



## POSITIVE ENGAGEMENT POLICY

August 2020

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Policy created and reviewed by : Deputy Headteacher

## Positive Engagement Policy

**Our vision:** Milford Haven School expects the highest standards of behaviour at all times. We seek to help pupils regulate and manage their own behaviour, rather than imposing regulatory discipline, while also managing incidents of unacceptable behaviour so that all pupils can learn and feel safe.

As such we are a friendly and positive place in which to learn and work. To achieve this, we foster:

- ✓ A respect for the rights of others
- ✓ An empathy for the needs of others
- ✓ A politeness in our conduct towards others

We acknowledge that by working together, we will succeed in this vision. #Together aspire, together achieve.

**Our values:** We have six values (Ambition, Self-Belief, Persistence, Independence, Responsibility and Effort), which complement our rules (Ready, Respect and Safe). We centre everything we do around the rules and values in order to achieve our positive learning environment. The behaviour for learning policy revolves around supporting pupils, while also not compromising on teaching and learning.

Our behaviour management system has three focus areas, which work together to ensure highest levels of effectiveness and efficiency in dealing with pupils.



### **Our Principles**

At Milford Haven School we aim to create an environment that is **safe**, where everyone feels **respected** and where pupils come into each lesson **ready** to engage in learning. The purpose of our engagement policy is to:

- Fulfill the governors' duty of care to pupils and staff, enabling them to feel safe, respected and valued in the school.

- Promote a calm and positive climate for learning that ensures effective learning and teaching takes place, leading to high standards of attainment for all pupils.
- To establish a framework for staff to problem solve that focuses more on relationships and less on sanctions.
- To support pupils to develop the skills to take responsibility for poor conduct and to manage and modify their behaviour.
- Ensure that the reputation of Milford Haven School is positive in the local and wider community.

This can be achieved by:

- Fostering positive relationships based on mutual respect, between everyone in the school community
- Ensuring fairness in the treatment of all
- Promoting self-discipline by developing awareness of actions, responsibilities and associated consequences
- Encouraging consistency of response to both positive and negative behaviour
- Promoting good behaviour through the use of praise and rewards
- Promoting early intervention
- Providing a safe environment which promotes well-being free from disruption, violence, bullying and/or any form of harassment or discrimination
- Developing positive relationships with parents and carers by encouraging a shared approach through involvement in the implementation of the school's policy and associated procedures

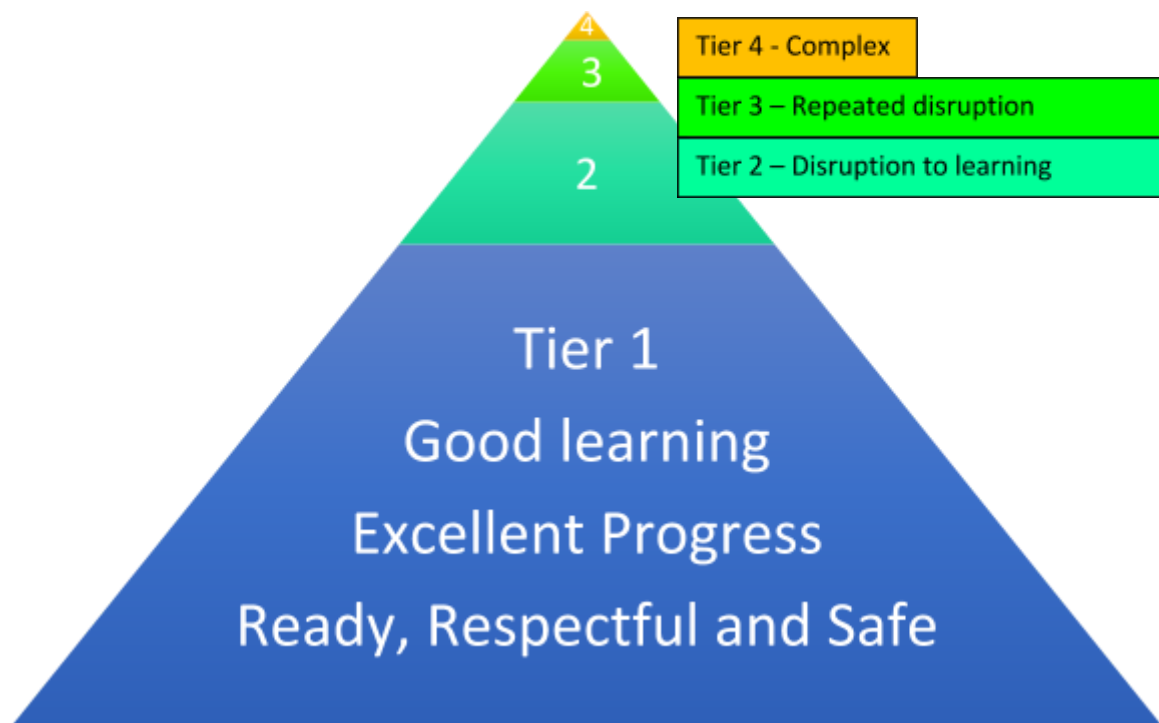
We believe that every child and every moment matters.

**Rationale:**

We acknowledge that our learners fall broadly into four categories. Tom Sherrington-@teacherhead, <https://teacherhead.com/about/> classes these as:

<b>Tier 1</b>	Self-regulators	Light touch; high trust. Boundaries are understood and respected without the need for an enforcement system.
<b>Tier 2</b>	Boundary Responders	Capable of good behaviour with clear boundaries. Respond to behaviourist consequences approach by not hitting boundaries most of the time.
<b>Tier 3</b>	Boundary Hitters	Vary from compliance to defiance; hit boundaries regularly. Complex response to behaviourist consequence approach; over time can learn to regulate within boundaries.
<b>Tier 4</b>	No boundaries	Struggle to operate within boundaries; consequences don't influence their actions even if hard line is taken.

