

Olive Academies Statement of Behaviour Principles and Behaviour Policy

OA-Tunbridge Wells

Document control table	
Title	Statement of behaviour principles and behaviour policy
Date updated and approved	July 2025
Approved by	OA MAT Board
Date of next review	(unless practice determines a review earlier than this)
Updates/revisions included since previous version:	This policy has been re-written and will be approved by the Full Board in line with new policies. It will then be reviewed annually by the Education, Performance, and Standards Committee, to which approval has been delegated.
<p>Academies to note:</p> <p>This is an OA central policy which has been developed in partnership with all the academies and will be reviewed on a regular basis based on feedback from the academies about how it is working in practice. Any changes to this document must be discussed and approved by the Director of Standards ryan.kelsall@oliveacademies.org.uk</p> <p>The policy will then be amended by the Head of Governance and uploaded to each academy website.</p>	

CONTENTS

1.	Olive Academies: Statement of Behaviour Principles	3
2.	Behaviour policy and procedures.....	4
	Aims and purpose	4
3.	Legislation, statutory requirements and Department for Education (DfE) guidance.....	4
4.	Definitions.....	5
5.	Roles and responsibilities	5
	The trustees	5
	Academy Advisory Board (AAB members)	6
	The Executive Headteacher	6
	The Head of Academy	6
	All staff	6
	Teaching and Learning Staff.....	7
	The coach/tutor.....	7
	Parents/Carers.....	8
	Pupils.....	8
6.	Staff Induction and training	9
7.	Positive behaviour management and inclusion	9
	a) Pupil induction and needs analysis	9
	b) Olive character points	10
	c) SEND and SEMH	10
	d) Inclusive behaviour curriculum	11
	f) Reintegration and post 16 transition	13
8.	Responding to behaviour	13
	a) Levels of behaviour and consequences.....	13
	c) Pupils with SEND	15
	d) Safeguarding	15
	e) Specific types of behaviour	15
9.	Incident management and allegations against a member of staff.....	20
10.	Monitoring arrangements	20
11.	Links to other policies.....	21

1. Olive Academies: Statement of Behaviour Principles

At Olive Academies, we aim to provide all our pupils with the best possible standards of education. We want our academies to be centres of excellence where our young people can thrive, learn and achieve their best. We offer flexible, personalised programmes and a wide range of positive experiences, so that young people can develop the confidence to believe in themselves and make positive choices for their futures.

We believe all of our pupils have the ability and the right to learn and achieve. We support success by encouraging our young people to 'Dare to be Olive'.

Dare to be Olive

 <p>BE READY TO LEARN</p> <p>We attend our academy regularly and engage positively with all lessons.</p> <p>We ask for help and we help others.</p> <p>We take responsibility for our behaviour and meet Olive expectations.</p>	 <p>BE RESPECTFUL</p> <p>We listen and are listened to.</p> <p>We communicate with respect.</p> <p>We respect our community and learning environment.</p>	 <p>BE SAFE</p> <p>We maintain people's personal space.</p> <p>We lead healthy lifestyles.</p> <p>We are in the right place at the right time.</p>
---	--	--

<p>GOLD STAGE</p> <p>3+ Olive Character Points</p>	<p>Exceptional Olive behaviours</p> <p>Exceptional in readiness to learn, respect and safety</p>	<p>AMBER STAGE</p> <p>1 Olive Character Points</p>	<p>Emerging Olive behaviours</p> <p>Not yet consistently ready to learn, respectful and/or safe</p>
<p>GREEN STAGE</p> <p>2 Olive Character Points</p>	<p>Embedded Olive behaviours</p> <p>Be ready to learn Be respectful Be safe</p>	<p>RED STAGE</p> <p>0 Olive Character Points</p>	<p>Not yet Olive behaviours</p> <p>Persistently not ready to learn, respectful or safe</p>

Pupils are positively encouraged to be ready to learn, be respectful and be safe whilst at the academy. Pupils are awarded Olive character points for adhering to the 'Dare to be Olive' principles of behaviour during the academy day. Parents/ carers are regularly updated about each pupil's behaviour achievements.

We want our academy to be an environment which is safe, supportive and free from intimidation. We actively promote a culture of awareness, tolerance and inclusion where all forms of bullying are unacceptable. Please also read our academy's full Anti-bullying Policy for further advice and information – this is available on our academy website.

2. Behaviour policy and procedures

Aims and purpose

The aim of this policy is to provide a well-managed, calm, happy and safe environment for effective teaching and learning. It also aims to promote consistency and continuity in matters of classroom practice, general good behaviour around the academy and to provide a sound foundation for the OA's efforts to raise pupil achievement.

