

**Dulwich Hamlet Educational Trust**  
**Dulwich Hamlet Junior School**

Behaviour and  
Anti-Bullying Policy



Approved by LGB: Summer 2016

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## BEHAVIOUR POLICY

**This Behaviour Policy aims to encapsulate our school vision:**

*Outstanding learning within a glittering curriculum, where everyone matters.*

We have developed the concept of 'Becoming and being a Hamleteer', identifying key characteristics of behaviour which are fundamental to creating a caring community of learners.

**Hamleteers - staff, pupils and visitors to the school - show the following characteristics:**

- ✓ Kindness, politeness, care and consideration for others
- ✓ Belief in listening to each other, responding with sensitivity and not rushing to judgment
- ✓ Knowing it is better to be honest and tell the truth, even when the truth is difficult to admit
- ✓ Enthusiasm, engagement and the development of empathy for others both close by and further afield
- ✓ Consideration of the needs of others alongside their own, caring for others at all times
- ✓ Care for the school environment and the things that we are lucky to have
- ✓ The ability to cope with disappointment because they know that they will be supported by other Hamleteers.

**In order to become a Hamleteer we:**

- promote high standards by modelling positive behaviour at all times;
- encourage high standards of work and behavior, emphasising praise and positive reinforcement;
- ensure that all adults and children treat each other with mutual respect and consideration.

We believe that good behaviour is an essential key to a good education. We work to create a learning environment where everyone feels valued, secure and motivated to learn. We firmly believe that every member of our school community including staff, parents and visitors have a responsibility to promote socially acceptable behaviour.

### **Rights and responsibilities**

Everyone within Dulwich Hamlet Junior School has rights and responsibilities to ensure that it is a safe place in which to learn, work and play:

- Children have the right to learn, work and play in a friendly, safe and secure school
- Teachers and staff have the right to teach and work in a friendly, safe and secure school, which is supported by the community

- Parents and carers have the right to feel welcome and to know that our children learn, work and play in a friendly, safe and secure school.

## **Code of conduct**

The school environment plays a central role in the children's social and emotional development. Adults encountered by the children at school have an important responsibility to model high standards of behaviour at all times.

At Dulwich Hamlet Junior School we work towards the Hamleteer standards of behaviour that are based on the basic principles of kindness, politeness, honesty, respect, consideration and responsibility. When children are behaving in the appropriate way, we say that they are 'Hamleteers'. Our expectation is that everyone in the school aims to show this behaviour at all times.

## **Why 'Positive Behaviour' management?**

In the world around them children see many different examples of how people behave. We have a responsibility to help children understand that they have choices about how to behave and help them develop the strategies to make appropriate choices.

Our aim within the Trust is to create an environment where children feel valued, safe and motivated to learn. We believe that good behaviour and discipline are the foundation of all learning, and without a calm, orderly atmosphere effective teaching and learning cannot take place.

We believe that children respond best to praise and encouragement. We must try to find every opportunity to praise children when they are showing appropriate behaviour. Children learn by example. Staff and parents have a responsibility in setting a good example as well as ensuring that the rules are followed.

## **Hamleteer behaviour**

- Staff work to promote 'Hamleteer behaviour' at every opportunity
- Class discussions and gatherings provide a focal point for talking about and reinforcing aspects of school ethos
- Class teachers regularly discuss what it means to be a Hamleteer, and why it is important to ensure that everyone is clear about our expectations.

## **‘Choose to be a Hamleteer’**

- All pupils have the opportunity to make positive choices about their behaviour and influence outcomes
- Teachers integrate a system within daily teaching in order to promote positive behaviour and effective behaviour management skills
- Pupils who behave well are noticed and rewarded.

The system allows for the following:

- A consistent approach that can be used by all staff
- Whole class and individual reward system
- Least intrusive approaches are used to manage behaviour
- Teaching of specific behaviours and routines.

## **Praise is the most powerful form of influencing children’s behaviour**

**REWARDS:** Individual: The rewards system is altered to suit the needs of the pupils dependent upon age, and will be developed by with the full collaboration of the staff.

**HOUSE POINTS:** Each child is a member of a house and is encouraged to earn house points by demonstrating the core behaviours that make up being a Hamleteer.

## **Strategies to help in becoming a Hamleteer**

It is important that children recognise that they can play an important role in supporting their own positive behaviour. Children need to feel that the teacher has dealt with them fairly and given them appropriate opportunities to do the right thing. Using the least intrusive methods of positive redirection will help to ensure that children are encouraged to make the right choices. The following is a list of positive redirection tactics, from least to most intrusive.

