



CORE
EDUCATION
TRUST

School Behaviour and Rewards Policy (incl. Suspensions & Exclusions)

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Monitoring & Review	Education – Annually	

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1 Introduction

- 1.1 CORE Education Trust (“the Trust’s”) behaviour strategy is aimed at creating a culture with high expectations of behaviour and establishing calm, safe and supportive environments conducive to learning across its academies. Good behaviour and self-discipline leads to effective learning and helps prepare children and young people for life beyond the academy gate.
- 1.2 This policy outlines the high behavioural standards the Trust expects from all our students, the support and interventions used to address poor behaviour and sets out the sanctions that will follow if this policy is not adhered to. This policy should be read in conjunction with the Trust’s anti-bullying policy, code of conduct, SEND and safeguarding and child protection policy, all of which can be found on the Trust’s website. It will be reviewed annually by the Board of Trustees.

2 Aims and Objectives

By setting high standards of expected behaviour, the Trust and its academies aim to:

- promote positive relationships that safeguard and promote the welfare of students, creating an effective learning environment.
- maximise the quality of the learning experience for all students enabling everyone to learn effectively.
- enable students to understand the implications of their behaviour, to control their own behaviour and most importantly to take responsibility for their behaviour.
- ensure every member of the Trust community feels valued, respected, and treated fairly.
- provide an ethos and environment within which everyone feels safe.
- foster discipline and mutual respect between students and their peers, and between staff and students.
- raise awareness amongst students to ensure that their behaviour does not put their peers or staff at an increased risk in respect of health and safety.
- raise awareness amongst students for the need to recognise and manage their emotions and reactions; and
- support students whose behaviour within the academy environment is challenging or who may find friendship and co-operation difficult.

3 Application of Policy

- 3.1 This policy applies to all members of the Trust community. Each academy within the Trust uses ClassCharts to track and monitor student behaviour and inform parents/carers about student behaviour. Each academy within the Trust will apply sanctions within this policy for behaviour that takes place outside of academy premises where it is reasonable to do so, for example if allegations of bullying or inappropriate online activity taking place outside of academy hours are reported to the academy.
- 3.2 When deciding whether it would be reasonable to impose a sanction for poor behaviour outside of the academy, staff will consider:
- 3.2.1 whether the student is taking part in any academy-organised or academy-related activity, travelling to or from the academy, wearing school uniform or is in some other way identifiable as a student at the academy at the time of the poor behaviour; and/or
 - 3.2.2 the severity of the misbehaviour, whether the student's behaviour could have repercussions for the orderly running of the academy, whether the behaviour poses a threat to another student or member of the public or could adversely affect the reputation of the academy and/or Trust.

4 Roles and Responsibilities

All members of the Trust community are expected to follow this policy and treat one another with dignity, kindness, and respect. Roles, responsibilities, and expectations of each section of the Trust community are set out in detail below.

4.1 Board of Trustees

The Board of Trustees has overall responsibility for setting the organisational culture, ethos and core values of the Trust, and this behaviour policy promotes the high standards of behaviour expected in line with this ethos.

The Trustees will hold the CEO, Executive Team and Headteachers to account for the implementation of this Behaviour Policy. Trustees will ensure that they and local governors receive relevant training on suspensions, exclusions, behaviour, and discipline at least every two years.

4.2 The Chief Executive Officer and Executive Team

The CEO and Executive Team will ensure that this Behaviour Policy is applied consistently across the academies within the Trust and will report back to the Trustees on educational outcomes, behaviour management, support strategies and early intervention for students requiring additional support. They will ensure that senior staff receive regular continued professional development and receive regular training on behaviour management.

4.3 Local Governing Body

The Local Governing Body in each academy will review and monitor the application and implementation of this policy by receiving regular standardised reports from the academy Headteacher. Local governors will scrutinise relevant data, review relevant suspension and permanent exclusion decisions and act as a point of challenge for decisions taken by the Headteacher. Local governors will ensure they receive relevant training on suspensions and permanent exclusions and information about positive behaviour strategies.

4.4 Headteacher

Each academy Headteacher, with support from their respective Senior Leadership Team, will ensure that staff are supported and up to date with policy changes. They will ensure that lessons are well led, effectively managed and that staff regularly and effectively self-evaluate their behaviour management strategies. The Headteacher will monitor how staff implement this policy to ensure rewards and sanctions are applied fairly and consistently, searches are carried out lawfully and the use of removal from the classroom is used appropriately and not having a disproportionate effect on students sharing particular protected characteristics. The Headteacher will act as a source of support and guidance for staff on behaviour management strategies and discipline.

4.5 Staff

All staff will:

- communicate the contents of this policy to all students and parents/carers to ensure that the Trust's expectations are transparent to all students and parents/carers, and that expectations of, and responses to, behaviour are consistent, fair, proportionate, and predictable. Staff will do this in assemblies, as part of PHSE, and discussed as part of student induction to the school.
- apply this policy fairly, consistently, proportionately, and without discrimination, considering SEND as well as the additional challenges that some vulnerable students may face.
- make reasonable adjustments for disabled students as required.
- promote a teaching and learning ethos which encourages all students to attend and participate in lessons whatever their level of ability or need.
- model positive behaviour.

- not tolerate disruption to teaching, learning or school routines and take proportionate action to restore acceptable standards of behaviour.
- challenge students to meet the school expectations and maintain the boundaries of acceptable conduct.
- record incidents of poor behaviour and any given sanctions in the student's behavioural log on ClassCharts.
- provide praise, rewards and reinforce positive behaviour.
- deal with incidents of bullying, discrimination, aggression, and derogatory language quickly and effectively.
- focus on de-escalation and preventative strategies rather than being solely reactive.
- consider the welfare of the whole Trust community and ensure that most of the students' education is not jeopardised by the disruptive behaviour of a minority of students.
- contribute to the development of systems which support and reinforce positive behaviour.
- recognise that there may be contributory factors which affect student's behaviour and respond according to individual need.
- identify students who are experiencing difficulties in developing or sustaining appropriate behaviour and put in place general and targeted interventions to improve student behaviour and provide support. This could include:
 - more frequent engagement with parents/carers.
 - home visits.
 - mentoring and coaching.
 - report cards.
 - engaging with local partners and agencies to address specific challenges.
 - consideration of whether a multi-agency assessment such [as early help of Education Health and Care Plan] is required; and/or
 - designing an Individual Behaviour Plan and/or Pastoral Support Plan with set targets and support strategies embedded within.

- contact parents/carers if there is a problem with attendance, punctuality, or equipment and about any concerns or problems that affect their child's work or behaviour.
- set, mark and monitor homework and provide facilities for children to do homework in the academy if required.
- send parents/carers an annual written report on their child's progress and arrange Parents/carers' Evenings during which progress will be discussed; and
- engage with and attend all training and development sessions to continually improve behaviour management and learn from best practice.