The purpose of this policy is to provide a simple and practical code of conduct for staff, pupils and parents/carers which:

- explains the roles and responsibilities of all in the academy community
- provides strategies and guidance for supporting positive behaviour and character
- allows behaviour to be taught through positive interventions
- promotes self-esteem and self-discipline, and taking responsibility for one's own actions
- clearly defines expectations and outlines processes for upholding these expectations
- sets out how the academy addresses some specific incidents of misconduct

3. Legislation, statutory requirements and Department for Education (DfE) guidance

This policy has due regard to the following legislation and guidance:

- [Keeping Children Safe in Education](#)
- Guidance on [sexual harassment and violence in schools](#)
- [Behaviour and discipline in schools](#)
- [DfE \(2024\) 'Behaviour in schools: Advice for headteachers and school staff'](#)
- [Searching, screening and confiscation at school](#)
- [The Equality Act 2010](#)
- [Education Act 1996](#)
- [Use of reasonable force in schools](#)
- [Supporting pupils with medical conditions at school](#)
- [Mobile phones in schools guidance](#)
- [DfE \(2018\) 'Mental health and behaviour in schools'](#)

- [DfE \(2023\) 'Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement'](#)
- [A guide for parents on School Behaviour and exclusions](#)
- [Special educational needs and disability \(SEND\) code of practice.](#)

In addition, this policy complies with:

- Schedule 1 of the [Education \(Independent School Standards\) Regulations 2014](#); paragraph 7 outlines a school's duty to safeguard and promote the welfare of children, paragraph 9 requires the school to have a written behaviour policy and paragraph 10 requires the school to have an anti-bullying strategy
- [DfE guidance](#) explaining that academies should publish their behaviour policy and anti-bullying strategy online; and
- The trust funding agreement and articles of association.

4. Definitions

The academy will define the level of behaviour on whether it has the potential to cause harm to oneself or others, damage the reputation of the school within the wider community, and/or any illegal behaviour. This will include, but is not limited to, the following:

- **Discrimination** – not giving equal respect to an individual based on age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.
- **Sexual harassment and sexual violence** - behaviour towards others which is unwanted, offensive and affects the dignity of the individual or group of individuals.
- **Child on child abuse** – behaviour by a child towards another child, of any age, which could be physical, online or during intimate personal relationships.
- **Vexatious behaviour** – deliberately acting in a manner to cause annoyance, irritation or distress.
- **Bullying** – a type of harassment which involves personal abuse or persistent actions which humiliate, intimidate, frighten or demean the individual being bullied.
- **Cyberbullying** – the use of electronic communication to bully a person, typically by sending messages of an intimidating or threatening nature.
- **Criminal behaviour** – actions or conduct which violate the law and could be harmful, threatening or disruptive.

5. Roles and responsibilities

The trustees

The trustees are accountable for:

- Monitoring the effectiveness of this behaviour policy across the trust and holding the executive leaders to account for its implementation.

- Ensuring statutory guidance for behaviour and wellbeing are adhered to and are in line with OA ethos and values

Academy Advisory Board (AAB members)

The AAB will receive regular reports on behaviour at its meetings and will support the head of academy on the implementation of this policy by:

- Supporting and providing challenge on academy approach to wellbeing including the Olive behaviour model.
- Meeting with OA students as appropriate to celebrate achievements and discuss challenges in relation to behaviour

The Executive Headteacher

The executive headteacher should have oversight of the implementation of the policy. They should support the head of academy in decision making about behaviour, discuss any significant incidents. approve proposed suspensions of 5 days or more and ensure that the head of academy reporting to the academy advisory board is comprehensive and accurate.

The Head of Academy

The head of academy should work with all in the academy community to ensure that the academy environment encourages positive behaviour and that staff deal effectively with poor behaviour and monitor how staff implement this policy to ensure that the Olive approach to behaviour management is applied consistently.

All staff

It is the responsibility of **all** staff to act as positive role models for the young people they work with. All staff should follow the staff code of conduct when working with pupils within the academy.

More specifically, they should:

- help ensure that all pupils, regardless of race, class, gender, sexuality or special educational needs, have fair and consistent treatment, which promotes positive attitudes and behaviour, and where pupils recognise that bullying of any form will not be tolerated
- encourage pupils to reflect on their own behaviour and the ways in which it helps or hinders their own development as responsible individuals and community members and as effective learners
- set high standards and clear, consistent expectations, following OA guidelines on daring to 'be Olive' and use the guidelines in the way they communicate with pupils so that the expectations and practice becomes more embedded within the learning environment
- strive to create a calm, happy and safe classroom environment for effective teaching and learning, providing clear and regular feedback to pupils, endorsing appropriate behaviour through the '**Dare to be Olive**' character and consequences reporting system

- follow academy guidelines around the routines of the day including meet and greet, the start and end of lessons, breaktimes, lunchtimes, end of the school day, off site visits and reporting and recording
- follow this **behaviour policy** and procedures when the behaviour of pupils is inappropriate

To support staff in using this policy a variety of visual materials are available within the academy. These include posters, postcards, leaflets and in most cases, access to the Arbor reporting system within each classroom.

