



Positive Behaviour for Learning Policy

Adopted by Governors: June 2019

Union Meeting (if applicable) NA

Next Review due: Summer 2024

Committee Reviewed at:FULL Summer 2022.....

Signed by Chair of Committee:.....

Date:.....

Signed by Head Teacher:.....

Date:.....

Birkett House School

Positive Behaviour for Learning Policy

2022-2024

Date policy reviewed: June 2022

Next review date: June 2024

- People involved in writing this policy: Senior Leadership Team, Birkett House School, Birkett House School staff and School Governors
- People involved in consultation process: Senior Leadership Team, all teaching and support staff, and Designated Leads for Child Protection
- Display/availability: Policy folder on shared drive and websites

Related Policies:

- Child Goes Missing
- Disciplinary Policy
- Teaching and Learning Policy
- Care of Pupils Policy Child Protection and Safeguarding Policy (includes anti-bullying)
- Educational Visits Planning
- Mobile Phones Guidance
- Complaints Policy
- Dealing with Allegations of abuse against staff
- Attendance
- Health and Safety
- Whistle-blowing
- ICT Policy and ICT Technical Policy

Policy Objectives

At Birkett House we aim to:

- To provide guidance for staff, parents, governors and other stakeholders on how we keep children and young people safe.
- To provide a framework for our collective beliefs around human behaviour as it relates to children and young people.
- To provide an inclusive model for our understanding of behavioural needs.
- To underpin our beliefs with evidence based practice and current research.
- Promote all aspects of each pupil's development, preparing them to make a positive contribution to society and to have an understanding of their rights and responsibilities as citizens.
- Encourage pupils to become independent, responsible, accepting and caring people with respect for the beliefs and values of others.
- To develop pupil's social, communication and self-management skills;

KEY BELIEFS and ETHOS for Behaviour

At Birkett House School we believe that:

- Children and young people want to behave well.
- Behaviour is a means of communication – we must ensure that all pupils are supported to communicate their needs safely and appropriately.
- With the right support and intervention children and young people can learn to improve their behaviour and manage well.
- Mistakes are part of the learning process and we recognise that all of our children and young people are at different stages of the developmental process.
- All of our children have learning difficulties which impact on how they learn to behave.
- All adults can learn strategies to support young people to improve their behaviour
- Parents and carers are an integral part of supporting children with their behaviour which can challenge

What's good behaviour? Well, that's obvious isn't it? Good behaviour is sitting still, doing what you're told, speaking when you're spoken to and generally following instructions. And that's great, except for the fact that pupils are in school to learn, not to behave.

The Guardian, February,
2012

We believe that children and young people want to behave well. We believe that our children and young people are happy when they behave well and when that behaviour is recognised and acknowledged by adults and their peers. Children are able to behave well when their needs are well met in school, at home and in the community.

Birkett House school will provide an environment where:

- Pupils are happy, secure and safe.
- Pupils learn, develop and mature with dignity and respect
- Pupils and staff respect each other and all people irrespective of race, gender, ethnic origin, ability or social class
- There is clarity about acceptable and unacceptable behaviour
- Pupils are encouraged to interact co-operatively and constructively
- We encourage good relationships, self-reliance, self-worth and responsibility
- Intimate care routines can take place with dignity and privacy

This policy outlines the school's expectations of staff:

- To maintain accurate and up to date pupil records;
- To engage in on-going professional development to ensure their knowledge of pupils' identified needs, including autism, along with developments in behaviour management techniques, including physical interventions, are up to date;
- To record and report incidents of inappropriate behaviour;
- To establish strong, positive relationships with pupils, parents, carers, staff, governors and involved agencies;
- To communicate effectively and appropriately with pupils, using appropriate methods for individual pupils;
- To adopt non-confrontational approaches;
- To work within the Birkett House key beliefs and ethos as outlined above and within the physical intervention training delivered through the 'Engage Disengage Reengage' (EDR) approach to behaviour (edr-pb4l.co.uk)
- To operate within a legal framework and ensure the safety of all;
- To contribute to behaviour analysis, hypothesis setting, developing behaviour strategies and interventions, and planning and reviewing positive behaviour plans (PBPs); and
- To carry out strategies and interventions set out in Positive behaviour plans (PBP) and other pupil documents such as Education, Health and Care Plans (EHCP).

Engage Disengage Reengage (EDR)

The EDR model is followed at Birkett House School. Engage Disengage Reengage is a positive behaviour for learning training model developed within 6 special schools in Leicestershire and led by Maplewell Hall School. It is written to ensure best practice within all facets of school life.

Engage allows staff to engage with behaviour professionally and accurately in order to improve outcomes for pupils.

Disengage focuses on strategies and techniques including the use of reasonable force to help staff and students stop challenging behaviours.

Reengage focuses on reflective processes needed to secure and demonstrate the impact of EDR and how accurate reporting and recording systems can generate meaningful data to drive school improvement.

The Engage Disengage Reengage training model ensures that all staff have access to up to date, relevant training, designed specifically for our workplace and the particular needs of our pupils and staff.

Members of staff are trained to deliver this model to others and therefore staff have trained people on site in order to support and give advice if and when required.

There are 5 frameworks that EDR is based upon:

1. Behaviour for Learning

Adults can support children and young people by the quality of our relationships with each other and them. These relationships are crucial. Each adult is a significant adult for our children and young people.

Supporting Positive Behaviour for Learning is the result of the designated teacher or staff's commitment and dedication to building positive relationships with groups of pupils and with each individual pupil within the group. Pupils are more likely to adopt Positive Behaviour for Learning habits if the teacher/staff is able to demonstrate respect for each pupil and their individual needs and preferences by investing time in building those relationships.

Children and young people at Birkett House School may find learning difficult; learning new behaviour is a task, just like learning to read or write. As adults, we must consider the learning styles and needs of children and young people; we must also have realistic expectations about the rate of progress a child will make when learning to adapt or develop new behaviours. Most of our children and young people learn in small, incremental steps over a very long period of time.

2. Positive Behaviour Support

How children behave gives us important information about how they are feeling. A Positive Behaviour Policy supporting children to effectively communicate is a very important part of supporting children and young people to behave appropriately. Children with severe and complex needs will need a personalised approach to behaviour management and consideration must be given to sensory needs, pain thresholds and levels of stimulation and engagement.

3. Restorative Practice

Restorative practice is a social science that studies how to build social capital and achieve social discipline through participatory learning and decision-making.

<http://www.iirp.edu/what-is-restorative-practices.php>

The fundamental premise of restorative practice is that people are happier, more cooperative and productive, and more likely to make positive changes when those in authority do things *with* them, rather than *to* them or *for* them.

Restorative practice includes the use of informal and formal processes that proactively build relationships and a sense of community to promote good behaviour and self-discipline. These

processes are most clearly evidenced in an approach to inappropriate behaviour that seeks to acknowledge responsibility for the harm caused, identifies how people are affected, and promotes the repair of relationships.

In schools, the use of restorative practices has been shown to reliably reduce inappropriate behaviour, bullying, violence and crime among pupils and improve the overall climate for learning.

4. Pupil Voice

[A 21st Century School] engages and consults pupils in the school, not just on their own learning and additional needs, but also on issues related to the school as a whole;

**21st Century
Schools: A World-Class Education for Every Child. DCSF 2008**

Pupil Voice is a framework for more meaningful pupil engagement in schools. Pupil Voice provides pupils with systems and structures to enable them to contribute to school policy and practice and have a genuine role in designing their learning environment and curriculum on the premise that when pupils are more actively engaged *in* the system, they are more likely to actively engage *with* the system.

5. Token Economy

"One of the most important technologies of behaviour modifiers and applied behaviour analysts over the last 40 years has been the token economy"

**Matson and Boisjoli
Aggression and tantrums in autistic children:
A review of behavioral treatments and maintaining
variables.2009**

A token economy is the awarding of tangible tokens as positive reinforcement to pupils for completing tasks or adopting positive behaviour for learning habits. The basic principle is that a pupil earns a certain number of tokens by engaging in desired behaviours (called "target behaviours") and can then exchange these tokens – effectively using them as payment, which in turn reinforces positive behaviour.

The Quality of Our Provision

Training

As part of their induction, all new staff will initially receive a day's training delivered by trained EDR trainers within the school's staff team on the law, current government guidance documents and the Duty of Care. This will ensure all staff understand the legal framework within which they operate. Refresher training will happen throughout the year focusing on different aspects which are deemed important. Teachers can also request training to be delivered for class groups if they wish to discuss individual children or scenarios.

