



Rewards, Reflections and Behaviour Policy

Approved by:	Local Governing Body	Date: October 2023
Last reviewed on:	July 2023	
Next review due by:	July 2024	

Other relevant policies include:

- Cranbrook Education Campus SEND Policy
- Cranbrook Education Campus Anti-Bullying Statement
- Cranbrook Education Campus Uniform Policy
- Cranbrook Education Campus Attendance Policy
- Ted Wragg Trust Written Statement of Behaviour Principles
- Ted Wragg Trust Equality Policy
- Ted Wragg Trust Supporting Pupils with Medical Conditions Policy
- Ted Wragg Trust Computer Mobile Device Online Use Policy






Note: This behaviour policy has been written as a policy for the whole Campus. While it should be followed it should also be read in accordance with the Campus's duties under the Equality Act 2010 and should be read in that light together with other relevant policies. Where a child has (or may have) a disability then active consideration must be given to how the policy may be adapted to take into account a child's individual needs. This will include consideration about what reasonable adjustments may be made. Children and parents/carers with SEN/disability should be encouraged to be involved in considering these points. Records should be made about any such changes and any staff who work with these particular children should be informed about any such changes (for example a supply teacher should be made aware of any potential changes). In addition to SEN/disability the policy should also take into account other protected characteristics such as race, religious belief or matters in respect of gender/sexual orientation. If staff have any questions they should seek guidance from a senior leader.

1.0 Cranbrook Education Campus Behaviour Policy

1.1 Overview

Cranbrook Education Campus encourages good behaviour through a mixture of high expectations, clear policy and an ethos which ensures pupils show pride in their conduct and learning by making positive behaviour choices. Our values are the PERKS of being #Crantastic. We are Proud, Engaged, Ready, Kind and Safe.

PERKS of being Crantastic

-  **Proud**
-  **Engaged**
-  **Ready**
-  **Kind**
-  **Safe**

We believe that good behaviour means that everyone in our Campus is:

- Careful and kind
- Polite and friendly
- Helpful and considerate
- Calm and hardworking

We believe that the benefits of good behaviour are that:

Children:

- Learn what good behaviour means
- Learn to care for others
- Feel happy and safe
- Learn to be good friends
- Develop self-confidence
- Do as well as possible with their work

Staff:

- Teach effectively without disruptions
- Meet the needs of all children
- Work positively with parents/carers

Parents/carers:

- Feel confident that their children are being taught in a safe and secure environment

Cranbrook Education Campus has in place a comprehensive package of rewards to reinforce and praise good behaviour with clear sanctions for those who do not make positive choices and therefore fail to comply with the Campus's behaviour policy.

This Policy aims to outline the measures by which the Campus aims to promote good behaviour, self-discipline and respect; prevent bullying; ensure that pupils complete assigned work; and ensure Cranbrook Education Campus is a safe place for all.

The commitment of staff, pupils and parents is vital to develop a positive whole Campus ethos. Cranbrook Education Campus reserves the right to apply this policy to all pupils and any time a pupil is recognisable as a Cranbrook Education Campus pupil, regardless of whether this is before/during/after Campus hours and to all matters relating to social media and online activity. The application of this policy is not dependent on whether the pupil is wearing Campus uniform.

1.2 Rationale

We wish to ensure that pupils attending our Campus have clear guidelines for behaviour which are consistent throughout their time at Cranbrook Education Campus. They need to see the purpose for the systems that are in place and that these systems are fair, equitable and devised for the good of the Campus community in order to nurture respect for others and their environment.

Cranbrook Education Campus is an all-through Campus for children aged 2-16. Our behaviour policy reflects developmentally appropriate expectations with overarching systems to support pupils' progression through the Campus.

Note that phases are named the following: EYFS (Nursery, Preschool, and Reception), Key Stage 1 (Years 1 and 2), Lower Key Stage 2 (Years 3 and 4), and Upper Key Stage 2 (Years 5 and 6). Key Stage 3 is Years 7-9 and Key Stage 4 is Years 10 and 11.

1.3 Aims

We are committed to transforming lives and strengthening communities through learning-focussed environments.

We aim to create a stimulating and caring environment where all children irrespective of race, gender or disability learn to:

- Take pride in their behaviour so that there is a culture of achievement, ambition and learning everywhere in the Campus and no learning time is wasted;

- Make positive choices and take responsibility for their own actions;
- Provide clarity for staff, pupils and the community about acceptable behaviour and the consequences of misbehaviour;
- Be increasingly confident and independent. This includes to care for themselves, to be responsible for their personal safety, to develop self-esteem, to take responsibility for their own actions and to take pride in their achievements;
- Value others and their similarities and differences, to empathise with and respect their feelings, to care for and cooperate with others, and to enjoy and respect their achievements whatever their gender, ability, colour, religion or culture;
- Develop a feeling of corporate social responsibility by learning to care for their Campus environment, and developing an understanding of, and concern for, the world around them.

This ensures that our staff:

- Can deliver engaging and creative lessons, experiment and take risks, without concern for behavioural interruptions as barriers.

It also ensures that our Campus community – staff, pupils, their families and beyond – have clarity about acceptable behaviour and the consequences of misbehaviour.

Cranbrook Education Campus works to achieve these aims by:

- Planning a broad and balanced, coherently-sequenced, ambitious, and rigorous curriculum which will develop to the full each child's intellectual, physical, spiritual, moral, social and cultural development;
- Structuring activities and routines to enable children to behave in a positive and appropriate manner for their age and stage of development;
- Providing clearly-defined and consistent boundaries which are carefully explained to the children;
- Acting as role-models by demonstrating the positive behaviour we wish to encourage among the children;
- Providing a supportive environment where appropriate behaviour is encouraged, noticed and praised.

2.0 High Expectations

2.1 TWT principles

All TWT schools have personalised versions of lesson expectations based on their individual character and circumstances. All are based on the following five principles:

- **PUNCTUAL AND ORGANISED:** Be on time with all of your equipment and uniform.
- **KIND and INCLUSIVE:** Be kind, in everything you do, to everyone in the Campus and wider community.
- **PRIDE:** In learning, effort and appearance/community.
- **POSITIVE CHOICES:** Following all reasonable requests.
- **ENGAGEMENT:** As an active learner, always trying your best.

2.2 Cranbrook Education Campus expectations

Cranbrook Education Campus is a school rooted in its community where aspirational learning and opportunities transform the lives of our pupils. Our Campus exists to provide an excellent, all-through education that empowers children to believe they can, and should, change the world.

Each of us belongs to our Campus community. Our actions empower both ourselves and those around us to reach our highest potential. The greatest influence on our lives is ourselves.

Our expectations are centred on our Campus Values: **PERKS** of being #Crantastic. *Proud. Engaged. Ready. Kind. Safe*

2.3 EYFS, KS1 – Year 1 and 2, Lower KS2 – Year 3 and 4 and Upper KS2 – Year 5 and 6.

Early Years and Primary Phase expectations:

Pupils must be aware of the rewards system that is in place and the consequences, which are used to help pupils to think about their behaviour and to develop a positive attitude towards learning in the Campus. The Campus Rules (PERKS) and Campus Manners should be clearly displayed in each classroom.

Campus Rules (PERKS)

At the start of the academic year, the Campus rules are discussed and agreed with the pupils and displayed in each classroom. In this way, every child at the Campus knows the standard of behaviour that we expect. If there are incidents of anti-social behaviour, the class teacher or relevant support staff will address these with the relevant children.

The Campus Rules are:

Campus Rules	Pupils will...	Which enables...	Which prevents...
Proud	<ul style="list-style-type: none"> • Be part of our community • Wear their uniform • Show good behaviour • Show pride in learning • Show positive body language • Work to the best of their ability • Take pride in the Campus environment and act sustainably 	<ul style="list-style-type: none"> • Know how to behave within their community 	<ul style="list-style-type: none"> • Low level disruption and feelings of isolation
Engaged	<ul style="list-style-type: none"> • Listen respectfully when others are talking • Work in silence when an adult asks you to • Strive for excellence in everything you do 	<ul style="list-style-type: none"> • Pupils to be focused and make the right choices throughout the day enabling them to make at least good progress 	<ul style="list-style-type: none"> • Pupils making poor progress

Ready	<ul style="list-style-type: none"> ● Line up on time and in an orderly manner ● Follow 1,2,3 eyes on me ● Track the speaker ● Have equipment ready and look after it ● Sit down calmly when asked to 	<ul style="list-style-type: none"> ● Enable effective use of teaching and learning time. 	<ul style="list-style-type: none"> ● Wasted learning time.
Kind	<ul style="list-style-type: none"> ● Respect each other at all times ● Forgive others and act with fairness ● Allow others to learn ● Value the contribution of others and learn from each other ● Make friends and be a good friend ● Think about your words and actions and their effects 	<ul style="list-style-type: none"> ● Pupils to be polite, contribute to a positive and safe environment and be good citizens of the future 	<ul style="list-style-type: none"> ● Spoiling others' enjoyment of coming to the Campus and saying unkind things.
Safe	<ul style="list-style-type: none"> ● Treat everyone and everything within the campus with respect, avoiding harm, danger or risk. ● Be considerate when moving around the campus. 	<ul style="list-style-type: none"> ● Campus is a safe environment for all 	<ul style="list-style-type: none"> ● Avoids harm, danger and reduces risk to all within the campus.