Teaching and Learning Staff

All staff involved in planning learning and teaching should plan for and promote positive behaviour. Style, pace and relevance of work are key elements in encouraging positive behaviour and it is useful to review the curriculum and to discuss teaching and learning strategies with colleagues when there are concerns about pupils' behaviour in lessons.

Teaching and learning staff should:

- use all data and information available to ensure teaching is individualised and appropriate to meet the needs of the pupils, this includes safeguarding and contextual information, details from the needs analysis conducted during pupil induction and SEND information
- take on board teaching and learning strategies shared in academy and cross trust CPD
- share resources with colleagues in the academy and across the trust including from the work of cross trust groups
- use trust approaches outlined in this policy including the strategies outlined in the universal offer, 'Dare to be Olive' language and character points and consequences when responding to pupil behaviour
- use academy routines and procedures for reporting and recording on Arbor and CPOMs, using other tools such as behaviour blue prints and seating plans and issuing rewards.
- use academy guidelines for contacting parents/carers and updating other key staff.

The coach/tutor

The coach/tutor has a key role in that they have oversight of a pupil's progress, attendance and behaviour patterns. It is important that this knowledge is drawn on and that the coach/tutor retains a central role in any contact with parents. The coach/tutor should:

- use data to inform discussions with parents/carers
- monitor and evaluate the information regarding each pupil's character and consequences to inform discussions with pupils and their parents/carers
- contact the pupil's parents/ carers in weekly coaching calls in line with the academy's guidelines including calls being recorded on Arbor
- refer concerns to the senior leader responsible for personal development, attendance, behaviour, SEND or Safeguarding in the academy who will work with the coach and tutor to find ways to support the pupil or identify other agencies who may be relevant to engage with to provide additional specialist support

- meet with parents/carers at regular consultation meetings, set pupils targets and review them and complete academy documentation including those relating to phased integration plans.

Parents/Carers

All parents, carers, and pupils are informed about the Olive approach to encouraging positive behaviour when they arrive at the academy and are asked to sign to confirm their acceptance of these expectations as part of the induction process.

Parents and carers are expected to:

- support their child in adhering to the Olive values and the 'Dare to be Olive' approaches discussed during their child's induction
- support the academy policies and guidelines for behaviour, including wearing uniform
- inform the academy of any changes in circumstances that may affect their child's behaviour
- discuss any of their own concerns about their child's behaviour with the academy promptly
- attend meetings to discuss their child's personal development, behaviour and attitudes
- respond to emails, texts or phone calls when academy staff make contact to discuss their child's progress.

Pupils

Pupils are expected to adhere to the Olive values and the 'Dare to be Olive' approaches discussed during their induction. For example:

<p>Be prepared to learn</p> <ul style="list-style-type: none"> • Be on time • Hand in my mobile phone • Dress in school uniform • Strive to achieve character points • Ask for help when you need it 	<p>Be respectful</p> <ul style="list-style-type: none"> • Listen to others and communicate using appropriate language • Respect the school environment • Look after others in our school community 	<p>Be safe</p> <ul style="list-style-type: none"> • Be at the right place at the right time • Follow expectations in the daily meet and greet • Stay on the academy site unless you have been given permission to leave • No smoking or vaping on site or bringing smoking related materials on site • Follow health and safety rules during lessons and breaks • Look after buildings and displays • Conduct yourself in a way that does not cause harm to you or others.
--	--	--

6. Staff Induction and training

The focus of staff induction and training is on keeping both staff and pupils safe. All new staff will follow an induction programme including information about policies relating to behaviour, attendance and safeguarding and the academy's expectations and routines. New staff will, also receive training on the needs of the pupils on roll, the impact SEND and mental health needs can have on behaviour and the proper use of positive handling. Staff will have access to key information about pupils including key information on Arbor. Staff will be informed how to ask for assistance if they are struggling to implement key routines, meet pupils' needs or build positive relationships with pupils.

