

Document title	Kings Ash Academy Behaviour Policy Promoting Positive Behaviour in School
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Revision Log (last 5 changes)

Date	Version No	Brief detail of change
March 26	2	Updated to reflect updated guidance Restrictive interventions, including use of reasonable force, in schools Guidance for schools in England in effect from April 1 st 2026
Sept 26	3	Added Mobile Phones and Electronic Devices section to reflect Thinking Schools Academy Trust mobile phone-free expectations and DfE guidance from September 2026, including student expectations, storage arrangements, confiscation procedures, safeguarding arrangements and reasonable adjustments.

**Kings Ash Academy Behaviour Policy
Promoting Positive Behaviour in School**

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Aims of the guidance

To create a whole school culture which is modelled by all adults of:

- consistency
- positivity
- respect

Leading to an environment that is conducive to effective learning for all pupils.

Legislation and statutory requirements

This guidance is based on advice from the Department of Education(DfE) on:

- [Behaviour and discipline in schools](#)
- [Searching, screening and confiscation at school](#)
- [The Equality Act 2010](#)
- [Keeping Children Safe in Education](#)
- [Use of reasonable force in schools](#)
- [Thinking Schools Academy Trust 7 Principles of Behaviour and Culture](#)
- [Supporting pupils with medical conditions at school](#)

It is also based on

- The [special educational needs and disability \(SEND\) code of practice](#).
- [DfE guidance](#) explaining that academies should publish their behaviour policy and anti-bullying strategy online.

It should be read in conjunction with the following school policies:

- Anti-bullying Policy
- Use of Reasonable Force
- Child Protection and Safeguarding Policy
- Nurture Provision Policy
- Exclusion Policy

This guidance complies with our funding agreement and articles of association.

TSAT'S 7 PRINCIPLES OF BEHAVIOUR AND CULTURE



Bullying

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 a period of time
- Difficult to defend against

Roles and Responsibilities

Academy Governing Body (AGB)

The AGB is responsible for monitoring this behaviour policy's effectiveness and holding the Headteacher to account for its implementation.

The Headteacher and Senior Leadership Team including the DSL

The Headteacher and Senior Leadership Team are responsible for reviewing and approving this behaviour guidance.

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 guidance to ensure recognition and sanctions are applied consistently.

Staff

Staff are responsible for:

- Managing behaviour effectively to ensure a good and safe learning environment in line with standard 7 of the Teaching Standards
- Implementing the behaviour guidance consistently
- Modelling positive behaviour
- Providing a personalised approach to the specific behavioural needs of particular pupils
- Recording behaviour incidents on CPOMS
- Supporting each other when dealing with challenging behaviour

Senior leaders, pastoral staff and Team Teach trained staff will work alongside staff to support the management of challenging behaviour.

Parents

Parents are expected to:

- Demonstrate positivity and respect
- Support their child in adhering to the pupil code of conduct
- Inform the school of any changes in circumstances that may affect their child's behaviour
- Discuss any behavioural concerns with the class teacher promptly
- Support the school to implement the behaviour guidance including where sanctions or individual behaviour support plans are in place

Pupil Code of Conduct

At Kings Ash Academy pupils are expected to conduct themselves in way that means everyone is:

- able to learn
- valued
- respected

The school rules define the high standard of behaviour that we expect in school. They are referred



to frequently and should encourage the children to be positive in all they do. Pupils are expected to follow the school rules which are as follows:

- Be kind
- Be safe
- Be ready

These rules are reinforced by every adult working in school through:

- Consistent, calm, adult behaviour
- Visible kindness and recognition of strengths-collective or individual
- Clear routines

Recognition and Sanctions

At Kings Ash Academy we recognise that behaviour is a form of communication and therefore respond to children as individuals in order to meet their needs and ensure they feel safe, secure and supported during their time at school.

Positive behaviour will be recognised through:

- verbal praise
- values certificates
- classroom recognition boards-to focus on specific behaviours
- feedback to parents-in person, via Seesaw, by phone
- referring the pupil to a senior member of staff
- Class VIP
- termly Unsung Hero awards
- special responsibilities
- class recognition afternoons

- whole school recognition afternoons

Unacceptable Behaviour

If a child is demonstrating behaviour that does not follow the school rules, a member of staff will intervene using an appropriate strategy.

Sanctions may be imposed for unacceptable behaviour when the pupil is:

- taking part in any school-organised / school-related activity
- travelling to or from school
- wearing school uniform
- is identifiable as a pupil at the school

Children may also be subject to sanctions whether or not the above apply when:

- there may be repercussions for the orderly running of the school
- a threat is posed to another pupil or member of the public eg online bullying
- the reputation of the school could be adversely affected

Low level intervention strategies can be:

- a non verbal cue to encourage them back on task eg Makaton sign, pointing to work
- recognition of a child demonstrating the correct behaviour eg thank you for using your walking feet [child's name]

- a discrete reminder of the expectation or setting a target

It may be necessary to have a short interaction which should be structured using the following language using a calm and respectful tone at the child's level. This language is designed to recognise, be aware of and respond to the child's needs through attuning and validation.

