing and using SEND Profiles for ALL our pupils to better inform staff response to each pupil's behaviour; and
- clearly and consistently communicating with parents and carers about how well their child is engaging with their learning at school

The Importance of the Curriculum and Learning

We believe that the core strategy for managing presented behaviour is always providing high quality Teaching and Learning opportunities.

We believe that an appropriately structured curriculum and effective learning environment create the conditions in which good behaviour and engagement in learning can flourish. Personalising the planning of learning around a pupil's primary need and structured feed-back on how pupils can develop in their learning can help to avoid the alienation and disaffection which can lie at the root of poor behaviour.

It follows that lessons must have clear objectives which are easily understood by the pupil and personalised to meet the primary needs of pupils in each lesson. Marking and record keeping will be used as a supportive activity which provides feed-back to pupils on their progress and achievements and will communicate to them that their efforts are valued, and that progress and **engagement** is important.

Classroom Management

Classroom management and teaching methods have an important influence on pupil's behaviour and engagement in learning. The classroom environment gives clear messages to the pupil about the extent to which they and their efforts and engagement are valued.

Classrooms should be organised to develop independence and personal initiative and furniture should be arranged to provide an environment conducive to on-task behaviour. Materials and resources should be arranged to aid accessibility and reduce uncertainty and disruption. The displays in classrooms should help develop self-esteem through demonstrating the value of each individual's contribution and should aid in making the classroom a welcoming environment.

Teaching methods will encourage enthusiasm and active engagement for all. Lessons will aim to develop the skills, knowledge and understanding which will enable pupils to work and play in friendly cooperation with each other to achieve their goals.

Staff use Arbor to record and monitor behaviour and engagement and respectful attitudes across the school.

Recognition and Celebration of Achievement

Our approach to creating a positive ethos within the school is to treat pupils positively by using sincere praise, well-timed encouragement and an honest recognition and celebration of achievement.

We ensure that pupils know that their effort, engagement, achievement, resilience and good behaviour are recognised and valued through a range of methods:

- Our Engagement in Learning Incentive Scheme awards achievement points for attendance, punctuality, engagement in learning and demonstrating respectful behaviour to self and others.
- Weekly enrichment trips.
- Weekly target setting with opportunity to earn 100 bonus incentive points.
- Praise in class or in assembly for improved attendance, engagement in learning or overall good behaviour.
- Good work is shared with other classes and staff members.
- Parents are informed of engagement in learning and good behaviour through phone calls or texts home.
- End of term and end of year reward trip for those with the best and most improved attendance and for the best and most improved engagement in learning.

Expectations

As a school we expect our pupils to control themselves and to be responsible for their actions and responses to the actions of other people and situations. Staff will lead, guide and support pupils to manage their responses to people and situations by presenting pupils with information and the

choices available to them. This is based on a shared understanding of what our core rights and responsibilities are within the school. Our ultimate goal is to begin to prepare our pupils to be able to meet the societal expectations and norms that will be the reality of their lives when they leave us.

Core Rights

In our school there are core rights that everyone has. Rules and responsibilities make it possible for these core rights to be experienced by everyone. In our school our core rights are:

1. *Everyone has the right to feel safe at school.*
2. *Everyone has the right to learn.*
3. *Everyone has the right to be treated in a respectful way.*

Other 'rights', such as the right to be treated fairly and have my voice heard are subsumed within these core rights.

Core Responsibility

Rights automatically, imply and necessitate, responsibilities. If we have a *right* to learn then I have a responsibility to allow myself and others to engage in that learning as much as is reasonably possible. In this sense, our core responsibility is:

- *Consider the rights of others as well as my own.*

If this core responsibility is followed in relation to all of the core rights, then our pupils will be going in the direction of meeting societal expectations when they leave us.

Rules

Rules simply allow us all to experience our rights and responsibilities in a way that is fair to everyone. Below are our most broad and basic rules about how we do things in school. At the end of the document is a list of what are considered to be unacceptable behaviours in school. This cannot be a list that covers every type of behaviour that can ever take place and simply attempts to reflect the societal norms that our young people will experience when they leave us. This means that if it isn't okay in the real world then it isn't okay in school.