The academy will consider any appropriate training which is required for staff to meet their duties and functions in accordance with this policy, including on understanding matters which may affect a pupil's behaviour, e.g. SEND and mental health needs, the use of safety plans and risk assessments. All staff including new staff will be provided with this training as part of the annual CPD calendar. Staff may also receive individual coaching and support to enable behaviour to be managed positively, if required. Staff who have, or are aspiring to have, responsibilities for leading behaviour or supporting pupil wellbeing will be supported to undertake relevant training or qualifications e.g. ELSAs etc.

The academy will review staff training needs and update the CPD calendar on a regular basis, and in response to any serious or persistent behaviour issues disrupting the running of the school. Staff voice will be considered when the academy plans its CPD calendar and develops and refines its behaviour routines and procedures.

The trust central team will provide support across the trust including planning and/or delivering cross trust training, coordinating cross trust groups, support for those in leadership and management roles and promoting collaborative working with colleagues in other academies.

7. Positive behaviour management and inclusion

Olive Academies believes that the views of young people and their families are critical to effective positive behaviour management and inclusion. Therefore, young people and their parents/ carers are encouraged to participate fully in the co-production and reviewing of provision.

a) Pupil induction and needs analysis

Most of our pupils come from a mainstream school and will be at our academy for a period of time before returning to a mainstream school, specialist placement or post-16 setting at the end of year 11 and transition in and out of the academy is handled carefully and in a supportive way.

On arrival at the academy, each parent/carers and their child meets with academy staff to start an induction programme and it is hoped that they will share information that will help the academy understand their needs. Parents/carers and the pupil will be informed about our guidelines on behaviour and our approach. All are asked to sign the home-academy agreement to show they have understood this.

Information from the previous school will also have been provided to the academy, which will help academy staff understand the pupil's needs and background in more detail.

During the pupil's induction a comprehensive needs analysis will be completed and used to inform how best to support the pupil's start in the school. It is likely that baseline assessments will be completed and safeguarding risks and SEND needs identified. This involves collaboration between leaders and external professionals and will be an ongoing process. It has implications for the curriculum offered, placement in groups and the advice in the SEND information and safety plan. This information is shared with staff and may have implications for further staff training.

b) Olive character points

The 'Dare to be Olive' approach to behaviour is based on the notion of character points and consequences. The core principle of our approach is that all pupils start on green at every lesson, thereby giving them regular opportunities to reset their behaviour and approach learning in a more positive manner. Character points are allocated as follows:



Core subject GCSE lessons will be awarded double points to promote engagement in these lessons which is in line with the aim for all pupils to achieve core academic qualifications to support their transition to their next placement. Character points are recorded on Arbor at the end of every lesson, and pupils have a visual reminder of what stage they are at during the lesson. At various points during the day/week/term, there are opportunities to celebrate character points in different ways, including: public acknowledgement in assemblies; phone calls home or a special activity.

c) SEND and SEMH

The trust recognises that pupils' behaviour may be impacted by a special educational need or disability (SEND). It is also the case that many pupils prior to joining Olive have had multiple Adverse Childhood Experiences (ACEs) and traumas that have affected their social emotional and mental

health (SEMH). To help reduce the likelihood of behavioural issues related to SEMH needs, the school will create a safe and calm environment in which positive mental health and wellbeing are promoted and pupils learn to manage themselves.

All staff will be made aware of how potentially traumatic some experiences can be, including abuse and neglect, can impact on a pupil's mental health, behaviour, and education. Where vulnerable pupils or groups are identified, provision will be made to support and promote their positive mental health. Staff will also receive training as required.

Academies will plan provision to meet the needs of their current cohort and adapt it as that changes e.g. if there has been an increase in girls on roll or the number of children with an EHCP has increased. An inclusive curriculum is broadly structured in terms of a universal, targeted and specialist offer (as outlined below). All academies complete a detailed needs analysis of pupils' needs and this is used to provide a personalised approach to meeting a pupil's needs and enabling them to regulate and manage themselves.

The academy has a staff who have specialist training in SEND, trauma informed practice and mental health needs. It is also supported by trust central team colleagues in specialist roles in attendance, behaviour, safeguarding and SEND and a range of external agencies focused on young people and their needs.