This Positive Behaviour for Learning Policy will be reviewed as necessary and each year all staff will be briefed on revisions made in response to changes to legislation or guidance.

New positive behaviour plans have been introduced in order to make it more apparent how to support the children. The new positive behaviour plan includes aspects such as triggers and how to support the children. These plans are to be located within the students individual files as well as in a purple folder which is easily accessible for quick updates or to inform new staff. It is important that these behaviour plans are discussed with parents in order that they fully understand how we support their child.

The Boxall Profile has also been introduced- only recently- in order to observe the students social and emotional wellbeing where necessary and appropriate. The Beyond the Boxall interventions are then being used by teachers to support them with activities- some interventions are changed in order to make them more appropriate.

Staff are encouraged to discuss with their teams how best to support the children and if they require any more support, EDR trainers are happy to discuss any concerns or strategies.

Meeting Needs

Every child and young person is an individual, with varying needs and preferences. What is outlined below are the preferred strategies which are in line with Birkett House's overarching ethos. Children with profound and complex needs will need a personalised approach to behaviour management and consideration must be given to sensory needs, pain thresholds and levels of stimulation and engagement. Personalised learning approaches ensure that we meet each child or young person at his/her point of development. If we are able to meet each child at his/her point of need, it is more likely that challenging or unhelpful behaviour will decrease or stop.

Supporting Pupils Learning

Staff will support Pupils learning through:

- Accurately assessing the child or young person's needs through observation, evidence gathering and analysis – so that our lessons and interventions are well informed and planned.
- Planning to meet the child or young person's range of learning needs specific to the plans drawn up by their professional group, eg equipment, staffing, sensory needs
- Supporting the child to develop high levels of resilience and have **high expectations for every child for now and for in the future.**
- Supporting children and young people to develop high self- esteem, so that they believe that they can succeed.
- Preparing to deliver engaging, accessible and meaningful lessons and learning opportunities.
- Planning lessons and activities that encourage co-operation and group work.
- Frequently giving positive reinforcement when things are going well and minimal feedback for low level undesirable behaviours. **Focus on what you want the child to do.**
- Knowing what motivates each child or young person.
- Praising pupils for their efforts, not their skills using growth mindset principles.

- Investing time to allow children to practise and make mistakes.
- Where appropriate, including the children and young people in the target-setting and evaluation process for outcomes measurement, using appropriate language and methods (self-assessment).
- Giving the child or young person feedback on progress in a supportive way that makes sense to them, focusing particularly on their efforts and what they need to do to make further progress.
- Praising the children and young people for their specific effort and achievements, ie descriptive praise and do this often.
- Working in close partnership with parents and carers.
- Actively teaching the children and young people behaviour for learning.
- Teaching at least 3 wellbeing sessions a week suitable to the students

The Learning Environment

- An organized and tidy classroom environment encourages Positive Behaviour for Learning.
- All equipment should be stored away when not in use.
- Cupboards and drawers should be labelled to help staff and pupils find the equipment they need.
- Broken or faulty equipment should be put away out of reach whilst awaiting repair or replacement.
- All lessons, equipment used and the rooms and spaces lessons take place in should be risk-assessed.
- The class teacher/timetabled teacher is responsible for ensuring appropriate risk assessments are in place.
- Displays should be kept up to date.
- Specific rules for learning areas should be clearly displayed in a format that is appropriate for all pupils.
- The layout of desks should allow for safe movement around the room, with exits kept clear.

Building Relationships

To foster successful, *enabling* relationships we need to:

- Actively build trust and rapport – they have to be earned: they're not given.
- Demonstrate our belief in pupils, it supports them to succeed. **(high expectations)**
- We treat children and young people with dignity and respect at all times, eg by saying 'thank you'; by communicating carefully and clearly in a way that is accessible to them and their current level of need.
- Adults should listen respectfully to the child or young person, and make a judgement about how/when to respond.
- Invest in your relationships with the children and have fun together
- Demonstrate through their body language that school is a good place to be
- Consider what might be behind the behaviour; why the child or young person is behaving in this way. There will always be a reason: **the behaviour is a symptom of something that we need to identify.**
- See things through, eg consequences in place as a response to particular behaviours, both desirable and undesirable
- Keep our word – and if, for some reason, we are unable to honour a commitment to a child or young person, to communicate clearly and honestly about why this has happened.

- Identify the strengths in the child or young person – identify these with the child and build on it. If a child is not able to do this, advocate for the child within the team or professional group.
- Apologise if you make a mistake – you are modelling this for the child or young person and this will support you to build trust and respect.
- Name and manage your own emotional reactions to children and young people's behaviour, ie demonstrate emotionally intelligent behaviour at all times. Seek help if you are finding it difficult to manage your feelings about a child or young person.
- It is important to resolve difficult feelings about children's behaviour – it is unhelpful history. Focus instead on getting it right in the future.
- Quietly but firmly hold appropriate boundaries for the children and young people.
- Seek support from wider professional networks to problem-solve challenging behaviour.
- We are always respectful to children; we do not talk about them over their heads or in front of other children.
- We are non-judgemental about children's life experiences, but we use evidence to inform our planning for them.

Scaffolding

Scaffolding – by this we mean all the things we do to support our children and young people to manage their own behaviour successfully. The scaffolding rules support positive behaviour.

They should be:

- Few in number
- Where developmentally appropriate, agreed with children and young people
- Communicated in a way that the children and young people can understand, including visual cues, objects of reference, social stories etc.
- Stated in the positive – things we are going to do
- Regularly referred to by all staff with children and young people
- Appropriate to the activity and developmental range

The scaffolding consists of:

- Accessible modes of communication
- Clear and realistic expectations
- Rules and Expectations
- Reparation and reflection wherever possible and appropriate- see below
- Descriptive praise – see below
- Fair and predictable responses to both negative and positive behaviour.

As well as, routines, the language of choice, rewards and consequences (Appendix 2).

Rewards

A range of possible rewards are available, some of which are highly individualised. Pupils may be rewarded by the following:

- A special snack or drink (with mind to dietary restrictions)
- Positive use of voice and facial expression.
- Praise.

- Helping with jobs.
- Giving stickers, certificates, good work behaviour sticker systems.
- Choosing an activity.
- Time with a favoured person or in a favoured place.
- Whole school awards are presented in assembly.

Integral to the system of rewards is an emphasis on praise, both formal and informal to individuals and groups. Success that is relevant to the individual's ability should be celebrated. Rewards should be consistent, immediate (depending on level of awareness) and understood by the pupil.

The school awards a number of special certificates annually at the end of the summer term also.

Sanctions

Sanctions are used within our framework of reinforcing positive behaviour. We must be careful in our use of them so as not to negatively reinforce the behaviour. Sanctions will need to be appropriate to the individual. They should be applied calmly and with reason – not as an emotional response to a situation.

Agreed sanctions are:

- Temporary loss of privilege
- Verbal reprimand
- Sending to a senior member of staff
- Restriction of leisure activities
- Planned ignoring
- Loss of break
- Time out. This should only be used as part of an agreed behavioural programme, and only to allow pupils under close supervision, to calm down.
- Exclusion - only to be used in very extreme and exceptional circumstances by decided by the Headteacher.

Sanctions used must be agreed by the class team and written on the Behaviour Support Plan. This can be discussed and negotiated as part of restorative practice. *Once a sanction has been applied the matter should not be revisited. Each session and each day is a new start.*

All the following must be viewed as unacceptable sanctions:

- Corporal punishment – the intentional application of force as a punishment and includes biting, pinching, slapping, rough handling, striking, with or without an implement or throwing missiles at a child.
- Deprivation of food and drink
- The use or withholding of medication, medical or dental treatment
- Intentional deprivation of sleep (applies to residential facilities)
- Requiring children to wear distinctive or inappropriate clothing as a punishment
- The use of accommodation to restrict physically the liberty of any child as a form of punishment. This is only permitted in premises approved by the Secretary of State for use as secure accommodation.
- Imposition of fines
- Intimate body searches
- Insensitive, disparaging or sarcastic comments, comments capable of being construed as having unnecessary sexual connotation which are made out of context.

Contingent Touch

Schools cannot expect to 'legislate' for all physical contact, but in the everyday life of a special school there *will* be situations that legitimately involve some physical contact with pupils either in the classroom, around school or in the general management of behaviour. If pupils are not comfortable with physical contact, this should be respected; whilst opportunity to develop contact should be continued to be offered at an acceptable level.

