



RELATIONSHIPS POLICY - promoting positive behaviour

Harehills Primary School actively promotes equality of opportunity for all staff, governors, pupils and parents, creating a harmonious learning community where all can succeed

Harehills Primary School is a wonderful place of learning at the heart of a diverse community. We are incredibly proud to serve our community and to provide exciting and meaningful learning experiences for our children. Relationships at Harehills Primary School are inseparable from behaviour, academic achievement, safety, welfare and wellbeing, and all other aspects of learning.

At Harehills Primary School, effective Relationships are built on the core values of:

Respect, Consideration, Honesty and Kindness

Through living and breathing these core values, we maintain our ethos of positive relationships = positive behaviour. We want our children to feel happy, secure and safe in school. We ensure all children are treated fairly, shown respect and hope that our children leave Harehills Primary with an understanding of the positive contributions they can make in the community and in the wider society.

Aims:

This policy aims to:

1. Summarise the **roles and responsibilities of different people in the school community** with regards to Relationships and positive behaviour management. **(WHO?)**
2. Outline **how pupils are expected to behave** and define **what we consider to be unacceptable behaviour including bullying and discrimination.** **(WHAT?)**
3. Demonstrate a **consistent** approach to positive behaviour management including our **system of rewards and sanctions.** **(HOW?)**

WHO?

Adults help all children to understand and maintain our core values by providing opportunities to learn about their actions, both positive and negative, on others and the relationships to which they belong. All staff and pupils have high expectations of behaviour, and it is an expectation that staff model positive behaviour for our children. Relationships can be challenging but as a school committed to Restorative Practice, we aim to enable both staff, children and their families to resolve their own conflicts restoratively.

The governing board

The governing board is responsible for reviewing and approving the written statement of behaviour principles (appendix 1). The governing board will also review this Relationships policy in conjunction with the headteacher and monitor the policy's effectiveness, holding the headteacher to account for its implementation.

The headteacher

The headteacher is responsible for reviewing this Relationships policy in conjunction with the governing board, giving due consideration to the school's statement of behaviour principles. The headteacher will also approve this policy. The headteacher will ensure that the school environment encourages positive behaviour and that staff deal effectively with poor behaviour and will monitor how staff implement this policy to ensure rewards and sanctions are applied consistently.

Staff

Staff are responsible for:

- Implementing the Relationships policy consistently
- Modelling positive behaviour (see **Adult Language** below)
- Providing a personalised approach to the specific behavioural needs of particular pupils
- Recording behaviour incidents using CPOMS
- The senior leadership team will support staff in responding to behaviour incidents.

Adult Language (including body language and use of voice):

We are careful what we say and how we say it.

Respectful

- Non-judgemental (separate the deed from the doer)

Firm and Fair

- Engage pupils in learning about the effects of their actions
- Make sure the reason for a decision is always understood
- Set clear expectations for the future

Restorative

- To help pupils understand the effect of their actions and the importance of taking responsibility to make things right

Staff Code of Conduct

As part of our Induction for all staff we include a Staff Code of Conduct in our System's File. This is issued to all staff annually and staff sign to acknowledge that they have read and understood it (see Appendix 2).

Parents

Parents are expected to:

- Engage in school's induction process in order to be familiar with our expectations, including where relevant, access the website for information.
- Support their child in adhering to schools' policies and procedures
- Inform the school of any changes in circumstances that may affect their child's behaviour
- Discuss any behavioural concerns with the class teacher promptly

Community Building (Circles)

A structured opportunity for children and their families, staff and governors to develop:

- A strong sense of belonging to their school, class and group
- Connection to each other and the values the school community promotes
- A sense of value as a member of their class and group

Through...

- Weekly Key Phase Circles involving all staff working within two year groups
- Circles of Influence – Strategic Leadership Team working with Middle leaders
- Community circles involving all children and staff from a class group
- Circles to enable pupil voice (School Council, School Food Ambassadors)

WHAT?

We define misbehaviour as:

- Disruption in lessons, in communal areas between lessons, in assemblies and at playtime and lunchtimes
- Non-completion of classwork or homework
- Negative attitudes to learning
- Repeated breaches of the school rules
- Misbehaving off school site (eg, trips/visits)

We define serious misbehaviour as:

- Any form of bullying (*see below for further details*)
- Any form of sexual violence and sexual harassment (*see below for further details*)
- Racist, sexist, homophobic or discriminatory behaviour
- Use of derogatory or offensive language
- Fighting
- Possession of a prohibited item (eg, sharp objects, knives, matches, cigarettes/vapes...)
- Possession of an item a staff member reasonably suspects has been used to, or is likely to cause personal injury to, or damage to the property of, any person (including the child).
- Vandalism
- Theft

Harehills Primary School staff hold the attitude *'it could happen here'* and have a zero-tolerance approach to any form of bullying, sexual violence, and sexual harassment. All school staff have a duty to be vigilant, report any incidents and to play an active role in the school's measures. Any member of staff can and should report incidents via CPOMS without delay.