In responding to pupils' behaviour, we will consider them in relation to a pupil's SEND and take our legal duties into account when making decisions about enforcing the behaviour policy. The legal duties include:

- Taking reasonable steps to avoid any substantial disadvantage to a disabled pupil being caused by the school's policies or practices (Equality Act 2010)
- Using our best endeavours to meet the needs of pupils with SEND (Children and Families Act 2014)
- If a pupil has an education, health and care (EHC) plan, the provisions set out in that plan must be secured and the school must co-operate with the local authority and other bodies

As a part of meeting these duties, the school will anticipate, as far as possible, all likely triggers of behaviour, and put in place support to prevent these from occurring. Any preventative measure will take into account the specific circumstances and needs of the pupil concerned.

d) Inclusive behaviour curriculum

In each academy the inclusive curriculum will be planned to meet the needs of the current cohort and will include a range of the provision outlined in the following sections: universal (provided for all pupils), targeted (provided for small groups and individuals) and specialist (usually for specific individuals). There is an overlap between the contents of the 3 sections and the information included is not exclusive or exhaustive because there is ongoing development of the curriculum offer.

Universal

Routines in the school day	Curriculum offer
-----------------------------------	-------------------------

<p>Meet and greet process and other routines before formal start of the day</p> <p>Breakfast offer</p> <p>Wellbeing check ins at the start of the day</p> <p>End of day routines, acknowledgement - reflect, restore acknowledge</p> <p>Lunch offer, activities and safe spaces</p> <p>Coaching activities</p> <p>On call system and support for staff and pupils</p>	<p>Suitable broad curriculum offer – core subjects, ODL, external providers, PSHE</p> <p>Trips and visits</p> <p>Drop down days</p> <p>Careers guidance</p> <p>Clubs and interest groups e.g. gardening, football, boxing, dance, DoE</p> <p>Rewards, celebrations, trips</p> <p>Community activities</p>
<p>Systems and processes</p>	<p>Spaces and places</p>
<p>Induction needs analysis</p> <p>SEND passports</p> <p>Half termly parent consultation meetings</p> <p>Behaviour curriculum (therapeutic thinking, zones of regulation)</p> <p>Safety plans (risk assessments)</p> <p>Attendance actions</p> <p>Cohort meetings/ LAMBSS, BACs etc</p> <p>Parental engagement</p>	<p>Reflection and sensory spaces</p> <p>Bridge space – intervention space planned and unplanned, targeted support, 1:1 mentoring reflective and reactive</p> <p>Outside and other spaces - areas – garden spaces, gym areas, library</p> <p>Offsite activities and facilities</p>

Targeted (internal resources) in addition to the universal offer

School systems and processes	Programmes for small groups or individuals	Links to external specialists
<p>SEND support</p> <p>Return from suspension plans and phased integration plans</p> <p>Attendance actions including strategies for hard to reach families</p>	<p>Emotional regulation support e.g. Zones of Regulation</p> <p>Mini-PATH</p> <p>Therapy dog</p> <p>Lego therapy</p> <p>Social stories</p> <p>Music and Art therapy</p> <p>Therapeutic rooms e.g. sensory spaces,</p> <p>Reading/ literacy programmes</p> <p>Responsive PSHE e.g. Bullying workshop</p> <p>1:1 mentoring (reflective and reactive)</p>	<p>School counsellor</p> <p>Pears family work</p> <p>Bereavement – Winston’s Wish</p> <p>Charities e.g. Brook services</p> <p>EP provides training</p> <p>SALT provides training</p>

Specialist (usually external resources)

Referrals to therapists/counsellors, EP, Social Care, drugs services, CAMHS, Speech and Language, EWO, school nurse.

Supporting the work of professionals outside of education e.g. Police, Youth Offending services, GP.

e) Phased integration plans (part time timetables)

All pupils are entitled to a full-time education. In exceptional circumstances a Phased Integration Plan (PIP) may be considered. A PIP is where any pupil is receiving less than full-time education, and could be put in place for the following reasons to meet the pupil's individual needs:

- A pupil who needs focused interventions to support their access to learning
- To support a risk assessment where a pupil is identified to be at risk to themselves or others
- A medical reason, with sufficient medical evidence, to state a pupil is unfit for full-time education

A PIP should only be in place for the shortest time necessary and not be treated as a long-term solution. The trust procedures for the management of PIPs will be followed.

f) Reintegration and post 16 transition

It is the trust's intention that a significant number of pupils would be able to reintegrate into a mainstream or specialist setting depending on need following a period of time in one of our academies. When a pupil is leaving, to ensure the right support is in place, information regarding the pupil will be shared with relevant staff in the new setting.

The majority of pupils move on to post-16 settings at the end of year 11 and every effort is made to ensure that there are relatively few young people not in education, employment or training (NEETs). Each academy has a planned careers programme for all pupils and a programme to support year 11 pupils in their transition to a suitable post-16 setting. This programme will include college visits, visits to/from employers and work experience where it can be arranged. Academy staff will share detailed information with post-16 settings to enable pupils to start suitable courses and have their needs met. Links will also be made with local authority careers services where they are available.