4.6 Parents/carers

Parents/carers play an important role in ensuring good behaviour from their children. Parents/carers are expected to:

- support the academy in the application and enforcement of this policy.
- inform the academy of any challenging behaviour exhibited at home, special education needs or changes in circumstances that may account for changes in their child's behaviour.
- ensure their child attends the academy on time, appropriately dressed, fed, rested, and equipped.
- work with the academy in support of their child's learning.
- attend virtual or in person meetings at the academy with staff to discuss their child's behaviour and adhere to any parenting contracts put in place.
- inform the academy in writing of any medication their child needs to take (see the "Supporting children with medical needs" policy).
- support their child in homework and other opportunities for home learning.
- attend Parents/carers' Evenings and discussions about their child's progress, if reasonably possible; and
- in the case of suspension, provide appropriate supervision for their child during the first 5 days of suspension, ensure that their child is not present in a public place during academy hours without

reasonable justification and, if invited, attend a reintegration interview at the academy with their child.

4.7 Students

The rights and responsibilities of students are set out at the Annex to this policy along with a list of the academy rules to which all students must adhere. Reminders of the academy rules and expected standards of behaviour are up on walls in classrooms and situated around the academy. Students are expected to have a positive attitude and maintain high expectations for themselves.

5 Rewards

The academy believes that it is important to encourage good conduct throughout the academy by celebrating and rewarding good behaviour. Each academy adopts its own reward system which should be based on the four CORE Values. The approach to rewards will be clearly set out in the Behaviour Procedures information for each academy.

6 Sanctions

6.1 Where a student's conduct falls below the standard which could reasonably be expected of them the priority will be to ensure the safety of students and staff and to restore a calm environment. De-escalation techniques may be used to help prevent further behaviour issues arising. academy will impose sanctions (also known as 'disciplinary penalties') in response to student misconduct. All sanctions will be reasonable and proportionate to the circumstances of the incident and due consideration will be given to the student's age, any special educational needs or disability and any religious requirements.

6.2 The level of sanction will depend on the severity and regularity of the behaviour and will be proportionate in the circumstances. A response to behaviour may have various purposes including deterrence, protection and/or improvement. The academy uses a range of sanctions in response to incidents of poor behaviour. These sanctions may include:

- verbal reprimand.
- requiring a written apology.
- confiscation of a student's property.
- missing break time.
- extra work or repeating unsatisfactory work until it meets the required standard.

- academy-based community contributions – such as picking up litter, weeding academy grounds; tidying a classroom; helping clear up the dining hall after mealtimes; or removing graffiti.
- loss of privileges – for instance the loss of a prized responsibility or not being able to participate in a non-uniform day or other extra-curricular academy events such as sports day or prom.
- removal from a class or groups.
- detention including during lunch time, after normal academy hours.
- regular reporting including early morning reporting; scheduled uniform and other behaviour checks; or being placed “on report” for behaviour monitoring.
- education off-site for a designated period.
- suspension or permanent exclusion.

6.3 Academy staff aim to work in cooperation with parents/carers to understand the reasons behind their child’s behaviour and put in place a clear support strategy for modifying and addressing that behaviour. This might include the designated safeguarding lead making enquiries into circumstances outside of the academy and/or having a targeted discussion with the student, including explaining what they did wrong, the impact of their actions, how they can do better in the future and what will happen if their behaviour fails to improve. The Trust recognises the importance of effective home-school communication and will endeavour to communicate with parents/carers, and the Virtual School Head for looked after children, regarding students’ behaviour when necessary. When a sanction is imposed, parents/carers will be informed in writing.

6.4 The academy encourages restorative justice and students are encouraged to apologise to their peer group and/or to staff for rudeness or a lack of respect.

6.5 The academy will also consider whether the behaviour under review gives cause to suspect that a child is suffering, or is likely to suffer, significant harm. Where this may be the case, staff will follow the academy’s safeguarding policy. They will also consider whether continuing disruptive behaviour might be the result of unmet educational or other needs. If staff reasonably believe this to be the case, they will consider whether a multi-agency assessment is necessary.

6.6 Under no circumstances will illegal or inappropriate items be tolerated in the academy, and all students will respect and look after the academy premises and environment. The following behaviour is regarded as completely unacceptable and will result in disciplinary actions and possibly in suspension or exclusion, depending on the circumstances:

- verbal abuse to staff and others.

- verbal abuse to students.
- physical abuse to/attack on staff.
- physical abuse to/attack on students.
- any form of bullying (to the extent not covered above).
- indecent behaviour.
- damage to property.
- gambling on academy property.
- recording or taking images of students or staff without their express consent.
- consuming, carrying, supplying, or misusing of illegal drugs and alcohol and other substances including “legal highs”.
- carrying, supplying, or taking prescription drugs or non-prescription drugs without lawful reason.
- theft.
- serious actual or threatened violence against another student or a member of staff.
- sexual abuse or assault.
- carrying an offensive weapon.
- arson.
- unacceptable behaviour which has previously been reported and for which academy sanctions and other interventions have not been successful in modifying the student’s behaviour.
- malicious allegations against staff.
- racist, sexist, homophobic or other forms of discriminatory behaviour.
- persistent truancy/lateness.
- possession of items prohibited under the academy rules (see Annex).

6.7 Removal from the classroom for a short period may occur in response to serious misbehaviour, only when necessary and for as long as is necessary, and once other behavioural strategies in the classroom have been attempted, unless the

behaviour is so extreme as to warrant immediate removal. Reasons for removal are:

- to maintain the safety of all students and to restore stability following an unreasonably high level of disruption.
- to enable disruptive students to be taken to a place where education can be continued in a managed environment; and
- to allow the student to regain calm in a safe space.

During the period of removal, the student will receive continual, supervised education in a suitable environment until a suitable plan is put in place for successful reintegration. Staff will consider whether any assessment of underlying factors of disruptive behaviour is needed. Parents/carers should be informed on the same day if their child has been removed from the classroom and a reintegration strategy will be discussed with the student and parents/carers which facilitates reflection by the student, sets out any support to be put in place for the student to avoid such behaviour in the future, sets out clear behavioural expectations and the consequences of failing to comply.

6.8 Detentions can be issued by any member of teaching or support staff. Staff will only issue detentions outside of academy hours when it is reasonable after having considered whether:

- the detention may put the student at increased risk or compromise their safety.
- the student has known caring responsibilities or religious requirements.
- the detention timing conflicts with a medical appointment.
- parents/carers ought to be informed of the detention; and
- whether suitable travel arrangements can reasonably be made by the parent for the student, disregarding any inconvenience for the parent.

6.9 Permanent exclusion will only be used as a sanction of last resort, in response to a serious breach, or persistent breaches, of this behaviour policy and where allowing the student to remain in the academy would seriously harm the education or welfare of the student or others in the academy. The academy will follow the Trust's Exclusions Policy and the DfE statutory guidance on suspensions and exclusions when taking a decision to suspend or exclude.

7 Students with Special Educational Needs and/or Disabilities

7.1 In the context of this policy, a child is considered to have SEND if he or she:

- has difficulties in learning which are significantly greater than most other students of the same age; or
- has a disability which prevents or limits them from accessing the curriculum; or
- has social, emotional and/or mental health difficulties which impact adversely on their learning and progress.

7.2 The Trust is aware that continuous disruptive behaviour can be a result of unmet needs. If such needs are identified, the respective academy will do all it can to ensure that the student receives appropriate support. The Trust is conscious of its legal duties under the Equality Act 2010 in respect of students with disabilities and will make reasonable adjustments to this policy to avoid any substantial disadvantage that a student may face as a consequence of their disability compared to their non-disabled peers. A reasonable adjustment that may be made would be to impose a more lenient sanction for a student whose behaviour is in consequence of their disability than would be imposed for a student exhibiting the same behaviour who does not have that disability. The Trust will not assume that because a student has SEND, it must have affected their behaviour on a particular occasion – this is a question of judgement for the respective academy on the facts of the situation.