Put into context, this looks like this at Milford Haven School:



The landscape appears to have changed considerably in recent years. The increasing social anxieties caused by the reduction in support for families across a wide number of sectors and the continuing divisions over issues such as Brexit and Covid 19 have been coupled with a reduction in staffing in schools. These factors have had consequences in how young people behave. Nationally, this can be seen in the rising rates of exclusions, increasing mental health issues and reported criminality.

Despite this, the evidence inside school suggests that the vast majority of our pupils still fit into Tiers 1 & 2. These pupils already respond well to the strategies employed by the school. They understand the codes of behaviour, they respect the boundaries that staff set and they conduct themselves in a way that allows themselves and others to learn.

We have very few pupils who are in Tier 4 and they tend to have complex needs with very specific support required. Unfortunately as in all schools that support has proved increasingly more difficult to access in the current climate.

Pupils in Tier 3 have provided the most substantial challenge. The range and complexity of the issues being faced have increased and on occasions there appears to be a greater prevalence of defiance. These pupils can respond, but require significant investment to help them to consistently understand where acceptable school boundaries exist. The number of pupils in this category varies quite significantly between year groups.

### **Prevention**

Our aim is to:

- ensure that, in so far as we are able, we prevent poor behaviour arising
- ensure that staff are able to manage instances of poor behaviour effectively, such that there is no detriment to other pupils
- ensure that we have appropriate mechanisms for restoring the behaviour of pupils in the medium and long term

## **Management**

Our aim is to:

- have a curriculum which is fit for purpose to meet the needs of all learners
- share good practice with respect to excellent learning and behaviour management
- engage parents/carers in learning expectations and applying them consistently
- use praise to reinforce positive choices
- have a Behavioural, Emotional and Social Difficulties (BESD) provision that identifies individual pupil needs and targets appropriate intervention
- have a programme of assemblies and Health and Wellbeing sessions that explicitly address pupils' resilience and other important elements of their 'Well being'
- rebuild and restore pupil/ teacher relationships
- provide extra-curricular opportunities that reinforce key messages of positive behaviour, taking every opportunity to highlight expectations of good behaviour

## **Restoration**

Relationships are crucial in managing behaviour and fundamental to good learning. Restoration remains a key part in managing behaviour to enable pupils to learn from their mistakes and for relationships to be repaired. Opportunities for restoration are integral and interwoven in everything that we do. This may include individual classroom conversations or the use of positive correction where a teacher might explain quietly or discuss with a pupil why his/her behaviour is not meeting expectations, to elicit conversations in Return to Learn between a member of staff and a pupil. On occasions these may take place with an intermediary and / or with parents. De-escalation also plays a crucial part in managing behaviour and staff are trained annually on this aspect of behaviour management. Intervention work is also provided, on a one to one basis to support a return to learning, which often has a role in the restorative conversation. This will ensure that pupil behaviour improves upon repairing a relationship, developing empathy for the teacher and his/ her peers and helping him/her to make positive decisions moving forward.

**Our Mission:** To achieve excellence together, working collaboratively to enable every pupil to achieve their full potential through a culture of high expectation, innovation and celebration of success, where every pupil counts and every moment matters.

## **Equality Act**

Milford Haven School acknowledges its legal duties under the Equality Act 2010, in respect to safeguarding and in respect of all pupils including those with Additional Learning Needs. The public sector equality duty means schools must have due regard to the need to:

- eliminate discrimination, harassment, victimisation, and other conduct that is prohibited by the Equality Act;
- advance equality of opportunity between people who share a protected characteristic and people who do not; and
- foster good relations between people who share a protected characteristic and people who do not share it.

## **Teaching and Learning**

Milford Haven School is a school where pupils come to learn. When pupils' behaviour and attitudes are improved and fully engaged, this will contribute to a positive outcome.

In order to establish teaching and learning to take place, desired behaviour in all aspects of school life is essential. The staff at Milford Haven School seek to promote an inclusive learning environment in the school by:

- Providing challenging and enjoyable learning experiences
- Giving all pupils the optimum chance to achieve
- Developing confident, ambitious and determined learners who take pride in everything they do
- Promoting a culture of praise and encouragement
- Promoting the acquisition of life skills
- Valuing and celebrating each individual's progress and effort
- Supporting, guiding and inspiring each individual in order to maximise their potential
- Building resilience for pupils to carry on and strive for success

We wish to ensure pupils' attitudes are consistently positive to learning and behaviour in a range of different teaching groups and towards all staff including administration, support and cover, irrespective of their age, experience and position. Therefore, we wish to produce pupils with high levels of engagement, courtesy, collaboration and cooperation with excellent, enthusiastic attitudes to learning, enabling lessons to proceed without interruption.

### **Roles and Responsibilities**

To ensure positive behaviour is implemented comprehensively, it is the responsibility of all those concerned with the school - pupils, parents/carers, staff and Governors to lead by example.

All staff are also expected to adhere to the values of **Ready, Respect** and **Safe** and encourage a positive learning environment. It is the responsibility of staff to manage their curriculum area and the behaviour of all pupils. Teaching staff will ensure that all pupils are able to access the curriculum and that strategies are put in place to enable this. When these values are consistently demonstrated and modelled, learning improves.

All stakeholders at Milford Haven School have the right to feel safe and receive respect. This includes staff, pupils and parents/carers. Parents/carers are expected to model the behaviour that we would expect from our pupils and staff at all times.

### **Ready, Respect, Safe in the classroom**

The school has established expectations for the promotion of positive behaviour. This is reviewed regularly and forms the basis of classroom expectations.