8. Responding to behaviour

a) Levels of behaviour and consequences

When applying a consequence to a behaviour, staff should consider the context and the individual needs of the child. On balance, judgements should be reasonable, fair and proportionate.

Level	Risk	Examples	Typical consequence (cumulative)
1	<p>Minimal risk behaviours which may only occur once. These behaviours may disrupt learning but do not cause harm to self or others. The behaviour does not damage the facilities or resources.</p>	<ul style="list-style-type: none"> • Incorrect uniform • Indirect inappropriate language • Not following instructions • Non-engagement with learning 	<ul style="list-style-type: none"> • Spoken to by staff involved • Parent/carers informed • Universal intervention
2	<p>Low risk behaviours which occur on a regular basis. This is disruptive and has the potential to cause harm to self or others. The behaviour could bring minimal damage to the facilities or resources.</p>	<ul style="list-style-type: none"> • Leaving the classroom without permission • Misuse of classroom equipment • Direct inappropriate comments • Preventing others from learning 	<ul style="list-style-type: none"> • Spoken to by staff involved • Referred to a coach/tutor • Parent/carer meeting • Universal intervention
3	<p>Medium risk behaviours which cause moderate harm to self or others. The behaviour could bring moderate damage to the facilities or resources.</p>	<ul style="list-style-type: none"> • Verbal or physical aggression • Moderate damage to property • Vaping/Smoking • Bullying 	<ul style="list-style-type: none"> • Targeted intervention • Restorative justice • Charges for costs of damage • Reported on CPOMS
4	<p>High risk behaviours which cause serious harm to self or others. The behaviour could bring significant damage to the facilities or resources.</p>	<ul style="list-style-type: none"> • Discriminatory behaviour • Absconding • Physical assault • Significant damage to property • Tampering with fire systems (detectors/alarms/extinguishers) 	<ul style="list-style-type: none"> • Specialist intervention • Reintegration programme • Referred to the safeguarding team for a safety plan review • Suspension
5	<p>Extreme risk behaviours which cause major harm or could have severely harmful consequences to self or others. The behaviour could bring considerable damage to the facilities or resources.</p>	<ul style="list-style-type: none"> • Malicious allegations • Serious harm to the education or welfare of others • Sexual Violence or Sexual Harassment • Use, or threatened use of an offensive weapon • Arson 	<ul style="list-style-type: none"> • Specialist placement • Professional involvement e.g. Healthcare or Police • Reintegration strategy • Suspension or permanent exclusion

b) Floor support, reporting and recording

There is always a member of staff on call and this member of staff will have a radio. They are expected to be a visible presence whilst on call. Their role at this time is to support pupils with their movement around the building and to be alert to any staff that may need support with specific pupil/s. This member of staff can call for support from the SLT if needed and all behaviour will be reported and recorded according to this policy and followed up appropriately.

All staff are expected to record incidents from Level 1 to Level 5 on Arbor in line with the academy's expectations. Incidents are discussed in the daily debrief led by a member of the senior leadership team. Staff receive guidance about the incident reporting process and actions taken on a regular basis. The data on Arbor is used to inform decisions about interventions and outcomes.

c) Pupils with SEND

We recognise that most pupils in our academies have a SEND need. We consider individual needs when planning provision as outlined in section 6 and also when considering how we respond to behaviour and make decisions about consequences. Any consequence will relate to the level of risk as outlined in section 6a, the individual pupil's needs and the wider context and impact. If an academy has a concern about the behaviour of a pupil with an EHCP it will contact the local authority to discuss the matter. If appropriate, the school may request an emergency review or early annual review of the EHCP.

d) Safeguarding

The school recognises that changes in behaviour may be an indicator that a pupil is in need of help or protection. We will consider whether a pupil's behaviour may be linked to them suffering, or being likely to suffer, significant harm. Where this may be the case, we will follow our child protection and safeguarding policy, and consider whether pastoral support, an early help intervention or a referral to children's social care is appropriate.

When considering whether a suspension is a suitable consequence or the length of a suspension the head of academy will consider the safety of the pupil.

Please refer to our child protection and safeguarding policy for more information and also the suspensions and behaviour policy.

e) Specific types of behaviour:

i. Mobile phones and online safety

To mitigate the risk of distraction, disruption, bullying and abuse, pupils are not permitted to use mobile phones at Olive Academies. This includes at offsite activity and travel on the academy's minibus. It is an expectation that all pupils will hand over their mobile phone during the meet and greet process. All mobile phones are stored securely and returned upon exit. Further information regarding the meet and greet process can be found in the [OA Searching, screening and confiscation policy](#).