Campus Manners

The use of 'Campus Manners' is crucial to the pupils developing into well rounded individuals and will be encouraged at all times. Members of staff will also use Campus Manners when they are communicating with each other and the pupils, ensuring that they are excellent role models for the learners of the Campus. Campus Manners are accompanied by Makaton actions as this further aids communication for all learners. Campus Manners will be displayed in each classroom, communal areas and in the corridors around the Campus as a reminder.

The Campus manners are as follows:

- Good morning
- Good afternoon
- Thank you
- May I?
- You're welcome
- Excuse me

- Please
- I'm sorry

Approaches for Positive Behaviour and being Ready to Learn

Nursery

- Our youngest pupils will have the Super Choices chart displayed in their learning base. These will support pupils on a day to day basis as we work to develop their skills for appropriate behaviour.
- Positive behaviour will be acknowledged with smiley face stickers for effort, demonstrating our Campus values and good manners.
- Children can still earn a super choice prize in the same way as our Reception/Primary for demonstrating good behaviours.
- Sanctions for continued poor choices will be discussed as appropriate on an individual basis

Unacceptable behaviour will be discussed with parents and the Early Years Leader

Primary Phases

The Campus employs a number of sanctions to enforce the Campus rules and to ensure a safe and positive learning environment. We employ each sanction appropriately to each individual situation.

- Staff will celebrate, acknowledge and reward good behaviour being displayed by pupils around the Campus referring to the 'Ready to Learn Ladder' to support this.
- Identify any pupil displaying negative behaviour and give them a reminder of the expectations and Campus Rules (verbally or nonverbally) referring to the 'Ready to Learn Ladder' E.g. Identify the pupil and state clearly that they need to 'Think About It';
- Use de-escalation strategies. Eg. Reshape work, move the child within the class etc.
- For Reception to Year 4, if poor behaviour continues or subsequent Campus Rules are broken then staff refer to the 'Ready to Learn Ladder' stating clearly that the child has made a 'Poor Choice' and why.
- Use de-escalation strategies. Eg. Reshape work, move the child within the class etc.
- For Reception to Year 6, if poor behaviour continues or subsequent Campus Rules are broken then acknowledge that the pupil is on their 'Last Chance' and why.
- Use de-escalation strategies. Eg. Reshape work, move the child within the class etc.
- Children can move back up toward the positive end of the 'Ready to Learn Ladder' by displaying better choices, one step at a time.
- If the poor behaviour continues or subsequent Campus Rules are broken then state clearly
- that the child has been 'Unacceptable Behaviour'.
 - Year 5 and Year 6 pupils will use a 'Ready to Learn Ladder' which includes 'Think about it', 'Last Chance' and 'Unacceptable' - excluding 'Poor Choice' - as part of our enhanced transition to KS3.
- If a child has shown 'Unacceptable Behaviour' then they will be sent to another class for 15 minutes (with work). This will usually be the other class in that child's phase.
- If 'Unacceptable Behaviour' takes place outside of the pupil's classroom, another location may be chosen for their 15 minutes of work.
- Staff will complete 'Unacceptable' form on Class Charts to ensure that parents have been notified of any incidents.
- Three cases of Unacceptable Behaviour in one week, or four per half-term, will result in a detention during social time (i.e. break or lunch) and a family meeting in school with a Senior Leader.
- Serious misbehaviour anywhere on campus can result in 'Unacceptable Behaviour' being issued

immediately without prior steps on the 'Ready to Learn Ladder' or 'Values Reminder' (described below) being referred to eg. complete refusal to engage in behaviour process; verbal or physical abuse; leaving the Campus building without supervision of an adult; bringing a weapon/dangerous item to the Campus; malicious setting off of the fire alarm; deliberate damage to or theft of property; bullying or prejudicial language towards pupils or staff. In this instance, a member of SLT should be called.

- Year 5 and 6 pupils will be sent to the lesson removal room until the end of the next social time if the above process and consequences for Unacceptable Behaviour are not adhered to or behaviour worsens. If this sanction is given, the pupil will remain in lesson removal until the end of their lessons up to and including the next social break. If this sanction is given after lunch, Upper KS2 pupils will return for the following day's social time at morning break.
- If a behaviour problem is severe or recurring, exclusion procedures may be implemented, following correct procedures. Extreme or physical behaviour may result in permanent exclusion.

Values Reminder

The 'Values Reminder' is a 10 minute opportunity for pupils who have shown anti-social behaviour not in line with our Campus Values or Campus Manners outside of lesson time. A 'Values Reminder' may be given during social and transition times in and around the campus. We expect all pupils to always behave and treat each other with respect. This includes wearing the correct uniform, walking around the Cranbrook Education Campus calmly and quietly, respecting each other's space and looking out for each other. Our 'Values Reminders' enable us to address any behaviour that does not meet our high expectations. During the 10 minute 'Values Reminder' opportunities, pupils will be given a reflective piece of work to complete relating to the relevant Campus Value.

The following are possible (but not limited to) reasons for a 'Values Reminder' opportunity:

- Attending without the correct uniform
- Running indoors
- Shouting indoors
- Being out of bounds
- Dropping litter/throwing food
- Inappropriate language or attitude
- Not clearing away your tray in the canteen or dining hall
- Hitting or kicking Cranbrook Education Campus property

If a pupil does one of the things above, an adult will issue them a 'Values Reminder', which they must serve during the current or next available social time

Suspension

We will endeavour to avoid exclusion wherever possible. A decision to suspend is taken only in response to a breach of the Campus's behaviour policy, including persistent disruptive behaviour, or where such breaches are neither serious enough to merit permanent exclusion nor minor enough for detention, lesson removal or lesson removal (host school) to be appropriate. All suspensions and exclusions are authorised by the Headteacher or designated representative or, in their absence, the next most senior member of staff.

Under exceptional circumstances a pupil may receive a suspension but if further investigation reveals more serious circumstances then a permanent exclusion may be issued.

All suspended pupils will be given some work to complete and will be expected to write a restorative letter apologising for their actions leading to the exclusion. The completed letter will form part of the reintegration meeting.

A reintegration meeting with the pupil and their family will take place at the earliest available time on the first day the pupil is to return to Campus. The reintegration meeting will aim to clarify next steps and discuss if any additional support is required. Failure to attend will result in the pupil remaining in lesson removal until the reintegration meeting can be held.

Permanent exclusion (PEX)

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

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

The act of setting off the fire alarm without good cause may lead to PEX, due to the huge disruption caused and potential harm to vulnerable pupils.

A serious breach of the Campus's policy may result in a PEX. The list below indicates the circumstances where a PEX may occur (at the discretion of the Headteacher) and includes, but is not limited to, the following:

- assault or attempted assault on staff;
- violent assault- including any form of filming, sharing and distribution;
- sexual assault, harassment or exploitation;
- drug-related activity/paraphernalia;
- criminal or terrorist activity;
- carrying a weapon or dangerous object;
- extremely dangerous/risky behaviour;
- setting off the Campus fire alarm.

The Campus follows the latest DfE guidance regarding exclusion and suspension to ensure that pupils are treated fairly and not discriminated against. The application of this policy will be dependent upon the most recent [statutory guidance](#).

For detailed information on Permanent Exclusion please see [TWT Exclusion policy](#).

Playtimes

In the playground, a wider range of behaviour becomes acceptable as the pupils run, shout and generally let off steam. However, they are still expected to have consideration for their own and others' safety and feelings. It is the responsibility of the teachers and support staff on playground duty at break time to supervise the pupils and monitor behaviour. Any problems are usually dealt with as they occur but the

pupil's class teacher and/or Key Stage Leader may be informed if any behaviour has caused particular concern.

During lunchtime, the Playworkers assume responsibility for the pupils with the teacher who is on duty (or other Senior Leaders). During wet weather, the pupils remain in the classrooms. During wet lunch breaks, the Playworkers, with support from SLT, arrange appropriate supervision of, and activities for, the pupils.

As part of the Positive Behaviour Management Policy, staff may support students to play safely by advising them to take a 'Minute to Manage' their actions and emotions. If concerning behaviour continues a sanction for breaking the Campus Rules can include, a 'Values Reminder', a temporary timeout / reflection time / loss of break and/or lunchtime. In this instance, the pupil may remain with the staff on duty or be guided to a supervised indoor location.