These expectations are communicated to pupils and parents/carers are non-discriminatory and clear. Governors will support the school in maintaining high standards of desired behaviour of pupils and staff.

The following expectations are desired by all pupils at Milford Haven School. They are displayed in all classrooms and also in pupil planners.



I strive to arrive to lessons promptly, equipped and ready for all learning experiences.



I engage respectfully in all learning experiences and environments, demonstrating respect for my own progress and the progress of my peers.



I am safe within my teaching environment, valuing my own wellbeing as well as that of others.

In addition, pupils are expected to display the principles of **Ready, Respect, Safe** within the school environment and when representing the school off-site such as sporting fixtures, educational visits or school journeys.

### **Procedures**

The procedures are developed by the Headteacher in consultation with the Senior Leadership Team, Governors, staff, pupils and other key stakeholders. These procedures will make clear to the pupils how acceptable standards of behaviour can be achieved. The procedures will be consistently and fairly applied to promote the responsibility of every member of the school in securing a safe, happy and effective learning community.

### **Managing Behaviour**

#### **Rewarding positive behaviour**

Milford Haven School believes that being **ready** to learn, demonstrating **respect** and being **safe** should be an expectation for all. However above and beyond behaviour is recognised by issuing learning stars using the Positive Engagement boards and with the award of Classchart points and/ or phone calls home. All staff are also encouraged to identify above and beyond behaviour via Above and Beyond slips home, ensuring that this behaviour can be seen and celebrated by the school community. This sincere recognition is therefore communicated to the home and is an acknowledgement of outstanding contribution to school life. All staff are encouraged to reward good practice and communicate this to parents/carers.


**See Appendix 1- Rewards Protocol**

#### **Classroom Management- consequences and sanctions**


Every member of the school community has a responsibility to maintain a high standard of good behaviour in classrooms and throughout the school. Behaviours that are inappropriate/unacceptable in the classroom unquestionably have a negative impact on the learning and teaching and will not be tolerated, irrespective of the subject teacher or member of staff.

**Each member of staff is responsible for ensuring that they have a learning stars and concerns board in their classroom, that it is used positively and consistently, as well as being maintained**

each day. Yellow folders containing behaviour management expectations and seating plans are mandatory and form part of all staff's teaching toolkit.



## Milford Haven School



Learning Stars	Learning Concerns		
Names	Names - C1	C2	C3
1	1		
2	2		
3	3		
4	4		
5	5		
6	Ready Respect Safe		
7			
8			
9			
10			

Initial measures are to be dealt with by the Class Teacher, who will issue a verbal warning to a pupil **(C1)** whose behaviour is not focused on learning. The pupils name will be placed on the learning concerns side of the positive behaviour management boards situated in all teaching rooms. Should a pupil's behaviour fail to improve, the class teacher will issue a second warning **(C2)** and place a tick in the box on the behaviour management board. This is logged using Class charts and has a value of 1 negative point which is added to the schools electronic monitoring system (SIMs). If a third warning is issued **(C3)** the pupil will be asked to leave the classroom and is expected to go directly to 'Return To Learn' (R2L). The engagement team will meet the pupil outside the room and when the pupil is ready they will be asked to come into the room to reflect on their behaviour choices. During this time they will complete a restorative practice reflection form so they are **ready** to return to their next lesson. If a pupil is not ready to return to their next lesson then the engagement team may choose to keep them for another lesson until they feel the pupil is ready to successfully return to their learning. A C3 will lead to a 30 minute detention being issued that day and this will take place from 3.10pm to 3.40pm, it will also carry 2 points on SIMs. The classroom teacher who issued the C3 log will then have a restorative conversation with the pupil during the detention and then contact home to discuss the incident in more detail.

If a pupil receives multiple C3 logs in the same day they will be transferred to the Internal Exclusion Room (IER) and will remain in there for the remaining part of the day until 3.40pm. Pupils in the IER will have different breaks to the other pupils.

**Escalation:**

On the rare occasion a pupil may behave dangerously, refuse to leave the classroom when a C3 has been issued or swear directly at a member of staff an escalation log will be issued. This carries 3 points on SIMs and will lead to the pupil being transferred to the IER immediately, where they will remain until a decision has been made about an appropriate consequence. The sanction may lead to a further day in the IER, time spent at Revolving Door or a fixed term period of exclusion.

As a parent you will be notified via the Class charts app for any C2, C3 or escalation incidents. You can also logon to find further details linked to the specific incident.

If a pupils behaviour has seriously disrupted the learning environment on a number of occasions throughout the day both in and outside of the classroom then the pupil will be placed in the IER the



following day from 8.40am to 4.00pm. The pupils Head of House, a member of the engagement team or the pupils identified ALN key worker will contact home to discuss these behaviour choices.

**See Appendix 2- Positive Behaviour Management Flowchart**

### **Lates:**

Punctuality to lessons is key in maximising pupil progress and outcomes. Therefore Milford Haven School expects all pupils to arrive at their lesson within 3 minutes after the completion of their previous lesson or a break time. This will ensure that all pupils are **ready** to engage positively with their learning from the outset of the lesson and will maximise their learning time. If a pupil arrives late (after the 3 minutes) without a genuine reason from a member of staff they will not be allowed to enter the classroom and a C3 late will be logged using Classcharts. The pupil will be expected to go directly to R2L, where they will be given time to reflect before returning to their next lesson. As parents you will be notified via the Classcharts app in the same way as a C3 log issued in the classroom.

### **Internal Exclusion (IER):**

If a pupil is placed in the IER following poor behaviour choices, 2 or more C3 logs within a day or an escalation log they will follow a set script of work that focuses on the core subjects (English, maths and science), as well as option subjects where appropriate. The same expectations will be applied using the positive behaviour management boards used in each classroom. If a pupil chooses to behave poorly then they will be issued with an additional consequence that may include time at the Revolving Door or a fixed term exclusion. As parents you will be contacted that day to discuss the details of the behaviour.