- Tactical ignoring for short period of time
- Tactical pausing: pause emphasises attention and focus
- Non-verbal cueing: a clear, discussed cue that gives message
- Name reminder: integrate name into teacher talk
- Proximity praise: praising a pupil for following expectation to direct another pupil without drawing attention to negative behaviour
- Behavioural direction: use name to initiate attention, focus on behaviour required rather than what is going wrong, finish with thanks, keep direction brief
- Rule reminder: could ask a question ‘What is our rule for.....?’  
When...the...which keeps focus on the desired outcome whilst allowing pupil to see the next steps

- Partial agreement: partially agree then redirect. Keep focus on required behaviour, do not get into discussion. I understand that you feel/think, but I would like you to.....
- Stuck record: I would like you to..... The rule is.....
- Direct questions: 'What', 'when' 'how' rather than 'why' are you? Direct the responsibility to the child
- Directed choices: within known rules or routines - refer back to rights, roles and responsibilities
- Assertive comment, direction or command

### **In-class consequences**

- Teachers use least intrusive skills to redirect behavior (see above)
- Teachers constantly help pupils make the right choices (see above)
- Teachers ask the children to reflect upon their behaviour and take time out in class or in another classroom

### **School Behaviour Rules/Encouraging and Supporting Good Behaviour**

To encourage good/positive behaviour the school has four rules to support the school behaviour policy. It is important that everyone understands why these rules are necessary and that behaviour must be consistent with them. It would be wrong to expect children to accept and carry out the rules without support. As a whole staff, we must have a consensus on how we implement these rules and ensure they are kept. Our school rules are simply a set of guidelines for a group of people living and working together.

1. We behave in a way, which allows everyone to work and play in harmony. (Blue Rule)

2. We talk and behave in a polite and respectful manner. (Yellow rule)

3. We listen carefully and carry out instructions sensibly. (Red Rule)

4. We move quietly and sensibly around the school. (Grey Rule)

5. We take care of our school and personal property, work and displays. (Green Rule)

- Class Rules: together with their class teacher, the children develop their own set of class rules to establish a code of behaviour within the classroom.
- Circle time: sessions of circle time are held when clear targets and goals can be set and discussed. Children are encouraged to express their own feelings and will receive positive feedback leading to a growing sense of confidence and developing self-esteem.
- Pupil Voice: Children can attend meetings and express opinions on wide range of issues
- Peer Mediation: peer mediation is a sharing of good social practice where children (trained mentors) are pro-active in finding solutions to manageable playtime disputes.

**House points:** Children are awarded house points to reinforce good behaviour, and good learning. House points are collected each week by the House Captains and the weekly results announced in the Achievement Assembly.

**Whole school Achievement Certificates:** Each week teachers choose children whose attitude, behaviour and/or standard of work has consistently been excellent or has greatly improved. Their class teacher gives the children a certificate and their names are read out in the Friday Achievement Assembly.

**Thank you cards:** Thank you cards are given to children either in the classroom or as they move around the school, whenever they demonstrate especially polite or thoughtful behaviour. The child's name is recorded on the thank you card and the card is then entered into a weekly whole school draw at Friday's assembly. The children whose names are drawn receive a small prize.

**Class system:** Each member of staff has a range of strategies and incentives including stickers and stamps, marbles in a jar, which are given for improvement in work and behaviour, achieving specific targets, or continued high standard of work or behaviour. They can be whole class, table, group or individual awards. Class letters may also be sent home from the teacher, for example, to the parent/carer of a child who always behaves well, or for improved behaviour.

Where it becomes clear that a child is having ongoing difficulties in managing their behaviour, there are a wide range of strategies which are used to support pupils:

- Behaviour charts and books to enable celebration of good behaviour
- Increased communication between home and school
- Individual behaviour plans
- Support from the Inclusion Manager identified teaching assistants, teachers
- Small group work or 1:1 support in self-esteem, emotional literacy, anger management, nurture group sessions etc.
- Additional literacy or numeracy support where this is identified as a barrier to learning and impacts on the pupil's behaviour
- Alternative curriculum provision
- Reduced timetable
- Referral to outside agencies such as Educational Psychologist, Mental Health Worker, LA Behaviour Specialists and other appropriate agencies.

### **Leadership Team involvement**

If pupils continue to make the wrong choice about their behaviour they will be referred to a member of the Core Leadership Team, or in more serious cases, the Head of School. Pupil behaviour will be discussed with the pupil with a view to one of three outcomes.