If a pupil is required to have access to their mobile phone for medical or personal reasons, the case will be reviewed, and appropriate action will be taken to adjust and adapt the usability of a device where required.

ii. Online behaviour

The school can issue behaviour consequences to pupils for online misbehaviour when:

- It poses a threat or causes harm to another pupil or staff member
- It could have repercussions for the orderly running of the school
- It brings the reputation of the academy into disrepute
- The behaviour is suspected as criminal

iii. Bullying

All staff are committed to prevent all forms of bullying (including cyberbullying, prejudice-based and discriminatory bullying). Discrimination or unfair treatment towards specific attributes under the [Equality Act 2010](#) will not be tolerated.

A range of strategies are available to combat bullying. These include but are not limited to; restorative justice, peer coaching, teaching social skills and modelling behaviours that promote respectful behaviours. Reported bullying incidents will be reviewed to ascertain if they are substantiated or unsubstantiated. [OA Anti Bullying Policy](#)

iv. Sexual harassment and sexual violence

Olive Academies has a zero-tolerance approach to sexual violence and sexual harassment. We recognise that even if there are there no reports, that doesn't mean that this kind of abuse isn't happening. All staff will ensure that all incidents of sexual harassment and/or violence are met with a suitable response and never ignored. Pupils are encouraged to report anything that makes them uncomfortable, no matter how 'small' they feel it might be. Responses by leaders will be:

- Proportionate
- Considered
- Supportive
- Decided on a case-by-case basis

Safeguarding teams should carry out risk assessments, where appropriate, to help determine whether to manage the incident internally or report to externally agencies including the police. Please refer to [OA-TW child protection and safeguarding policy](#) for more information

v. Offsite behaviour

Consequences will be applied where a pupil has behaved inappropriately off-site when representing the school. This means when the pupil is taking part in any school-organised or school-related activity (e.g. school trips) and travelling to or from school

Consequences will be considered when inappropriate behaviour:

- Could have repercussions for the orderly running of the school
- Poses a threat to another pupil, staff or member of the public.
- Could adversely affect the reputation of the school

vi. Vaping, smoking and controlled substances

Vaping, smoking and controlled substances are not permitted at Olive Academies. This includes when pupils are taking part in offsite activity and travelling on the academy's minibus. If a pupil arrives at school with any cigarettes, vapes or smoking paraphernalia, it is expected that they will hand over any items as part of the meet and greet process. Items will not be returned; staff will retain or dispose of any items as appropriate informing the police if necessary. [See Searching, Screening and Confiscation policy.](#)

vii. Suspected criminal behaviour

If a pupil commits a criminal act that we become aware of we will involve the police. This could include if there was considerable damage to academy property and resources. We regard this as part of the process through which they learn about the boundaries of acceptable and respectful behaviour both inside and outside the academy. If a pupil is suspected of criminal behaviour, the school will make an initial assessment of whether to report the incident to the police. When establishing the facts, the school will endeavour to preserve any relevant evidence to hand over to the police. If a decision is made to report the matter to the police, the head of academy will make the report. The Trust could follow its investigation procedure following any incidents which have resulted in suspected criminal behaviours.

viii. Malicious allegations

Where a pupil makes an allegation against a member of staff and that allegation is shown to have been deliberately invented or malicious, the school will consider whether to discipline the pupil in accordance with this policy.

The decision on how to proceed will be dealt with sensitively and according to circumstances. In order not to deter genuine allegations from being made by pupils. The pupil found to have made a malicious allegation should be offered confidentiality and may (according to the circumstances) be:

- offered support and/or counselling to help identify the reasons why they made the allegation.
- suspended

- referred for criminal proceedings.

Where a pupil makes an allegation of sexual violence or sexual harassment against another pupil and that allegation is shown to have been deliberately invented or malicious, the school will consider whether to discipline the pupil in accordance with this policy.

In all cases where an allegation is determined to be unsubstantiated, unfounded, false or malicious, the school (in collaboration with the local authority designated officer (LADO), where relevant) will consider whether the pupil who made the allegation is in need of help, or the allegation may have been a cry for help. If so, a referral to children's social care may be appropriate.

The school will also consider the pastoral needs of staff and pupils accused of misconduct. Please refer to [OA child protection and safeguarding policy](#) for more information on responding to allegations of abuse against staff or other pupils.

ix. Suspensions and exclusions (incl. supporting pupils following suspension)

As a specialist alternative provision trust, we aspire to have zero suspensions and exclusions but for the safety of all pupils and staff, we must reserve the right, as set out in the national guidance to reluctantly suspend or exclude pupils on occasions. Our aim is to ensure that every alternative is considered before the decision to suspend on a fixed term basis is made or to permanently exclude a pupil.