We acknowledge that pupils with severe learning difficulties may need to seek physical comfort, although age appropriate issues should be taken into consideration. In response, staff must be careful not to arouse inappropriate responses and should be aware that children can misinterpret words and actions. Matters of this kind will need careful team discussion and where appropriate recorded in the pupil's individual programme.

- Contingent Touch may be used appropriately eg pat on shoulder in a public place, in the appropriate context.
- Holding may be used appropriately; by this we mean providing physical direction similar to contingent touch but more directive in nature, eg the child or young person is led away by hand/arm/around shoulder.
- Children with complex sensory needs may also request squeezing or deep pressure. This will be documented in sensory profiles.

Challenging Behaviours

Our response to challenging behaviour may depend on the pupil's individual needs. Therefore we should always take a personalised approach, following the pupils PBP and school ethos for behaviour.

Challenging behaviour may include, but is not restricted to:

- Not taking part in a planned activity;
- Knowingly distracting others;
- Talking over the top of the teacher or designated speaker;
- Damaging property;
- Swearing;
- Defacing or destroying work;
- Ignoring or excluding others;
- Insulting or bullying behaviour;
- Discriminatory behaviour;
- Sexualized behaviour and peer on peer abuse
- Acting aggressively towards people;
- Absconding; and
- Acting in an unsafe manner.

The behaviour of children and young people in any lesson is the responsibility of the timetabled teacher and class team.

Children and young people across the school must know that inappropriate, disruptive and dangerous behaviour is not acceptable and that staff will consistently reinforce this message by addressing such behaviours during lessons and at social times. Equally staff should give minimal feedback for low level undesirable behaviours.

Whilst there must be consistency in terms of all teachers challenging all concerning behaviour, the methods that teachers employ will be suitably differentiated to take account of the level of risk, the pupil's individual needs and abilities, and the context within which the behaviour is taking place.

Where pupils have Positive behaviour plans (PBP) or Risk Assessments (RAs) in place, the timetabled teacher must ensure that they are familiar with the details of such documents, follow the strategies they outline, and regularly contribute new information to them through the pupil's pastoral class teacher, form tutor and support staff.

Communicating Expectations and Choices

If pupils begin to display inappropriate/challenging behaviour in a lesson, the teacher's first communication with the pupil will go a long way to determining how the behaviour will evolve. For some Birkett House pupils well judged, timed and delivered verbal communication of expectations and choices vastly improves the chances of the pupil choosing to adopt positive behaviour for learning.

Appendix 3 demonstrates a suggested list of communication strategies for pupils which can support Positive Behaviour for Learning. These strategies are part of the EDR approach which Birkett House endorses.

Diversion and Distraction

If staff are proactive and engage with pupils who are at risk of behaving in a challenging or inappropriate way before the behaviour escalates, then diversion and distraction strategies can be very effective. They are particularly effective at social times.

Diversion and distraction strategies include:

- Changing the topic of a conversation;
- Commenting on or pointing to interesting features in the environment;
- Changing location;
- Ending an activity and starting a new one;
- Introducing new people to the group; and
- Asking questions about previous shared positive experiences.

Escalating Behaviour

Even the most skilled communicators will find that on occasions pupils will not be able to comply with rules and requests, and will continue to display inappropriate and challenging behaviour.

Challenging and inappropriate behaviour can interfere with others learning and also presents a learning opportunity in itself and therefore should be addressed.

Children and young people with exceptional behavioural needs

The majority of children and young people at the school will respond positively when staff work within these guidelines but some of our children and young people need additional support to learn to manage their behaviour. We do this by:

- Working in line with this Policy
- Putting in additional scaffolding, tailored to the specific needs of each child or young person.
- Multi-agency review
- Observations in a range of contexts, including home visits
- Medical investigations to ensure that the pupil is not in pain or unwell

- Making the routines/strategies more detailed
- Drawing up a Risk Assessment and PBP detailing action to be taken when identified behaviour occurs. This is shared with the child or young person, parent and other staff
- Drawing on additional resources from beyond the school, eg CAHMS, EP support, Disabled Children's Team and medical specialists.
- Parental and family support to implement changes in strategies

Some children need very specific and detailed planning, which could include a shortened day, off-site education or home-based learning. When significant adaptations are made to a pupil's learning day, we always plan jointly with the parents and carers and the Multi Agency Support Team, The Local Education Authority and external agencies.

Serious Risk Behaviours

Serious Risk Behaviour is behaviour that presents a risk of physical or emotional harm to pupils or staff, or that risks significant damage to property.

If, despite all attempts to divert, distract and de-escalate, behaviour becomes serious, the teacher needs to take charge of the situation calmly and assertively to manage the risks appropriately. In such situations, the teacher may need to employ some or all of the following strategies:

- **Direct the pupil to leave the room and go to a safe place** – The safe place/quiet place may be identified on pupil's planning documents or it may be an impromptu location. Directing the pupil to a specific location is an important aspect of this strategy as it helps to ensure the teacher fulfils their duty of care obligations. The timetabled teacher is still responsible for the safety of the pupil even after they have been asked to leave the room or area and therefore teachers must direct the pupil to a safe place, ensure that the pupil has gone there and establish that appropriate supervision is in place. In practical terms, this may mean clearly directing a member of staff to follow the pupil.
- **Remove the group** – Sometimes it is safer to remove the other pupils and take them to a free room. Teachers can identify free rooms by calling reception. The safety of the pupil left behind is still the teacher's responsibility and therefore appropriate supervision must be in place.
- **Call for assistance** – In some instances, it may be appropriate for the teacher to call for additional staffing to support. The teacher is the person who makes this decision and may either phone or direct a colleague to phone reception.
- **Use of Force** – When the risk of not physically intervening is greater than the risk of physically intervening, staff are authorised to use force as long as they apply the appropriate **reasonable, necessary and proportionate** criteria to each situation, they act honestly and in good faith, and that they apply the minimum force for the shortest amount of time possible.

Use of Reasonable Force

The Department for Education document, *Use of Reasonable Force: Advice for Headteachers, staff and governing bodies*, states:

1. The term 'reasonable force' covers the broad range of actions used by most teachers at some point in their career that involve a degree of physical contact with pupils.

2. Force is usually used either to control or restrain. This can range from guiding a pupil to safety by the arm through to more extreme circumstances such as breaking up a fight or where a pupil needs to be restrained to prevent violence or injury.
3. 'Reasonable in the circumstances' means using no more force than is needed.
4. As mentioned above, schools generally use force to control pupils and to restrain them. Control means either passive physical contact, such as standing between pupils or blocking a pupil's path, or active physical contact such as leading a pupil by the arm out of a classroom.
5. Restraint means to hold back physically or to bring a pupil under control. It is typically used in more extreme circumstances, for example when two pupils are fighting and refuse to separate without physical intervention.
6. School staff should always try to avoid acting in a way that might cause injury, but in extreme cases it may not always be possible to avoid injuring the pupil.

There is no national regulatory body for the use of physical interventions and therefore there is no 'approved' list of techniques or holds. Certain techniques have been identified as posing a far greater risk of injury or death and under no circumstances should these techniques be used. The techniques in question are: Face-down, prone restraints; the 'seated double embrace'; the 'double basket-hold'; and the 'nose distraction' method.

All members of school staff, as well as any volunteers, have the legal power to use reasonable force. When deciding whether to use this power, all staff must make a dynamic risk assessment to establish whether the use of force is in the best interests of the pupils, whether it is **reasonable, proportionate and necessary**, and whether the risk of not using force is greater.

Staff should use all of their skills in de-escalation, distraction and diversion where possible to avoid the use of force to control or restrain pupils. Staff should be sensitive to the fact that pupils with autism may find any physical contact particularly difficult to manage.

British law allows for the lawful use of violence under specific acts of parliament. Under common law, everyone has the right to self-defence which also includes the defence of others. Under the Criminal Damage Act 1971, everyone has the right to use force to protect property. The Criminal Law Act 1967 allows for the use of force to prevent a crime or make an arrest. All of these laws apply at school, just as they do in society.

However, acting lawfully may not protect staff from disciplinary proceedings and all staff should be aware that although the law allows for staff to use force to defend themselves, others, property, and to prevent a crime, the ethos of the school is against the use of pain compliance techniques.

Physical Intervention/Restraint

Restraint is the positive application of sufficient force to ensure, by physical means alone, that a child or young person does no injury either to him/herself, a member of staff, another child or young person, or property.

- Should rarely be used, and only after all other interventions have been exhausted.
- Should be part of pupil's Positive Behaviour Plan (PBP)
- Children with profound and complex needs will need a personalized approach to behaviour management and consideration must be given to sensory needs, pain thresholds and levels of stimulation and engagement.