- **Reflection time using restorative conversation:** Pupil thinks of strategies to repair situation and reports back to the Head of Phase at the end of the day
- **Phone call or letter home:** Parents/carers are informed of situation, steps required for improvement and next steps if there is no improvement in pupil behaviour
- **Parent/carer meeting:** This may include reviewing and developing pupil targets or developing a pastoral support plan with the support of all staff working with the child.

### **Further consequences**

Repeated actions will require further out-of-class consequences. Whilst the school aims for a consistent approach in delivering consequences, the intention, context and severity of the incident will be taken into account when delivering further consequences.

### **Vulnerable pupils**

During their time at school some pupils will require extra support in managing their behaviour. At these times we may adapt strategies to support vulnerable pupils. The behaviour tracking sheets from class teachers and CLT will be collated to provide an overview of pupil progress. This will enable targeted support for vulnerable pupils.

This information will contribute towards:

- Individual Education and/or Behaviour Plans
- Pastoral Support Programmes
- Support from the Behavioural Education Support Team

### **Fixed-term and permanent exclusions**

We do not wish to exclude any child from school, but on extremely rare occasions, this may be necessary. The Trust has therefore adopted the standard national list of reasons for exclusion, and the DfE statutory guidance on school exclusions (*Exclusions from maintained schools, academies and pupil referral units in England, September 2017*). We refer to this guidance in any decision to exclude a child from school.

Only the Executive Head Teacher has the power to exclude a child from school but this decision will be made following the advice of the Head of School. They may exclude a child for one or more fixed periods, for up to 45 days in any one school year. The law does not allow for extending a fixed-period exclusion or 'converting' a fixed-period exclusion into a permanent exclusion. In exceptional cases, usually where further evidence has come to light, a further fixed-period exclusion may be issued to begin immediately after the first period ends; or a permanent exclusion may be issued to begin immediately after the end of the fixed period. In extreme and exceptional circumstances, the Executive Head Teacher may exclude a child permanently.



If the Executive Head Teacher/Head of School excludes a child, the Head of School informs the parents immediately, giving reasons for the exclusion. At the same time, they will make it clear to the parents that they can, if they wish, appeal against the decision to the Governing Body. The school informs the parents how to make any such appeal. The Head of School may write to parents informing them that their child has been excluded but this will always have been done in agreement with the Executive Head Teacher.

The Executive Head Teacher or Head of School informs the LA and the Governing Body about any permanent exclusion, and about any fixed-term exclusions beyond five days in any one term. The Governing Body itself cannot either exclude a child or extend the exclusion period made by the Executive Head Teacher.

The Governing Body has a discipline committee which is made up of three members. This committee considers any exclusion appeals on behalf of the Governors. When an Appeals Panel meets to consider an exclusion, they consider the circumstances under which the child was excluded, consider any representation by parents and the LA, and consider whether the child should be reinstated.

If the Governors' appeals panel decides that a child should be reinstated, the Executive Head Teacher or Head of School must comply with this ruling.

### **Beyond the school gate**

Whilst this Behaviour Policy refers mainly to the behaviour of pupils on school premises, the schools reserve the right to apply the same principles beyond the school gate. Our policy covers any inappropriate behaviour when children are:

- taking part in any school-organised or school-related activity
- travelling to or from school;
- wearing school uniform
- in some way identifiable as a pupil of the Dulwich Hamlet Junior School
- posing a threat to another pupil or member of the public
- adversely affecting the reputation of the school.

In the incidences above, The Executive Head Teacher or Head of School may notify the police of any actions taken against a pupil. If the behaviour is criminal or causes threat to a member of the public, the police will always be informed.

### **Out of school behaviour**

The Trust is committed to ensuring our pupils act as positive ambassadors for us. Taking the above into account, we expect the following:

- Good order on all transport to and from school, educational visits or learning opportunities in other schools
- Positive behaviour which does not threaten the health, safety or welfare of our pupils, staff, volunteers or members of the public
- Reassurance to members of the public about school care and control over pupils in order to protect the reputation of the school
- Protection for individual staff and pupils from harmful conduct by pupils of the school.

### **Drug and alcohol-related incidents**

It is the policy of the school that no child should bring any drug, legal or illegal, to school. If a child will need medication during the school day, the parent or carer should notify the school and ask permission for the medication to be brought. This should be taken directly to the school office for safekeeping. Any medication needed by a child while in school must be taken under the supervision of a teacher or other adult worker.

The schools will take very seriously misuse of any substances such as glue, other solvents, or alcohol. The parents or carers of any child involved will always be notified immediately. Any child who deliberately brings substances into school for the purpose of misuse may be punished by a fixed-term exclusion. If the offence is repeated, this will almost certainly result in a permanent exclusion, and the police and social services will be informed immediately.