Negative behaviour before the start of the day, at break time, at lunchtime or after the school day, may result in sanctions being given by the Playworkers or Teaching Assistants; this is then passed on to the Phase Leaders/SLT and may lead to an 'Unacceptable Behaviour' entry on the 'Ready to Learn Ladder' but this is down to the discretion of the staff involved and other Senior Leaders.

Parents/Carers of any child who persistently disrupts lunchtimes for others may be contacted by the class teacher or SLT to discuss ways of supporting the student's behaviour in line with Campus expectations. Parents/Carers may be alerted to the possibility of their child being sent home for lunch for a period of time, unless their child's behaviour improves. If such a sanction is necessary, The Campus will contact Parents/Carers and discuss arrangements.

3.0 Rewards, Reflection and Lesson Removal - KS3 and KS4 (with reference to UKS2 where appropriate)

We are committed to transforming lives and strengthening communities through learning focussed classroom environments and throughout Campus at all times.

Aims

- To **support pupils taking pride in their behaviour**, so that there is a culture of achievement, ambition and learning everywhere in the Cranbrook Education Campus, and no learning time is wasted
- To provide **clarity for staff, pupils and the community** about acceptable behaviour and the consequences of misbehaviour
- To encourage pupils to **make positive choices** and **take responsibility** for their own actions
- To enable teachers to **deliver engaging and creative lessons, experiment and take risks**, without concern for behavioural interruptions as barriers

To ensure we always maintain the highest standards of behaviour across all phases of the Campus, the following non-negotiables are in place:

- All pupils will be expected to adhere to the Campus uniform guidelines. This includes natural looking makeup and hair colour, smart haircuts and no piercings other than one pair of small stud earrings in all phases. Nail varnish if worn must be clear. See uniform guidelines here: <https://www.cranbrook.education/uniform>

- Every lesson or teaching episode will have a set of expectations displayed in the classroom.
- No pupil or group of pupils will be allowed to prevent another from accessing learning or from feeling secure and happy in that environment.
- A minimum of three House Points will be awarded per lesson/teaching episode.

At times behaviour will need to be challenged. This should be done in a depersonalised way, using the processes within each of the phases. In all cases, it is not acceptable to sanction a pupil for an issue related to a special educational need or disability unless all reasonable adjustments have been made within the lesson to accommodate that need.

Please note that incidents of serious behaviour could accelerate the processes taken within these systems. These include physical assault towards any members of the Campus community (biting, kicking, hitting, spitting) and actions which jeopardise the health and well-being of staff.

3.1 Practice

- If a pupil does not adhere to the PERKS of being #Crantastic, the member of staff will give them a verbal warning by telling the pupil to “Think about it” and be specific about which rule they have broken.
- If a pupil continues to disrupt learning, the teacher will tell them that they have a ‘Last Chance’ and their name will be written on the board in the Expectations section.
- If a pupil does not adhere to the PERKS of being #Crantastic for a second time in the same lesson, they will be issued an ‘unacceptable’ and they will either be sent to another classroom or the lesson removal room based on their phase.
 - Key Stage 1 and Key Stage 2 - sent to different classroom within the phase for 15 minutes
 - Upper Key Stage 2 - pupils will be sent to the lesson removal room until the end of the next social time if the above process and consequences for Unacceptable Behaviour are not adhered to or behaviour worsens. If this sanction is given, the pupil will remain in lesson removal until the end of their lessons up to and including the next social break. If this sanction is given after lunch, Upper KS2 pupils will return for the following day’s social time at morning break.
 - Key Stage 3 and Key Stage 4 - sent to the lesson removal room for the remainder of that lesson, the next lesson, the next social time and a compulsory one-hour after Campus detention.
 - If a pupil fails to return for the 1 hour after Campus detention, they will be placed in Lesson Removal for one learning cycle for the following day, including a one-hour detention between 15:00-16:00
 - If a pupil is Lesson Removed from two lessons in one day, they will be placed in Lesson Removal for one learning cycle of 5 lessons, including a one-hour (same day) detention from 15:00 until 16:00. This is presented in diagram format in the appendix of this behaviour policy.

Cranbrook Education Campus KS3 and KS4 Expectations (See PERKS with expectations poster in Appendix for Cranbrook personalisation)

1. Arrive on time, within 3 minutes of the bell, or before the second bell after break/lunch.
2. Sit down calmly where you are asked, showing you are ready to learn – equipment out and sit up straight in your chair.
3. Listen respectfully (in silence) when others are talking and work in silence when an adult asks you to.
4. Show pride in your learning by always working to the best of your ability and promptly attempting all work that is set.
5. Show pride in your behaviour by following all reasonable requests and not distracting others.
6. Phones and headphones should be placed in your bag and silent throughout lessons unless given permission by staff to use them.

3.2 Repeated or more Serious Incidents- Reset Other/Incident

We are committed to inclusion for all and to preventing exclusion. However, where a pupil is involved in repeated or more serious incidents, the pupil will be sent to the Lesson Removal Room for a learning cycle of 5 lessons including a one-hour after Campus detention (Key Stage 3 & Key Stage 4) which will finish at 16:00, to be successfully completed.

Circumstances that could result in a pupil spending time in Lesson Removal include, but are not limited to, the following breaches of the behaviour policy:

- incorrect uniform;
- jewellery; and
- unkindness.

More serious incidents:

- truanting;
- refusal to follow instructions;
- refusal to go to Reset;
- failing Reset;
- refusal to attend detention;
- bullying;
- swearing; aggression;
- rudeness; and
- dangerous behaviour.

3.3 Lesson removal

We are committed to inclusion and to preventing exclusion. However, where a pupil (for example) repeatedly fails to wear the correct uniform, or attend detentions, receives several lesson removal room detentions, or is involved in an incident too serious for a detention, the pupil will be sent to the lesson removal room for a learning cycle of 5 lessons and a same day one-hour detention after school, to be successfully completed. This means they are supervised in a room, given work to do, and given the chance to reflect on their behaviour. When this happens pupils also receive shorter breaks and lunches than the rest of the Campus and at slightly different times.

3.4 Lesson removal at a host school

In certain incidents of very poor behaviour but where the Campus wishes to avoid suspension, or this sanction is deemed inappropriate, the Campus may place the pupil in lesson removal at another school. This allows the pupil to continue to learn. If a pupil refuses to attend then a suspension could be issued.

Circumstances that could result in a pupil spending time at a host school include, but are not limited to, the following breaches of the behaviour policy:

- failure of Lesson Removal;
- refusal to follow instructions;
- bullying;
- swearing;
- aggression;
- rudeness;
- dangerous behaviour;
- inappropriate use of computers, the internet, images or social media; and
- fighting.

This would be made as an age-appropriate decision.

3.5 Suspension

We will endeavour to avoid exclusion wherever possible. A decision to suspend is taken only in response to a breach of the Campus's behaviour policy, including persistent disruptive behaviour, or where such breaches are neither serious enough to merit permanent exclusion nor minor enough for detention, lesson removal or lesson removal (host school) to be appropriate. All suspensions and exclusions are authorised by the Headteacher or designated representative or, in their absence, the next most senior member of staff.

Under exceptional circumstances a pupil may receive a suspension but if further investigation reveals more serious circumstances then a permanent exclusion may be issued.

All suspended pupils will be given some work to complete and will be expected to write a restorative letter apologising for their actions leading to the exclusion. The completed letter will form part of the reintegration meeting.

A reintegration meeting with the pupil and their family will take place at the earliest available time on the first day the pupil is to return to Campus. The reintegration meeting will aim to clarify next steps and discuss if any additional support is required. Failure to attend will result in the pupil remaining in lesson removal until the reintegration meeting can be held.

3.6 Permanent exclusion (PEX)

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

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

The act of setting off the fire alarm without good cause may lead to PEX, due to the huge disruption caused and potential harm to vulnerable pupils.

A serious breach of the Campus's policy may result in a PEX. The list below indicates the circumstances where a PEX may occur (at the discretion of the Headteacher) and includes, but is not limited to, the following:

- assault or attempted assault on staff;
- violent assault- including any form of filming, sharing and distribution;
- sexual assault, harassment or exploitation;
- drug-related activity/paraphernalia;
- criminal or terrorist activity;
- carrying a weapon or dangerous object;
- extremely dangerous/risky behaviour;
- setting off the Campus fire alarm.

The Campus follows the latest DfE guidance regarding exclusion and suspension to ensure that pupils are treated fairly and not discriminated against. The application of this policy will be dependent upon the most recent [statutory guidance](#).

For detailed information on Permanent Exclusion please see [TWT Exclusion policy](#).

4.0 Restoration

Any staff member who removes a pupil will complete a restorative conversation and discuss with the pupil the intervention and reflection they have received that will help them make different behaviour choices.

5.0 Red card

The 'Red Card' detention is a 30-minute detention for out of lesson and anti-social behaviour in and around Cranbrook Education Campus. We expect all pupils to always behave and treat each other with respect. That means attending the Campus on time, in the correct uniform, walking around the Cranbrook Education Campus calmly and quietly, respecting each other's space and looking out for each other. Our red card detentions enable us to address any behaviour that does not meet our high expectations.