### **Revolving Door:**

A pupil may be placed at our external provision known as the Revolving Door following significant poor behavior choices. This will be for an agreed period of time and may include multiple days if appropriate. The pupils will focus on their core subjects, as well as unpicking the behaviour choices that led to the decision being made to remove them from their normal school day. This consequence will be issued to avoid a period of fixed term exclusion and is done as a way of supporting the pupil to make positive choices on their return to lessons. As parents you will be notified of this decision prior to them being placed at the Revolving Door. The Revolving Door is managed by an experienced member of staff whose primary aim is to understand the reasons behind the behaviour that led to them being removed from lessons, whilst continuing with progress linked to the pupils core subjects.

### **Fixed Term External Exclusion**

The school will actively work with pupils to avoid exclusion; however, any behaviour that is deemed, in the judgement of the Headteacher, or in her absence, the Deputy Headteacher, to undermine the authority of a member of staff or adversely affect the health and safety of a member of the community, may result in fixed term exclusion. A full investigation will have taken place of the incident, with pupils isolated during this time. All evidence will be presented to an exclusion panel after school, which comprises two Senior teachers. Once a decision has been reached, the Headteacher will uphold or adjust their decision. Where pupils have a recognised additional learning need (ALN), those areas will be considered in the decision making process, where an exclusion is being considered then appropriate reasonable adjustments will be made. Parents/ carers will be informed of the outcome.

Pupils who receive a fixed term exclusion will be expected to complete Literacy and Numeracy workbooks provided by school and return them, fully completed, to the 'Back to School from Exclusion Interview' held with either the pupils Head of House, Deputy Headteacher or where appropriate both.

Parents/carers will be invited to attend and bring the pupil back to school on a required date and time to have a formal discussion where a plan moving forward will be agreed. This will be to avoid future exclusions.

### **Managed Moves**

Where appropriate we may approach another local secondary school to set up a managed move. This is for a period of 6 weeks and gives the pupil the opportunity to have a fresh start. The local authority is made aware of this decision and is then fully involved in the process. A member of their team, as well as key school staff will attend an initial meeting to ensure that appropriate support is put in place to facilitate a successful transition. Targets will be set so that the pupil is clear about the new schools expectations. A review meeting will take place to identify what has worked well and identify any areas of concern. As parents you will be invited to attend all the meetings to allow you to be fully part of the process. Managed moves are set up to avoid permanent exclusion.

### **Permanent Exclusion**

A permanent exclusion is the most severe consequence within the school system. This is only considered when all other avenues have been exhausted. The decision to permanently exclude can only be made by the Headteacher. The Headteacher then raises this with the relevant Governor's committee for them to address the Headteacher's, other key staff and the Local Authority views regarding the pupil. Consideration will be given to the number of exclusions a pupil may have already received and what support has been given to the pupil in order to avoid this significant request.

### **Monitoring and support**

Milford Haven School recognises that poor behaviour is often the result of several different factors, including home or health issues. When a pupil's behaviour becomes a cause for concern, the pupil and parents will be invited into the school to discuss their behaviour choices.

In circumstances of continued poor behaviour a 'MHS Support Plan' will be compiled with the parents/ carers and the pupil. This document will focus on the positive aspects of learning and set three clear targets to meet over a set period of time. As a result of this meeting, the school will generate specific support for the pupil depending on their individual needs. Support will be reviewed every four to eight weeks as appropriate.

In some cases students will be discussed at 'Team Around Family' (TAF) meetings. This is a process where professionals discuss cases that may require alternative intervention from external providers/agencies. Parents will be asked to give written consent in these cases. At any stage parents can request support from the local authorities 'Parent Partnership'. They will provide impartial advice and support the family in attending meetings in school.

If the next level intervention is required following the support plan, and TAF intervention the school will complete a referral or parents can self refer, this will look to access further support involving appropriate, external agencies. Certain pupils may require additional support that cannot be provided by staff at the school. In these cases individuals will be raised at 'The Inclusion Meeting', which may lead to a discussion taking place at the Pupil Disciplinary and Exclusions Committee. This multi-agency panel can agree to other alternative provision that may well avoid individuals from being permanently excluded from the school.

In some cases the following strategies may be used as an alternative to individual lessons or blocks of time. The impact of this will be to promote positive choices in school and aid the pupils with a feeling of success when they return to lessons. These may include time in curriculum support, Emotional Literacy Support (ELSA), Individual Literacy intervention (ILI), Emotion Coaching, School

Nurse, Youth worker intervention, Educational Welfare Officer intervention (EWO), agreed period of time at the Revolving Door provision, Educational Psychologist referral.

**Mentors:**

Pupils experiencing difficulties may be supported by their Health and Well being tutor (house tutor), a Keyworker or their Head of House. It is the role of these key staff to explore with the pupil a range of methods to re-engage them with effective learning. Their Engagement Officer, Head of House and appropriate strategic leader will closely monitor the pupil's progress, attendance and behaviour, working in partnership with parents/carers and class teachers to ensure greater success.

The Head of House will monitor behaviour from SIMS/ Class Charts and identify pupils who may be at risk of underachieving due to their behaviour. These pupils will be monitored daily and where appropriate the Engagement Officer or Head of House will make regular contact with the parents. School Classcharts and SIMS data will be analysed every half term to ensure that the pupils with the highest risk to their learning are supported. Pupils identified will receive targeted support that may include one or more of the strategies identified above. The Engagement Team will then seek to understand the social, emotional or behavioural barriers that prevent them from learning through the completion of a Boxall Profile.