- I can see you are (may describe feeling or action)
- I'm wondering if you....
- It's ok to feel but it's not ok to
- Remember our rule about (kind/safe/ready)
- I know you can be (kind/safe/ready) remember (last week/yesterday/this morning) you were (kind/safe/ready)
- Thank you for listening

When appropriate, the adult can step back to allow the child to change the behaviour to avoid a confrontation. An opportunity should be looked for to praise the child for demonstrating their changed behaviour.

Some children may require further intervention or have individual behaviour support plans which should be followed.

In the case of repeated or prolonged incidents the following strategies may be used:

- Trusted or key adult taking time 1-1 with the child to understand what has caused the behaviour and the steps needed to return to learning
- Change of face to another adult within the year group team
- Referral to senior leadership team with positive follow up planned for later in the day/week as appropriate
- Review of the IBSP to check the effectiveness of strategies

Sanctions

Following a behaviour incident, it may be necessary for a sanction to be enforced. Behaviour incidents will be triaged through a discussion with all individuals affected by or involved in the incident. The Senior Leadership Team, in collaboration with key adults, will determine the most appropriate sanction, proportionate to the severity and context of the incident. When employing sanctions we will consider the age and developmental stage of pupils and any special circumstances that may affect individual pupils.

Any sanctions should be reported to parents in an appropriate and timely way e.g. at the end of the school day in person or by phone.

The following list of sanctions are not exhaustive but may include;

- loss of a privilege such as breaktime or lunchtime play or missing learning choices time with an adult-a restorative conversation needs to take place during this time.
- completing missed work at a different time
- spending time with a member of SLT to complete missed work or to log a restorative conversation.
- Restorative community-based work such as helping in the lunch hall, supporting a member of staff to organise resources or carrying out other helpful duties to support reflection on their behaviour.
- report to a senior member of staff e.g. daily for KS2 children with the focus on sharing positives, at the end of a lesson for KS1 for an agreed period of time. This should be focused on recognising positive behaviour using an [Individual Recognition Timetable](#).

The Restorative Conversation



Following a behaviour incident, once the child is regulated, there should be a restorative conversation to encourage a child to think through their behaviour, the consequences of it (for themselves and others), and what they can do to make it better.

Where another child has been impacted by the behaviour, the adult needs to facilitate the restorative conversation. The following prompts should be used:

- **What happened?**
- **What were you thinking and feeling at the time?**
- **What have you thought about it since?**
- **Who has been affected and in what way?**
- **How could things have been done differently?**
- **What do you think needs to happen to make things right?**

If a child is losing a privilege such as break time or lunchtime as a sanction, it is essential that the restorative conversation takes place in this time and the time is used to reflect and repair. Children will not be isolated as a sanction.

Sensory Spaces

For children who need a quieter space to engage in a restorative conversation and reflect on their behaviour we have sensory spaces in place. Children will always be accompanied into the sensory room and supervised throughout their time in this space. Children using a sensory room will be supported to regulate their emotions and talk through their behaviour using the same prompts and structures outlined in the restorative conversation.

Repeated behaviour incidents

- If behaviour incidents escalate or are displayed repeatedly, the class teacher should make contact with the parent/carer to discuss and ascertain if there are any likely causes for this.
- The Senior Leadership Team monitor CPOMS for behaviour incidents and will discuss any necessary further actions.
- Should repeated behaviour cause persistent disruption to teaching and learning, or where allowing the pupil to remain in the school would seriously harm the education or welfare of the pupils or others in the school, the child may be at risk of suspension or exclusion.

Serious Incidents

On rare occasions, due to a serious incident, a suspension from school may need to be put in place. The Headteacher will then inform the parents, and the incidents will be reported to the Thinking School Academy Trust for monitoring.

Exclusion is always the last resort. However, should behaviour from any child cause a threat to the welfare or safety of others, or cause persistent disruption to teaching and learning, or where allowing the pupil to remain in the school would seriously harm the education or welfare of the pupils or others in the school, the child may be at risk of exclusion.

The Headteacher in consultation with the Thinking School Academy Trust and the local authority will permanently exclude in extreme cases of persistent anti-social behaviour or a single serious incident that could endanger the safety of other members of the school community.

Serious and/or violent incidents can be distressing to witness. Staff and children involved in or affected by any behaviour incident will be supported through a debrief with a member of the Senior



Leadership Team and offered further support if necessary.

Any incidents involving sexual harassment, online sexual abuse and sexual violence will always be treated as a serious incident with appropriate sanctions.

Pupils are expected to show respect for the different protected characteristics as defined by law and no forms of discrimination will be tolerated. Any incidents involving discrimination will always be treated as a serious incident with appropriate sanctions.

Mobile Phones and Electronic Devices

Mobile Phone-Free Environment

In line with Thinking Schools Academy Trust expectations, Kings Ash Academy operates as a mobile phone-free environment. Mobile phones are not required for learning and should not form part of routine classroom practice. This expectation applies throughout the entire school day, including before school, breaktimes, lunchtimes, movement between lessons, after-school activities and any period when pupils remain on site, unless otherwise directed by a member of staff.