The following are possible (but not limited to) reasons for a red card detention:

- Being late to school or a lesson
- Attending without the correct uniform
- Running indoors
- Shouting indoors
- Being out of bounds
- Dropping litter/throwing food
- Inappropriate language or attitude
- Eating and drinking in banned areas
- Not clearing away your tray in the canteen or dining hall
- Hitting or kicking Cranbrook Education Campus property

If a pupil does one of the things above, an adult will tell them that they have a "Red card", and that they must serve a 30-minute break/lunch-time detention at the next available session.

6.0 Home Cranbrook Education Campus Partnership agreement

The development of positive behaviour patterns and self-discipline is seen to be a gradual process which begins at home. The Campus welcomes the interest and close involvement of families and we hope that families will support the Campus Positive Behaviour Management Policy.

In order to ensure good communication and understanding of expectations, all families are asked to read the Home Cranbrook Education Campus Partnership agreement (see appendix). Application of Cranbrook Education Campus' behaviour policy is not dependent upon families signing the Partnership agreement. By sending your child to Cranbrook Education Campus you are agreeing to support the Partnership agreement.

Cranbrook Education Campus has a structured programme, which ensures that families have regular opportunities to liaise with staff and exchange information about their progress, behaviour and well being. Informal contact with families, before and after Campus, is encouraged but families are invited to discuss more specific concerns with staff by appointment, if at all possible.

If a child's behaviour gives particular cause for concern, families will be involved as soon as possible. Families are invited to work with the Campus in order to support the child to develop appropriate behaviour. Families will also be invited to a meeting with the relevant member of staff following their child receiving multiple unacceptables / lesson removals or following a suspension.

7.0 Situation specific expectations

7.1 In the classroom

Careful and consistent classroom organisation, at all ages, encourages positive and appropriate behaviour. The behaviour of all adults in the Campus, including visitors, will influence the behaviour of our pupils. At Cranbrook Education Campus, we aim to be fair and consistent, setting expectations which are the same regardless of the adult who is with the class. For example, in Year 1, pupils will have a main class teacher as well as some subject-specific teachers, such as PE or Music. In Year 7, pupils will move between different teachers for their curriculum. There will also be examples when different adults might be working with a group such as a visiting speaker or a cover teacher.

7.2 Around the Campus

Our children are encouraged to feel an ownership and responsibility for the Campus as a whole whether by participating in whole-Campus events, seeing their work displayed through the Campus or by tidying up after themselves.

Children are expected to behave in an appropriate and positive manner in shared areas such as in corridors, hall and break-out spaces. As an all-through Campus, break and lunch times are staggered and so other pupils are always still learning. We also have adults in our Campus support team working in offices throughout the Campus.

As a result, we expect children to walk quietly and calmly through the building during lesson transitions or to move to different learning spaces. Pupils may only move to a different area than where they are timetabled with permission of, or under the supervision of, a member of staff.

In the Primary Phases, staff follow a specific routine to support children in moving sensibly through the building.

7.3 Mobile phones

We are a 'phone free' Campus. Phones and headphones are not permitted in the Campus. These must be placed in students' bags before entering the Campus building in the morning and remain there, either silent or switched off, including break and lunchtimes. Students may only have your phone out or use it with permission from a member of our staff team. If a pupil is seen using their phone, it will be confiscated by the member of staff immediately and returned to the pupil at the end of the day. If a pupil refuses to hand their phone to the member of staff, the escalation process will then be followed and the pupil placed in the Lesson Removal room.

7.4 Punctuality and lateness (KS3 and KS4)

Pupils who arrive at Cranbrook Education Campus after their allotted start time will be issued with a 30-minute same day late detention to be completed at break time and families notified by phone/text message. Failure to attend this detention will result in a same day 1-hour after-school detention in the lesson removal room.

7.5 Homework

EYFS, KS1, LKS2 and UKS2 pupils are expected to read daily either through family reading where they can participate through listening or attempting to read themselves or through independent reading. Home reading should be recorded on Boom Reader. Children from Year 2 upwards are expected to complete weekly Sparx homework, which they are also given an opportunity to do during lessons. Other homework tasks set will be through half termly homework grids which promote an element of choice in activity as well as through online set work which could include Spelling Shed, Numbots and IDL activities. Holiday homework may also be set to support pupils with up and coming assessments e.g. Easter homework prior to KS2 SATs.

Key Stage 3 and Key Stage 4 pupils receive a minimum of one hour of homework each weekday which consists of either online learning tasks or knowledge organiser tasks which follows the set homework timetable outlined in their Knowledge Organiser. Knowledge Organiser booklets are used for homework and pupils are expected to use a range of advised strategies in their homework book.

All KS3 and KS4 knowledge organiser homework is checked the following day by the Tutor; a house point is given for completed work, a one-hour same day detention is issued for incomplete knowledge organiser homework. Parents will be notified by text message. Failure to attend this detention will result in Lesson Removal the following day.

The official hand in for each piece of online KS3 and KS4 homework is 4pm the following day after the allocated slot. This allows all pupils who have been unable to fully complete the homework task the opportunity to get support from subject specialists either during break, lunch or between 15:00-16:00. If the homework is not completed by 4pm, a one hour compulsory afternoon school detention will be issued.

- E.g. -

- Sparx Maths is allocated to Monday afternoon within the knowledge organiser homework schedule. Deadline = 4pm Tuesday
- Pupil unable to complete all tasks during Monday's allocated slot;
- Pupil needs to proactively seek support at break, lunch or afterschool

8.0 Sanctions

As stated previously sanctions are only to be used when more positive methods of promoting outstanding learning through good behaviour are not working with a particular individual or group of pupils. When a member of staff feels the need to resort to sanctions these are always to be applied impersonally (i.e. it is the negative behaviour that is resulting in the sanction not the pupil's personality), calmly, fairly, consistently and professionally.

The **only** sanctions/systems to be used **within** a lesson are Think About It, Poor Choice (EYFS - LKS2 only) Last Chance and Unacceptable. See appendix for a staged sanctions diagram. The Lesson Removal room is used from Year 5 and up for pupils who are still not exhibiting the correct learning behaviours and attitudes.

The aim should be to keep all pupils accessing their learning within the lesson for the full duration of the lesson. We are committed to not allowing the negative behaviour of the minority to continually disrupt the outstanding learning of the majority. For this reason, we use a system where pupils who fail to respond to a verbal reminder by correcting their behaviour can be sent to another classroom or the lesson removal room in order to allow the learning of the rest of the group to continue. We also employ the on-call system so that a pupil can be collected (if deemed a serious incident) and removed from the classroom by a member of staff who is on-call.

When issuing a verbal reminder to a pupil it is important that this is done calmly and professionally throughout. The aim is to show pupils that they have 'chosen' their behaviour. There is a (mandatory) opportunity for restoration explicitly built into the system, whereby any pupil removed will be met by the member of staff responsible.

Uniform expectations are detailed on the Cranbrook Education Campus website. Uniforms are checked regularly by members of staff. Pupils who are not in correct uniform (unless carrying a signed permission slip) and refuse or are unable to correct it will be supported to make a positive choice through reflection and restoration.

9.0 Support

We aim to support all our pupils to ensure that every child succeeds during their time at Cranbrook Education Campus. Where it becomes clear that a child is having on-going difficulties in managing their behaviour, there are a wide range of strategies which are used to support pupils. We will always consider whether continual disruptive behaviour is the result of an unmet special educational or other need/s and should we consider this to be the case, whether multi-agency assessment would be appropriate.

Every child is different, and all support is tailored to meet the needs of each individual. In recognition of that, what works for one child may not for another. Any pupil designated at risk of exclusion will have a Pupil Inclusion Map (PIM) which is a tiered response to supporting all pupils to make positive behaviour choices.

10.0 Consistent expectations

Consistency is hard to achieve in any organisation; we recognise that it is key when creating an outstanding learning environment. Pupils are much less likely to push the boundaries if they know that what is expected of them will remain constant throughout the day; from one classroom to the next; one teacher to the next; one subject to the next; one year to the next.

This consistency will be applied to all issues relating to uniform. Pupils will be expected to follow the uniform policies at all times. If a pupil is unable to meet uniform expectations an alternative will be offered (if possible); refusal to accept the alternative will be viewed as defiance and the pupil may be placed in the lesson removal room until the issue is rectified.

11.0 Maintaining a positive learning environment

A positive learning environment is best maintained through the focus on and positive reinforcement of good behaviours and not through the confrontational challenge of negative behaviours. We recognise this through the effective use of our staged reward and sanctions systems.

Staff make a commitment to 'catch pupils being good' as often as possible and reinforce this through non-verbal and verbal acknowledgement and praise as well as using some of the more formal rewards available. Staff also make a commitment to deal indirectly with some negative behaviours in this fashion too. An off-task pupil can often be redirected through praise of a neighbouring pupil who is working and behaving appropriately. When staff do feel the need to resort to formal warnings and staged sanctions they are committed to doing so in a calm, non-confrontational and professional manner at all times.