If any child is found to be suffering from the effects of alcohol or other substances, arrangements will be made for that child to be taken home and the appropriate action will be taken including informing social services.

It is forbidden for anyone, adult or child, to bring onto the school premises illegal drugs. Any child who is found to have brought to school any type of illegal substance may be punished by a fixed-term exclusion. The child will not be re-admitted to the school until a parent or carer of the child has visited the school and discussed the seriousness of the incident with the Head of School.

If a child is found to have deliberately brought illegal substances into school, and is found to be distributing these to other pupils for money, the child will almost certainly be permanently excluded from the school. The police and social services will also be informed.

## USE OF REASONABLE FORCE POLICY

In order to maintain the safety and welfare of our pupils, it may sometimes be necessary to use reasonable force on a pupil, as permitted by law. This is only to be used when all possible options for giving the child time/space to regain self-control have been exhausted.

### **Short summary of Use of Reasonable Force DfE guidance (July 2013)**

This is non-statutory advice from the Department for Education. This advice replaces the Use of Force to Control and Restrain Pupils – Guidance for Schools in England.

This guidance relates to The Education Act 1996 and The Education and Inspections Act 2006. This advice is aimed at all staff and Governors and Trustees on working Governing Bodies, in all schools.

### **Key points**

School staff have a legal power to use force and lawful use of the power will provide a defence to any related criminal prosecution or other legal action. Suspension should not be an automatic response when a member of staff has been accused of using excessive force. Senior school leaders should support their staff when they use this power.

### **Definitions**

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. 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.

### **Who can use reasonable force?**

All members of school staff have a legal power to use reasonable force. This power applies to any member of staff at the school. It can also apply to people whom the CLT has temporarily put in charge of pupils such as unpaid volunteers or parents accompanying students on a school organised visit.

### **Schools can use reasonable force to:**

- remove disruptive children from the classroom where they have refused to follow an instruction to do so to prevent a pupil behaving in a way that disrupts a school event or a school trip or visit;
- prevent a pupil leaving the classroom where allowing the pupil to leave would risk their safety or lead to behaviour that disrupts the behaviour of others;

- prevent a pupil from attacking a member of staff or another pupil, or to stop a fight in the playground;
- restrain a pupil at risk of harming themselves through physical outbursts.

Schools cannot use force as a punishment - it is always unlawful to use force as a punishment.

### **Communicating the school's approach to the use of force**

Every school is required by law to have a Behaviour Policy and to make this policy known to staff, parents and pupils. The Governing Body should notify the Head of School that it expects the school's Behaviour Policy to include the power to use reasonable force. There is no legal requirement to have a policy on the use of force but it is good practice to set out, in the Behaviour Policy, the circumstances in which force might be used. For example, it could say that teachers will physically separate pupils found fighting or that if a pupil refuses to leave a room when instructed to do so they will be physically removed. Any policy on the use of reasonable force should acknowledge their legal duty to make reasonable adjustments for disabled children and children with Special Educational Needs. Schools do not require parental consent to use force on a student.

### **Schools should not have a 'no contact' policy**

There is a real risk that such a policy might place a member of staff in breach of their duty of care towards a pupil, or prevent them taking action needed to prevent a pupil causing harm.

### **Unacceptable risk**

A panel of experts identified that certain restraint techniques presented an unacceptable risk when used on children and young people. The techniques in question are: the 'seated double embrace' which involves two members of staff forcing a person into a sitting position and leaning them forward, while a third monitors breathing, the 'double basket-hold' which involves holding a person's arms across their chest, and the 'nose distraction technique' which involves a sharp upward jab under the nose.

### **Staff training**

Schools need to take their own decisions about staff training. The Head of School should consider whether members of staff require any additional training to enable them to carry out their responsibilities and should consider the needs of the pupils when doing so. Some local authorities provide advice and guidance to help schools to develop an appropriate training programme.

## **Communicating with parents**

It is good practice for schools to speak to parents about serious incidents involving the use of force and to consider how best to record such serious incidents. It is up to schools to decide whether it is appropriate to report the use of force to parents.

In deciding what constitutes a serious incident, teachers should use their professional judgement and also consider the following:

- The pupil's behaviour and level of risk presented at the time of the incident
- The degree of force used
- The effect on the pupil or member of staff
- The child's age.

## **Handling pupil complaints when force is used against them**

All complaints about the use of force should be thoroughly, speedily and appropriately investigated. Where a member of staff has acted within the law – that is, they have used reasonable force in order to prevent injury, damage to property or disorder – this will provide a defence to any criminal prosecution or other civil or public law action.

