



**Oak Tree
School**

Promoting Good Behaviour Policy

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Owner	Dan Stockton

Document History

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6.0	Added section 13 regarding Covid 19 actions	Mike Deacy	Jun 2020
7.0	Updates to reflect behaviour support team in de-briefs.	Luke Bolsin	Nov 2020
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1. Statement of Principles, Values, Aims and Objectives

At Oak Tree School we aim to promote positive social, emotional and behavioural change in our children and young people through a supportive and consistent approach across education and care based on the needs of our individual children and young people. Our Behaviour Management Strategy is based on holistic approaches and the therapeutic belief that all people have the capacity for growth towards health, no matter what their ages or life experiences.

Oak Tree School admits vulnerable children and young people who experience social, emotional and communication difficulties as well as those on the autism spectrum, resulting in associated challenging behaviours. Many of our children and young people exhibit and display behaviours that act as barriers to learning and inclusion. An integral part of our strategies is to overcome these barriers. We aim to provide a consistent environment where children and young people feel safe and secure and reach their potential through positive relationships.

2. Principles and Values that Underpin this Policy

The policy, practice and procedures aim to reflect and demonstrate the importance of the school's commitment to promoting the entitlement of children and young people to the highest quality of education, care, health and therapy. The philosophy and ethos of the school reflects acceptance and respect for all children and young people irrespective of their age, sex, religion, disability, ethnicity, sexual orientation, gender identity and gender re-assignment or immigration status and includes a clear set of values that are seen to be important within the school and wider community, they are as follows:-

- To value each other and our community
- To listen to each other and ask for help when we need it
- The promotion of mutual respect, acceptance, trust and honesty
- To develop and encourage self-confidence, self-worth, self-discipline and ultimately independence
- To proactively manage and de-escalate challenging and unacceptable behaviours
- To implement holistic, integrative and consistent approaches which promote positive behaviour, develop children and young people's understanding and manage behaviour fairly, effectively and encourage young people to achieve their potential
- To establish and consistently apply clear and obvious boundaries, to ensure children and young people's safety, security and well-being
- To work in partnership with all stakeholders
- To apply rules fairly and apply consequences effectively in relation to the needs and ability of the child or young person

3. The Objectives of this Policy

- To set out clearly how our principles and values can be translated into everyday actions
- To provide guidance and support to all staff
- For staff to provide leadership and positive role models to children and young people
- To make positive change for our children and young people and set them with clear and achievable goals
- Children and young people should be assisted to show tolerance, empathy and understanding and to demonstrate through their daily actions, a clear understanding of what is right and wrong
- To help children and young people to work with the knowledge of their rights, and be encouraged to recognise and respond to their responsibilities
- To develop and implement, co-ordinated and cohesive practices and procedures between school and home and comply with the standards

This statement should be read alongside key policies including curriculum, teaching and learning, safeguarding, anti-bullying, allegations against professional staff and Health and Safety.

3.1 Review

This policy is subject to annual review.

4. Legislation Framework

In developing our Behaviour Management Policy we have had regard to education standards and the following legislation and guidance:-

- Education and Inspection Act 2011
- Education (Independent School Standards) 2015
- EU Convention on the Rights of the Child 1989
- Equality Act 2010
- The Human Rights Act (1998)
- DfE Guidance on Behaviour & Discipline (updated Jan 2016)
- DfE Guidance on Preventing Bullying (updated Nov 2014)
- DfE Guidance on Use of Reasonable Force (July 2013)

5. Creating a Positive and Structured Environment

The principle function of Oak Tree School is to provide a safe, secure and caring environment where expectations and achievements are high and children and young people realise their full potential in all areas of their development; academic, physical, emotional, spiritual, moral, social and independence. In order to create an environment in which children feel safe and secure and in which

there is an ethos of achievement through endeavor it is essential that there is nurture, care and support balanced with good order and discipline.