- Should only be used if the child or young person is putting himself or others in danger and where failure to intervene would constitute neglect.
- If used, it must be recorded in the school's incident recording system- Behaviour Watch.
- Where appropriate a risk assessment will need to be carried out as determined by the Deputy Head for Behaviour and Safeguarding.
- After a **reflection/staff debrief***, a positive handling strategy may be included in the pupil's PBP. This may apply when an individual child or young person needs physical intervention strategies as a part of an ongoing PBP.
- Staff should update the child or young person's PBP after a significant incident, outlining any interventions or specific approaches. As before this should occur after a reflection meeting led by the Deputy Head or Behaviour Specialist
- Staff need to be able to establish the possible consequences of using a particular EDR method or methods of physical intervention when difficult behaviour occurs.
- If restraint is used, parents/carers need to be contacted before the child arrives home.

See Physical Intervention Protocol Appendix 4

What Is 'Physical Intervention'?

There is a difference between Physical Intervention and Restrictive Physical Intervention. In this school these are defined as follows:

| Type | Definition | Example |
|---|---|--|
| Non-restrictive physical interventions. | Where physical touch is used to support the young person and they have the choice to move away from the touch or where a cause of distress can be removed without the need to touch the young person. | In this school this may include: <ul style="list-style-type: none"> • guiding/shepherding a person from A to B • Removal of a cause of distress, such as adjusting temperature, light or background noise. |
| Restrictive physical interventions | Where the adult takes control of the young person and their actions to prevent, impede or restrict movement or mobility. | In this school this may include: <ul style="list-style-type: none"> • Isolating a child in a room • Using EDR physical interventions • Blocking a person's path • Pushing/pulling |

Duty of Care

Staff should be aware that their employment imposes upon them a duty of care to maintain an acceptable level of safety. It is acknowledged that the behaviour of children and young people can become dangerous and physical intervention may be required. This is inevitably

a high risk action. Guidelines cannot anticipate every situation and, therefore, the sound judgement of staff at all times is crucial. This may mean not getting physically involved if this would put you at direct risk, but could include summoning relevant assistance. It is not acceptable to do nothing.

The two types of physical interventions likely to be required in the school are:-

| | |
|-----------------------------------|---|
| Emergency/unplanned interventions | Use of force which occurs in response to unforeseen events. <i>This should always be a trigger for a Risk Assessment and planning once it has occurred.</i> |
| Planned interventions | Any situation that staff might reasonably expect to occur, in which staff employ, where necessary, pre-arranged strategies and methods which are based on a risk assessment. Planned Interventions must be recorded on their Positive Behaviour Plan <i>This could be in an individual plan for the management of the behaviour of a specific pupil but could be generic risk assessments and plans for situations which are likely to occur such as a fight in a playground.</i> |

a) Individual Positive Behaviour Plans including physical interventions

These are essential when it is known that a young person may behave in a way that will require a physical intervention, (from records from a previous setting or a history of incidents at the school).

In these cases the headteacher will ensure that:

- An individual positive behaviour plan is in place, taking account of the needs of the pupil and identifying ways of addressing needs.
- Appropriate support services have been consulted and their advice sought.
- The plan is fully communicated to those in direct contact with the pupil.
- The plan identifies triggers and warning signs of the dangerous behaviour.
- The plan includes positive behaviour support strategies to manage the behaviour without the use of physical interventions
- The physical interventions to be used and the points at which they are to be used are specific.
- That parents/carers, staff and pupils (where appropriate) have been involved in drawing up the plan and are clear about the specific actions staff may need to take
- That the pupil’s Special Educational Needs (SEN) and/or disability have been fully considered. This will include seeking medical advice regarding how restraint could affect a pupil with disability or medical condition.

Once the plan has been drawn up and agreed, the headteacher will ensure that:

- The plan is effectively communicated to all those authorised to use force and who may be required to use it.
- That all those who may be temporarily authorised to use force (e.g. volunteers on school trips are made aware of the plan and risk assessment as necessary).
- That appropriate training on specific restrictive physical interventions is available and it is mandatory that those who require it attend.
- That appropriate resources are available to ensure the plan is effectively implemented.
- That the plan is reviewed after every intervention, to ensure it is still appropriate.

b) Planned Generic Physical Interventions

The school will attempt to identify situations where these events may predictably occur, (e.g. fights, rough play, serious disruption of teaching), and will put in place agreed risk assessments protocols to deal with such events. These will be communicated to staff and any necessary training will be accessed.

IT IS THE RESPONSIBILITY OF EVERY MEMBER OF STAFF TO ENSURE THEY ACT IN ACCORDANCE WITH THESE PLANS AND RISK ASSESSMENTS. ADDITIONALLY STAFF SHOULD MAKE THE HEADTEACHER AWARE OF ANY SHORTCOMINGS IN THESE PLANS AND ASSESSMENTS.

c) Unplanned Physical Interventions

These by their very nature are more difficult to deal with and will certainly involve staff making on the spot decisions about if and how to intervene.

In emergency or unplanned situations staff will need to carry out a dynamic risk assessment based on the circumstances at the time, professional judgement, this policy and any training received.

Staff are not expected to intervene physically against their better judgement, nor are they expected to place themselves at unreasonable risk. They must take steps to minimise risks. For example, by removing other pupils and calling for assistance.

ALL STAFF MUST BE AWARE THAT THE SCHOOL DOES NOT CONDONE AND WILL NOT TOLERATE THE USE OF PHYSICAL RESTRAINT TO PUNISH OR DISCIPLINE A PUPIL OR TO DELIBERATELY CAUSE PAIN TO OR HUMILIATE A PUPIL. STAFF MUST NEVER USE PHYSICAL RESTRAINT OUT OF ANGER OR FRUSTRATION.

What to do after an incident of challenge

Restorative Conversations with the student

Young people often need time and support to consider their actions and where things may be going wrong. Often with time, without an audience and with adult support, young people can learn to make the right choices and be supported to 'make good'.

Once teachers have exhausted the strategies above, the next step in the process for re-establishing positive behaviour for learning would be to host an informal restorative conversation. Often this is not possible during the lesson or cannot happen immediately because the pupil may need some reflection time as outlined above.

Dependent on the pupil's communication needs and ability Birkett House pupils will be expected to have a 'Restorative Conversation' either at the end of the lesson or before the

end of the school day. A Restorative Conversation is simple in its framework. It is a calm and open space where the following questions are asked of the pupil. These may be adapted in light of the pupils varying communication abilities and understanding.

- “What happened?”
- “What were you thinking about at the time?”
- “What have you thought about since the incident?”
- “Who do you think has been affected by your actions?”
- “How have they been affected?”

Reflection Meeting

If the restorative conversation failed, then the next step would be to hold a ‘Reflection Meeting’. These engage the help of a more neutral member of staff. Teachers should seek support from colleagues or the pupil’s Form Tutor/class teacher.

Pupils can be helped to make appropriate choices when they have a chance to reflect and where appropriate verbalise their thoughts and emotions. Identifying who is being affected and how in a less confrontational setting is part of this reflection process and supports reparation.

Support staff may also be called to hold a restorative conversation or reflection meeting.

Many pupils benefit from these conversations being communicated visually as a comic-strip conversation or social story for future reference.

Reparation

Reparation means repairing relationships, or ‘making good’ in some way. We believe that children and young people should always be given the opportunity to repair, and that they want to do this. **We do not believe in the concept of punishment, because it focuses the child or young person’s mind on the punishment, rather than what s/he did.** This frequently leads to children and young people feeling angry about the punishment, rather than thinking about the effect of their behaviour on others.

Where developmentally appropriate, we support children and young people to take responsibility for what they have done and to repair it with the other person(s) involved/affected. Even children with complex difficulties can be supported to repair: we can’t make assumptions about what children feel. Unresolved difficulties can make children and young people very anxious and this can cause behaviour to escalate or become habitual.

Example: Behaviour Consequence

1. *Child or young person disrupts activity or behaves in a way that makes other children feel unsafe.*

Action: Child or young person has a break. Child or young person is supported by an adult to consider their behaviour (Reflection). Child or young person apologizes to the group, for his/her specific actions and carries on with the activity. (Reparation)

It is important for our children and young people to clearly link a specific behaviour with its consequence. The consequence needs to be a natural consequence, which makes sense to a child. It is also important for adults to review what has happened. Was there anything that could have been done differently to support this child or young person to manage?