7.3 An Individual Behaviour Plan and/or Pastoral Support will be used for children with SEND whose condition causes them to display challenging behaviour and advice will be sought from external agencies where necessary to assist with putting in place appropriate support strategies, which will be monitored and reviewed. Please read the Trust's special educational needs policy/ SEN Information Report for more information.

7.4 The respective academy will as far as possible, anticipate likely triggers of misbehaviour for students identified as having SEND and will put in place support to prevent these. Examples of preventative measures include (but are not limited to):

- short, planned movement breaks for a student whose SEND means that they find it difficult to sit still for long.
- adjusting seating plans to allow a student with visual or hearing impairment to sit in sight of the teacher.
- adjusting uniform requirements for a student with sensory issues or who has severe eczema.
- training for staff in understanding conditions such as autism.

7.5 Staff training will include matters such as how certain special educational needs, disabilities, or mental health needs may at times affect a student's

behaviour. Where relevant, engagement with experts, such as Educational Psychologists and other support staff such as counsellors and Mental Health Support Teams, can help to inform effective implementation of this policy.

8 Investigating Incidents

- 8.1 Initial investigations of minor infractions of the policy may be carried out by a member of staff/teacher on their own. Further investigations or initial investigations of more serious offences may be carried out by two staff together. In secondary academies students who have witnessed the behaviour will be asked to provide written, signed, and dated statements. Where a student is unable to write their own statement, for example due to SEND, they will be asked to describe to staff what they saw or heard, and the member of staff will make a note of the response. Any questions raised by staff will be open and non-leading. If the police wish to question the student, the academy will ensure that a responsible adult is always present and will inform the student's parents/carers of what has happened as soon as possible.
- 8.2 The Trust uses Close Circuit Television ("CCTV") within its premises. One reason why the Trust uses CCTV is to provide a safe and secure environment for students, staff, and visitors. If behavioural incidents are recorded on CCTV the footage may be viewed as part of the investigation and the content considered before imposing a sanction. Please see the Trust's CCTV policy and privacy notices for more information.
- 8.3 When more than one student is involved in an incident and the interpretations of an event differ, then every effort will be made to try to find the truth. If this remains unclear, then the staff members involved will use their professional judgement to conclude on the balance of probabilities.
- 8.4 In exceptional circumstances, students may receive a suspension pending an investigation if there is a possibility that the welfare of other students may be compromised by that student remaining in the academy.

9 Search, seizure, and confiscation

- 9.1 If an investigation or an allegation leads to reasonable suspicion and the search of a student's clothes, bags and lockers is deemed appropriate, a search may be carried out by each academy Headteacher, or staff authorised by them. Staff will follow the latest DfE guidance on searching, screening and confiscation when conducting a search. Staff will take into consideration the age and needs of students being searched or screened. This includes the individual needs or learning difficulties of students with Special Educational Needs (SEN) and making reasonable adjustments that may be required where a student has a disability.
- 9.2 Each academy Headteacher will oversee the practice of searching to ensure that a culture of safe, proportionate, and appropriate searching is maintained, which

safeguards the welfare of all students and staff with support from the designated safeguarding lead (or deputy). Each academy Headteacher will ensure that enough staff are appropriately trained in how to lawfully and safely search a student who is not co-operating, so that these trained staff can support and advise other members of staff if this situation arises.

- 9.3 Staff may confiscate or seize items in the possession of students that pose a risk to staff or students, are illegal or banned by the academy rules or is evidence in relation to an offence and may confiscate, retain, or dispose of a student's property as a disciplinary sanction so long as it is reasonable in the circumstances. Confiscation of a student's property will be proportionate and aimed at maintaining an environment conducive to learning and one which safeguards the rights of other students to be educated. Where appropriate a member of staff may retain or dispose of a student's property as a punishment and are protected from liability for damage to, or loss of, any confiscated items. Guidance on what to do with confiscated items can be found in the latest DfE guidance on searching, screening and confiscation.
- 9.4 A teacher or someone who has lawful control of the child can search a student **with their consent** to look for any item banned by the academy rules. Students must be first asked to empty pockets and bags themselves. Before any search takes place, the member of staff conducting the search should explain to the student why they are being searched, how and where the search is going to take place and give them the opportunity to ask any questions. If the student refuses to give permission the academy may impose a sanction for failing to follow a reasonable instruction.
- 9.5 Each academy Headteacher and other members of staff authorised by them have the power to search a student **without the student's consent** if they suspect they are in possession of 'prohibited items'. The designated safeguarding lead (or deputy) should be informed of any searching incidents where the member of staff had reasonable grounds to suspect a student was in possession of a prohibited item or if they believe that a search has revealed a safeguarding risk without delay. Prohibited items that can be searched for without consent include:
- knives or weapons.
 - alcohol.
 - illegal drugs.
 - stolen items.
 - e-cigarettes, tobacco, and cigarette papers.
 - fireworks.

- pornographic images; or
 - articles that the member of staff reasonably suspects have been or could be used to commit an offence or cause personal injury to, or damage to property of, any person (including the student).
- 9.6 A member of staff can use reasonable force to search for any prohibited items but not to search for items which are identified only in the respective academy rules. Before using reasonable force, the member of staff should consider whether conducting the search will prevent the student harming themselves or others, damaging property or from causing disorder.
- 9.7 Any search without consent must be conducted by a member of staff of the same sex as the student in the presence of another member of staff. A member of staff can only carry out a search of a student of the opposite sex and/or without a witness present, where the member of staff reasonably believes that there is a risk that serious harm will be caused to a person if they do not conduct the search immediately and where it is not reasonably practicable to summon another member of staff.
- 9.8 When conducting a search students must not be required to remove any clothing other than outer clothing. 'Outer clothing' [is defined as] any item of clothing that is not worn wholly next to the skin or immediately over a garment that is being worn as underwear, as well as hats, shoes, boots, or scarves).
- 9.9 Strip searches (a search involving the removal of more than outer clothing) on academy premises can only be carried out by police officers under the Police and Criminal Evidence Act 1984 (PACE) Codes A and B. While the decision to undertake the strip search itself and its conduct are police matters, academy staff retain a duty of care to the student(s) involved and should always advocate for student wellbeing. Before calling police into the academy, staff should assess and balance the risk of a potential strip search on the student's mental and physical wellbeing and the risk of not recovering the suspected item. Staff should consider whether introducing the potential for a strip search through police involvement is necessary by consulting with the designated safeguarding lead and academy Headteacher, and should always ensure that other appropriate, less invasive approaches have been exhausted. Unless there is an immediate risk of harm and where reasonably possible, staff should inform a parent of the student suspected of concealing an item in advance of the search, even if the parent is not acting as the appropriate adult.
- 9.10 Staff should keep a record of any searches conducted on students and inform parents/carers that a search has been carried out as soon as reasonably practicable. Records should include:
- the date, time, and location of the search.
 - which student was searched.