We aim to promote politeness, courtesy and respect between all members of the Oak Tree School community, adults and children.

Whilst the principles and procedures contained in this policy document will be applied equally to all children, each child at Oak Tree School is an individual and will be at different stages of intellectual, physical, social, emotional and moral development. We will therefore use rewards, consequences and behaviour programmes as appropriate to the unique individual needs of each child. This reflects the whole ethos of the school in treating children as individuals and tailoring our work to meet individual needs through individual Education/Behaviour Plans (student passports).

The main emphasis at Oak Tree School is not on making and enforcing rules but rather on creating an ethos of respect and consideration for others and an environment where people help and support each other. Where rules are in place they are designed to promote a positive teaching and learning environment; to ensure health, happiness and safety of the children and adults; or are related to consideration for themselves and others.

Staff will intervene and apply consequences only in circumstances where a young person's behaviour is likely to prejudice a positive teaching and learning environment; the health and safety of the children and adults; or show lack of consideration for others and impact on their learning. Consequences should be a natural outcome of choices made, and not a disciplinary agenda.

The school primarily seeks to create a warm and caring environment where children and young people learn to trust adults. In order to provide security for individuals and the school to promote personal development, children and young people need to develop an appreciation of the limits on their behaviour set by society and their community.

Children and young people need to understand the implications for breaching these limits. A clear framework of authority facilitates the development of inner self-discipline and maturity. As maturity or responses develop a greater diversity of trust, independence and autonomy should be possible. Informed choices are more probable. A carefully structured environment is fundamental in bringing this about.

Well planned teaching and learning should encourage acceptable behaviour within a formal learning situation, facilitating achievement and raising children and young people's self-esteem.

6. Relationships

The principle reward and encouragement for any young person is the positive attention and frequent expression of approval and support by the adults around them. The progress and development of children and young people principally relies on the positive relationships they develop with significant adults in their lives.

Children and young people will test and challenge relationships, therefore adults responsible for them require the ability to sensitively, firmly and confidently manage the adult/young person relationship. Empathy, trust and consistency are all important in building relationships and influencing children and young people in making appropriate choices about their life and development.

Equally important is the expectations adults have of children and young people, which should be regularly explained and reinforced, in relation to their behaviour, learning, personal and social development. All our staff as of 2020 will go through our 'Building Positive Relationships' induction training when they start working within the setting.

Target setting is a useful tool to involve the young person, develop their understanding and facilitate engagement. Adults need to assess and evaluate the developmental phase the young person is functioning at to communicate, rationalise and provide guidance through the relationship to move the young person on in developing social responsibility.

7. Challenging Behaviour and Children and Young People with Social, Emotional and Mental Health Issues as well as autism spectrum conditions.

Children and young people with social, emotional and Mental Health issues and autism spectrum conditions are statistically more likely to exhibit behaviours which challenge those around them and the settings which educate and care for them. One of the reasons for this is that these children and young people generally experience much greater difficulty in expressing their feelings, needs and choices.

Oak Tree School adopts the following general approaches to reduce the likelihood of such behaviours occurring or developing:

- Consistent approaches to communication
- The opportunity to make meaningful choices
- Careful attention to physical and emotional needs
- Experiences and activities which are appropriately stimulating
- Careful management of the environment, including the setting conditions and triggers for behaviours
- Warm and caring relationships with adults
- Structure, predictability and consistency in daily routines

When challenging behaviour occurs, staff working with the young person must consider the following:

- Is the young person unwell or in pain, or are there physical needs i.e. hunger, thirst?
- Is there a sensory issue, e.g. sensitivity to sound?
- Is the behaviour functional, i.e. is it about communication?

Children and young people and staff are supported in managing and reducing challenging behaviour by a team of health professionals and therapists which could include consultant psychiatrist, consultant educational psychologist, occupational therapist and speech and language therapist. The work of the staff team is co-ordinated through the Senior Leadership Team.