Bullying (*see our anti-bullying policy and the anti-bullying website tab for more detailed information*)

Bullying is defined as the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power.

Bullying is, therefore:

- Deliberately hurtful
- Repeated, often over time
- Difficult to defend against

Bullying can include:

Type	Definition
Emotional	being unfriendly, deliberately excluding or ignoring people, tormenting (e.g. hiding books, threatening gestures) ridicule, humiliation
Verbal	name-calling, sarcasm, spreading rumours, threatening someone, teasing, making rude remarks, making fun of someone, using derogatory or offensive language
Physical	pushing, kicking, hitting, punching, throwing stones, biting, spitting, punching physically intimidating someone, using inappropriate or unwanted physical contact towards someone or any other forms of violence attacking property –such as damaging, stealing or hiding someone's possessions
Racial	racial taunts, graffiti, gestures, making fun of culture and religion.
Online/Cyber	using text, email or other social media to write or say hurtful things about someone, all areas of internet, such as email & internet chat room misuse (for example, setting up 'hate websites', sending offensive text messages and emails, abusing the victims via their mobile phones)

Sexual	explicit sexual remarks, display of sexual material, sexual gestures, unwanted physical attention, inappropriate touching unwanted physical contact or sexist comments
Prejudice-based and discriminatory, including: Racial Faith-based Gendered (sexist) Homophobic/biphobic Transphobic Disability-based	taunts, gestures, graffiti or physical abuse focused on a particular characteristic (e.g. gender, race, sexuality)
Indirect	exploitation of other individuals, influencing others to act.
Vulnerable people / situations	because of, or focusing on appearance, health or related to home circumstances

Sexual violence and sexual harassment

Sexual violence and sexual harassment can occur between two children of any age and sex. It can occur through a group of children sexually assaulting or sexually harassing a single child or group of children.

Sexual violence and sexual harassment can include:

Type	Definition
Sexual violence	<ul style="list-style-type: none"> such as rape, assault by penetration, or sexual assault (intentional sexual touching without consent)
Sexual harassment	meaning unwanted conduct of a sexual nature, such as: <ul style="list-style-type: none"> sexual comments sexual jokes or taunting physical behaviour like interfering with clothes
Online sexual harassment	such as unwanted <ul style="list-style-type: none"> sexual comments and messages (including on social media), sharing of nude or semi-nude images and/or videos, or sharing of unwanted explicit content

Harehills Primary School will take the following actions:

- Respond straight away
- Make it clear that the behaviour is never acceptable, and it will not be tolerated
- Investigate all alleged incidents
- Reassure victims that they are being taken seriously, are kept safe and protected, offered appropriate support and every effort is made to ensure their education is not disrupted
- Encourage a child who has been found to see the victim's point of view
- Explain the consequences of their action and steps taken
- Record all incidents and alleged incidents on CPOMs
- Be watchful and proactive, discussing potential problems through individual, group and circle time sessions
- Inform and involve the parents/carers of both the perpetrator and the victim
- Where allegations are found to be deliberately invented or malicious, we would take the actions listed above and also involve other agencies, where appropriate, for example the Safer Schools Officer

Please refer to the following policies (found on our school website under the 'Policies' tab) for more detailed information about our zero-tolerance on bullying, sexual violence, and sexual harassment:

- Safeguarding and Child Protection policy
- Anti-Bullying policy (including child-friendly version)
- Online Safety policy
- PSHE policy
- Growing and Changing (RSE) policy
- SEND and Inclusion policy
- Single Equality Scheme
- Website anti-bullying tab

HOW?

School Rules

We have whole school rules displayed in the Hall and the Studio and around the outside of school. Copies of these are displayed prominently in all classrooms and children are reminded of them regularly.

Class rules

In September every class establishes a set of class rules. This is done in conjunction with the children, as they are more likely to follow rules that they have chosen themselves. Remember, you can't sanction behaviour that does not break a class rule.