- who conducted the search, and any other adults or students present.
- what was being searched for.
- the reason for searching.
- what items, if any, were found; and
- what follow-up action was taken because of the search.

9.11 Staff may seize an electronic device to examine any data or files on the device if they think there is good reason to do so. These data or files may be erased before returning the item if they believe there is good reason to do this. If the member of staff conducting the search suspects they may find an indecent image of a child, the member of staff should never intentionally view the image, and must never copy, print, share, store or save such images. When an incident might involve an indecent image of a child and/or video, the member of staff should confiscate the device, avoid looking at the device and refer the incident to the designated safeguarding lead. Staff will have regard to the UK Council for Internet Safety advice for managing incidences of sharing nudes and semi-nudes when managing these issues.

9.12 The academy may require students to undergo screening by a walk-through or hand-held metal detector (arch or wand) regardless of whether they suspect the student of having a weapon and without the student's consent. If the student does not agree to undergo the screening the academy has the right to stop them from entering the premises and will treat the student's absence as unauthorised.

10 Use of reasonable force

10.1 The Trust strives to provide a safe learning environment for all students. All members of staff (and anyone whom the Headteacher has given the responsibility to be in charge or in control of the students) are lawfully permitted to use reasonable force to prevent students committing an offence, injuring themselves or others, damaging property, and to maintain good order and discipline in the classroom.

10.2 This power extends to times when staff are lawfully in charge of students but are off the academy premises i.e., on a school trip. There is no definition of when it is reasonable to use force and every situation will have to be judged by the person in charge at that time. The degree of force used should be the minimum needed to achieve the desired result.

10.3 Sometimes, students may get anxious or agitated and strategies used to help students calm down such as using communication skills, distraction techniques and removing triggers may not yield results. On rare occasions staff may have to use physical interventions to ensure the student's own safety, the safety of other students and staff, or to ensure that property is not seriously damaged.

- 10.4 All incidents where students need to be helped to calm down will be recorded, any Individual Behaviour Plan and/or Pastoral Support Plan reviewed, and parents/carers will be informed as a matter of course.

11 Bullying

- 11.1 The Trust will take all reasonable measures to ensure the safety and wellbeing of all students and staff and this includes protection from bullying. The Trust has a separate Anti-Bullying Policy which should be read in conjunction with this policy. Bullying is defined as the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power. This can include emotional, physical, racial, sexual, verbal (direct or indirect) and cyber-bullying.
- 11.2 The Trust wants to make sure that all students feel safe in the academies and are accepted into the Trust community. The Trust's ethos is one of inclusion and equality; bullying of any kind is regarded as a serious breach of this behaviour policy and will not be tolerated.
- 11.3 Bullying can be verbal or physical, by person or by electronic, on-line, or written means and can be directed at both staff and students. The Trust practices a preventative strategy to reduce the chances of bullying, and the Trust's anti-bullying strategy is instilled in the Trust's curriculum, through the active development of students' social, emotional, and behavioural skills, assemblies and is embedded in daily academy life. It is made very clear to students what is expected of them in terms of respecting their peers, members of the public, and staff, and any intentional breach of this will result in disciplinary action.
- 11.4 If an allegation of bullying does come up, the respective academy will:
- take it seriously.
 - investigate as quickly as possible to establish the facts.
 - record and report the incident; depending on how serious the case is, it may be reported to the Headteacher.
 - provide support and reassurance to the victim.
 - make it clear to the 'bully' that this behaviour will not be tolerated. If there is a group of people involved, they will be spoken to individually and as a whole group. It is important that children who have harmed another, either physically or emotionally, redress their actions, and staff will make sure that they understand what they have done and the impact of their actions.
 - discuss the matter with both parties, bring them together and insist on the perpetrator seeing the other person's point of view; sometimes the

no blame approach is used, sometimes negotiation and sometimes sanctions.

- ensure that if a sanction is used, it will correlate to the seriousness of the incident and the 'bully' will be told why it is being used.
- consider whether suspension or exclusion is appropriate considering the circumstances.

- 11.5 The Trust believes students should be able to enjoy using social media in a safe environment but recognises that there are inherent threats in using social media which could harm the welfare of students and staff at its academies. Where a member of staff has reasonable grounds to suspect that a student is using social media in an inappropriate way, which could cause harm to another person in the Trust community, the member of staff should report this to a member of the academy's Senior Leadership Team. Following any such report an investigation will follow during which an authorised member of staff may ask that the student gives them access to their social media account. If the student refuses to cooperate and will not give access to an authorised member of staff during an investigation this could lead to an adverse decision taken against the student.

12 Child-on-Child Abuse

Sexual violence and sexual harassment are never acceptable and will not be tolerated. The Trust will act swiftly in response to instances of alleged child-on-child abuse and will follow its safeguarding policy, Keeping Children Safe statutory guidance and the DfE guidance on sexual violence and harassment between children. Risk assessments will be carried out and measures put in place while investigations into any reports continue. Support will be provided to the reported victim and abuser. The outcome of the investigation may lead to sanctions being imposed in accordance with the terms of this policy.

13 Use of mobile phones

- 13.1 Schools have a duty to create an environment that is calm, safe and free from distraction so all pupils can learn and thrive. Mobile phones risk unnecessary distraction, disruption and diversion. The Trust prohibits the use of mobile phones throughout the school day – not only during lessons but break and lunchtimes as well. By removing mobile phones from the school day, we can create a safe space where pupils are protected from the risks and dangers associated with social media and cyber-bullying, as well as the peer pressure and possible stigma associated with owning what are often expensive devices.
- 13.2 The Trust operates a 'Never used, seen or heard' policy. Students must keep their mobile phone off and it must remain in their school bag. This means students can keep possession of their mobile phones only on the strict condition that they are never used, seen or heard. If students do breach this policy, a sanction will be applied.

14 Complaints

If parents/carers have any concerns or complaints over the application or implementation of this policy, they should raise their concerns with a staff member or the Headteacher in accordance with the Trust's complaints policy. If the concern relates to a suspension or exclusion, the statutory procedure set out in the DfE exclusions guidance will be followed.

15 Academy behaviour procedure – Arena Academy

Behaviour expectations in order to support students and staff in school and also to ensure the strict safety guidelines are adhered to, balanced with the need for all students to learn in an environment conducive to learning, we have briefed all staff on the key elements of the behaviour policy and will talk to students in September. Our Behaviour culture is underpinned by our 'code of conduct' following 3 principles of Ready, Respectful, Safe:

Our Code of Conduct

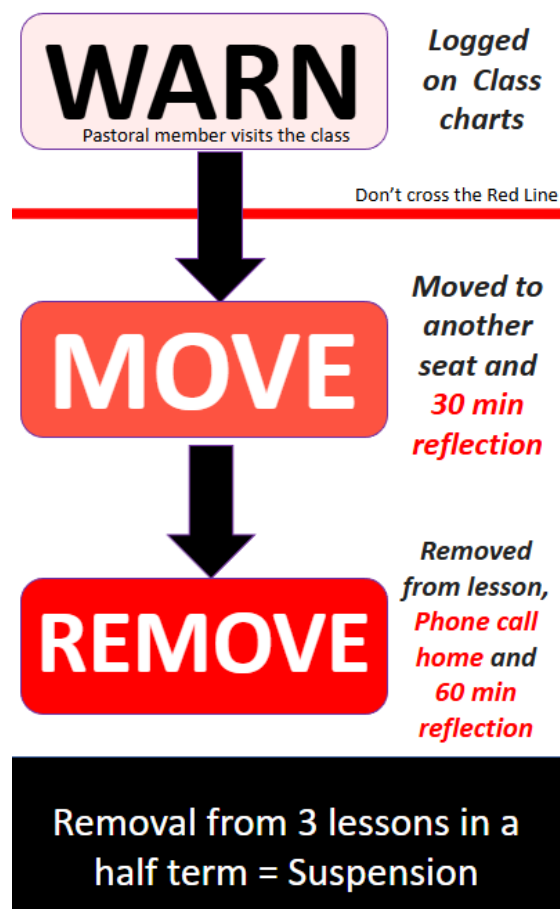
READY	1. We always wear correct and smart uniform at all times 2. We always have the right equipment for learning 3. We always attend school and all lessons on time and follow our lesson routines 4. We make the most of all opportunities for learning 5. We always give 100% towards academic achievement
RESPECTFUL	1. We speak and act respectfully to all, representing our school positively 2. We use good manners, listen and speak politely at all times 3. We keep the Academy tidy and litter free, only eating/drinking in certain spaces. 4. We always follow all instructions 'first time; every time.' 5. We show respect for Academy property and others' property in the school community.
SAFE	1. We are always in the right place, doing the right thing at the right time 2. We always walk quietly, calmly and purposefully 3. We respect each other's personal space 4. Our mobile phones are not seen or heard on site 5. We report any concerns to an adult to resolve them together

Positive behaviour within the classroom

We understand that disruptive behaviour can hinder the learning of others, and we want to ensure that every student has the opportunity to excel in their studies. To this end, we have a Warn, Move and Remove system, which provides a clear and consistent approach to managing behaviour in the classroom. If a student is found to be disrupting the learning of others, we will give them a warning (also logged on Class Charts) and offer them the opportunity to correct their behaviour. If this behaviour continues, the student will be given a 30-minute reflection and moved to a different seat to help them refocus. If the behaviour persists, we will remove the student from the classroom, issue a 60-minute reflection and log onto class charts. We believe that this approach helps to create a sense of accountability and responsibility for their actions while also ensuring that our communication with parents is clear and transparent. After a student has been

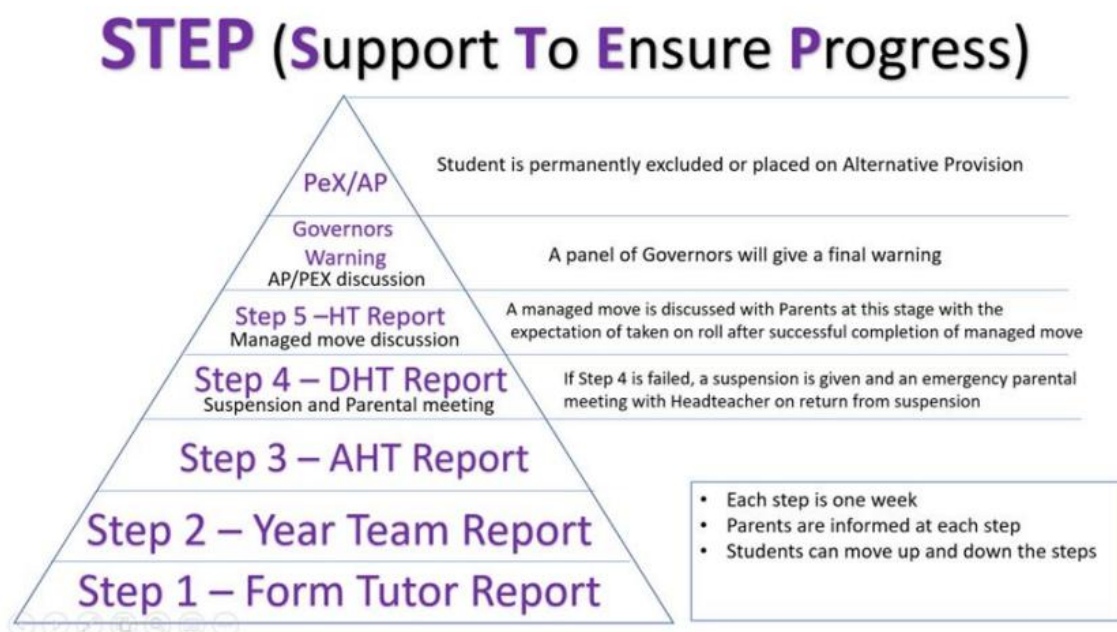
removed, a staff member will place the student in another classroom where they can continue with their work. If a student is removed from three lessons within a half term, we will issue them with a 100-minute reflection. If a student misses three 100-minute reflections, they will be suspended from the academy. A pastoral staff member will have a supportive conversation with the student to help them make better choices in the future after the suspension. We want to emphasise that our goal is to create a learning environment where every student can learn away from disruptive behaviour, and we believe that this system will help us achieve this goal.

Classroom Sanctions Flowchart



Step Reports

To support students in adhering to the code of conduct, the STEP (Support to Ensure Progress) process allows for students to see the level of intervention they are on as well as the next steps up and the steps below. This is very clear for all students and allows for school and families to work together to support your children in school to make the right choices.



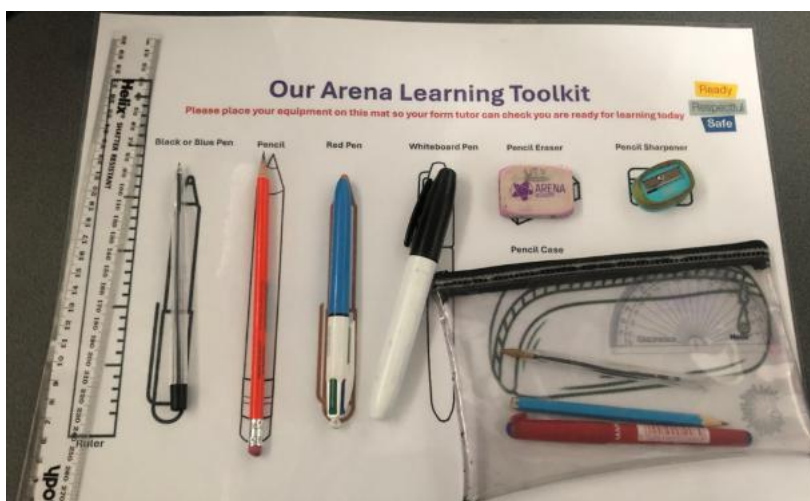
After School Reflections

At Our Arena, we believe in taking a restorative approach to behaviour management, which means that when a student makes a mistake, we work with them to help them learn from it and make better choices in the future. During a reflection, students will be given a reflection sheet to complete in silence. This will give them the opportunity to reflect on their actions and think about how they can improve their behaviour going forward. Students are expected to attend their reflections in almost all cases, but we may be able to make alternative arrangements for exceptional circumstances. Please let us know if there is an exceptional circumstance why your child cannot attend an after-school reflection. The staff member who set the reflection will visit the hall and have a restorative conversation with the student, to help them understand the impact of their behaviour and to ensure that they are ready to make a fresh start when they return to class. If a student misses three reflections in a half term, we will issue them with a 100-minute reflection. If a student misses three 100-minute reflections in a half term they will be suspended from the academy. Pastoral staff member will have a supportive conversation with the student to help them make better choices in the future after the suspension and parents/carers will be invited into school for a reintegration meeting to discuss the importance of your child attending their reflections. The Form Tutor will have a supportive conversation with the student to help them make better choices in