**Pupils with Additional Learning Needs and Disabilities (ALN)**

A Statement or Individual Development Plan generated by the Additional Learning Needs Coordinator (ALNCO) once an ALN need has been identified, in-conjunction with the pupil/parent and multi-agencies where appropriate- see ALN policy. The Statement or Individual Development Plan must be reviewed for pupils at risk of permanent exclusion (and in this case become a Pastoral Support Plan (PSP) when all prior strategies have not produced a desired outcome). It will be an important reference within case conferences. Staff are expected to make due consideration of a pupils learning needs when issuing sanctions and reasonable adjustments made where appropriate.

**Links with Outside Agencies**

The school works very closely with a range of external networks to further support pupils e.g. The Team Around family (TAF) and 'The Inclusion Board'. Outside agencies include the Police, Youth Services, Local Authority Health Services (including mental health services), external counselling services, Education Business Partnership, Housing and Alcohol and Drugs awareness groups (Choices). The involvement of these agencies is through review between the Engagement Team, Heads of House and members of the Senior Leadership Team of the school.

**Power to search**

Milford Haven School has the right to search without consent for 'prohibited items' including: knives and weapons, alcohol, behaviour changing drugs/substances, stolen items, tobacco and cigarette papers (including e-cigarettes), lighters/matches, fireworks, pornographic images, any article that has been or is likely to be used to commit an offence e.g. aerosols, cause personal injury or damage to property and any item which has been banned by the school. In cases when there is reasonable evidence to search for any of the above, two members of staff will always be present. Weapons, knives, drugs, suspected stolen items and pornography will always be handed over to the police.

**CCTV**

CCTV is a valuable tool which is used to monitor and review incidents. Footage is confidential and can only be viewed by police when requested. Footage can not be viewed at the request of either pupils or parents/carers due to confidentiality.

**Smoking in school**

Pupils are actively encouraged not to smoke. This is a non-smoking site. Pupils are made aware of the legislation prohibiting smoking in public places and that they should not smoke on or near the school premises or on the school buses. Any pupil found smoking on school site or in proximity to the school whilst wearing school uniform will be at risk of receiving a fixed term exclusion. If this behaviour persists then we will seek to explore alternative consequences, so that pupils do not miss valuable learning time and are educated in the health risks of smoking. Any confiscated cigarettes, e-cigarettes, matches, lighters etc. will be disposed of by the school or given to the police. It is also important to remember that any smoking on Pembrokeshire County Council sites is prohibited.

### **Truancing**

In the interest of safeguarding, it is vitally important that we can account for all pupils.

If a pupil is truancing from school parents/carers are informed immediately and sanctions are put in place on their return. Pupils at Milford Haven School in Years 7 – 11 are forbidden to leave the site during the school day. Should a pupil leave the site, without permission, every effort will be made to contact parents/carers in an effort to confirm their whereabouts. Should we fail to make contact within one hour of the pupil leaving, contact will be made with the police via 101.

### **Incidence of Racism/ Protected Characteristics**

The matter will be investigated by a member of the Senior Leadership Team. An informal procedure will be used where the investigation shows that the racism, slur, discrimination may have been unintentional, and that the perpetrator may not have been aware of the fact that their behaviour was offensive or unacceptable. The schools serious incident procedure will be used where the investigation shows that the racism, slur, discrimination was deliberate and intended. All incidents will be reported and logged according to LA policy.

### **Use of mobile phones**

The use of mobile phones is prohibited during the school day. They should not be used in the context of the classroom, within the corridors or during any break times. This approach has been adopted in view of the increasing misuse of mobile phone cameras and the escalating risk of theft. Should pupils need to be contacted in an emergency, contact should be made via the school office. Pupils will also be accommodated in making emergency calls. If seen or heard, pupils will be issued with a warning to return the phone to the pupil's bag and turned off. Should a pupil fail to follow this warning then the phone will be confiscated, placed in the mobile phone basket within each classroom and put in the school office for collection by the pupil only following the bell at 3.10pm. If the pupil refuses to hand over the mobile phone they will be transferred directly to the IER and parents will be contacted.

### **Notes for parents, students and staff:**

1. Only the Headteacher, or member of staff delegated by the Headteacher, can exclude a student. If the Headteacher is absent, authority is automatically delegated to the Deputy Headteacher who will make it clear that they are acting in the Headteacher's absence.
2. Fixed Term or Permanent Exclusion will be used only:
  - a. In response to serious or persistent breaches of the school's Positive Behaviour Management Policy;
  - b. where allowing the pupil to remain in the school would seriously harm the education or welfare of the pupil or others in the school.
3. For repeated misbehaviour, before excluding a pupil, a range of alternative strategies will be tried. These may include meeting with parents/carers, detentions, referral to appropriate external agencies, internal exclusion where time will be spent in the IER or time at the schools Revolving Door provision etc.

4. A student may be excluded for on-going poor behaviour and a repeated failure to follow the school's rules: e.g. missing detentions, refusing to act on the instructions of staff, defiance, aggression or abuse of staff or pupils etc. In cases of continued poor behaviour that involves less serious incidents, parents and pupils will receive clear warning about the possibility of fixed term exclusions unless behaviour improves. This may involve a joint meeting between parents, pupils and teachers. However, this is not meant to prevent immediate action to protect pupils and staff, including fixed term exclusions.
5. A permanent exclusion can be made for a first offence, for example involving violence, or the supply of behaviour-changing substances (e.g. drugs), but only when the Headteacher has had opportunity for due reflection.
6. Alternative Provision (AP). Where a child has received a permanent exclusion, the local authority must put AP in place. In the case of a fixed-period exclusion, the school should arrange AP from the first day. The school will take reasonable steps to set and mark work for pupils during the agreed period of exclusion.
7. Parents may request an interpreter from the school/Local Authority if required.
8. The decision to exclude a pupil is not taken lightly. Pupils are only excluded if there is a serious behaviour problem or concern. The school has to consider the education of all its pupils. A pupil who behaves in an unacceptable way to pupils or staff, disrupts lessons, steals or damages property or stops other children receiving the education, to which they are entitled, may face exclusion.
9. Milford Haven School hopes that parents/carers will support the school to make sure that if an exclusion takes place, their child understands the reasons why this has had to be necessary. Details of the exclusion and reasons for it will be provided in writing by the Head teacher.