When a complaint is made the onus is on the person making the complaint to prove that his/her allegations are true – it is not for the member of staff to show that he/she has acted reasonably.

Suspension must not be an automatic response when a member of staff has been accused of using excessive force. Schools should refer to the 'Dealing with Allegations of Abuse against Teachers and Other Staff' guidance where an allegation of using excessive force is made against a teacher. This guidance makes clear that a person must not be suspended automatically, or without careful thought.

Schools must consider carefully whether the circumstances of the case warrant a person being suspended until the allegation is resolved or whether alternative arrangements are more appropriate. If a decision is taken to suspend a teacher, the school should ensure that the teacher has access to a named contact who can provide support.

Governing bodies should always consider whether a teacher has acted within the law when reaching a decision on whether or not to take disciplinary action against the teacher. As employers, schools and local authorities have a duty of care towards their employees. It is important that schools provide appropriate pastoral care to any member of staff who is subject to a formal allegation following a use of force incident.

### **Positive Handling Overview**

All school staff have a legal power to use reasonable force to prevent a pupil from:

- committing a criminal offence;
- injuring themselves or others;
- damaging property;
- acting in a way that is counter to maintaining good order and discipline at the school.

There is no statutory definition of reasonable force. Whether the force used is reasonable will always depend on the circumstances and context in which the misbehaviour takes place. The test is whether the force used is proportionate to the consequences it is intended to prevent. The degree of force used should be the minimum needed to achieve the desired result. Use of force could not be justified to prevent trivial misbehaviour.

### **Key Principles**

- Physical intervention should, wherever possible, be used as a last resort after all attempts have been made to divert and defuse a situation.
- There are occasions when physical intervention is appropriate and is in line with the **duty of care** members of staff have to pupils and colleagues.
- When physical intervention is necessary, it must be used in ways that maintain the safety and dignity of all concerned (DfE and DoH Guidance, July 2002)
- Schools require a policy on the use of force whatever the frequency with which it anticipates using physical interventions. The policy should be approved by the Governors and known to students, staff and parents

### **Any physical intervention must be:**

- **REASONABLE:** Did the incident warrant a physical intervention?
- **NECESSARY:** Will someone be hurt if no intervention occurs?
- **PROPORTIONATE:** Was minimum force used?
- And in the **BEST INTEREST OF THE CHILD**

### **Unacceptable interventions include:**

- intentionally or maliciously inflicting pain on a child;
- using physical intervention as a punishment;
- hitting a child;
- forcing a pupil's arm behind their back;
- twisting limbs;
- pinning pupils against walls or furniture;
- sitting on a pupil;
- techniques which restrict circulation or breathing;
- any holding which may be interpreted as being of a sexual nature.

### **Planned and emergency physical interventions**

- In most circumstances, physical interventions will occur in response to an unforeseen event.
- Following an emergency physical intervention a Risk Assessment should be carried out and a Positive Handling Plan created in consultation with the child and those with parental responsibility. The plan would include agreed de-escalation strategies and positive handling methods that may be used by named staff as a last resort
- Identified staff should know exactly what action they can take
- It is beneficial for all school staff to receive training in positive handling to ensure staff are aware of their rights and responsibilities and to reduce the risk of injury to both staff and students
- Ideally two members of staff should be present during any physical intervention

### **Action as a result of self-defence or in an emergency**

All staff including teaching assistants, lunchtime supervisors, admin staff and site management have the right to defend themselves from attack, providing they do not use a disproportionate degree of force to do so. Similarly, in an emergency, if for example a pupil was at immediate risk of injury or at the point of inflicting injury on someone else, any member of staff is entitled to intervene. A volunteer helping in school would not be expected to work with a child who is known to need physical restraint as indicated in their Behaviour Management Plan.

## **Circumstances in which reasonable force might be used**

Circumstances in which reasonable force might be used include the following:

- Pupils found fighting will be physically separated
- Pupils who refuse to leave a room when instructed to do so may be physically removed
- Pupils who behave in a way which disrupts a school event or a school trip or visit may be physically removed from the situation
- Restraint may be used to prevent a pupil leaving a classroom where allowing him or her to do so would risk their safety or lead to disruptive behaviour. This may also include leading a pupil by the arm out of a classroom
- Pupils at risk of harming themselves or others through physical outbursts will be physically restrained
- In order to prevent a pupil from attacking a member of staff or another pupil
- To prevent a pupil causing injury or damage by accident, by rough play, or by misuse of dangerous materials or an object