Interventions

Interventions are much more effective tools for modifying the behaviour of pupils who display inappropriate or challenging behaviours. Interventions are more positive and seek either to resolve conflict or to encourage appropriate social, communication or self-management skills. Pupils can be referred for an intervention based on the information in Behaviour Watch which is analysed.

Staff Debrief

For staff, being involved in a serious incident can be physically and emotionally draining. Many staff will leave a serious incident feeling that there was something they should have either done, or not done, that could have resolved the incident earlier. It is important that procedures are in place to give staff who have been involved in serious incidents the opportunity to reflect professionally on what happened. This reflection period allows everyone to learn from both the good practice and the mistakes so that in future situations, the best decisions can be made.

As long as staff have acted reasonably, proportionately and their action was necessary to prevent harm to people or to property, or to maintain good discipline, and staff acted honestly and in good faith, minor injuries will not be taken as evidence of malpractice.

There is however a formal process for investigating incidents where it is felt that staff have acted unreasonably, disproportionately, or in any way that is not within the spirit and ethos outlined in this Positive Behaviour for Learning Policy.

During such an investigation, staff will continue to receive support from school leaders.

Staff should refer to the school's Disciplinary Policy for details of the procedures for handling such allegations.

Informal Staff Debrief

Immediately following a serious incident, a member of SLT or the Behaviour Specialist will check on the immediate physical and emotional well-being of all staff involved in the incident. Staff will be invited to seek first-aid if required and to take a break from timetabled duties to compose themselves and cover will be arranged where necessary. In the most serious cases, this might mean a member of staff going home for the rest of the day.

Formal Staff Debrief

At a Formal Staff Debrief, a member of the leadership team will call together all involved staff. The purpose of the meeting will be to:

- Identify systemic, environmental changes that could be made to either prevent or at least reduce the risks of future events of this nature;
- Identify training needs to develop staff skills to deal with future events of this nature; and
- Ensure the physical and emotional well-being of all staff involved.
- Ensure staff acted reasonably, proportionately and that the action taken was necessary;

Reports in Behaviour Watch will be used to produce weekly and termly reports which will make specific recommendations to the Headteacher to reduce the risks in the future. This information will be shared with Governors

Behaviour including PBPs and Risk Assessments will then be discussed at SLT meetings as part of the standing item on behaviour,

Pupil Debrief

The physical and emotional well-being of pupils is also checked following a serious incident.

Immediately following a serious incident, staff will ensure that pupils have had access to a first-aider and that they have an opportunity to take time away from learning events and peers.

A member of SLT should be consulted before making the final decision for pupils to return to timetabled learning, to avoid the danger of secondary incidents occurring due to a lack of sufficient recovery time.

Where appropriate pupils will have a clear explanation as to why staff responded as they did.

First Aid

Students must be seen by a first aider- every class has a trained first aider- following any use of force. Where students refuse to allow a first aider to see them this should be recorded. Students should be closely monitored.

Discussions with parents/carers

Unless informing the parents would place the child at risk, parents/carers should be informed at the earliest opportunity. When an incident occurs at school, it is important to be open and honest to parents/carers so they are aware of what has been happening throughout the school day and how we are supporting the student if the situation were to arise again.

Signs of Malpractice

If, following a formal staff debrief there is evidence of staff malpractice, the Headteacher must be informed of the concern.

The Headteacher will then deal with the matter following the school's formal Disciplinary Policy and in consultation with appropriate agencies such as the LADO.

Staff should refer to the school's Disciplinary Policy for details of these procedures.

Recording, Monitoring and Evaluating Behaviour

We need consistent behaviour management throughout the school, appropriately adapted to the age/ability of the child or young person; this is partly achieved via recording, monitoring and evaluating.

Concerning behaviour takes many forms and the nature of the behaviour will dictate how the incident is recorded.

Accurate recording of all behaviour is a crucial aspect of the management of behaviour in school.

Accurate recording:

- Helps staff to identify areas of concern and patterns of behaviour, allowing appropriate and effective interventions to be identified for individuals and groups of pupils;
- Provides evidence for accurate LMS banding allowing us to access appropriate funding to help support pupils;
- Aids productive communication with Parents, Carers and other Outside Agencies; and
- Is a legal requirement.
- In an incidence where a child has hurt a member of staff, or pupil, as well as completing a behaviour watch log, it is also important that the correct form (green - adult, yellow -pupils) is completed in reference to the victim.

Behaviour Watch

Behaviour Watch is designed to facilitate functional behaviour analysis. This means that staff who complete the form to record a pupil's behaviour have already begun the process of identifying the functions of the behaviour. This speeds up the process of identifying appropriate strategies.

All Rank 2 (see below) behaviour upwards needs to be recorded in Behaviour Watch within 24 hours of the incident.

Every Member of staff has a unique login code to access Behaviour Watch, once you have logged in you must consider the type of behaviour that has been displayed. There are currently four categories to choose from, ranked from relatively minor behaviours to more serious behaviours which would naturally involve more intervention from staff.

These categories are situated at the top of the page and are presented as tabs:

- Hover over each tab, it highlights some of the functions of behaviours that are most relevant for that category; this should allow staff to pick the most suitable one.
- Click on that tab and the site in which the pupil is normally educated.

The classification of tabs can be seen in Appendix 5.

Restricting Liberties

If a pupil is being kept in a room as a measure to control challenging behaviour, maintain order, prevent harm, damage or crime, then this is seclusion. Seclusion should be considered a use of force and all relevant laws, duties, powers, policies and protocols on the use of force will apply i.e. reasonable, proportionate and necessary. Recording and reporting protocols and duty of care apply and are required. It is part of EDR's ethos that permanent rooms or areas for the seclusion of pupils do not have a place in Leicestershire's schools.

Our quiet room is used as a space to support a child in order to keep themselves and others safe. This is a last resort.

At the school, children and young people may NEVER be:

- Locked in a room alone, without support and supervision
- Shut in a room alone, without support and supervision
- Deprived of food/drink
- Denied access to a toilet

Working in low stimulus, quiet spaces and small classrooms

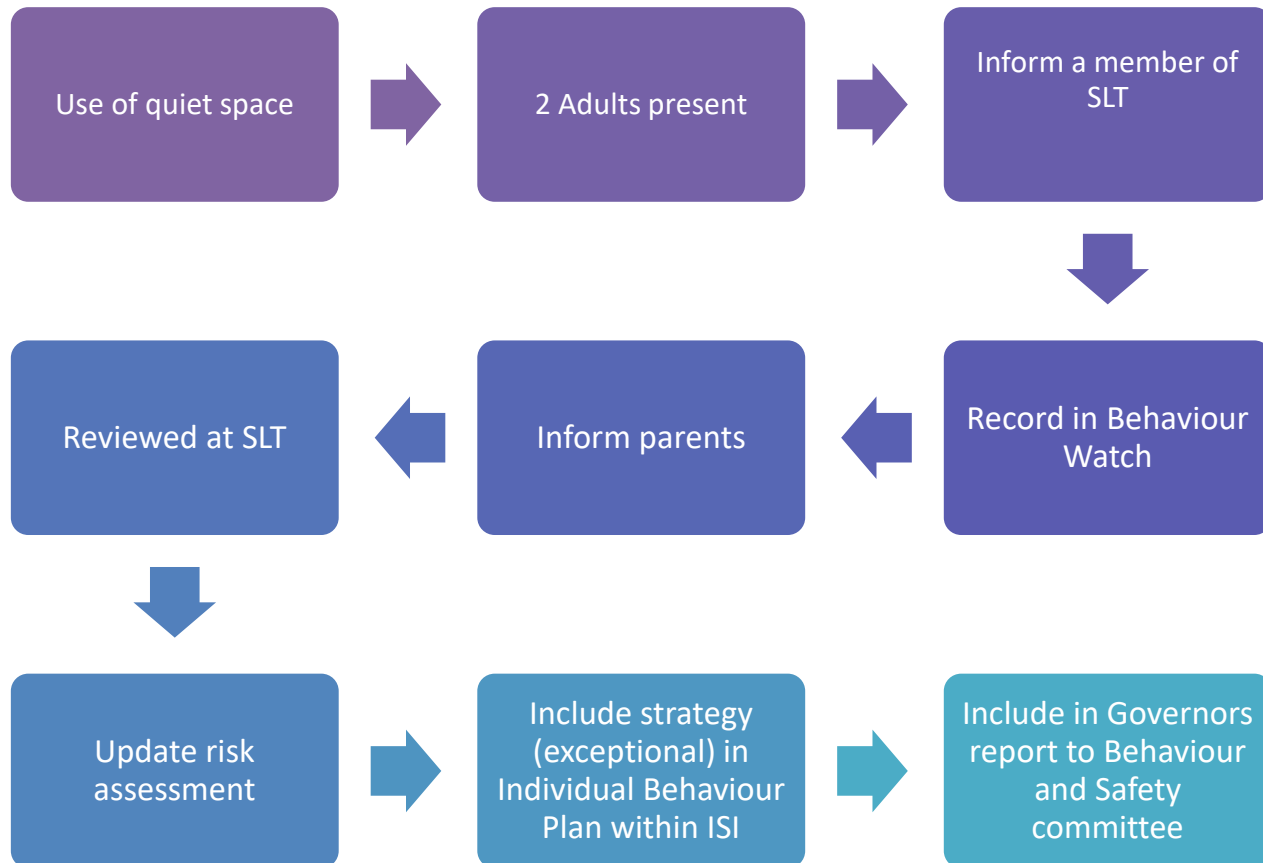
In **exceptional circumstances** a pupil may be safer working individually in a safe, lower stimulus environment. This could be a small classroom or quiet location in order to reduce overall risk to him/ herself or others, so that they can be supported to learn away from