## **Types of Exclusion and the Headteacher's Duty**

### **Fixed Term Exclusion**

The Headteacher has the authority to exclude a pupil for a fixed period of time. Parents/Carers will be notified, explaining why the child has been excluded, how long the exclusion is for and when the child is to come back to the school (with a parent/carer for a Back to School from Exclusion meeting prior to returning). The Headteacher will not normally exclude a pupil from a Public Examination.

The Headteacher may exclude a pupil for one or more fixed periods not exceeding **45 school days in any one academic year**. The school will give a fixed term exclusion for the shortest time deemed necessary, bearing in mind that exclusions of more than a day or two make it more difficult for the pupil to reintegrate into the school. Estyn inspection evidence suggests that 3 days is usually long enough to secure the benefits of exclusion without adverse educational consequences. However, the school will give longer exclusions where it deems it necessary in view of the following factors:

- the message it wants to give to pupils;
- the previous record of the pupil being excluded;
- the recent context of the pupil's behaviour within the school;
- the previous sanctions used;
- the nature of the incident(s) for which a fixed term exclusion has been given.

Exclusions may not be given for an unspecified period, for example until a meeting can be arranged. Such a practice amounts to an indefinite exclusion, for which no legal arrangements exist. In exceptional cases, usually where further evidence has come to light, a further fixed-period exclusion may be issued to begin immediately after the first period ends; or a permanent exclusion may be issued to begin immediately after the end of the fixed period.

Fixed term exclusions of over five days are a response to incidents of poor behaviour which are exceptionally serious in nature. The school's obligation to provide education continues while the pupil remains on the school roll (until the appeals process is completed, or until time for appeal has expired).

Under the conditions of the fixed term exclusion, parents are responsible for ensuring that their son/daughter is supervised in their education at home and are not present in a public place during school hours. This is in accordance with Section 104 of the Education and Inspection Act 2006. If an excluded child is present in a public place during the dates of the exclusion, the parent can be seen to have committed an offence under Section 103(3) of the aforementioned Act and could be liable to prosecution or a fixed penalty notice.

### **Permanent Exclusion**

The Headteacher may decide that an exclusion is to be permanent and has a duty to notify parents without delay in writing and should draw attention to relevant sources of free and impartial information. The Governing Body must then consider the Headteacher's decision within 15 school days. Reasons for permanent exclusion may include:

- serious actual or threatened violence against another student or a member of staff,
- sexual abuse, harassment or assault,
- supplying behaviour changing substances/drugs,
- carrying an offensive weapon,
- persistent and defiant misbehaviour including bullying (which would include racist or homophobic bullying) and behaviour placing others at risk of harm.

These instances are not exhaustive but indicate the severity of such offences and the fact that such behaviour seriously affects the discipline and wellbeing of the school.

### **Behaviour outside the School and online**

Pupils' behaviour outside the school on school trips, when travelling to and from the school, sports fixtures, or work experience placements etc. is subject to the school's behaviour policy. Poor behaviour in such circumstances will be dealt with as if it had taken place in the school and the appropriate sanctions given. For behaviour outside the school, but not on school business, the Headteacher may issue sanctions against a pupil (including exclusion) if there is a clear link between that behaviour and the need to maintain good behaviour and discipline among the pupil body as a whole. This includes inappropriate social media use, which could damage the reputation of the staff of the school.

### **The Headteacher's Duty to Inform the Chair of Governors and the Local Authority about an exclusion**

The Headteacher must, without delay, notify the Chair of Governors and the local authority of:

- any permanent exclusion (including where a fixed-period exclusion is followed by a decision to permanently exclude the pupil);
- any exclusion which would result in the pupil being excluded for a total of more than five school days in a term; and
- any exclusion which would result in the pupil missing a public examination or national curriculum test.

The Head teacher must also notify the local authority and governing body once per term of any other exclusions not already notified.

### **Factors taken into consideration in a decision concerning exclusion**

### **Fixed Term Exclusion**

Exclusion may be imposed immediately if there is an immediate threat to the safety of others in the school or the pupil concerned. The pupil may be asked to work in the IER until such time as an investigation has been carried out or until the end of the day prior to exclusion.

Before deciding whether to exclude a pupil for a fixed period, the Headteacher will \*:

- ensure that an appropriate investigation has been carried out,
- consider all the evidence available to support the allegations, taking account of the school's behaviour and equal opportunities policies and, where applicable, the Equalities Act 2010,
- allow the pupil to give his or her version of events,
- check whether the incident may have been provoked, for example by bullying or by other pupils,
- if necessary consult others, but not anyone who may later have a role in reviewing the Headteacher's decision, for example a member of the Governing Body,
- it is usual for a member of the school's Senior Leadership Team or Head of House to lead on the investigation of an incident and then report to the Headteacher with a recommendation concerning the exclusion,
- If satisfied that, **on balance of probabilities**, the pupil did what he or she is alleged to have done, the Headteacher may exclude the pupil. The civil standard of proof should be applied i.e. 'on the balance of probabilities' it is more likely than not that a fact is true, rather than the criminal standard of 'beyond reasonable doubt.' This means that the Headteacher should accept that something happened if it is more likely that it happened than that it did not happen.