### **Before any physical intervention occurs:**

- Monitor changes in body language & possible triggers for the student to ensure early intervention & de-escalation occurs
- Use distractions
- Move to a quieter, less public space
- Remove the audience
- Lower the voice and soften voice tone
- Soften body language
- Have help at hand - a change of face can diffuse a situation
- Communicate reassurance: *'I can see something has happened John. Let's go and talk about it'*
- Listen to the child's point of view
- Repeat a key word or phrase e.g. *'Keep your hands down'*
- De-personalise the confrontation e.g. *'Try and get control of your anger'* rather than, *'Get control of yourself!'*
- Offer help rather than criticism e.g. *'What do you need me to do?'*, *'Do you need to be left alone?'*, *'Would you like to sit down?'*, *'Is there someone you need to speak to?'*
- Ask questions or suggest alternatives rather than giving advice or instructions
- Where possible, the pupil should be advised in advance that physical intervention will be used unless he/she desists

### **During physical intervention:**

- Maintain communication: talk to the pupil, encouraging calm and offering positive reassurances



- The purpose of the physical intervention is to restrain the student until anger passes, self-control is regained and the situation is diffused
- Demonstrate to the pupil that he/she is within safe physical boundaries and that adults can support containment of his/her anger
- Consider a change of face to calm the situation
- Be aware that there will be some level of discomfort for the student but this is kept to a minimum and not used as a means of control

### **After a physical intervention:**

The Board of Trustees and LGB must ensure a procedure is in place for recording each significant incident in which a member of staff uses force on a pupil.

- Parents/carers should be informed by telephone as soon as is practicable after the incident and then in writing.
- The incident must not be reported to a parent if it appears doing so is likely to result in significant harm to the pupil. If that is the case the incident must be reported to the local authority where the pupil normally lives.
- Incident reports should include:
  - time and date of restraint;
  - action taken to try and defuse the current situation;
  - why restraint was necessary & description of restraint used;
  - how long the incident lasted;
  - action taken by whom;
  - others present;
  - any marks or injuries occurring;
  - any medical treatment required.

Reports must be signed and dated by the author and countersigned and dated by the person monitoring incident

- A follow up session should be arranged with the student and possibly, but not necessarily, the member of staff who carried out the physical intervention. It may be useful to involve parents/carers too. This meeting should occur once all involved have had the opportunity to reflect on the incident.
- The meeting is to:
  - review events leading up to the use of physical intervention;
  - identify appropriate support arrangements and strategies to prevent and deal with any recurrence of behaviour that could lead to the use of force;
  - maintain positive relationships between students, staff and parents.

### **Debriefing arrangements**

The child/young person and the member of staff will be checked for any sign of injury after an incident. First aid will be administered to anyone who requires it, or medical treatment obtained. The child or young person will be given time to become calm while staff continue

to supervise him/her. When the child regains complete composure, a senior member of staff (or his/her nominee) will discuss the incident with the child and try to ascertain the reason for its occurrence.

The child will be given the opportunity to explain things from his/her point of view. All necessary steps will be taken to re-establish the relationship between the child and the member(s) of staff involved in the incident. In cases where it is not possible to speak to the pupil on the same day as the incident occurred, the de-brief will take place as soon as possible after the child returns to school. All members of staff involved should be allowed a period of debrief and recovery from the incident. A senior member of staff (or his/her nominee) will provide support to member(s) of staff involved. The Executive Head Teacher and Head of School will be informed at the earliest possible opportunity of any incidents where positive handling was used. The Head of School will initiate the recording process if not already under way and review each incident to ensure that any necessary lessons are learned. All parents will be informed after an incident where positive handling is used with a child. Parents will need to be notified sensitively and to be made aware of the full circumstances.

**The welfare of the child should be the  
paramount consideration in deciding which intervention to use.**

**Children's Act 1989**

# DULWICH HAMLET JUNIOR SCHOOL RISK ASSESSMENT

For use where positive handling may occur

		Risk assessment completed by:	
Name of child:	DofB:	Year:	
<b>Identification of Risk</b>			
Describe the foreseeable risks:			
Is the risk:	potential	occurring	
<b>Assessment of risk</b>			
In which situations/locations does the risk usually occur?			
How likely is it that the risk will occur? (unlikely, possible, probable, likely)			
If the risk arises, who is likely to be injured or hurt?			