additional distractions. If a pupil is being kept apart from their peers, the pupil should be working either on restorative activities, doing class work or catching up missed class work. There must be at least two adults present and a **senior member of staff must be notified immediately**. All learning spaces must be welcoming and offer pupil opportunities to relax and calm or to work and learn. If a pupil is using a separate classroom/quiet space because of an incident, it must be fully recorded in Behaviour Watch and the pupil's PBP must be updated. If a pupil is using a small classroom it should be part of a planned approach to support the pupil, **it must be used as a positive intervention and it must be shared with parents/carers**.

We will ensure that:

1. Pupils are supervised;
2. The doors are not locked;
3. Pupils have access to a toilet;
4. Pupils can have a break, including lunch;
5. Pupils are not kept apart from peers longer than is necessary;
6. Time spent in is used as constructively as possible.

A senior leadership team strategy meeting, which possibly includes external agencies, must be arranged at the earliest opportunity following an incident where a child or young person is required to use a small classroom/quiet space in school. The child's risk assessment must be updated to reflect the exceptional use of these spaces. Such incidents must also be shared with appropriate members of the governing body.



- **Corporal punishment is illegal and is never used at the school. Birkett House is a ‘no shout school’. Shouting at pupils is not deemed appropriate unless there is an emergency.**

Hate Incident

The school has an obligation to report on hate incidents (racist, homophobic, gender), bullying and safeguarding. Inappropriate behaviour that is identified as bullying, homophobic, racially motivated, or is prejudiced in any way against minority groups, should therefore be recorded under the appropriate heading.

Cause for Concern

These forms should be used to record behaviours linked to specific needs identified on pupils’ statements, or behaviours that may need investigating by external professional services such as CAMHS or Educational Psychologists.

Staff should be clear that the behaviour is a symptom of an identified or new specific need and that the appropriate response should be supportive.

On the Cause for Concern form, staff should clearly indicate that the cause for concern is ‘behaviour’ and pass the form on to the Tutor/class teacher. The Tutor can then discuss the cause for concern with colleagues before deciding the correct channels to follow

Safeguarding Form

In accordance with the safeguarding policy, any inappropriate behaviour that raises safeguarding concerns should be recorded on a safeguarding form.

Safeguarding forms should be handed in to a Designated Safeguarding Lead (DSL). The school’s DSLs are:

- **Chris White**
- **Karen Harrup (Based at Countesthorpe)**
- **Cath Brooks**
- **Alex Higginson**
- **Kiona Tapley**
- **Danielle Thomas (Based at Thomas Estley)**
- **Asha Chauhan (Based at Thistley Meadow)**

Reporting to the SLT

At the end of each full term, the Assistant Headteacher responsible for Behaviour will produce a behaviour report for Senior Leadership. This report will outline overall behaviour incidents by type and by year group and environmental factors such as time and location.

Reporting to Governors

Twice a year, in the first and last half-terms, the SLT will report to governors on behaviour.

The first report will include quantifiable targets for behaviour including:

- Overall incidents of recorded behaviour;
- The number of recorded serious incidents and uses of force; and
- The number of fixed term exclusions.

The second report will measure the success of the policy and related processes against these targets.

Engagement and reporting to Parents and Carers

Teachers should develop an open and honest rapport with parents and carers to enable them to communicate concerns about pupil behaviour directly and promptly. Maintaining a home/school diary, regular phone calls or emails are an effective tool for developing pupil's behaviour for learning skills.

In the first instance, incidents which are one off, a first occasion, serious or requiring a new physical intervention should be communicated with parents via a phone conversation or an in person meeting.

Where we have identified that a pupil requires a positive behaviour plan, in the first instance the team would write this up and consult a member of the leadership team. The development of this plan would then be shared with parents and requires their input to ensure a collaborative approach. Once the behaviour plan is agreed, it is signed off by parents. This plan is then shared and reviewed annually with parent/carers at each annual review. It is important this is a working document, reviewed and updated regularly or whenever a young person's behaviour presents differently.

Teachers will also be required to report on behaviour in line with the school's assessment policy. In addition to this, teachers will be required to report on behaviour for a pupil's annual review meeting.

Reporting to External Agencies

At any time for the purposes of external assessment by agencies such as CAMHS, teachers may be required to report on pupil behaviour.

Anti-Bullying (including Cyber-bullying)

Bullying is "behaviour by an individual or a group, repeated over time that intentionally hurts another individual either physically or emotionally". (DfE "Preventing and Tackling Bullying", July 2017).

Birkett House School takes seriously the subject of bullying and the potentially devastating consequences it can have on an individual. By ensuring that bullying is key to the school's agenda, a safe environment can be provided for all students where they can achieve their full potential.

- We do not tolerate bullying
- Bullying should never be ignored
- All instances of bullying must be recorded
- Parents and carers should be informed by staff via telephone or in face to face contact

- Every instance needs to be addressed, in line with this policy, with each child or young person involved taking responsibility for his/her actions, apologizing and agreeing to stop/change the behaviour causing concern
- Children and young people need to be supported to develop age appropriate level E-literacy so that they are able to keep themselves safe on-line and report cyber-bullying.
- Further guidance is available in the school's Care of Pupils Policy

Discriminatory language/incidents

- Although quite rare, incidents which include elements of racism, homophobia, sexism or those which are related to disability, gender presentation or religion are not acceptable within our school's community. They should be dealt with in line with this Policy with further advice and a coordinated response from Senior Leadership Team
- They **MUST** be recorded appropriately, including all follow-up action
- Some children use discriminatory language without understanding its impact and this must be viewed as an opportunity to teach children how to be respectful to each other. Further guidance is available in the school's Equalities Policy.

Why challenge bullying?

Bullying is never acceptable. No school can claim with confidence that bullying does not occur in their environment so we must respond positively and effectively to bullying. There are a number of very important reasons for challenging bullying behaviours in schools:

- To ensure the safety and happiness of pupils
- To provide a model of appropriate behaviour. If pupils observe bullying behaviour going unchallenged, other pupils may learn that bullying is a quick and effective way of getting what they want. Those pupils who are being bullied will feel let down by adults in authority.

Please refer to appendix 6 to see our anti-bullying flowchart.

Fixed-term Exclusions

We do not believe that exclusions are the most effective way to support pupils with SEND, and we will always try to adapt and personalise provision for all of our pupils in order to ensure that they are able to access education. In exceptional circumstances it may be necessary to exclude a pupil for a fixed time period and this would always be considered very carefully. Exceptional circumstances include, but are not limited to: –

- Incidents where the safety of the pupil, other pupils or staff is seriously compromised
- Incidents of knife crime or the deliberate use of weapons in school
- Incidents of sexual violence / peer on peer abuse (Safeguarding Policy section 5.2-5.4)
- Incidents of significant deliberate damage to property

Decisions to exclude pupils are made on an individual basis and should always be a reasonable and measured response, which will have impact and provide a learning opportunity for the child or young person.

Exclusions can also be managed internally and a child or young person may be removed from class for a fixed period of time.

Permanent exclusions

It is extremely rare for us to permanently exclude a pupil at Birkett House School. In the event that Birkett House School is not able to meet the needs of an individual pupil, we will always aim to work with the child and young person's family and the Local Education Authority to identify a suitable alternative placement for a managed move. All exclusions will always be

reported to the Governing Body, Local Authority and, where appropriate, the allocated social worker or Head of the Virtual School for Looked After Pupils.