Manners Contract

Once a year we have a focus on helping our children to understand what good manners look like and help them to see why good manners are important. All children and staff sign a class manners contract, and this is shared with families. The Manners Contract is displayed in every classroom in the form of a poster as a visual reminder for all.

RESTORATIVE PRACTICES

All language and practice provide the opportunities for everyone to:

- learn about the effects of their wrongdoing or inappropriate behaviour
- Take responsibility for making amends to those they have harmed
- Repair and restore the relationship with those harmed and the school community

Informal Restorative Practices:

- Affective Language – Provide immediate feedback to individuals about the effect of their actions (I feel....) and invite a response
- Restorative Conversations – A structured conversation using open-ended questions that help individuals learn about the effects of wrongdoing with an opportunity to make things right
- Impromptu Restorative Meeting – As a restorative conversation but involving 2 or more people

Formal Restorative Practice

- Formal meeting – as an impromptu meeting but a more formal setting where all participants have been prepared before the meetings and have agreed to participate.

REWARDS AND CONSEQUENCES


Positive discipline through effective relationships is how we enable those children who struggle with self-management to become responsible members of the class and we are


always fair but firm. We use rewards and sanctions side by side. We sanction behaviours, not children. **Behaviour is always dealt with by the class teacher in the first instance to give the child(ren) an opportunity to address their behaviour and avoid the incident being escalated to a member of the leadership team.**

Rewards

We operate a Smiley face Traffic light system

Smiley face (Green) 

Straight face (Amber) 

Sad face (Red) 

These are displayed on or close to the class whiteboard

All children begin the day under the Green Smiley face. After one warning they move to the Straight Amber face (there are opportunities to move back to the Green Smiley face). Should the inappropriate behaviour continue, the child will move to the Sad Red face and consequences will apply.

If children remain on the Green Smiley face, they earn their full 30 minutes golden time, or for EYFS and Year 1, other rewards will apply (eg; special toy time)

As we hold *Leeds Healthy School status*, we use a range of rewards which staff can select according to the year group they work in, some of which include:

- ✓ Stickers, postcards, notes, phone calls/texts home
- ✓ Certificates in Celebration Assemblies
- ✓ Raffle tickets or tokens leading to a small prize
- ✓ Visits to a member of the SLT
- ✓ Marbles in a jar/cubes and positive minutes (gain extra playtime etc...)
- ✓ 'Caught you being good' cards
- ✓ House team points which lead to a non-uniform day half termly

Consequences

Once a child's name has been placed under the Sad Red face there should be an explanation of the rule they have broken (refer to school/class rules). They lose 5 minutes Golden time, or in EYFS and Year 1, 5 minutes time out

- If inappropriate behaviour continues the child will have 5 minutes time out in a 'thinking area' in the classroom. These minutes must be paid back to ensure learning time hasn't been missed (eg: work missed)
- If inappropriate behaviour continues the child will have 10 minutes time out in another class and an additional 5 minutes is taken off Golden time. These minutes must be paid back to ensure learning time hasn't been missed (eg: work missed).
- If inappropriate behaviour continues the child will be sent to their year group leader (TLCP) or Assistant Headteacher in the first instance and could be escalated to the Deputy Headteacher or Headteacher. Parents/carers are contacted, and the incident is recorded and tagged as 'Behaviour' on CPOMs with relevant details completed. CPOMs is monitored by the Pastoral Care and Safeguarding Team who will make referrals if appropriate.

At the end of each session, all children's names are removed from the Sad Red face and no consequence must be carried over to the next session. **New session, New start.**

RECORDS

All Staff must log **serious behaviour** incidents onto CPOMs using the 'Behaviour' tag and relevant sub-category tag, completing all necessary details about the incident. CPOMs is

accessible to any member of SLT and the Pastoral Care and Safeguarding Team who will support the staff, child and family in resolving the incident. Lunchtime Staff do not have access to CPOMs and so would complete a Behaviour Slip detailing the incident and hand it to the Willows Leader who will add it onto CPOMs and carry out any follow up referrals if required

Differentiated Rewards and Consequences

We acknowledge that for some children at sometimes there is a need for a differentiated approach. These children will be provided with a Personal Support Plan (PSP) complete with a personalised set of rewards and consequences. Support is available from the SENCO and the Willows Leader to create and monitor a child's PSP.

COVID 19 ADDENDUM: September 2021

This addendum is reviewed following updates to national and local guidance.