\* we will follow the Welsh Government Guidance:

<https://gov.wales/sites/default/files/publications/2019-11/exclusion-from-schools-pupil-referral-units.pdf>

### **Permanent Exclusion**

Exclusion is likely to be imposed immediately according to the severity of the behaviour. Parents/Carers will be notified. The pupil may be asked to work in the IER or at the Revolving Door provision until such time as an investigation has been carried out.

A decision to exclude a pupil permanently should only be taken:

- in response to a serious breach or persistent breaches of the school's behaviour policy; and
- where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school.

Before deciding whether to exclude a pupil permanently, the Headteacher will:

- ensure that an appropriate investigation has been carried out,
- consider all the evidence available to support the allegations, taking account of the academy's behaviour and equal opportunities policies and, where applicable, the Equalities Act 2010,
- allow the pupil to give their version of events and take account of any contributing factors,
- check whether the incident may have been provoked, for example by bullying or by racial or sexual harassment,
- if necessary consult others, but not anyone who may later have a role in reviewing the Headteacher's decision, for example a member of the Governing Body, a member of

the school's Senior Leadership Team will lead on the investigation of an incident and then report to the Headteacher with the full details,

- when establishing the facts in relation to an exclusion decision apply the civil standard of proof; i.e. 'on the balance of probabilities' it is more likely than not that a fact is true, rather than the criminal standard of 'beyond reasonable doubt.' This means that the Headteacher should accept that something happened if it is more likely that it happened than that it did not happen,
- If necessary, withdraw an exclusion that has not been reviewed by the governing board.

### **Students with Additional Educational Needs or Disabilities (ALN)**

Other than in the most exceptional circumstances, the school will endeavour to avoid permanently excluding pupils who have a Statement. The school is committed to taking into account a child's ALN when considering any form of exclusion. This includes making reasonable adjustments for those pupils who appear on the schools Code of Practice and taking into consideration the ALN Code of Practice.

### **Looked After Children (LAC)**

Milford Haven School is committed to proactively supporting and co-operating with carers and the Local Authority in doing everything reasonable to avoid excluding a Child Looked After. As a result, the exclusion of children in care will only take place in exceptional circumstances. However where a child seriously breaches the schools behavior policy resulting in permanent exclusion a discussion will be had with the Local Authority to ensure that there is suitable alternative provision available elsewhere.

### **Alternatives to Exclusion**

#### **Alternative Sanctions**

Possible alternative sanctions are available which may be appropriate. Examples of alternatives to exclusion that the school may use include:

- IER,
- Revolving Door
- a day of inclusion at an another school,
- a managed move. If the school feels that it can no longer manage the behaviour of a particular pupil, the school may ask another school to take over his or her education. A managed move will only take place with the agreement and support of both the parents and the 'receiving' school,
- students to be raised at the 'Inclusion Board' and 'Pupil Disciplinary and Exclusions Committee (PDC) where alternative provision may be requested. This may well lead to a reduced timetable being implemented to support the student's needs and a 'Pastoral Support Plan' being completed.
- with the agreement of the Local Authority, a student may benefit from an extended period attending alternative provision

#### **When fixed term exclusion is not appropriate**

Fixed Term exclusion will not be used for:

- minor incidents such as failure to do homework,
- poor academic performance,
- lateness,
- pregnancy,



- breaches of school uniform rules or rules on appearance (including jewellery and hairstyle), except when these are persistent and in open defiance of such rules. Pupils may be placed in IER, for failure to adhere to the school rules regarding uniform and appearance.

### **Re-Integration of Excluded Students**

Back to School from Exclusion meetings will be held for the pupil and parents/carers following any exclusion and before they can return to normal lessons. These meetings will be supportive and restorative in nature and will usually be held with the Head of House and /or member of the Senior Leadership Team.

### **The Governing Body's duty to consider Exclusions**

With regard to exclusions, the Governing Body has delegated its function relating to the consideration of exclusion decisions to the Local Advisory Body, with a Pupil Disciplinary Committee made up of a minimum of three governors.

### **Reinstatement Considerations**

The Pupil Disciplinary Committee must consider the permanent exclusion of an excluded pupil within 15 school days of receiving notice of the exclusion if:

- the exclusion is permanent;
- it is a fixed-period exclusion which would bring the pupil's total number of school days of exclusion to more than 15 in a term; or
- it would result in a pupil missing a public examination or Welsh National Tests. It must, so far as is reasonably practicable, consider the exclusion before the date of the examination or test.

The requirements are different for fixed-period exclusions where a pupil would be excluded for more than five but less than 15 school days in the term. In this case, if the parents make representations, the Pupil Disciplinary Committee must consider within 50 school days of receiving the notice of exclusion whether the excluded pupil should be reinstated. In the absence of any representations from the parents, the Pupil Disciplinary Committee is not required to meet and cannot direct the reinstatement of the pupil.

In the case of fixed-term exclusion (less than 5 in a term) the Pupil Disciplinary Committee must consider any representations made by parents, it cannot direct reinstatement and it is not required to arrange a meeting with parents.

Where the Pupil Disciplinary Committee is legally required to consider reinstating an excluded pupil they must consider the interests and circumstances of the excluded pupil, including the circumstances in which the pupil was excluded, and have regard to the interests of other pupils and people working at the school.

Where reinstatement would make no practical difference because for example, the pupil has already returned to school following the expiry of a fixed-period exclusion or the parents make clear they do not want their child reinstated, the Pupil Disciplinary Committee must still consider whether the pupil should be officially reinstated. If it decides against reinstatement of a pupil who has been permanently excluded the parents can request an independent review.