12.0 Restorative Justice

Restorative Justice is a process which restores relationships where there have been problems. It is an opportunity for both sides to explain what happened and to try and come up with a mutually acceptable solution. When there has been an issue the people involved will meet with a mediator who will ask them three main questions:

- What happened?
- Who else has been affected by this?
- What can be done to stop this from happening again?

The questions have been designed so that both sides have an opportunity to hear the situation from each other. It enables them to think about how this may have affected the other person but also the other pupils and their learning. By doing this and coming up with solutions it encourages both parties to take responsibility for their actions and make them aware of the impact they are having on others. It is also very helpful to hear the other side of the story and really appreciate why others may be upset.

Restorative Justice has been shown to work extremely well if there has been a repeated problem between a pupil and member of staff because it gives them opportunity to air their differences, appreciate how the other feels, and move on in a positive light, always with the aim to solve the problem, move on and prevent the same situation arising again.

Restorative Justice also works very well when pupils fall out with each other, allowing them to see the impact of their actions, apologise if necessary and put it behind them.

Conferences are ideally held in a neutral place and occasionally with a mediator who is not involved in the problem. The mediator's job is to keep all involved calm and civil and to help people move forward to restore the relationship.

12.1 Embedding our expectations

In order for our values-based expectations to be the embedded norm for all children at the Campus, they are part of our daily practice at the Campus and form a key component.

13.0 Rewards and Celebration

Cranbrook Education Campus regularly celebrates the success of all pupils in a variety of ways as we recognise that focusing on success and positive outcomes is essential to developing a positive culture and ethos across the Cranbrook Education Campus. We wish to recognise the vast majority of pupils that make positive behaviour choices every day. The many ways we celebrate success are listed below and may be reviewed by pupils, parents and staff during the academic year.

Whole Campus

- Praise and informal recognition used by all staff;
- Sharing successes verbally with other pupils and adults;
- House Points - are awarded by all staff through Class Charts to reward positive behaviour. The collection of house points result in Bronze, Silver, Gold and Platinum Awards badges which can be worn in Campus
- Headteacher Awards - A Headteacher Award certificate is given to pupils who have shown exceptional achievement, either in school or as part of an extracurricular activity. A letter is also sent home to inform parents about the Award.
- Awards' Evenings – annual celebration evenings for each key stage, where pupils and their families are invited and prizes are awarded for academic achievement, progress and contributions to the Campus community.
- Termly Excellence Awards – for pupils who are awarded by departments for exceptional effort or progress, consistently demonstrate that they are following our Campus values and have a 100% positive behaviour ratio.
- Recognition - The Campus Newsletter, Twitter & Facebook as well as post cards, phone calls and letters may be used to highlight pupils' achievements

Early Years, KS1, LKS2 and UKS2

The Campus Policy is to draw attention to, and give specific praise for, positive and appropriate behaviour and, wherever possible, to note, but give no positive attention to unacceptable behaviour. This is achieved by the following:

- Using the positive language of the Campus Rules (PERKS) and references to the 'Ready to Learn Ladder';
- Providing a well-organised and stimulating classroom and curriculum;
- Focusing on and praising appropriate behaviour;
- Defining appropriate behaviour as a positive, rather than negative, statement, e.g. "Work quietly" rather than "Don't talk"; "Walk calmly" rather than "Don't run"
- Making praise specific, e.g. "I'm really pleased you have shared the paints today" to a child who finds cooperation difficult;
- Speaking to pupils quietly and calmly and smiling;

- Speaking to pupils courteously, without the use of sarcasm;
- House Points - are awarded by all staff through Class Charts to reward positive behaviour. The collection of house points result in Bronze (80 house points), Silver (200 house points), Gold (320 house points) and Platinum Awards (450 house points) badges which can be worn as part of pupil uniform.
- Daily Appreciations

We praise and reward pupils for good behaviour in a variety of ways:

- Nursery will reward positive behaviour age appropriately. Eg. Use Smiley face stickers;
- Sharing successes during class, Year, phase and whole-Campus assemblies;
- Nominating one pupil from each class to receive the 'Star of the Week', every week. 'Star of the Week' is awarded to a child from each class from Reception to Year 6.
- Classes have gems, which they earn as a class for 100% observable behaviour and once their jar is filled up they earn a class treat, which the class decides on in advance from an approved set of options.

Secondary Phase

- Class Charts Rewards Store – pupils can use their house points to purchase online rewards such as free non-uniform days, queue jumping passes and Campus stationery.
- Green cards for Proud and Kind behaviour.
- House Points - are awarded by all staff through Class Charts to reward positive behaviour. The collection of house points result in Bronze (200 house points), Silver (400 house points), Gold (800 house points) and Platinum Awards (1,000 house points) badges which can be worn as part of pupil uniform.

13.1 House Point Badges

Bronze, Silver, Gold, Platinum badges and a Headteacher's Commendation are awarded for pupils achieving House Points.

13.2 Headteacher Awards

A Headteacher Award certificate is given to pupils who have shown exceptional achievement, either in school or as part of an extracurricular activity. All pupils who receive a Headteacher award are celebrated in the weekly newsletter.

13.3 Attendance

Bronze, Silver & Gold Certificates are presented on an annual basis to pupils for 98, 99 and 100% attendance respectively over the year. A separate award is given to pupils who have had 100% attendance over a 4-year period.

13.4 Recognition

The Cranbrook Education Campus Newsletter, Twitter & Facebook are used to highlight pupils' achievements

13.5 Termly Celebration Assemblies

Individual pupils are recognised in Year Group/Phase termly assemblies for exceptional achievement and, in some Year Groups, certificates are handed out by the Year/Phase Leader

13.6 Awards Evenings

Annual awards evenings are held for each key stage, with Year 11s having a Graduation Evening in the November after leaving Cranbrook Education Campus. Awards are given in the following categories:

- Outstanding Attainment, Effort or Subject Award in a particular subject (nominated by their teacher);
- Tutor/Class Awards;
- TWT awards; and
- Pupil of the Year Award.

13.7 Tutor/House System

Competitions are held between tutor groups and Houses for particular activities and occasional prizes given. Inter-House sports competitions are held throughout the year and will be between different tutor or class groups and key stages as appropriate depending on the activity.

14.0 Uniform

Uniform expectations are detailed on the Campus' website. Any exceptions made to uniform should be agreed in advance with the Campus, supported by medical evidence and (where relevant) involve non-branded items e.g. pupils who wear trainers for medical reasons should wear non-branded and logo free items.

Uniforms are checked regularly by staff. Pupils who are not in correct uniform (unless carrying a signed permission slip) and refuse or are unable to correct it will be supported to make a positive choice through resetting behaviour, reflection and restoration.

15.0 Bullying and Discrimination

At Cranbrook Education Campus, our aim is to prevent bullying and discrimination through education, by prompt and sustained response to reports of bullying and discrimination, and by developing the confidence of pupils. We aim to have a culture of courage, compassion and citizenship and respect where difference is valued. Our Campus Values of Kind and Safe reflect this. The Campus aims to foster an atmosphere of friendship, mutual trust, respect and consideration for each person within the community.

Our intent is to establish an ethos where pupils set a good example to others and to encourage all members of our Campus community to recognise bullying and discrimination, acknowledge its unacceptability and report it. We have a system of support for pupils who have been bullied and discriminated against and a system of clear, fair and consistent responses to incidents of bullying and discrimination ensuring that everyone is in a supportive, caring and safe environment. Bullying and discrimination is unacceptable and will not be tolerated in our community.

Bullying and discrimination is defined as repeated behaviour which is intended to hurt someone either emotionally or physically and is often aimed at certain people because of their race, religion, gender or sexual orientation or any other aspect such as appearance, disability or SEN need. It might be motivated by actual differences between children, or perceived differences.

Bullying and discrimination can also occur where there is a power imbalance between pupils. A power imbalance is when one pupil (or a group of pupils) is able to dominate decision-making or otherwise asserts power in ways that disadvantages other pupil(s).

Bullying and discrimination in any form will not be accepted or condoned. All forms of bullying and discrimination will be addressed.

Bullying and discrimination can include but not limited to:

- Emotional harm;
- Physical harm;
- Deliberately hurtful comments;
- Social bullying;
- Social media;
- Filming pupils/staff without consent;
- Posting inappropriate content/filmed incidents online/sharing;
- Threatening behaviour;
- Power imbalance;
- Name calling;
- Sexting;
- Cyber bullying; and
- Sexual exploitation.

Bullying and discrimination can impact on a pupils' attendance and attainment at the Campus, marginalises those groups who may be particular targets for bullies and can have a life-long negative impact on some young people's lives. We continue to promote a culture of high expectations and work with our community to ensure that our pupils have a sense of pride and feel happy and safe to be a part of our community.