A decision to suspend or permanently exclude a pupil can only be made by the head of academy, or in their absence, by a deputy head of academy. This decision will be taken in consultation with the executive headteacher, director of standards and SLG. The decision will be made considering the needs and vulnerabilities of the pupil concerned. Example circumstances of when suspension might be used include:

- assault on a pupil or adult
- arson
- drug taking or supply
- use or intended use of a weapon
- abusive incident where there is a clear victim (Racist, Homophobic, Sexist etc);
- harmful sexual behaviour
- systematic bullying
- damage to academy premises
- persistent refusal to comply with instructions.

The head of academy reserves the right to use suspension for other behaviours in exceptional circumstances as needed.

The academy follows a standard process around reintegration from suspension whereby the lead for behaviour or SLT member within the academy contacts the parent/carer immediately following a suspension to invite them to discuss the suspension and invite them to a return from exclusion meeting. An appropriate member of staff appointed by the

head of academy meets with the pupil and parent/carer, if possible, as soon as they return on site. A pupil's return will not be delayed if a parent/carer cannot attend the return from exclusion meeting. In the event that a parent/carer cannot attend, the pupil will meet with the member of staff independently, in order to access the curriculum without delay.

x. Searching, screening and confiscation

Any prohibited items (listed in section 3) found in pupils' possession will be confiscated.

These items will not be returned to pupils. Prohibited items are:

- knives or weapons
- alcohol
- illegal drugs
- drug paraphernalia
- stolen items
- tobacco and cigarette papers, vapes and smoking paraphernalia
- 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).

The head of academy and authorised staff can also search for any item banned by the academy which has been identified in its rules as an item which may be searched for – this includes mobile devices. We will also confiscate any item which is harmful or detrimental to school discipline.

Searching and screening pupils is conducted in line with the DfE's [latest guidance on searching, screening and confiscation](#).

xi. Positive handling and de-escalation

The OA Board of Trustees has a duty to ensure the health, safety and wellbeing of everyone in the academy. Positive handling is deployed when all other aspects of this policy have been exhausted. In limited circumstances, staff may use reasonable force to restrain a pupil to prevent them:

- causing disorder
- hurting themselves or others
- damaging property

Physical intervention must:

- **always** be used as a last resort
- be applied using the minimum amount of force and for the minimum amount of time possible
- be used in a way that maintains the safety and dignity of all concerned

- never be used as a form of punishment
- be recorded and reported to parents.

Please refer to OA's Positive Handling and De-escalation Policy for more detail on this.

xii. Charges for costs of damage to academy property

As outlined in our [Charging and Remissions policy](#), we will not hesitate to charge pupils and their families for the cost of repairing academy property and items in cases of deliberate damage.

9. Incident management and allegations against a member of staff

In rare instances where management of a behaviour incident results in an allegation against a member of staff from a pupil, a pupil's parent/carer or another member of staff, the trust expects the Head of Academy to follow the guidance set out in the incident toolkit – in discussion with the executive headteacher, interim director of standards and the trust safeguarding lead and/or HR manager.

10. Monitoring arrangements

a. Monitoring and evaluating behaviour data

Each academy will collect data on the following:

- Behavioural incidents
- Attendance and PIPs
- Suspensions and permanent exclusions
- Use of pupil alternative provision and work experience
- Incidents of searching, screening and confiscation
- Perceptions and experiences of the school behaviour culture for staff, pupils, local governors, trustees and other stakeholders (via anonymous surveys)

The data will be analysed on a half termly basis and from a variety of perspectives including:

- At school level
- By age group
- At the level of individual members of staff
- By time of day/week/term
- By protected characteristic

The academy will use the results of this analysis to make sure it is meeting its duties under the Equality Act 2010. If any trends or disparities between groups of pupils are identified by this analysis, the school will review its policies to tackle them.

b. Monitoring the policy

The OA Board of Trustees is accountable for the outcomes of pupils and pupils within its academies and as such will be provided with regular information about the implementation of this policy and

how it is working in practice. The academy advisory board for each academy will also receive regular reports on behaviour and how this is impacting on learning. The policy itself will be reviewed on an annual basis.

11. Links to other policies

- Anti-Bullying policy
- Positive handling and de-escalation policy
- Complaints policy
- Safeguarding and child protection policies
- Online Safety and acceptable use agreements
- Curriculum Policies such as PSHE and RSE
- Searching Screening and Confiscation policy

Statutory policies are published on our [website](#)

Internal policies and procedures are available on the [intranet](#). If you require access, please contact the academy office.