Where a challenging behaviour is:

- Pervasive and not responsive to techniques generally used
- Self injurious at any level

Then observation and functional analysis will be undertaken by the staff team led by the Educational Psychologist in order to identify and manage settings/triggers and where possible identify functionally useful alternative behaviours which can be taught, i.e. communication skills.

All incidences of challenging behaviour will be recorded using 'SLEUTH' Software. Staff will receive instruction on how to use this software in their induction programme. The software will allow all staff to record and analyse student behaviour and plan accordingly. Staff must log an incident at the earliest opportunity and must ensure that the record is factual, dated and timed. All records of RPI will also be kept on SLEUTH and MUST be entered within 24 hours of the incident. Parents/Carers will be informed as soon as possible of any RPI incident and Senior Staff will always be consulted. Senior Staff will also be responsible for whole school analyses of behaviour ensuring any 'hotspots' are identified and action plans created as appropriate.

Oak Tree School recognises that staff working on a regular basis with children and young people who are experiencing severe and challenging behaviour will need a high level of support. This is available through the debrief procedure and through the staff supervision procedure.

8. Pastoral Support

The School endeavours to provide support for children and young people that enables them to achieve academically, socially and personally. Systems of support include the Form Tutor, Teaching Assistants and members of the therapy team.

Where the need is identified, individual support is provided consistently by experienced staff. Progress Meetings monitor children and young people's development and review and revise targets.

All students will have a student passport. This plan will highlight the types of behaviours that are causing concern for the individual. Our lead Educational Psychologist will work in conjunction with the students and teachers to help them develop strategies for improving their behaviour. Together they will identify the support needed to maximise success. The students will feedback on a weekly basis their progress towards improving the identified behaviour targets. This will include looking at behaviour incident logs and any RPIs that have occurred. Progress will be monitored during tutor time and will be reported back to parents/carers on a regular basis by form tutors.

Students/Parents/Carers and staff will complete questionnaires on an annual basis providing feedback on how we can improve the support we provide students.

9. The Use of Restrictive Physical Intervention (RPI) at Oak Tree School

Many of the children and young people at Oak Tree School display a variety of challenging behaviours which result in a range of strategies, including RPI being used in order to reduce risk. Staff are encouraged to adopt different methods of de-escalation via appropriate training and the promotion of positive relationships throughout the school. By doing this we wish to create an environment whereby all parties are kept safe but that also encourages children and young people to be involved in the process of being reflective about their behaviours.

The organisation uses CPI as a preferred method of deescalation and crisis prevention, including the use of physical touch/restraint. All staff at Oak Tree school will be trained in CPI, new staff will be trained at the earliest opportunity. Training will be updated on an annual basis (as a minimum) to help ensure best practice.

RPI involves a proportionate degree of force where a young person is showing an increased level of risk to themselves or others. At Oak Tree School the use of RPI is always used as a last resort where other means of de-escalation are unsuccessful and where the degree of risk has been dynamically assessed. The use of RPI as a strategy in the event of a situation that involves elevated risk will always be determined in reference to:

- The seriousness of the incident
- The relative risks arising from using a physical intervention compared to an alternative strategy.
- The age, culture, background, gender, stature and medical history of the young person
- The application of increasing or decreasing force in response to the children and young people's behaviour.

All of the above would be considered through Risk Assessment and Behaviour Planning. Staff should always consider the following:

- RPI rarely used, and only after all other interventions have been exhausted and only by staff who have had the recognised up-to-date CPI training.
- Any RPI incident MUST be recorded (within 24hrs) using the School's online Incident form (SLEUTH).
- The SLT has a responsibility to sign off each RPI, again using the school's online tool (SLEUTH)
- Risk Assessments, RRP's and Passports will be updated as appropriate after any significant event (significant would refer to any incident that is not covered in any current plans or assessments)
- The school will endeavor to contact parent or carers before the child arrives home
- Staff should ensure students always receive a debrief after any RPI incident, this may be immediately after (Hot) or at an appropriate time after the event (Cold).
- As of September 2020, debriefs of staff and YP are generally carried out by the Student Welfare Team. SLT will then quality assure this process. All of this will be monitored and logged through SLEUTH.
- SLT should ensure that staff receive a debrief after any RPI incident. This will normally take place in staff briefing at the end (or start) of every school day, as well as with the Student Welfare Team/SLT as appropriate. Staff can also ask for confidential briefing as and when requested.