Our Safety Rule

To keep everyone safe in our school we think about what the consequences of our actions might be on ourselves and other pupils. This means we behave and move around in the building in a way that keeps us all safe: keeping us all safe means we don't do things like climb up trees, climb on roofs of buildings or do things like vape or smoke on the school site or fight with one another.

Our Learning Rule

In our school we take an active part in our learning by being in the classroom and completing the work that has been set for us in lessons. It also means that we ask staff to explain to us in more detail ideas and concepts that we are still learning about: this means we allow other pupils to do the same by not interrupting learning with off task talk or distractions.

Our Respect Rule

To show respect in our school we are courteous and use our manners. This means we use positive language with each other and with staff: using positive language means we don't use swear words or put one another or other groups of people down. It also means that we don't say things that are based on racist, sexist, homophobic or discriminatory ideas because those things are disrespectful which is the opposite of what we do.

Mobile Phones

Mobile phones must be handed in at the Reception area of the school before pupils can come into the main part of the building. All phones will be kept securely in this area until the end of the school day at which point they will then be returned to pupils.

If a pupil is seen with a mobile phone in their possession during the school day, the pupil will be asked to place their phone downstairs in Reception. If the pupil is unable to do this then the parent/carer will be contacted and asked to collect the phone. While waiting for the parent/carer to arrive, the pupil may be isolated from other pupils for the safety of everyone.

Consequences

The Core Rights and Rules are displayed in each classroom and are brought to their attention and discussed regularly as part of assemblies and form time.

Following a behavioural incident involving a pupil, we discuss the inappropriate behaviour with pupils:

- we share with the pupil the information we have about the incident;
- we talk through with them the options that were available to them in terms of choices at the time; and
- we encourage the pupil concerned to make alternative, 'better', choices explaining to them the significance of the potential 'different' outcome that may have occurred if the pupil had made a different choice.

Reflecting on behaviour with our pupils is the most important and powerful thing we can do to shape the behaviour of our pupils in the future: reflective conversations with pupils, or *repairs*, must be at the centre of everything we do with pupils however formal, or informal, that conversation may be. This means that a repair can take place in a formal meeting in an office with parents/carers present. It also means that conversation can take place sitting in a corridor or in an outside space with just the pupil present. Both settings and 'types' of repair are equally valid and are of equal importance to develop the understanding of the pupil.

With this in mind, where appropriate, we will respond to inappropriate behaviour in the following ways:

- Use of outdoor spaces
- Use of recovery space
- Verbal reprimands
- Lunchtime 'Turn around' – 15 minutes
- After school Detention – 15 minutes with SLT
- Parents or carers may be informed or invited into school
- A pupil may be required to work in a different space in the building or have a 'time out' to allow them to reflect on how their behaviour so far is going to impact on them
- A financial contribution to costs incurred
- A suspension
- A permanent exclusion

When an incident arises, and where possible, a pupil should have the opportunity to offer an explanation before any decisions are made. This may not always be possible but will always be the best-practice approach that we take.

Other Actions

The consequences described above happen as part of a managed follow-up process to any behavioural incident: they are behavioural consequences that follow when the school rules have not been followed.

On occasion, the school may need to respond dynamically to situations as they develop to keep all pupils and staff safe. The actions carried out in these circumstances must not be confused with behavioural consequences – they are pragmatic and dynamic responses needed at the time and cannot be behavioural consequences in the way the above are. These are:

- the need to search a pupil and confiscate any inappropriate items found (see appendices below for further information about the circumstances in which pupils may be searched and items confiscated)
- the need to physical restrain pupils (see appendices below for further information about the circumstances in which a pupil may need to be restrained)

Parents and Carers

We expect parents and carers to engage positively with the school in supporting us to ensure that their child gains the most they can from their time with us.

With this in mind, we ask parents to reinforce at home, the messages we are giving to our pupils in school. Crucially we ask that parents continue to encourage their child to engage in their learning and remind them about how important education is to their future.

We also ask that parents alert us to any concerns that they or their child have so that we can respond to them as quickly as possible. These concerns can be with regards to the child's experience of school or they could be to do with wider concerns that a parent has about how their child is behaving or responding to them at home.

Similarly, we ask that parents contact the school if there have been any other changes to their child's circumstances that could impact on how a pupil responds when they arrive at school. This could be to do with something as basic as a change in medication or could be to do with a more serious development in the community.