What kinds of injuries or harm are likely to occur?	
How serious are the adverse outcomes? (severe, substantial, minor, minimal)	
<b>Risk Reduction Options</b>	
What actions are being taken to minimise the level of risk? (Consider changes to environment, awareness of triggers, de-escalation strategies, varying staff deployment, varying teaching group/size, access to quiet area etc.)	
Any immediate actions to be taken, by whom and by when?	
<b>Signed:</b>	<b>Role:</b>
<b>Date:</b>	<b>Copy to:</b>

## DULWICH HAMLET JUNIOR SCHOOL SERIOUS INCIDENT RECORD

Name of young person:	Name of person writing report:	
Date & time of incident:	Location of incident:	
Name(s) of staff involved:	Name (s) of witnesses:	
Incident book completed:	Yes	No
Reason for intervention: <ul style="list-style-type: none"> <li>• Injury to a person</li> <li>• Damage to property</li> <li>• Criminal offence</li> <li>• Serious disruption</li> <li>• Absconding</li> </ul>	External agencies informed <ul style="list-style-type: none"> <li>• Medical staff</li> <li>• Parent/carer</li> <li>• Social worker</li> <li>• Police</li> <li>• other</li> </ul>	
<b>Describe events leading up to the incident:</b>		
<b>✓ Behaviours that occurred:</b>		
Verbal abuse	Slapping	Punching
Biting	Pinching	Spitting
Kicking	Hair grab	Neck grab
Clothing grab	Body holds	Arm grab
Weapons/missiles	Head butting	Self mutilation
Pushing	Disruption	Damage to property
Who was at risk?		
<b>Describe any changes made to routines, staff or environment in an attempt to reduce the risk:</b>		

**✓ Diversions, Distractions & De-escalation strategies attempted:**

Verbal advice	Limited choice
Clear directions	Distraction
Negations	Planned ignoring
Take up time	Consequences
Time out	Humour
Change of staff	Success reminders

<b>✓ Physical interventions used &amp; duration of restraint:</b>		
Help hug	Sitting wrap	Other:
Cradle hug	One person escort	
Wrap	Two person escort	
<b>Why was this action in the best interest of the student?</b>		
<b>Medical intervention</b>		
Injury to child:	Action taken:	
Injury to staff:	Action taken:	
Injury to others:	Action taken:	
<b>✓ Action following the event:</b>		
Person responsible for safeguarding has checked this record:		
Parent/carer informed by phone:		
Parent/carer informed by letter:		
Risk assessment to be carried out:		
Positive Handling Plan to be completed:		
Procedural change:		
Student support:		
Staff support:		
Relationship repair:		
Disciplinary action:		
Has any complaint been lodged: YES      NO (details not to be recorded here)		
Signed by:	Role:	

PLEASE NOTE: If copies of the documents are to be shared with parents, names of pupils involved should be removed and the names of members of staff should only be included with their consent.

## ANTI-BULLYING POLICY

What is bullying? The Governors, staff and pupils of Dulwich Hamlet Junior School accept the following definition of bullying: “Bullying may be physical, verbal or (in the case of cyber bullying) written and has three key characteristics:

- It is ongoing and not the same as a conflict between two equals or a random, unprovoked, aggressive act
- It is deliberate
- It is unequal – it involves a power imbalance which can result from size, number, higher status, being ‘different’ or having access to limited resources”.

Specific types of bullying include those relating to:

- race, religion, culture or gender;
- SEN or disabilities;
- appearance or health conditions;
- sexual orientation;
- young carers or Looked After children or otherwise related to home circumstances;
- sexist or sexual bullying.

Acts of bullying can include: name-calling, taunting, mocking, making offensive comments; kicking, hitting, pushing, taking belongings; inappropriate text messaging and emailing; sending offensive or degrading images by phone or via the internet and/or using social networking sites; producing graffiti; gossiping; excluding people from groups; spreading hurtful and untruthful rumours.

Cyber bullying can be defined as the use of information and communications technology, particularly mobile phones and the internet, deliberately to upset someone else. Cyber bullying that occurs while pupils are under the school’s direct supervision will be dealt with in line with this policy.

In cases where cyber bullying occurs while pupils are outside our direct supervision (i.e. at home), parents will be encouraged to report these incidents to the police as criminal laws (such as those pertaining to harassment, threatening and menacing communications) may apply. The school wherever possible will support parents in this, and may impose a sanction upon the individual concerned, if they are identifiable.

### Principles

Bullying happens in every school and the effects can be long lasting, sometimes devastating.

- We take bullying seriously in our schools and will not tolerate it



- We work proactively to address the issue explicitly with children and provide opportunities to develop understanding, empathy and self- esteem
- We also react to bullying decisively and consistently with appropriate sanctions
- Children are not ‘bullies’ or ‘victims’. Bullying is not a character trait but a set of behaviours
- Even ‘perfectly nice’ and ‘popular’ children can use bullying behaviours on occasion
- ‘Witnesses’ to bullying also have a role to play
- All ‘sides’ in a bullying incident will be listened to calmly and with respect
- We involve parents in our approach to preventing or addressing bullying behavior.