the future after the suspension. Reflections (detentions) are issued to students to allow them to reflect on their behaviour or conduct. Staff members who have issued the reflection or a member of the pastoral team will take the time to have a restorative conversation or complete a restorative activity with the student. - 30-minute and 60-minute reflections take place every day after school. 100- minute reflections will be taking place after school on a Friday. - All reflections are logged on Class Charts – this is how we inform parents/carers. - After-school reflections will commence at 3:10pm in the hall. - If a student misses a reflection without a valid reason, it will be upscaled. - If a student demonstrates poor behaviour during an after-school reflection, they will be sent home and the reflection will be upscaled. - If a child is issued a 30 minute or 60-minute reflection period 4 onwards, then they will undertake this reflection the following day.

Equipment

Every student will be given a free pencil case containing all the essential equipment they need for lessons. Students are required to bring their pencil case to school every day. Form tutors carry out daily checks on equipment using our Toolkit for Learning Equipment Mats. If a child does not bring their pencil case to school, they will be issued with a 30-minute reflection. Students are able to “purchase” a pen or a filled pencil case from the CORE Point shop if they need to.



Praise & Rewards

At Arena Academy, we place a strong emphasis on recognising and celebrating positive behaviour. Students in all year groups who demonstrate our values through their actions will be rewarded with CORE Points, which are logged on Class Charts and contribute to a culture of success across the school. We believe that consistent praise and recognition play a vital role in motivating students, building self-confidence, and reinforcing high standards. Rewards are used frequently and fairly to ensure that all students have the opportunity to be acknowledged for their efforts, achievements, and contributions to the school community. Please see below for our Rewards Overview:

Reward type	How to achieve this reward	Awarded by	Points	Other Information
CORE Points	Given for reasons such as: Collaboration, Opportunity, Respect, Excellence , Perseverance, Use of Initiative, Good Contribution, Excellent Homework, Act of Kindness, Caring for our School Environment, O Lates and 100% Attendance	All Staff	1 Point	CORE Points will be recorded on Class Charts by the teacher. Students can use their CORE Points to redeem prizes the Rewards Fair every half term.
Positive email or phone call	Made for those displaying consistently positive <u>behaviour/attitude</u> to learning or an improvement over time	All Staff	3 Points	Positive phone calls or emails to parents should be recorded on Class Charts
Recognition Board	Awarded to those who are striving for excellence within lesson are written onto the Recognition Board by class teachers	All Staff	3 Points	Recognition boards are present in every classroom to shine a light on excellence within lessons.
CORE Stickers	SLT will award CORE Stickers to students whilst On Tour during lesson time. Students will receive stickers for Collaboration, Opportunity, Respect or Excellence.	SLT	3 Points	Exemplary work will be displayed on the TV screens around school.
Arena Award	Awarded to those demonstrating exemplary standards within the academy, this could be in lessons or during extra-curricular activities	All Staff	5 Points	Certificate presented to student for exemplary work or <u>behaviour</u> displayed
Student Leader Award	Awarded to all students who go above and beyond and are recognized for their commitment by the 4 Y11 Head Students	4 x Y11 Head Students	5 Points	Excellent work or <u>behaviour</u> that is <u>recognised</u> by the Head Students. This could be anything they see around school.
SLT Award	Awarded to students who have gone 'above and beyond' in any area of school life	SLT	10 Points	Students receive a certificate and a reward from an SLT member.
MVP (Most Valuable Pupil)	Awarded by Heads of Year to students who have made a significant contribution towards their lessons, form/year group or school life	Heads of year	15 Points	Students receive an MVP tie during assembly, which they will wear for one week.

Recognition Boards in classrooms

Every classroom has a recognition board installed. Any student who displays learning behaviours that go above and beyond, will have their name written on the recognition board and a CORE point issued. CORE Points shop and Rewards fair Students are able to use their CORE points to buy items from our CORE point shop. They can do this using the class charts app or they can visit our rewards fair in Arena central every half term.

CORE Point Shop and Rewards Fayre

Students are able to use their CORE Points to purchase a wide range of items from our CORE Point Shop, which is designed to reward effort, achievement, and positive contributions to school life. The shop is regularly updated with prizes that appeal to all year groups, from stationery and school equipment to vouchers and special treats. Students can browse the available items on Class Charts and plan how they would like to spend their points, encouraging them to take ownership of their rewards. Purchased items can then be collected during our half-termly Rewards Fayres, which celebrate student success and provide an opportunity for achievements to be recognised on a larger scale.



CORE Point Shop

The CORE Point Shop is live on the Class Charts app!

Points make prizes! You can cash in your CORE Points for a range of rewards – you can save up your CORE Points for larger items or buy lots of smaller items.

The rewards were chosen by our Student Council representatives – please speak to Mrs Guest if there are any others you would like to see in the shop.

You can collect your prizes during Rewards Fairs every half term.

 Raffle Ticket A raffle ticket winner will be picked at random at the end of the school year! The prize = a huge hamper full of treats!	 Donation to Charity 50p donation to charity... to be chosen by you!	 Chips / Wedges Voucher This voucher entitles you to 1 x portion of chips or wedges from the canteen.	 Drink Voucher This voucher entitles you to 1 x drink from the canteen.	 Tennis Balls Stanger tennis ball
 Traybake Voucher This voucher entitles you to 1 x traybake (cookie, flapjack or cake) from the canteen.	 Waffle Voucher This voucher entitles you to 1 x waffle from the canteen.	 Stationery Set Full pencil case with the equipment you need for school every day.	 Flash Cards Flash Cards to help with your revision.	 Pizza Slice Voucher This voucher entitles you to 1 x pizza slice from the canteen.
 4-Click Pen Be prepared for any lesson!	 Colouring Pencils Colouring pencils - pack of 24	 Colouring Pens Five tip - pack of 12 pens	 Highlighters 5 pack of highlighters	 Notebook A5 Notebook - four designs to choose from.