All bullying and discrimination incidents will be treated and addressed individually, and we will apply the full range of sanctions depending on the severity, frequency and seriousness of the incidents(s).

In exceptional circumstances and where other attempts to resolve an issue have not been successful the Campus may use a behaviour contract between pupils to establish a clear and equitable arrangement for communication and behaviour. The contract will identify clear sanctions for failing to meet the stated requirements that could include but not limited to: time-out, lesson removal room, suspension, exclusion and, for repeated breaches, permanent exclusion.

16.0 Sexual harassment and online sexual abuse

Cranbrook Education Campus takes all reports of sexual harassment, sexual violence and online sexual abuse extremely seriously and aims to create an open culture where pupils are comfortable and confident to report all incidents to any member of staff. We are clear that sexual harassment and violence are not acceptable, will never be tolerated and is not an inevitable part of growing up. We will always challenge behaviour or language that seeks to normalise sexual harassment or violence at the Campus.

Cranbrook Education Campus aims to prepare pupils for issues related to sexual harassment and online abuse through the curriculum and assemblies. Our age and stage appropriate curriculum covers such issues as:

- Healthy and respectful relationships, including consent;
- Gender roles, stereotyping, equality, diversity;
- Body confidence and self-esteem;
- Prejudiced behaviour;

- That sexual harassment and violence is always wrong; and
- Addressing any culture of sexual harassment.

We recognise the complexity of this issue and will always aim to safeguard all pupils involved taking into account the nature of incidents and their wider context.

For the purpose of this policy, when referring to sexual harassment we mean 'unwanted conduct of a sexual nature' that can occur both in person and online. Sexual harassment is likely to violate a pupils' dignity, and/or make them feel intimidated, degraded, or humiliated and/or create a hostile, offensive or sexualised environment.

Sexual harassment could include but is not limited to:

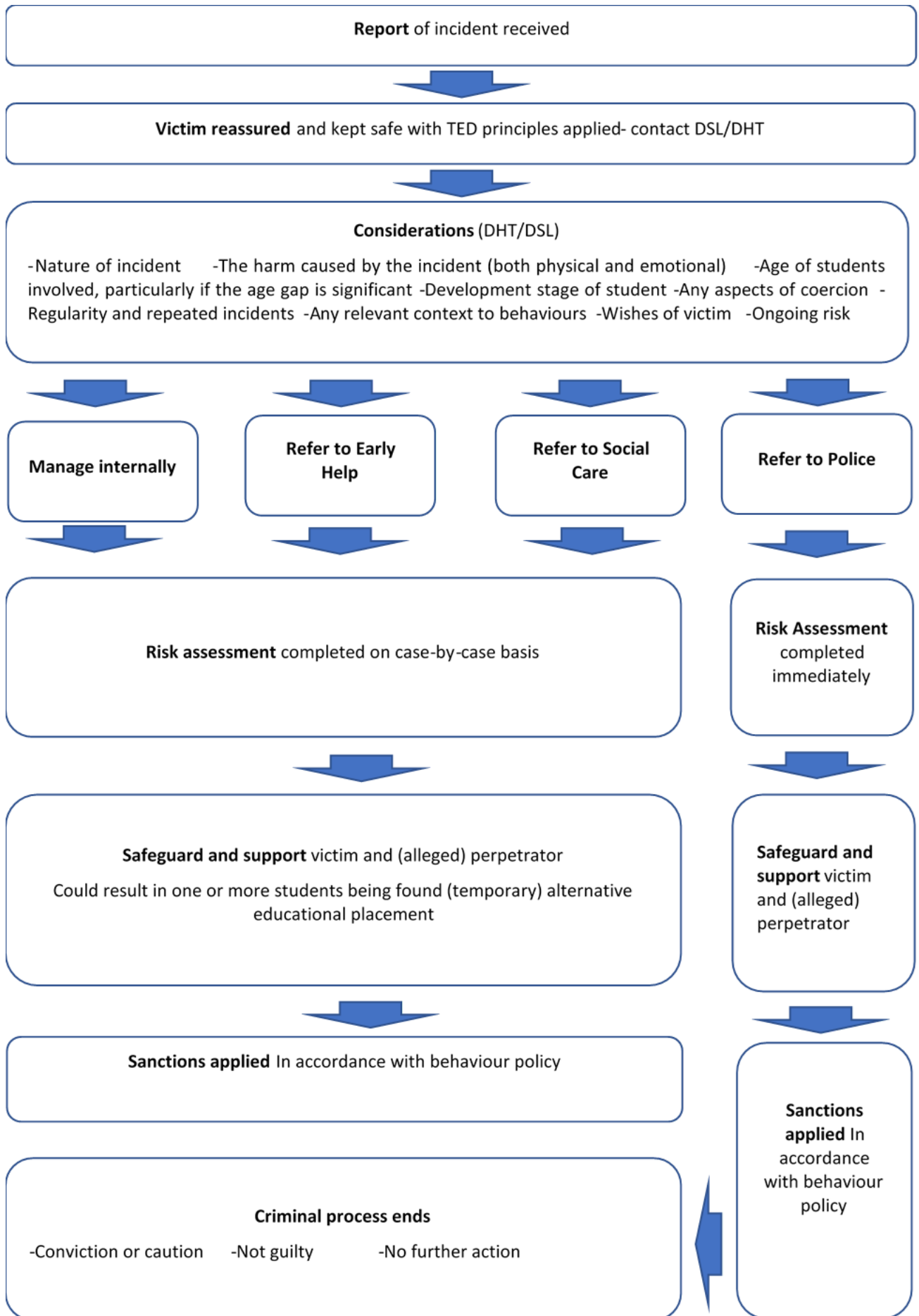
- Sexual comments, lewd comments, sexual stories, remarks about clothing, appearance and name calling;
- Sexual 'jokes' or taunting;
- Physical behaviour, such as: deliberate contact, interfering with clothing, displaying sexual images; and
- Online sexual harassment, which might include: non-consensual sharing of images and videos (often referred to as sexting), inappropriate sexual comments on social media, exploitation, coercion and threats.

Sexual violence could include but is not limited to:

(When referring to sexual violence we are referring to sexual offences under the Sexual Offences Act 2003)

- Rape;
- Assault by Penetration;
- Sexual Assault; and
- Causing someone to engage in sexual activity without consent.

Cranbrook Education Campus will follow the following process when incidents are reported.



Cranbrook Education Campus recognises that all reported cases will have a range of factors that will be considered, these include but are not limited to:

- Nature of incident;
- The harm caused by the incident (both physical and emotional);
- Age of pupils involved, particularly if the age gap is significant;
- Development stage of pupil;
- Any aspects of coercion;
- Regularity and repeated incidents;
- Any relevant context to behaviours;
- Wishes of victim; and
- Ongoing risk.

Cranbrook Education Campus will always aim to deal with incidents in a timely and sensitive manner. All reported incidents will be recorded and (where relevant) passed on to other agencies for support or further action.

Cranbrook Education Campus will apply the full range of sanctions available to any pupil responsible for sexual harassment or online sexual abuse. The application of any sanction is not dependent on any further actions from any other relevant agencies and will be applied in-line with the balance of probabilities principle.

Sanctions may include but are not limited to:

- Restorative meeting;
- Behaviour contract;
- Bookmark;
- Host Campus Reset;
- Suspension;
- Managed move;
- Permanent exclusion; and
- Referral to social services or police.

Confidentiality and anonymity are very sensitive issues when dealing with allegations and cases of sexual harassment and online abuse. In all cases Cranbrook Education Campus will work in-line with safeguarding principles and in conjunction with any other relevant agencies to protect pupils. Ultimately, Cranbrook Education Campus will balance the victim's wishes with our duty to protect the victim and other pupils within the Campus setting. Any decisions made will be discussed with all concerned and handled sensitively.

17.0 Drugs

The Campus will not tolerate drug use of any sort on Campus property or during off-site Campus activities. The Campus will sanction any pupil found to be supplying, possessing or taking drugs. This includes the possession, supply or misuse of solvents or other substances that can be harmful. Pupils may be permanently excluded if they are found to be involved in drug-related incidents. Where controlled drugs are found, these will be delivered to the police as soon as possible but may be disposed of if the staff member thinks there is a good reason to do so.

18.0 Alcohol

Consuming, carrying or supplying alcohol is strictly prohibited. Any pupil involved in any alcohol-related activity may be permanently excluded.

19.0 Medication

Carrying, supplying or taking prescription medicines illegitimately could result in a permanent exclusion. We are aware that it may be necessary for some pupils to take medication during the Campus day. Families should complete an 'Administration of medicines in school' form and bring it together with the medication to pupil reception. This form authorises our first-aid trained staff, to dispense medication on their behalf. All medication brought into Campus by families is stored in a locked cabinet.