Evaluating

To measure the impact of this policy and associated practices, it is necessary to have formal monitoring and evaluation systems in place.

Specifically:

- Teachers are responsible for monitoring and evaluating the behaviour of individual pupils in their timetabled groups;
- Tutors are responsible for monitoring and evaluating the behaviour of pupils in their tutor groups across all areas of the school;
- SLT are responsible for monitoring the behaviour of all pupils within their areas of responsibility across all areas of school.
- ;

The evaluation and monitoring of behaviour through analysis of behaviour serves to identify ways to:

- Improve the learning environment;
- Deploy staff and resources effectively;
- Identify training needs; and
- Secure positive outcomes for all pupils.

At a systemic level, the analysis of behaviour data will help to identify areas of concern within cohorts, within specific environments, in specific subject areas or at specific times of day. Practices can then be improved or implemented to address these concerns.

Similarly, behaviour data will be used to identify where new practices have had a positive impact and this will inform future developments.

On an individual pupil basis, behaviour data will for example be used to identify the impact of consequences and interventions, and where necessary practice will be modified accordingly.

Key, quantifiable measures of the success of this policy, practices and consequences will include a year on year overall reduction in:

- Recorded incidents of behaviour;
- Unauthorised absence;
- Recorded hate incidents;
- The use of force;
- Injuries to pupils or staff; and
- The use of punishments.

GDPR

Data will be processed to in line with the requirements and protections set out in the General Data Protection Regulation.

Appendix 1

Physical Intervention Policy

Birkett House staff receive up-to-date behaviour management training; in addition we have a number of Engage, Disengage, Re-engage (EDR) leaders. We believe that physical intervention should be the last resort. In the majority of cases de-escalation and diffusion are the appropriate methods of dealing with situations that might result in a threat to the health and safety of any individuals. On extremely rare occasions it may be appropriate for staff to intervene physically with or between pupils.

These include:

- Injury, or risk of injury, to themselves or another pupil
- Injury, or risk of injury, to a member of staff
- Serious damage to property

Any intervention should be a last resort and be proportionate, reasonable and necessary.

Any incident where staff have used a physical intervention must be logged on behaviour watch, and parents informed at an appropriate time.

All staff have a duty of care to children and young people. If staff take no action, and the outcome is that a child injures him/herself, or another, including staff, this could be seen as negligence.

Advice for Staff Members of staff facing confrontational situations with children or young people are reminded that the following behaviours can either reduce or inflame incidents, and that a dynamic risk assessment may allow the time to decide on the appropriate action necessary.

Staff are strongly advised not to physically stop young people from leaving any given space. They should give a clear choice and spell out consequences, but unless there is a risk of injury should **never block a young person's exit.**

Remaining calm – the ability to try and remain calm and appear relaxed is less likely to provoke. A relaxed posture and a non-threatening (CALM) stance, i.e not toe-to-toe, are recommended.

Awareness of Space – try to be aware of the space around you and avoid stepping into another individual's personal/intimate space. Try to take a step back outside the circle of danger.

Pacing and Chasing – angry people often pace around in tense situations and staff should try to avoid the temptation to follow as they attempt to help them calm down. This can be counter-productive as it may trigger a chase response and drive the other person away. Where possible, it is preferable for the staff member to stand still, speaking calmly, clearly and confidently – or even sit down!

Intonation and use of voice - When people are anxious or angry they tend to talk faster, higher and more loudly. In a potential crisis situation, staff need to speak more slowly, in a lower tone and more quietly.

Help Script

- Connect by using the young person's name
- Recognize and acknowledge child or young person's feelings
- Tell the young person you are there to help: "You talk and I will listen."

- Give direction Diffusing body language responses
- Social distance
- Sideways stance, step back
- Intermittent eye contact
- Relaxed body posture
- Palms open

Calm Stance

Think of the values of stepping back from a situation, both physically and emotionally:

- Allows a more considered response.
- Time to make a 'dynamic' risk assessment and seek assistance
- Allows other person 'take up' time to make their own choices
- Build confidence in children that you are in control
- Children need to feel that adults are in control.

In the event of a serious incident eg a fight, staff should:

- Give clear and immediate instructions – “stop fighting, stop fighting”
- Send for assistance
- Spell out consequences
- Remove the 'fuel' by clearing the 'audience' away
- Be a witness
- Intervene physically if confident and having assessed the degree of risk- if not, call for assistance

Scaffolding

Routines

Routines support our children and young people by fixing desired behaviours in their minds. They must be explicitly taught – don't assume they know them. You will need to teach routines for all activities. The more consistency there is over routines, the easier it is for our children and young people. Routines also support behaviour for learning.

Staff should support routines by applying school and classroom rules consistently to themselves as well as to the pupils.

The Language of Choice

This is part of helping our children and young people to take responsibility for their behaviour. We actively encourage them to choose the right thing to do and, where appropriate, explain the consequences of their choices, both good and bad. We use specific descriptive praise when we see them making a good choice – we can never do too much of this. We link consequences to the choices they make, to help them make the best choice.

This communication:

- Increases children and young people's sense of responsibility
- Regards mistakes as part of learning
- Removes the struggle for power
- Is positive
- Where appropriate, overtly links responsibility, choice and consequence
- Helps them to take responsibility
- Helps them to manage their own behaviour
- Increases their independence
- We are non-judgemental about children's life experiences, but we use evidence to inform our planning for them.

In doing these things we are meeting children and young people's needs:

Rewards

We believe that pupils at Birkett House School need to have immediate and regular re-enforcement of Positive Behaviour for Learning. Pupils should be rewarded as often as possible in other ways.

Staff should be on the lookout for opportunities to reward pupils and be creative in the rewards that they offer. Rewards will often be linked to specialist interests particularly for those pupils with autism.

- Descriptive praise
- Symbolic rewards

- Communication with parents and carers to inform them of the behaviour or achievement
 - Special responsibilities/privileges
 - Preferred activities above and beyond the scheduled daily activities (eg sensory room, choosing time)
 - They are linked to positive choices and achievements. They focus on the specific behaviours we wish to improve.
- Weekly assemblies provide an additional event during which staff can celebrate pupil's effort and achievement.

Communication strategies

- **Ask if they are OK** - Sometimes we don't need to challenge the behaviour at all. Simply acknowledging that teachers have spotted the pupil is off-task is enough to get them back on track. Asking if they are OK implies that the inappropriate behaviour is not the pupil's fault and is instead down to any number of environmental factors: They are hot, tired, don't have a pen, can't see the board etc. Pupils know they've been noticed, and teachers know they know. Clarify that they understand what they should be doing, resolve any environmental problems and walk away. Sometimes teachers can achieve the same effect with eye contact and a thumbs up;
- **Smile** - When attempting to support pupils' Positive Behaviour for Learning, the outcome of any dialogue can be influenced by our body language. Rush in with a raised voice, a frown, or a pointing finger and pupils' fight or flight responses may be triggered. Wearing a smile conveys the impression that there is no conflict and it keeps open the possibility of recovery and repair;
- **Blame yourself** - It's very easy to blame pupils for their behaviour but it can be very disarming if teachers take that blame on themselves: "I'm sorry, I haven't explained myself properly. Let me try again." It's hard for pupils to be confrontational with you when you are taking the blame for their difficulties;
- **Take-Up Time** - Our pupils take longer to process language. This is a consequence of their general or specific learning difficulties. After giving an instruction or making a request, allow plenty of time for pupils to process your words. Tell them they have time to think. Come back when the allotted time is up and re-check. If they still haven't got it, repeat, rather than rephrase the message – otherwise, they may well have to begin the whole process again;
- **Assume Compliance** - Standing over someone and watching that they carry out your instructions is confrontational and shows that you don't trust the pupil to make the right choice. To save face in front of peers, pupils may feel obliged to hold out against teachers and refuse. Instead, deliver the message and walk away: Show them you trust them. You can always come back to check later;
- **Thank You** - If you say 'please' after a request, the implication is that the pupils have some kind of choice – they can agree to follow the request or refuse, potentially paving the way to a confrontation. Instead, deliver the message and end with Thank You. Subliminally, teachers are showing that they expect the pupil to comply; another sign that they trust them;
- **Keep It Short and Simple** - Our pupils have a wide range of general and specific learning difficulties that compromise their ability to process language. This is further impaired when they are under stress as the language processing part of a human brain is adversely affected when in flight or fight mode;
- **Say Their Name** - It's polite but it also makes it crystal clear who teachers are talking to, ruling out any opportunities for pupils to duck out of things by saying, "I didn't know you meant me." It's also really helpful to our students with ASD, who may find the non-verbal cues too difficult to pick up on and genuinely aren't aware when you are talking to them;
- **Parallel Praise** - Jumping on inappropriate behaviour is draining for everyone. Teachers quickly get worn down by it: So do pupils. Use Parallel Praise to redress the balance a bit. Instead of telling a pupil what they are doing wrong, pick on a pupil who is doing it right, and tell them;