Available Rewards



EXCELLENCE AT ARENA

"To provide an enjoyable, creative and challenging education which inspires every child to equip themselves with the keys to open doors to a successful career and rewarding life"



START *of lesson*

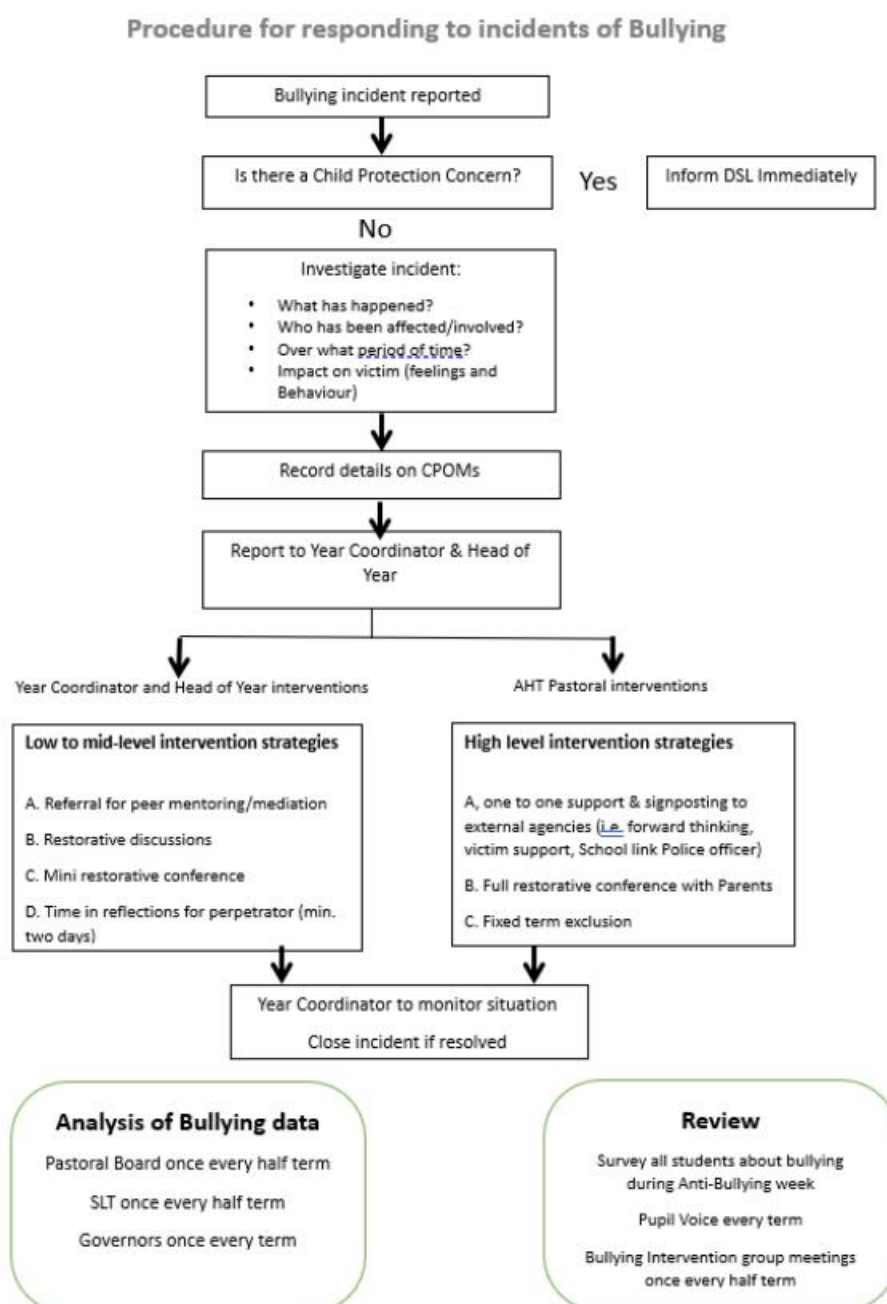
1. Arrive **on time** with **bags and coats off**
2. **Meet and greet** the teacher at the door
3. **Take your seat** according to the seating plan
4. Place **equipment** and **planner on desk**
5. Begin the "Do Now" activity **in silence**

FINISH *of lesson*

1. **Tidy the space** around you and **pack all equipment** away
2. Stand **behind your seat**
3. **Wait** until the teacher dismisses you from the room
4. **Walk quietly** and **purposefully** to your next lesson/break

Anti-Bullying

At Arena Academy we believe that all forms of bullying are unacceptable and should not be tolerated. We want all children to be and feel safe from bullying and all forms of discrimination. We want everyone who works with children to take bullying seriously and know how to resolve it positively. As bullying happens at all levels of society, we seek to empower our students to challenge, remedy and prevent bullying, creating a culture where every child is treated with dignity and respect and takes seriously their responsibility to treat others in the same way. The flowchart below details how our staff will deal with any incidents of bullying.



Our students have created an Anti-bullying charter that will be signed by every student in a form class and displayed in the form room:



ARENA
ACADEMY

ANTI-BULLYING CHARTER

1. We believe bullying should always be dealt with seriously.
 2. We believe everyone should know that bullying behaviour is unacceptable.
 3. We believe that all students should feel safe and happy both within school and in the wider community.
 4. We believe our school should be free of all types of bullying.
 5. We believe that all members of the school have a responsibility to report incidents of bullying if they witness them., whether in school or online.
 6. We believe that all members of our school community should respect each other and value their differences.
-



Problem? *whisper it*



If you have a problem or concern in school or at home, you can report it to a member of staff **anonymously**



When to report

You or a friend are being bullied

You are concerned for a student's welfare

A student, member of staff, or parent has behaved inappropriately

You need to talk to someone about a problem

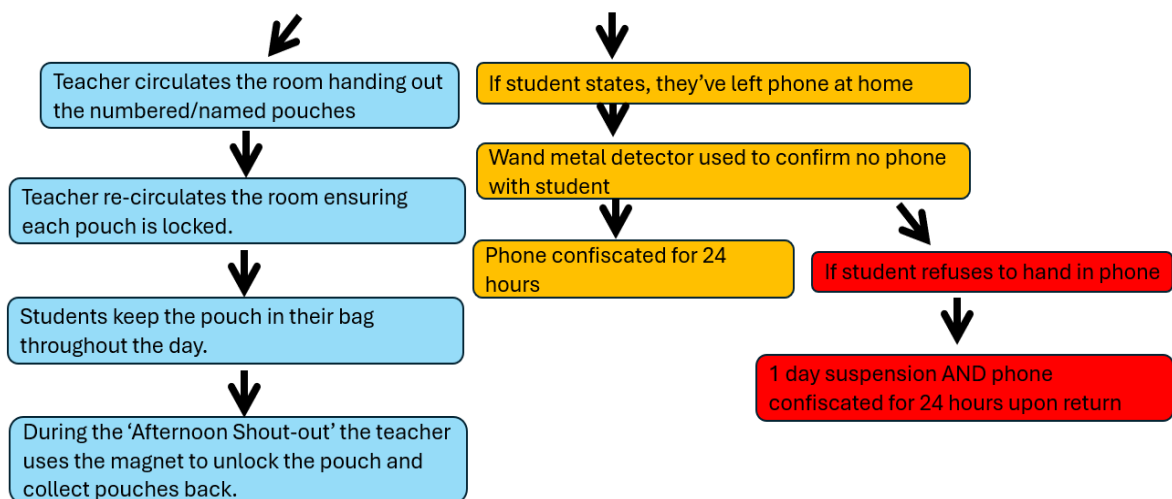
Suggestion for changes of improvements in school

Report via Text message: 07860 021 323
Report via: <https://swgfl.org.uk/whisper/cki1>

Mobile Phone Policy



• Students in Form groups at registration



Mobile Phone Pouches

In line with government guidelines and backed by extensive research, we are proud to become a **phone free school**. This decision has been made to improve focus, reduce distractions, support wellbeing, and create a more positive learning environment.