10. Rewards and Sanctions Statement

Rewards and Sanctions form part of the School's Behaviour Policy practices and procedures. Rewards should reinforce positive behaviour or recognise a good achievement within the classroom. Sanctions should be consistently applied and explained to deter unacceptable behaviour.

Giving rewards is one way of giving feedback on how people are doing. Letting people know they are doing well should happen a lot and rewards are part of this. Rewards will include:

- Targeted Praise
- Scoring credits (SLEUTH lesson by lesson)
- Lucky tickets (administered on SLEUTH)
- Green time activities
- Friday Afternoon Green time Activities
- Time to listen to music
- Trips
- Positive time
- Tokens, stars, badges
- Time on the computer (if appropriate)
- Having a story read to you
- Letters home
- Positive feedback on young person's work

Where rewards are material things it is a good idea not to over-use them as this can reduce their effectiveness.

11. Sanctions

Sometimes things don't go well and people do things they shouldn't. It needs to be very clear what will happen if this occurs and all the adults have a consistent approach, so if these things happen these will be the sanctions. At Oak Tree School we recognise that it is the consistency of the sanction, not the size of the sanction that is important. Sanctions or consequences should always be a natural outcome of the choices being made.

The needs and abilities of the young person should be considered when applying sanctions.

- Reprimand/correction/Discussion
- Apology/reparation
- Break time catch up
- Fines relating to damage (losing credits)
- Missing Green time activities on Friday
- Not allowed off site e.g. if unsafe in transport
- After school catch up
- In school exclusion
- Fix term and permanent exclusion

12. E Safety

Whilst regulation and technical solutions are very important, their use must be balanced by educating students to take a responsible approach. The education of students in e-safety is therefore an essential part of the Oak Tree School's e-safety provision.

Children and young people need the help and support of the school to recognise and avoid e-safety risks and build their resilience.

E-safety is a focus in all areas of the curriculum and staff reinforce e-safety messages across the curriculum. Students are taught in all lessons to be critically aware of the materials / content they

access on-line and be guided to validate the accuracy of information and also to acknowledge the source of information used and to respect copyright when using material accessed on the internet.

As a school, we actively promote high levels of digital literacy. Digital literacy seeks to include knowledge and understanding of the applications and implications of digital technologies, in contrast to the skills focus of computer literacy. Digital literacy is considered a key aspect of contemporary citizenship to enable individuals to fully participate in the digital economy and the democratic process, and knowledgeably engage with debates relating to the networked society, such as those relating to personal privacy.

See Oak Tree School e-safety policy

13. Covid-19

During the current Covid-19 pandemic the school has taken the following steps to ensure safety for everyone;

- Each child has a risk assessment that considers possible issues caused by Covid-19 infection
- The school has set procedures in place to promote safer working in the school including; PPE, sanitation equipment, a one-way system, a quarantine zone, social distancing measures and staggered break times.
- A whole school risk assessment has been created and implemented – this has been shared with all staff.

If individual children are unable to safely follow these procedures and the risks around Covid-19 infection cannot be managed onsite safely then the Headteacher and leadership team may be required to take further action, this could include;

- Working offsite (pending full risk assessment)
- Reduced onsite timetable and increased online provision
- Fixed term exclusion

Any changes made to a student's timetable will be well considered and communicated clearly so all stakeholders understand reasons behind all actions necessary. Any changes will be made monitored regularly (at least weekly) to ensure there are no prolonged absences from site.