### **Governors' Power**

The Pupils Disciplinary Committee can either:

- decline to reinstate the pupil; or
- direct reinstatement of the pupil immediately or on a particular date.

### **Representations**

The following parties must be invited to the Pupil Disciplinary Committee meeting and allowed to make representations:

- parents (and, where requested, a representative or friend);
- the head teacher; and
- a representative of the local authority. Parents may request that the local authority and/or the home local authority attend a meeting of a school's governing body as an observer; that representative may only make representations with the consent of the governors who form the Pupil Disciplinary Committee.

### **Further notes**

- Excluded pupils should be enabled and encouraged to participate at all stages of the exclusion process, taking into account their age and ability to understand.
- Pupil cases when governors are legally required to consider an exclusion they must notify parents/carers, the Headteacher and the LA (the pupil's home authority) of their decision in writing and without delay. The reasons for the decision should be set out in sufficient detail to enable all parties to understand why the decision was made.
- In reaching a decision on whether or not a pupil should be reinstated, the governing body should consider whether the decision to exclude the pupil was lawful, reasonable and procedurally fair, taking account of the head teacher's legal duties and any evidence that was presented to the Pupil Disciplinary Committee in relation to the decision to exclude.
- The Pupil Disciplinary Committee should note the outcome of its consideration on the pupil's educational record, along with copies of relevant papers for future reference.
- If the Disciplinary Committee decides to uphold a permanent exclusion, parents/carers must be made aware of their right to dispute the governors' decision and ask for the decision to be reviewed by an Independent Review Panel. Where there is an allegation of discrimination (under the Equality Act 2010) in relation to a fixed-period or permanent exclusion, parents can also make a claim to the First-tier Tribunal (Additional Learning Needs and Disability) for disability discrimination, or the County Court for other forms of discrimination. An application for a review must be made within fifteen academy days of the date when notice in writing of the decision was given. Parents/carers should also be made aware of relevant sources of free and impartial information plus additional information, including specialist ALN advice, that will allow them to make an informed decision on whether, and how, to seek a review.
- An independent review panel does not have the power to direct a governing body to reinstate an excluded pupil. However, where a panel decides that a governing body's decision is flawed when considered in the light of the principles applicable on an application for judicial review, it can direct a governing body to reconsider its decision. Whether or not a school recognises a pupil as having ALN, all parents have the right to request the presence of an ALN expert at a review meeting or support from the Parent Partnership. The ALN expert's role is to advise the review panel, orally or in writing or both, impartially, of the relevance of ALN in the context and circumstances of the review.
- The governing body must ensure that a pupil's name is removed from the school admissions register if:

- 15 school days have passed since the parents were notified of the governing body's decision to not reinstate the pupil and no application has been made for an independent review panel; or
- the parents have stated in writing that they will not be applying for an independent review panel.

### **Conclusion**

Milford Haven School has high expectations and standards with regard to the conduct, safety and well-being of all pupils when on school premises and when on their way to and from the school. The school will take appropriate action to ensure it maintains the highest standards of positive behaviour in accordance with this policy.

### **Interrelationship with other school policies**

In order for the positive engagement policy to be effective, there is a clear relationship with other school policies and procedures, such as attendance, school uniform, equal opportunities, additional learning needs, anti-bullying, substance use and misuse, internet use and mobile phone policies.

### **Monitoring and Evaluation**

The Headteacher, in consultation with the staff and pupils will undertake systematic monitoring and implement regular reviews of the positive engagement policy every two years in order to evaluate that the operation is effective, fair and consistent. The Headteacher will keep the Governing Body informed of this process.

**The Governing Body will regularly review this policy and associated procedures, to ensure its continuing appropriateness and effectiveness. The review will take place in consultation with the Headteacher, parents, pupils and key stakeholders.**

The outcome of the review will be communicated to all those involved, as appropriate.

### **Appendices**

Appendix 1 Rewards Protocol

Appendix 2 Behaviour for Learning Flowchart

## Appendix 1- Reward Protocol

### Rewards

The issuing of learning stars is paramount in promoting good learning habits and ensuring that pupils want to repeat excellent behaviour. Rewards are issued to:

- To create a positive learning environment where behaviour is managed effectively, consistently and fairly
- To enable pupil achievements to be recognised, recorded and tracked by staff, pupils and parents

### The Merit system – some key points:

- Merits will be awarded to individual pupils NOT the whole class
- Approximately 5 Merits per lesson will usually be awarded
- Pupils will be told what they need to do to gain a Merit
- Merits will be recorded using Classcharts and shared with parents
- Merits will be recorded on students' files
- Merits will be used with all year groups, although the prizes will vary
- There will be opportunities for all pupils to achieve Merits

### Awarding Merits:

Any member of staff can award a Learning Star for any of the following reasons:

Kindness
Respect
Endeavour
Determination and self belief
Effort over and above
Responsibility
Supporting others
Excellent subject knowledge
Good thinking skills
Good work
Good homework
Good assembly behaviour
Displaying house values
Correct uniform

### Other awards:

- Attendance Awards – Certificates, badges, form tutor prize, raffle, postcards
- Celebration Assembly Awards – Progress and Effort
- Head of House award – One or two students nominated each term
- Merit awards – Top collectors, prizes, raffle

- Hot chocolate Friday
- Above and Beyond slips
- Students of the week

For more, detailed information, please contact your child’s Health and Well Being tutor or Head of House.

### Appendix 2- Behaviour for Learning

#### Behaviour for Learning Flowchart

This flowchart shows the process that Milford Haven School staff will apply, and the resulting consequence, for pupils if they choose to disrupt the learning environment. It mirrors the rationale section and therefore reads from the bottom up, recognising that the vast majority of pupils behave well and make excellent progress, fitting in to the blue box at the bottom.