What this means for your child:

- Every student will be issued a **lockable phone pouch** during form time each morning.
- They will place their phone in the pouch and store it securely in their **school bag**.
- Pouches will be **unlocked at the end of the school day**.

If a student attends Reflection:

Students required to attend Reflection will have their phone pouches unlocked after they have completed their Reflection session in the hall.

If a student does not hand in their phone:

- They will be screened discreetly using a non-contact handheld metal detector by trained staff, in line with Department for Education (DfE) guidance.
- Refusal to hand in a phone or be screened will be treated as wilful defiance and may result in suspension under the behaviour policy.

Student Searches

To ensure that staff and students are safe in the academy, regular student searches may take place in the academy. Parents/carers will be notified when searches take place. Working closely with the police officer team, there may be occasions where specialist knife arches and police personal are on site to support with searches.

9 Search, seizure, and confiscation

9.1 If an investigation or an allegation leads to reasonable suspicion and the search of a student's clothes, bags and lockers is deemed appropriate, a search may be carried out by each academy Headteacher, or staff authorised by them. Staff will follow the latest DfE guidance on searching, screening and confiscation when conducting a search. Staff will take into consideration the age and needs of students being searched or screened. This includes the individual needs or learning difficulties of students with Special Educational Needs (SEN) and making reasonable adjustments that may be required where a student has a disability.

9.2 Each academy Headteacher will oversee the practice of searching to ensure that a culture of safe, proportionate, and appropriate searching is maintained, which safeguards the welfare of all students and staff with support from the designated safeguarding lead (or deputy). Each academy Headteacher will ensure that enough staff

are appropriately trained in how to lawfully and safely search a student who is not co-operating, so that these trained staff can support and advise other members of staff if this situation arises.

9.3 Staff may confiscate or seize items in the possession of students that pose a risk to staff or students, are illegal or banned by the academy rules or is evidence in relation to an offence and may confiscate, retain, or dispose of a student's property as a disciplinary sanction so long as it is reasonable in the circumstances. Confiscation of a student's property will be proportionate and aimed at maintaining an environment conducive to learning and one which safeguards the rights of other students to be educated. Where appropriate a member of staff may retain or dispose of a student's property as a punishment and are protected from liability for damage to, or loss of, any confiscated items. Guidance on what to do with confiscated items can be found in the latest DfE guidance on searching, screening and confiscation.

9.4 A teacher or someone who has lawful control of the child can search a student **with their consent** to look for any item banned by the academy rules. Students must be first asked to empty pockets and bags themselves. Before any search takes place, the member of staff conducting the search should explain to the student why they are being searched, how and where the search is going to take place and give them the opportunity to ask any questions. If the student refuses to give permission the academy may impose a sanction for failing to follow a reasonable instruction.

9.5 Each academy Headteacher and other members of staff authorised by them have the power to search a student **without the student's consent** if they suspect they are in possession of prohibited items. The designated safeguarding lead (or deputy) should be informed of any searching incidents where the member of staff had reasonable grounds to suspect a student was in possession of a prohibited item or if they believe that a search has revealed a safeguarding risk without delay. A list of prohibited items can be found below in 9.12. A member of staff can use reasonable force to search for any prohibited items but not to search for items which are identified only in the respective academy rules. Before using reasonable force, the member of staff should consider whether conducting the search will prevent the student harming themselves or others, damaging property or from causing disorder.

9.6 Any search without consent must be conducted by a member of staff of the same sex as the student in the presence of another member of staff. A member of staff can only carry out a search of a student of the opposite sex and/or without a witness present, where the member of staff reasonably believes that there is a risk that serious harm will be caused to a person if they do not conduct the search immediately and where it is not reasonably practicable to summon another member of staff.

9.7 When conducting a search students must not be required to remove any clothing other than outer clothing. 'Outer clothing' [is defined as] any item of clothing that is not worn wholly next to the skin or immediately over a garment that is being worn as underwear, as well as hats, shoes, boots, or scarves).

9.8 Strip searches (a search involving the removal of more than outer clothing) on academy premises can only be carried out by police officers under the Police and Criminal Evidence Act 1984 (PACE) Codes A and B. While the decision to undertake the strip search itself and its conduct are police matters, academy staff retain a duty of care to the student(s) involved and should always advocate for student wellbeing. Before calling police into the academy, staff should assess and balance the risk of a potential strip search on the student's mental and physical wellbeing and the risk of not recovering the suspected item. Staff should consider whether introducing the potential for a strip search through police involvement is necessary by consulting with the designated safeguarding lead and academy Headteacher, and should always ensure that other appropriate, less invasive approaches have been exhausted. Unless there is an immediate risk of harm and where reasonably possible, staff should inform a parent of the student suspected of concealing an item in advance of the search, even if the parent is not acting as the appropriate adult.

9.9 Staff should keep a record of any searches conducted on students and inform parents/carers that a search has been carried out as soon as reasonably practicable. Records should include:

- the date, time, and location of the search.
- which student was searched.
- who conducted the search, and any other adults or students present.
- what was being searched for.
- the reason for searching.
- what items, if any, were found; and
- what follow-up action was taken because of the search.

9.10 Staff may seize an electronic device to examine any data or files on the device if they think there is good reason to do so. These data or files may be erased before returning the item if they believe there is good reason to do this. If the member of staff conducting the search suspects they may find an indecent image of a child, the member of staff should never intentionally view the image, and must never copy, print, share, store or save such images. When an incident might involve an indecent image of a child and/or video, the member of staff should confiscate the device, avoid looking at the device and refer the incident to the designated safeguarding lead. Staff will have regard to the UK Council for Internet Safety advice for managing incidences of sharing nudes and semi-nudes when managing these issues.

9.11 The academy may require students to undergo screening by a walk-through or hand-held metal detector (arch or wand) regardless of whether they suspect the student of having a weapon and without the student's consent. If the student does not agree to undergo the screening the academy has the right to stop them from entering the premises and will treat the student's absence as unauthorised.

A List of Items Prohibited from Arena Academy

Weapons

- Knives or blades, including pen knives, craft knives and razors
- Guns
- Catapults
- Knuckle dusters
- Boxing gloves
- Self-made weapons
- Replica weapons
- Tasers
- An item which if used in an incorrect manner could cause injury such as sharp scissors, screwdriver etc.

Alcohol and drugs

- Vape and e-cigarettes
- Cigarettes
- Cigarette papers
- Tobacco
- Solvents
- Aerosols
- Illegal drugs
- Legal highs
- Any other drugs – over the counter medicines and medicines which are prescribed by a doctor should be handed into our Medical Room by a parent/carers.
- Drug-use paraphernalia

Other banned items

- Balaclavas
- Lighters and candle lighters
- Matches
- Laser pens
- Pepper spray and gas cannisters
- Fireworks or explosives of any kind including firecrackers
- Dangerous chemicals (e.g. strong acids and alkalis, bleaches, hair dyes etc.)
- Offensive material i.e. pornographic, homophobic, racist images and hate images
- Fizzy, sugary drinks and energy drinks
- Chewing gum
- Large quantities of sweets, biscuits, crisps and other unhealthy items

- Stolen items
- Anything that has been, or is likely to be, used to cause injury or commit an offence.

9.13 Guidance from the DfE on Searches, Screening and Confiscation: [Searching, Screening and Confiscation \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)