20.0 Smoking (including all forms of e-cigarettes/vaping devices)

Smoking (including vaping), in all its forms, is detrimental to health, anti-social and not conducive to a safe Campus environment. We will apply this policy to any pupil who is seen smoking/vaping or we suspect of smoking/vaping. Any sanctions applied will consider the nature, location and frequency of the incident.

Smoking/vaping is not permitted anywhere on the Campus site.

21.0 Search and confiscation

Cranbrook Education Campus follows government advice when confiscating items from pupils which is outlined in the document 'Searching, screening and confiscation. Advice for Headteachers, Campus staff and governing bodies.' July 2022.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/109113/2/Searching_Screening_and_Confiscation_guidance_July_2022.pdf

The Campus can confiscate any electronic items being used inappropriately on the premises such as mobile phones, etc. The Campus reserves the right to view, confiscate and delete any files deemed to be inappropriate that are brought on to the Campus site on electronic equipment e.g. photos on a mobile phone. In certain circumstances, we reserve the right to retain electronic data as evidence.

Pupils wearing any accessories or jewellery which do not follow the Campus uniform policy can expect to have these items confiscated. Any confiscated item will be logged and available for collection at the end of the Campus day. Where a pupil is unable to immediately rectify a uniform issue e.g. hair dye or false nails they will spend time in the lesson removal room until they are able to follow uniform expectations. In all cases families will be informed and given the opportunity to rectify the issue. If there is an issue with obtaining the correct items as per the Campus uniform policy or a pupil needs an exception on the basis of a

medical condition, families must notify the Campus promptly, before the beginning of the Campus day when this will first occur.

Where pupils repeatedly break rules, they may be asked to hand in items at the beginning of each day to reduce unnecessary time wasting for staff. Pupils may also be asked not to bring items to Campus at all (e.g. mobile phone) and bag searches are used to support this. For repeated offences of this nature families will be asked to collect confiscated items. Where items have been previously returned to families and have been brought again to the Campus, they will be confiscated again and retained until the end of term. Where items are not collected the Campus will dispose of them at the end of every term.

Pupils with smoking/vaping materials, including electronic devices and fluid, will have these confiscated and destroyed whether they are found to be smoking/vaping or not. They will also be issued with a sanction for bringing such materials on to the Campus premises. Pupils will also receive sanctions for smoking/vaping near the Campus and if they are recognisable as a Cranbrook Education Campus pupil on their way to and from Campus.

In certain instances, items will not be returned to pupils and will be disposed of by the Campus according to the guidance in the DfE document as above.

Pupils must not bring any of the items listed below on to the Campus premises. The Campus will automatically confiscate any of the items below and has the power to search pupils with or without consent. There may also be severe penalties for pupils with these items, including permanent exclusion. The following are some examples, but not limited to:

- knives or weapons;
- alcohol;
- illegal drugs;
- stolen items;
- tobacco, filters and cigarette papers;
- fireworks;
- pornographic images;
- any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to the property of, any person (including the pupil). This would include: matches, lighters, 'legal highs', and laser pens;
- E-cigarettes/fluid;
- fizzy drinks;
- energy drinks;
- hot water bottles;
- pictures of staff or pupils taken without appropriate consent; and
- medication which has not been accounted for under the medication policy.

Campus staff apply the following protocols when searching for or confiscating items. Searches will only be conducted by authorised staff members.

Search protocol - key points:

- Searches should only be carried out by a member of staff of the same gender as the pupil being searched. There **MUST** always be a witness – wherever possible a member of the same gender as the pupil.
- Always seek to gain consent of pupils to search their bags and ask them to empty their pockets. If they refuse, then please escort them to a safe place and inform SLT.

- Please ask pupils to empty their own pockets fully and allow you to look through their bag and any coat/jacket pockets.
- A metal detection device (non-contact) may be used if deemed appropriate.
- Anything found which you believe is inappropriate, regardless of whether it was what was being searched for, should be confiscated.
- Families should be informed of anything found which is inappropriate.
- All searches should be logged.

22.0 Use of reasonable force

The Campus is strongly against the use of force against pupils and the advice to all staff is to seek support and advice in a difficult situation before using force. However, there may be instances where this is not possible due to the nature of the incident. The Campus and its staff will always endeavour to resolve situations without force and to manage any difficult situation calmly. The Campus follows the guidance below from the DFE: 'Use of reasonable force. Advice for Headteachers, staff and governing bodies'. July 2013

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/355362/use_of_reasonable_force.pdf

Some points to note in this guidance:

22.1 What is reasonable force?

- a. The term 'reasonable force' covers the broad range of actions used by most teachers at some point in their career that involve a degree of physical contact with pupils.
- b. Force is usually used either to control or restrain. This can range from guiding a pupil to safety by the arm through to more extreme circumstances such as breaking up a fight or where a pupil needs to be restrained to prevent violence or injury.
- c. 'Reasonable in the circumstances' means using no more force than is needed.
- d. As mentioned above, schools generally use force to control pupils and to restrain them. Control means either passive physical contact, such as standing between pupils or blocking a pupil's path, or active physical contact such as leading a pupil by the arm out of a classroom.
- e. Restraint means to hold back physically or to bring a pupil under control. It is typically used in more extreme circumstances, for example when two pupils are fighting and refuse to separate without physical intervention.
- f. Campus staff should always try to avoid acting in a way that might cause injury, but in extreme cases it may not always be possible to avoid injuring the pupil.

22.2 Who can use reasonable force?

All members of Campus staff have a legal power to use reasonable force.

This power applies to any member of staff at the Campus. It can also apply to people whom the Headteacher has temporarily put in charge of pupils such as unpaid volunteers or parents accompanying pupils on a Campus organised visit.

22.3 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/Campus, force is used for two main purposes – to control pupils or to restrain them.

The decision on whether 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.

22.4 Cranbrook Education Campus 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 Campus event or a Campus 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; and
- restrain a pupil at risk of harming themselves through physical outbursts.

Cranbrook Education Campus cannot:

- use force as a punishment – it is always unlawful to use force as a punishment.

23.0 Pupil conduct outside the Campus premises

23.1 Overview

We aim to prepare pupils for a life beyond education. Cranbrook Education Campus therefore reserves the right to apply all aspects of this policy to pupils recognisable as a Cranbrook Education Campus pupil (not just by their uniform) even if they are outside of the Campus grounds, or outside the usual hours of attendance, or using social media/online activity. What the law allows is laid out in the latest DFE Guidance 'Behaviour and discipline in schools. Advice for Headteachers and school staff' January 2016.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/488034/Behaviour_and_Discipline_in_Campus_-_A_guide_for_headteachers_and_Campus_Staff.pdf

Teachers have a statutory power to discipline pupils for misbehaving outside of the Campus premises. Section 89(5) of the Education and Inspections Act 2006 gives Headteachers a specific statutory power to regulate pupils' behaviour in these circumstances "to such extent as is reasonable."

The Campus may apply sanctions to a pupil for any misbehaviour when the child is:

- taking part in any Campus-organised or Campus-related activity;
- travelling to or from Campus;
- wearing Campus uniform; and
- in some other way identifiable as a pupil at the Campus.

At any time, whether the conditions above apply, that:

- could have repercussions for the orderly running of the Campus;

- poses a threat to another pupil or member of the public; or
- could adversely affect the reputation of the Campus.

The Campus is committed to ensuring our pupils act as positive ambassadors for us. We expect the following:

- good order on transport to and from Campus, educational visits or other placements such as work experience or college courses;
- good behaviour on the way to and from Campus;
- positive behaviour which does not threaten the health and safety of our pupils, staff or members of the public;
- reassurance to members of the public about Campus care and control over pupils in order to protect the reputation of the Campus; and
- protection for individual staff and pupils from harmful conduct by pupils when not on the Campus site including online/social media.

The same behaviour expectations for pupils on the Campus premises apply to off-site behaviour.

23.2 Sanctions and disciplinary action as a result of poor behaviour off the Campus premises

Sanctions may be given for poor behaviour off the Campus premises including online behaviour and use of social media which undermines any of the above expectations and regardless of whether it is an activity supervised directly by Campus staff. Sanctions may be in the form of detention, lesson removal, suspension or in very serious cases permanent exclusion. In issuing sanctions, the following will be considered:

- the severity of the misbehaviour;
- the extent to which the reputation of the Campus has been affected;
- whether pupils were directly identifiable as being members of the Campus;
- the extent to which the behaviour in question would have repercussions for the orderly running of the Campus and/or might pose a threat to another pupil or member of staff (e.g. bullying another pupil or insulting a member of staff);
- whether the misbehaviour was on the way to or from Campus, outside the Campus gates or in close proximity to the Campus; and
- whether the misbehaviour was whilst the pupils was on work experience, taking part in a course as part of a Campus program, participating in a sports event (and in any situation where the pupil is acting as an ambassador for the Campus) which might affect the chances of opportunities being offered to other pupils in the future.