## **Strategies**

The school promotes an active and regular awareness of what constitutes bullying and takes part in educational activities through class discussions, website resources, assemblies, and newsletters.

Children are provided with a clear message about bullying: TELL – this is reinforced and encouraged by an empathetic, listening culture amongst the adults in the school. Adults are alert to bullying behaviours both inside the school and in the playground and address incidents immediately.

## **The Law**

Dulwich Hamlet Educational Trust endeavours to comply with the legal requirements placed on Governors and Trustees to determine detailed measures, rules, rewards, sanctions and behaviour management strategies that encourage good behaviour and respect for others on the part of pupils, and in particular preventing all forms of bullying among pupils in all its schools.

Schools are required to comply with the equality duty, ‘The Equality Act 2010’. The public sector equality duty has three aims:

- Eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by law
- Advance equality of opportunity between people who share a protected characteristic and people who do not share it
- Foster good relations between people who share a protected characteristic and people who do not share it

## **Reporting and recording incidents of bullying**

Pupils and parents are encouraged to report bullying to any member of staff. Incidents are in the first instance referred to the pupil’s class teacher to be investigated, following which appropriate action will be taken and parents will be informed promptly using usual school procedures. Incidents may then be referred to the Head of School. Pupil voice is important

at our schools and pupils are encouraged through various means to report any incidents of bullying behaviour which they encounter personally or become aware of.

This Behaviour Policy also reinforces the school's expectation as to how members of the school community should conduct themselves. A log will be maintained of racist incidents and information on incidents of bullying.

### **Tackling bullying**

The aim of any anti-bullying intervention is to safeguard and support the victim, and to discipline and modify the behaviour of the bully with a view to prevent, de-escalate and stop further incidents of harmful behavior. Disciplinary sanctions imposed might be time out, removal of privileges or, in extreme instances, exclusion. We will engage promptly with parents to ensure their support and involvement. We will also use:

- restorative justice approaches as appropriate;
- one-to-one interviews with staff or peer mentors;
- the offer of counselling;
- work with the educational psychologist or other outside agency;
- discussion of anger management strategies.

### **Strategies to support a victim**

- Disciplinary sanctions as appropriate applied to the bully
- Counselling offered
- Mediation
- One-to-one parental interview, parental support and involvement
- Private diaries given
- Self-assertive strategies discussed

### **Allegations of abuse against staff and other adults working in the school**

All children and adults have a fundamental right to be protected from harm. All allegations of abuse will be taken seriously. The Board of Trustees of Dulwich Hamlet Educational Trust and the Local Governing Body have a duty to safeguard and promote the welfare of children and create and maintain a safe learning environment. Our policy is to identify where there are child welfare concerns and take action to address them, in partnership with other organisations where appropriate, and in accordance with local inter-agency procedures.

Staff have a positive role to play in child protection, as their position often allows them to be able to observe outward signs of abuse and changes of behaviour in children. Because of their role however, they are also open to accusations of abuse. Such allegations may be true, but they may also be false, misplaced or malicious.

In order to fulfil its commitment to the welfare of children, the Trust has a procedure for dealing with allegations of abuse against members of staff and volunteers.

The procedure aims to ensure that all allegations are dealt with fairly, consistently and quickly and in a way that provides protection for the child, whilst supporting the person who is the subject of the allegation.

### **Action in the event of a malicious allegation**

If an allegation is determined to be unfounded or malicious, the Mash Team will be informed to determine whether the child concerned is in need of services, or may have been abused by someone else. In the event that an allegation is shown to have been deliberately invented or malicious, the Head of School will consider whether any disciplinary action is appropriate against the pupil who made it, or the Police will be asked to consider whether any action might be appropriate against the person responsible, including situations where the individual concerned was not a pupil. Such cases may be dealt with under the Protection from Harassment Act 1997.

The disciplinary action taken against a pupil may include fixed-term or permanent exclusion. Whatever action is taken will be discussed with the parent/carer of the pupil concerned at an early stage.

### **Monitoring and review of the Behaviour Policy including the Use of Reasonable Force Policy and Anti- Bullying Policy**

This policy will be reviewed by staff on an annual basis.

### **Useful web links**

[www.bullying.co.uk](http://www.bullying.co.uk)

[www.safenetwork.org.uk](http://www.safenetwork.org.uk)

[www.kidscape.org.uk](http://www.kidscape.org.uk)