- **Descriptive Praise** supports behaviour for learning. If we tell people what it is exactly that we like about what they are doing, we are reinforcing the behaviours we want to promote, eg *'I liked the way you came the first time I asked.'* *'I noticed how kindly you supported _S_. Thank you.'* *'Thank you for returning to the activity so promptly.'* We are also giving them positive feedback and personal recognition. This raises their self-esteem and leads to improved behaviour. The use of descriptive praise is a feature of the school's language and part of our growth mind-set ethos.
- **Offer Choices** - It's important that pupils have clear choices. This might be a choice between taking part and having a consequence. The choice needs to be delivered simply and factually. Allowing pupils to come to their own decisions helps develop an important skill and lets them take some responsibility for their behaviour. Instead of becoming confrontational in response to teachers' threats, many pupils will simply make the right choice if it is presented to them clearly;
- **Acknowledge the Excuses** - When teachers challenge an inappropriate behaviour, pupils' will often reply with an excuse; "I was only..." This is a secondary behaviour and is an important method a pupil will use to save face. We don't need to respond to it as this will almost inevitably lead to conflict. Instead teachers should build their responses around "Yes...and." The "Yes" acknowledges their excuse; the "And" introduces the teachers' requirements. "Yes, you were just putting that in the bin, and I need you to be sat at your desk."
- **Reflection Time** - If pupils have become distressed and said some wildly offensive things, is it reasonable that they apologise there and then? And if they do, how meaningful is that apology? Allowing them time to reflect will make any restorative work more meaningful and avoid the conflict;
- **Stay Calm** - Pupils will sometimes respond to teachers directions with the, "You can't make me" response. Again, it is an example of a secondary behaviour and is likely to lead to an escalation in the situation if teachers try to prove them wrong with ever increasing threats of consequences. The truth is teachers can't physically make them do anything: Society works on the principal that most people will make the right choices, especially if they are positively incentivised. Teachers should acknowledge that they are right to say they can't be made to do something, clarify what you expect them to do anyway, and walk away;
- **Clock Watch** – If you have gone through the full range of strategies and you are sure the pupil knows what the expectations and choices are, sometimes the most appropriate strategy is then to acknowledge the time, give pupils a short timescale to get back on track and explain that missed time will be made up. Made up time can be at break, lunch or after school, but teachers should talk about it as a consequence of their choices rather than as a threat.

In summary:

Use the '3 D's':

- De-escalate
- Defuse
- Distract

Restraint: Should rarely be used, only after all other interventions have been exhausted. Should only be used if the child or young person is putting himself or others in danger and where failure to intervene would constitute neglect.

Once restraint is used, this incident should inform a student's **Positive Behaviour Plan (PBP)**. When an individual needs PI strategies as a part of ongoing behaviour support, a positive handling strategy should be included in the student's PBP.

All Physical Interventions should be recorded within Behaviour Watch

by 1 designated person after a physical intervention has occurred. This should happen within 24 hours of the event and in most cases before the end of the school day. Please give as much detail as possible stating facts only.

As far as possible this account should be agreed by all staff involved. It is the responsibility of staff to read the account of a PI they have been involved with.

Parents should be informed of any physical intervention which has been used that day using the relevant form if it is not already in their PBP which will have been signed by parents.

If a significant PI has occurred parents/carers should also get a phone call from the class teacher/form tutor or if required a member of SLT.

Within a maximum of 2 days of a significant PI SLT will do a post incident reflection with the staff involved.

Class teacher/form tutor should update the student's individual Behaviour Plan based on any new approaches /actions agreed for the student post incident.

On a weekly and half termly basis the behaviour specialist will review the data in Behaviour Watch and report to SLT.

SLT will continually seek to review and improve interventions and practice based on the records in Behaviour Watch.

All significant physical interventions will be reported at Governors meetings. This includes printing out records which will be signed by the Deputy, the Head Teacher and Chair of Governors for monitoring and evaluation purposes.

Behaviour watch

Rank 1 – Inappropriate behaviours: These are behaviours that are unlikely to impact on other pupils, are relatively minor and normally require little intervention to get pupils back on track with appropriate behaviours.

These behaviours may include: incomplete work, not following instructions, shouting, calling out, late to class, not considering others, minor misuse of ICT, poor attention.

Rank 2 – Disruptive behaviours: These are behaviours where pupils begin to challenge the ethos of the school, where the learning of others is impacted because of the behaviours exhibited. Forms of reparation may be discussed at this level and pupils will be given options to consider their own behaviours.

These behaviours may include: serious disruption, rude to other pupils, rude to staff, questioning staff decisions, not completing work, internal truancy and negative attention seeking.

Rank 3 – Challenging behaviours: These are serious behaviours which could potentially jeopardise the safety and wellbeing of all pupils, when the behaviours are exhibited staff will quickly intervene and support the pupil according to their PBP. A program of additional support will be identified if required via an evaluation of the incident. Pupils will have to complete a form of reparation where appropriate.

These behaviours may include: Theft, assault, self-harm, absconding, damage to property, endangering self and others.

Rank 4 – Physical intervention: These are behaviours that when exhibited, staff would be required to physically intervene with the pupil. The way in which staff intervene with the pupil will depend on the behaviours exhibited and what is in the pupil’s PBP. When a pupil requires physical intervention staff will ensure that the best interests of the pupil are paramount and that any physical contact is *reasonable, proportionate and absolutely necessary*.

These behaviours may include: biting, pushing, pulling hair, kicking, self-harm, and endangering self and others or physical aggression towards staff and pupils.

Once the correct **Ranking Category** has been chosen

- Press ‘complete a report’ in the bottom left hand corner of the page.
- Staff must then give a description of what happened using the description box. There are also some drop down tick boxes to complete. See below.

The screenshot shows a web-based form titled 'Slip' for reporting an incident. At the top, it indicates the user is 'Mr R Doyle' and the incident is categorized as 'Inappropriate (Rank 1)'. The form includes several dropdown menus and text boxes for recording details: Student, Staff, Victim (set to 'None'), a large text area for Description, Subject (set to 'N/A'), Status (set to 'Resolved'), Location (set to '1-1 room'), Date (set to '18 Mar 2017'), Period (set to 'Before School'), and Time (set to '8:44 am'). A 'CC' field has a link to 'Click Here to Inform Others'. Below the main form fields are three sections of checkboxes: 'Contributing Factors' (Environmental, Staff members, Other pupils, Transport to and from school, Perceived injustice), 'Definition of Behaviour' (Communicative, Contextual, Negative, Response, Symptomatic), and 'Behaviour Type' (Incomplete/No homework, Shouting, Misuse of ICT, Not enough work in class, Late to class, Not sitting still, Not following instructions, No consideration of others, Poor attention).

| Teacher Action | | |
|--|---|--|
| <input type="checkbox"/> Consequences explored | <input type="checkbox"/> Environment/location changed | <input type="checkbox"/> Problem solving skills explored |
| <input type="checkbox"/> Staff debrief | <input type="checkbox"/> Target for change exercise completed | <input type="checkbox"/> Task/lesson adapted |
| <input type="checkbox"/> Time out - 5 min | <input type="checkbox"/> Verbal warning | |
| Use of Calm Space | | |
| <input type="checkbox"/> How was it used? | | |

- When writing this staff should ensure that all details are accurate, professional and as objective as possible. Staff should obtain an overview from staff involved before inputting the data. The description should include:
 - What led up to the behaviour
 - What the behaviours looked like
 - Intervention used
 - Pupil's reactions and resolution or reparation.
 - The description should be short, concise and accurate.
- Then click **save and close**

A behaviour report is generated by Behaviour Watch and is sent to the SLT at 5.00pm. The behaviour support team led by the Deputy Head responsible for Behaviour and Safeguarding then summarises the days recording and produces a report to be sent to all staff via email and morning brief. This behaviour summary highlights any meetings that are required to take place and forms of reparation to be completed by pupils.

Staff must attempt to record all behaviours by 5.00pm so that it can be summarised sequentially thus allowing the most effective resolution.

The anti-bullying process