24.0 Wilful and accidental damage

Our approach is as follows:

- If damage is accidental, providing this is the first incident involving a particular pupil, there will be no charge levied on the pupil.
- If the damage is the result of reckless behaviour, e.g. running inside the building, throwing an object at a peer, etc. the Campus will levy a charge 50% of the total repair/replacement cost. The maximum charge will not exceed £150. The precise amount levied will depend upon the presence of any mitigating circumstances.

- Pupils causing accidental damage as a result of reckless behaviour will always be subject to sanctions that include remedial action (where appropriate) and/or detention and/or Bookmark. Details of the incident will be placed on internal files.
- If the damage is the result of a willful act the Campus will consider whether there were any mitigating circumstances. Pupils causing willful damage (graffiti, vandalism, etc.) will face a charge of 100% of the total cost of repair or replacement. The maximum charge will not exceed £500. The precise amount levied will depend upon the presence of any mitigating circumstances.

Pupils causing wilful damage are likely to be subject to either internal or external exclusion. In every incident of wilful damage (where damage is estimated to cost over £25 to repair) the Campus will inform the Police. The Campus and the Police will work together to bring about a satisfactory resolution within the guidelines above. In extreme or repeated circumstances damage may be logged as a crime. The Police may also act as facilitator in acts of restorative justice that might include remedial work or conferencing with parents/carers and other parties. Invoices will be raised by the Finance office and pursued to an appropriate solution. If payment is not forthcoming, a restorative measure of appropriate gravity should be imposed.

25.0 Behaviour of families

We are passionately committed to building strong and positive relationships between the Campus and families. We are grateful for regular feedback from families via questionnaires at information evenings and on a day-to-day basis. Staff emails are made available to allow efficient communication between families and Campus staff. Staff liaise closely with families to support effective transition into the Campus.

All members of our Campus community will do everything they can to support all pupils and their families, communicating professionally at all times.

The Campus has a duty to ensure staff work in a positive environment free from any form of harassment or intimidation. To this end the Campus will take firm action against any families who behave inappropriately towards the Campus or any members of staff this includes the use of banning orders or specifying specific mechanisms of communication.

The Campus deems any form of aggression or threat either physical or verbal, rudeness and malicious accusations as inappropriate, and this includes all forms of communication including emails and social media.

As a response to inappropriate behaviour by a family, the Headteacher may place a temporary ban on a family member entering the Campus site or specify specific forms of communication to be used, putting in writing the reasons for the ban or details of mechanisms for communication and giving the family member an opportunity to respond. A Governing Body Sub-committee will be convened (consisting of 3 Governors) to review the Head's decision, and parents/carers will be able to present their views in writing but will not be invited to the hearing. The Governors' Hearing will decide if a ban or limitations on communications should remain in place and decide on the appropriate timescale for these, giving a specific date at which they will be reviewed.

26.0 Allegations against staff

The Campus has a clear Complaints Policy, which is published on its website, and encourages families to use this as necessary.

The Campus should not automatically suspend a member of staff who has been accused of misconduct, pending an investigation, but the Headteacher should draw on advice given in 'Dealing with Allegations of Abuse against Teachers and Other Staff' guidance.

Families should also be aware of the prohibition on reporting or publishing allegations about teachers in section 141F of the Education Act 2002. If families wish to apply to the court to have reporting restrictions removed, they should seek legal advice. If we are made aware of any inappropriate comments we will report these to the relevant authorities for immediate action to be taken. Publishing allegations should be taken to include publication online or on social media such as Facebook.

All allegations against staff will be investigated in line with the Campus's relevant policy and all complaints have the potential for consequences for the staff concerned.

27.0 Malicious/false allegations


Where it is concluded that a pupil has made a malicious allegation against a member of staff the Campus sanctions will be applied in a way that the Campus considers to be proportionate to the severity of the allegation made and its potential impact on the member of staff concerned. Mitigating and aggravating factors will be examined closely, for example: the nature of the allegation or length of time for which the allegation was sustained. In some cases it will be appropriate to use restorative justice as a tool for supporting pupils to understand the consequences of their behaviour. The sanctions for malicious allegations could include Bookmark, internal exclusion, suspension and permanent exclusion.

28.0 Complaints

The Campus has a complaints procedure. We encourage families to take any complaints or concerns to a staff member or the Headteacher and the Campus will do everything within its power to help resolve conflict or complaint swiftly and effectively. For details of the full complaints procedure see our **Campus Complaints Policy**. For information on complaints relating to exclusions, see the **Campus Exclusions Policy**. **Both of these policies are available to download from our website.**

Appendix 1: Campus Expectations

PERKS of being Crantastic



Proud

- Show pride in your learning by always working to the best of your ability and promptly attempting all work set.
- Show pride in your behaviour by following all reasonable requests and not distracting others.
- Take every chance you are given to be the best you can be.
- Take pride in your appearance by meeting CEC uniform policy.
- Take pride in your school environment and act sustainably.
- Be proud to be part of our community.

Engaged

- Listen respectfully (in silence) when others are talking and work in silence when an adult asks you to.
- Strive for excellence in everything you do.

Ready


- Arrive on time, within 3 minutes of lessons starting, or before the second bell after break/lunch.
- Sit down calmly where you are asked showing you are ready to learn – equipment out and sit up straight in your chair.
- Phones and headphones should be placed in your bag and silent throughout lessons unless given permission by staff to use them.

Kind

- Respect each other at all times.
- Forgive others and act with fairness and equality.
- Allow others to learn, do not disrupt or distract or take away from others' right to their education.
- Value the contribution of others and learn from each other.
- Make friends and be a good friend to others.
- Think about the consequences of your actions and words before you do or say them.

Safe

- Treat everyone and everything within the Campus with respect avoiding harm, danger or risk.



Appendix 2: Home-Cranbrook Education Campus Partnership Agreement

Cranbrook Education Campus encourages every pupil to strive to achieve their best, both academically and socially through high expectations, clear policies which are available on the Cranbrook Education Campus website and an ethos which ensures pupils show pride in their conduct and learning. We believe that a pupil's success at this Cranbrook Education Campus is supported by the commitment and partnership of staff, pupils and parent/Carers which is vital to develop a positive whole Cranbrook Education Campus ethos.

1. Pupil

I will...

- Be polite and show respect for staff, pupils, and visitors
- Proudly attend Cranbrook Education Campus and be on time for the start of the day and all my timetabled lessons including my chosen wider curricular activities
- Meet all the Rewards, Reflection and Reset expectations
- Complete all homework every night from my homework timetable in my Knowledge Organiser (KS3-KS4 only)
- Proudly wear the correct Cranbrook Education Campus uniform when I am in Cranbrook Education Campus, and on my way to and from Cranbrook Education Campus.
- Work hard to reach the learning targets set for me
- Try to improve my learning habits to support me in developing skills of remembering, questioning, practising and reflecting to make a better learner
- Proudly keep Cranbrook Education Campus free from litter and graffiti
- Bring the correct equipment for lessons
- Talk to someone if I have a problem
- Use mobile phones or music players only when asked to do so by a member of staff in lessons, otherwise keep them switched off and out of sight
- Work to the best of my ability and take pride in my learning

2. Family member

I/we will...

- Support my child to meet all the pupil expectations in this agreement
- See that my child attends Cranbrook Education Campus every day and on time, except in the case of genuine illness or another legitimate reason.
- Contact the Cranbrook Education Campus on a daily basis to notify of my child's absence
- See that my child attends Cranbrook Education Campus everyday in the correct Cranbrook Education Campus uniform that adheres to the Cranbrook Education Campus uniform policy and expectations relating to shoes, jewellery, piercings, make up, nails and hair colour and with the correct equipment needed for their learning
- Limit phone calls or texts to my child to outside lesson times
- Support Cranbrook Education Campus policies (available on the Cranbrook Education Campus website)
- Contact the Cranbrook Education Campus about concerns or problems affecting learning and behaviour
- Do my best to encourage my child to improve their learning habits
- Support my child with their attendance to the wider curriculum offers
- Support my child with homework and monitor this using Class Charts
- Be considerate in all communication with Cranbrook Education Campus

3. Campus staff

We will...

- Care about your child's happiness, wellbeing and emotional health; ensuring their safety at all times
- Provide high quality teaching in a stimulating learning environment
- Provide a knowledge rich and varied curriculum which is cohesive, cumulative and sequenced
- Set high expectations both in terms of academic rigour and behaviour that ensures your child's potential is fully realised
- Keep you regularly informed of your child's progress
- Provide a wider curriculum offer beyond the classroom that develops pupils cultural capital and social, emotional and physical wellbeing
- Meet the individual needs of your child
- Record and reward your child's commitment and successes
- Be open and welcoming
- Set, mark and feedback in-line with Cranbrook Education Campus learning cycles on relevant Cranbrook Education Campus and homework tasks
- Set high standards for an orderly and calm Cranbrook Education Campus environment
- Treat all pupils at the Cranbrook Education Campus fairly

Appendix 3: Lesson removal process KS3-KS4