At Harehills Primary School we aim to maintain a safe, caring and stimulating environment in which children are encouraged to have respect for themselves and each other. Whilst expectations in our Relationships Policy remain pertinent, it is necessary, in light of Covid-19, to make some adjustments for the safety of all children and staff. This addendum is to be read alongside our Relationships Policy, Safeguarding and Child Protection Policy and Guidance to Safer Working Practice.

In order to minimise the risk of infection from coronavirus for children, staff and families, all staff will continue to remind children of the following safety measures, as laid out in the government guidance (updated July 2021)

1. Regularly and thoroughly wash hands with soap, or use sanitiser
2. Cover coughs
3. Catch it, bin it, kill it

Rewards

Rewards for positive behaviours are as per the Relationships Policy, staff will be required to choose from the rewards that adhere to the social distance guidelines (eg, staff only to move names on the smiley faces etc)

Consequences:

School recognise that behaviour could be a sign that for some individual children there could be an unfulfilled need, high levels of stress/anxiety and that their behaviour is communicating a problem. As such, the following consequences guidelines will be adjusted as appropriate for individual children.

If a child's behaviour is deemed inappropriate, for example, refusing to adhere to the safety measures such as hand washing, or displaying deliberate behaviours that put themselves or others at risk, such as spitting or deliberately coughing at people, the following adjusted Relationships Policy sanctions and disciplinary procedures used may include:

- Conversation(s) with child(ren) which may include: a verbal warning, moving classroom seats if logistically possible, use of other behaviour management strategies in line with our current Relationships policy eg, the child will have 5 minutes time out in a 'thinking area' in the classroom. These minutes must be paid back to ensure learning time hasn't been missed (eg: work missed to be done at home) At the end of the school day appropriate staff will hold a conversation with the child's parent/carer.
- If the health and safety of other children and staff members continues to be put at risk by the child, then the parent/carer will be contacted and, depending on the extent of the behaviour, the parent/carer will be asked to collect the child and a possible fixed term exclusion may be applied in line with Exclusion guidance.

Date agreed: September 2021

Review date: Ongoing in line with national messages

APPENDICES

Appendix 1: Governor's statement of behaviour principles

HAREHILLS PRIMARY SCHOOL

**Written Statement of Behaviour Principles,
Approved by the Governing Body on 27th February 2018
Reviewed Spring 2020
Next due for review Spring 2022**



The Education and Inspections Act 2006 and DfE guidance document for governing bodies (Behaviour and Discipline in Schools, 2015) requires the governing body to make and frequently review a written statement of general behaviour principles to guide the Headteacher in determining measures to promote good behaviour.

Harehills Primary School is a diverse and inclusive learning community working with children and families to build a bright future for all.

Introduction:

This is a statement of principles, not practice.

Statement of Intent

Harehills Primary School is committed to safeguarding and promoting the well-being of all children and expects staff and volunteers to share this commitment.

Practical applications of these principles are the responsibility of the Headteacher. The Governors at Harehills Primary School, believe that high standards of behaviour lie at the heart of a successful school and enable children to make the best possible progress in all aspects of their school life.

At Harehills Primary School, we value everyone as an individual, capable of growth, change and development. Our relationships are underpinned by the principles of justice, equality, mutual respect, fairness and consistency. We have high expectations that support the development of our pupils as effective and responsible citizens.

The purpose of this statement is to give guidance to the Headteacher in drawing up the Behaviour Policy by stating the principles the Governors expect to be followed. The Headteacher has a duty to publish the statement on the school website.

The Headteacher will develop the Behaviour Policy with reference to the DfE guidance document Behaviour and Discipline in Schools – Advice for Headteachers and School Staff, January 2016.

Principles:

- All children, staff and visitors have the right to feel safe at all times at school and procedures should consider the requirements of the Education Act 2002 in relation to safeguarding and promoting the welfare of children.
- Harehills Primary School is an inclusive school. Bullying or harassment of any description is unacceptable. All members of the school community should be free from discrimination of any sort. Measures to protect children should be set out in the Behaviour and Equality policies, reflecting the duties of the Equality Act 2010.
- The Governors believe children should be at the heart of the development of school rules and these should be regularly reviewed with the involvement of the School Council and in consultation with staff and parents.
- High standards of behaviour are expected. The school rules should be clearly set out in the Behaviour Policy and displayed around school. Governors expect these rules to be consistently applied by all staff.
- Governors would like to see a wide range of rewards, consistently and fairly applied in such a way as to encourage and reward good behaviour around school.
- Sanctions for unacceptable/poor behaviour should be known and understood by all staff and pupils, consistently applied and regularly monitored to ensure effective impact.
- It is recognised that the use of rewards and sanctions must have regard to the individual situation and the individual student and the Headteacher is expected to use discretion in their use. Sanctions should however be applied fairly, consistently, proportionally and reasonably, taking into account special educational needs and disability and the needs of vulnerable children. Support and assessment from external agencies should be available support as necessary for pupils who display continued disruptive behaviour.
- We believe children should be given opportunities and openly encouraged to support each other in the process of positive reinforcement and personal growth, learning and recognising good behaviour.
- We expect pupils and parents to cooperate to maintain an orderly climate for learning.
- The Governors strongly feel that exclusions, particularly those that are permanent, must only be used as the very last resort.
- The Governors wish to emphasise that violence, threatening behaviour or abuse by pupils or parents towards the school's staff will not be tolerated. If a parent does not conduct himself/herself properly, the school may ban them from the school premises and, if the parent continues to cause disturbance, he or she may be liable to prosecution.
- The Governors expect the Headteacher to include guidance and clarification for staff on their powers to search (for banned items), to use of reasonable force (make physical contact with children), and to discipline pupils for misbehaviour outside school (including notifying the police) witnessed by a member of staff or reported to school when taking part in school organised or related activity

Appendix 2: School Staff Code of Conduct (from Harehills Primary School Guide)

1. PROFESSIONAL CODE OF CONDUCT

To ensure that all members of staff are fully aware of their professional responsibilities when using information systems and when communicating with each other and pupils, you are asked to sign this code of conduct. Members of staff should consult the school's e-safety policy for further information and clarification.

Developing our ethos as a diverse, caring and inclusive school needs every member of staff to contribute positively. We aspire to establish a professional response as follows:

- ✓ Colleagues are expected to model positive, courteous, supportive and professional behaviours with one another at all times
- ✓ Dress in a smart and appropriate manner befitting the professional status of their role
- ✓ Be professional, welcoming and friendly to all our parents, children and visitors.
- ✓ Set high expectations for pupils' behaviour, effort and achievement.
- ✓ Value individuals and respect differences
- ✓ Show genuine interest in pupils and their learning, parents and their concerns etc
- ✓ Create opportunities for success
- ✓ Establish and maintain a purposeful working atmosphere
- ✓ Establish and maintain a safe and attractive working environment which supports learning and in which pupils feel secure and confident
- ✓ Like the child, dislike the behaviour
- ✓ Adopt and adapt to all agreed policies and protocols
- ✓ Include all children in the learning process and expect all to make progress
- ✓ Give pupils an opportunity to actively participate
- ✓ Give pupils every opportunity to interact with each other and contribute ideas
- ✓ Explain the learning objective and success criteria clearly
- ✓ Give good, constructive feedback to pupils and their parents
- ✓ Use questions which challenge and create a thinking culture
- ✓ Monitor and intervene sensitively to ensure sound learning and maintain discipline
- ✓ Use mindfulness, music and yoga to calm and soothe, inspire and set the tone for learning
- ✓ Seek help and advice from trusted and experienced colleagues
- ✓ Be brave and take risks!
- ✓ Offer praise that is genuine and criticism that is supportive
- ✓ Invest time in your own professional development
- ✓ Remember to say thank you, and sorry
- ✓ Enjoy yourself and create fun and enjoyment for others

Congratulate yourselves at the end of every successful day!

Addendum May 2020 Staffing principles due to Covid-19

1. Do not come to work if you have coronavirus symptoms or go home as soon as these develop (informing your line manager) and access a test as soon as possible and then inform school once you have the results.
2. Clean your hands more often than usual - with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
3. Use the 'catch it, bin it, kill it' approach.
4. Avoid touching your mouth, nose and eyes.
5. Clean frequently touched surfaces often using standard products, such as detergents and bleach.
6. Think about ways to modify your teaching approach to keep a distance from children in your class as much as possible, particularly close face to face support (noting that it's understood that this is not possible at all times, which is why hygiene and hand cleaning is so important).
7. Consider avoiding calling pupils to the front of the class or going to their desk to check on their work if not necessary.
8. Help your class to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. including by updating your classrooms displays with posters.
9. Prevent your class from sharing equipment and resources (like stationery).
10. Keep your classroom door and windows open if possible, for air flow.
11. Limit the number of children from your class using the toilet at any one time.
12. Limit your contact with other staff members, and don't congregate in shared spaces, especially if they are small rooms.
13. Make sure you've read the school's updated behaviour policy and know what role in it you're being asked to take.