If in doubt, we ask that parents alert us so that we are better informed and able respond in a way that will more successfully meet the needs of the pupil when they come into school.

Unacceptable Behaviours

To help all pupils achieve their rights, there are behaviours which are just unacceptable in school as they are in society. If these behaviours occur, they will carry an appropriate consequence as deemed by staff. Consequences may include a Break or Lunch catch-up, contact home, meetings with parent/carers, loss of rewards, a financial contribution towards repair of property or police involvement.

To provide some clarity around what the school considers to be unacceptable behaviour, we have included the list below. It is an indicative list only and cannot cover every possible eventuality around behaviour that might be displayed by pupils:

- **Bullying:** targeting an individual for treatment that is different to the way others are treated

- **Assault:** use of violence towards any other person which includes throwing an item as well as making direct physical contact
- **Aggression:** any type of behaviour towards others that is deemed to be threatening by staff
- **Prohibited Items:** bringing in, attempting to bring in or conspiring to bring in any prohibited item (see appendices below for further information about these items)
- **Verbal Abuse:** name calling, swearing at someone, inappropriate language, discriminating abuse e.g. racism, shouting aggressively at someone
- **Damaging Property:** graffiti, breaking furniture, kicking through doors, breaking windows/doors etc
- **Incitement:** stirring up situations, persuading others to break school rules
- **Throwing:** food, equipment, furniture, sticks, stones etc
- **Smoking & Vaping:** anywhere on the school site

Below are the appendices which provide more detail about our Engagement in Learning Incentive Scheme, Prohibited Items in School, Searching Pupils and Confiscating Items and the Use of Reasonable Force in school.

APPENDICES

Appendix 1: Engagement in Learning Incentive Scheme

Engagement in Learning Incentive Scheme

Purpose

We want our pupils to be in school, in lessons and engaging in their learning in a socially acceptable way. With this in mind, the purpose of the Incentive Scheme is to:

- encourage pupils to attend school and their lessons and to engage in their learning in a way that meets the expectations of the society we live in;
- help our pupils understand that their behaviour has consequences and that they are responsible for shaping those consequences by the choices they make allowing them to develop their resilience to disappointment;
- begin to help our pupils understand basic concepts around managing a 'budget'.

Importantly, the Incentive Scheme needs to do all this in a way that responds in the moment while allowing the pupil to shift their focus onto 'doing the right thing' with a fresh start as soon as possible and avoiding a spiral of catastrophic thinking that throws the pupil off for the rest of the day or week.

How

Pupils will receive specific achievement points for:

- attending school;
- going to and remaining in lessons;

- engaging in their learning; and
- demonstrating behaviours that show respect for themselves and others in lessons.

These achievement points will translate to a monetary value which will be 'given' to pupils as vouchers which can be used in shops.

The value of these achievement points can be cashed in at the end of a half-term, term of academic year depending on how long the pupil is with us and what the pupil wishes to 'spend' the monetary value of the achievement points on.

This means that if a pupils attends school they will receive an achievement point. if they then go to every lesson and engage in their learning in a way that meets our societal expectations then they receive additional achievement points. Each lesson attended and engaged in brings its own achievement points. If Period 2 does not as we would like, the pupil has a clean slate to earn their achievement points in Period 3, 4 and 5 without Period 2's behaviour impacting on the points available in the following lessons

While pupils can amass achievement points in this way, we will also use this Incentive Scheme to support pupils to further understand that their choices have consequences and that they can shape outcomes by making different choices. Anti-social behaviour across the school such as, kicking through doors, criminal damage and graffiti will result in achievement points being removed from a pupils total of achievement points.

Achievement Point Values

One of the strengths of the Incentive Scheme is that the value of the achievement points can be adjusted to meet the contextual needs of the pupils and the school at any given point.

- **Attendance at School**

We want to improve attendance across the school:

- for simply coming into school on time, a pupil will receive **10 achievement points**.

- **In Class**

We want pupils to arrive at lessons on time and to remain in the lesson:

- for attending lessons on time and remaining in the classroom, a pupil will receive **5 achievement points**.

We want pupils to engage in their learning for that lesson:

- for engaging in their learning in that lesson, a pupil will receive **5 achievement points**.

We want pupils to behave in a way that shows respect for themselves and others:

- For demonstrating behaviours that show respect for themselves and the other people in the room, a pupil will receive **5 achievement points**.

Over the course of one day in school, if a pupil arrives on time, attends every lesson on time and engages fully in their learning in a way that is respectful to themselves and others, they could receive a total of 100 achievement points (On-time for school / 5xLessons / 1xForm Time).

Each Day

Each point has a monetary value of 1p so each day a pupil could receive achievement points with a total monetary value of £1.00.

Each Week

Over the course of a week, if a pupil arrived to school on time every day, attended every lesson on time and engaged fully in their learning in a way that is respectful to themselves and others, they could receive a total of 500 achievement points with a total monetary value of £5.00.

Academic Year

Over the course of an academic year, a pupil who arrived on time for school each day, attended every lesson on time and engaged fully their learning in a way that was respectful to themselves and others, could receive a total of 19,500 achievement points with a total monetary value of £195.00 which is the cost of a high-end pair of trainers.

Bonus Points

In addition to this, pupils may earn up to 100 bonus points for meeting their weekly target which is set and monitored by their Form Tutor.

Deduction of Achievement Points

While we want to incentivise pupils' engagement in learning, we also want our pupils to understand more fully that they are responsible for the consequences that occur as a result of their choices and actions. The intention behind this is for our pupils to understand that if they had made a different choice then the end result would have been different. This should allow our pupils to begin to make different choices resulting in more favourable outcomes for them moving forwards.

At its most basic, this means that if a pupil chooses to continue to play football at the end of breaktime which results in them being late for lesson then they have missed the opportunity to earn the 5 achievement points that come with being on time for lesson. This is not the same as a deduction of achievements points – they simply haven't earned them. All however is not lost for this pupil in this lesson: if they now engage in the learning in a way that is respectful of themselves and others then they may still earn the total of 10 achievement points that are on offer for meeting these expectations.

Similarly, if a pupil is swearing during a lesson, or using derogatory language about other individuals or groups of people then they will have missed the opportunity to earn the 5 achievement points that come with demonstrating behaviours that show respect for themselves and other people during class time. Again, all is not lost, and if a pupil was on time for the lesson and remained in the lesson and engaged in the learning by completing the work set, then the pupil could still receive the total of 10 achievement points on offer for meeting those expectations.

A deduction of achievement points will occur if a pupil displays anti-social behaviour across the school. In the first instance, this will include the kicking through of doors, criminal damage to property and the production of graffiti. Instances of these behaviours will mean a deduction of a certain number of achievement points on each occasion.

The definition of anti-social behaviour is meant to be open and flexible enough to adapt to situations and behaviours not yet seen or thought of. If a social media trend involving words or actions

becomes widespread across the school and it is inherently anti-social then it may be appropriate, after due consideration, to include that as demanding a deduction of achievement points.

APPENDIX 2: Prohibited Items

Prohibited Items: Illegal substances, material and offensive weapons

The Forge does not permit any illegal substances or offensive weapons on to the premises.

Prohibited items include:

- Laser pens or other objects, even if manufactured for a non-violent purpose but has a potentially violent use e.g. the purpose of keeping or carrying the object is for use, or threat of use, as a weapon. Examples include blades removed from pencil sharpeners, lighters or slings.
- Knives, including all variations of bladed objects e.g.: pocket-knives, craft knives, scissors etc.
- A firearm of any description, including starting pistols, air guns and any type of replica or toy gun.
- Explosives, including fireworks, aerosol sprays, lighters, matches.

The list above is not exhaustive and will also include any items judged by the school to be carried with the intention to inflict injury on another individual or property.

In addition to this the school forbids the bringing in of inappropriate materials such as pornography or illegal substances such as alcohol, illegal drugs, cigarettes, electronic cigarettes, shisha pens and vapes.

APPENDIX 3: Searching Pupils & Confiscating Items

Searching Pupils & Confiscating Items

This is written in conjunction with the DfE Guidance - Searching, Screening and Confiscation (July 2022). School staff can search pupils with their consent for any item which is banned by the school's policy under the common law (paragraph 4 of the DfE guidance).

In line with DfE guidance we are mindful that it is best practice to only allow teachers to carry out searches, however, considering the nature of our setting we also include the senior members of our team – the Attendance Officer, the Family Support Worker, the Assistant SENDCO and the Outreach Coordinator – as being suitable to conduct searches. We are mindful that the best interests of the child are paramount when we make a decision about searching a young person; this also applies to when the decision is made to confiscate items.

We appreciate the need for all pupils to have a right to expect a reasonable level of privacy, and we will only search a pupil if we have reasonable grounds to do so. We are mindful of the need to ensure that bias does not inform our decision-making processes in regards to searching pupils.

We recognise that confiscating illicit items is a safeguarding issue; young people being in possession of such items means we should consider them as being vulnerable and at risk of harm. Teachers and staff authorised by the Headteacher, as above, have the power to search pupils or their possessions, without consent, where they suspect the pupil has prohibited items, these include:

- Knives or weapons.
- Alcohol.
- Illegal drugs.

- Stolen items.
- Tobacco and cigarette papers.
- Fireworks.
- Pornographic images.
- Any item that a member of staff reasonably suspects has been, or is likely to be used, to:
 - commit an offence.
 - cause personal injury to, or damage the property of, any person, including the pupil.

Other items which are banned by the school include:

- E-Cigarettes.
- Shisha Pens.
- Vapes and related paraphernalia.

When searching a pupil, the member of staff doing so must be the same sex as the pupil being searched and where possible there should be another member of staff present as a witness to the search, this person does not have to be the same sex as the pupil.

The only exception to the above is if the searcher believes there is a risk of serious harm being caused if a search isn't carried out urgently, and it's not reasonably practical to summon another member of staff with the time available. When an authorised member of staff conducts a search without a witness, they should immediately report it to another member of staff and ensure that a record is kept.

School staff can seize any prohibited item found as a result of a search. They can also seize any item they consider harmful or detrimental to school discipline. If a pupil refuses to be screened, the school may sanction the young person. Health and safety legislation requires a school to be managed in a way which does not expose pupils or staff to risk their health and safety, and this would include imposing reasonable rules as a condition of admittance. If a pupil fails to comply, and the school does not let the pupil in, the school has *not* excluded the pupil and the pupil's absence should be treated as unauthorised; the pupil should comply with the rules and attend.

If there are concerns that a young person has prohibited items concealed on them, which we do not feel is appropriate for school staff to search for, the Police may be called to conduct a more thorough search. This will only be done as a last resort. The Police can only carry out a search if they think this is necessary to remove an item related to a criminal offence, and, reasonably consider the pupil might have concealed such an item. We will always put the best interest of the child first. This means that we will make sure we have exhausted all other approaches and we have carefully weighed up the risks to the pupil's mental and physical wellbeing with the need to conduct a search.

APPENDIX 4: Use of Reasonable Force

Use of Reasonable Force

Who can use reasonable force?

All members of school staff have a legal power to use reasonable force. This power applies to any member of staff at the school. It can also apply to people whom the Headteacher has temporarily put in charge of pupils such as unpaid volunteers or parents accompanying on a school organised visit.

When can reasonable force be used?

Reasonable force can be used to prevent pupils from hurting themselves or others, from damaging property, or from causing disorder.

In a school, reasonable force is used for two main purposes – to control pupils or to restrain them.

The decision on whether or not to physically intervene is down to the professional judgement of the staff member concerned and should always depend on the individual circumstances.

The following list is not exhaustive but provides some examples of situations where reasonable force can and cannot be used. Schools can use reasonable force to:

- Remove disruptive children from the classroom where they have refused to follow an instruction to do so.
- Prevent a pupil behaving in a way that disrupts a school event or a school trip or visit.
- Prevent a pupil leaving the classroom where allowing the pupil to leave would risk their safety or lead to behaviour that disrupts the behaviour of others.
- Prevent a pupil from attacking a member of staff or another pupil, or to stop a fight in the playground.
- Restrain a pupil at risk of harming themselves through physical outbursts.

Schools cannot use force as a punishment – it is always unlawful to use force as a punishment.

Reasonable adjustments will be made for all pupils where necessary.

All members of staff are trained in Team-Teach techniques and have regular refresher training. All incidents are recorded and logged. 'Team Teach' techniques seek to avoid injury to the service user, but it is possible that bruising or scratching may occur accidentally and these are not to be seen as a failure of professional technique, but a regrettable and infrequent side effect of ensuring that the service user remains safe' (George Matthews – Director). For more information please read the care and control policy and www.team-teach.co.uk