For the purposes of this policy, references to mobile phones include smartwatches, earbuds and any device capable of communication, recording, photographing or accessing the internet.

Student Expectations

Students do not need to bring a mobile phone to school. Where a phone is brought for safety on the journey to and from school:

- The device must be switched off before entering the school site.
- The device must be secured in accordance with the school's agreed storage system.
- The device must remain inaccessible throughout the school day.
- The device must not be seen, heard or used anywhere on the school site.
- Students must move directly on and off site without accessing their device.

Mobile phones and other electronic devices are brought onto site at the student's own risk.

School Procedures

Kings Ash Academy provides secure classroom lockboxes for the storage of mobile phones during the school day. If a student brings a phone to school, it must be placed in the designated lockbox on arrival to the classroom and remain there until the end of the school day, when it will be returned to the student.

Breaches of Expectations

Any mobile phone or electronic device that is seen, heard or used without the explicit permission of a member of staff will be confiscated. Staff will address any breach of expectations in line with the school's behaviour procedures and apply consequences consistently and fairly.

Repeated breaches will result in escalating consequences. These may include:

- Confiscation of the device.
- Loss of social time or other privileges.
- Parental contact.



- Behavioural sanctions in line with the school's behaviour procedures.
- Extended periods before the return of a confiscated device, where appropriate and proportionate.

Any attempt to bypass, tamper with or undermine the school's mobile phone systems will be treated as a serious breach of behaviour expectations.

Safeguarding and Communication

Parents and carers who need to contact their child during the school day should do so through the school office. Messages will be communicated promptly and appropriately. Students who need to contact home will be supported by staff to do so.

Inclusion and Reasonable Adjustments

In exceptional circumstances, reasonable adaptations may be made for individual pupils, including where there are identified medical, safeguarding or special educational needs. Any adaptations will be agreed by senior leaders, clearly communicated to relevant staff and regularly reviewed. Such arrangements must not undermine the school's overall expectation that mobile phones are not routinely accessed during the school day.

Restrictive Interventions and Use of Reasonable Force

Staff are permitted to use appropriate physical contact (e.g. comforting, guiding, first aid, PE instruction) where it is suitable and in line with safeguarding guidance. Schools must not adopt a 'no contact' policy.

Definitions of Restrictive Interventions

Restrictive Interventions: Actions that restrict a pupil's movement to prevent harm.

Reasonable Force: The minimum physical force necessary for the shortest time required to prevent:

- injury to the pupil or others
- a criminal offence
- serious damage to property
- serious disorder

When staff may use reasonable force

Staff may use reasonable force when necessary and proportionate to:

- prevent injury to the pupil or others
- stop a pupil committing a criminal offence
- prevent serious damage to property
- prevent serious disorder in school

For pupils with SEND or other vulnerabilities, restrictive interventions will only be considered with careful analysis of triggers, risk, and reasonable adjustments. Behaviour Support Plans and risk assessments will be co-produced with parents and reviewed after any significant incident

When force must NOT be used

Force must never be used as punishment.

It should not be used to:

- enforce compliance
- respond to low-level disruption
- cause pain (except unavoidable to prevent immediate harm)

Seclusion (Safety Intervention Only)



Seclusion is not a disciplinary sanction. It is used only when a pupil is experiencing high levels of dysregulation and there is an immediate risk of harm.



Pupils must be supervised at all times, the space must be safe and not feel intimidating, and the pupil must be allowed to leave as soon as the risk reduces.

All seclusion incidents must be recorded and reported to parents the same day, with a written record supplied.

Recording and Reporting Requirements

Staff must record incidents the same day. Records must include:

- names, needs/SEND status, triggers
- time/date/location/duration
- de-escalation attempted
- type/degree of force used
- injuries and medical checks

Parents must be informed **as soon as practicable and no later than the same day, in writing** (via Arbor, and/or email)

Pupil and Staff Debrief Procedures

Following any restrictive intervention, a debrief will take place with an uninvolved adult to:

- understand triggers;
- repair relationships;
- identify changes to support plans;
- check wellbeing of staff and pupils.

Staff Training & Induction

All staff receive training on de-escalation, risk assessment, recognising triggers, SEND vulnerabilities, and recording/reporting procedures. New staff must receive this during induction. Training records will be maintained and reviewed annually

Governors will receive termly data on restrictive interventions, seclusion, and patterns/trends. SLT will analyse data to identify concerns, disproportionality or patterns related to SEND or protected characteristics.

Inclusion

For pupils with an identified Special Educational Need (with an 'Educational Health & Care Plan' or at 'SEN Support'), where the primary need is Social Emotional and Mental Health (SEMH) or where the pupil's special need impacts on their behaviours, we will seek to address the underlying causes of the behaviours. This may include setting out strategies and supports in an Individual Behaviour Support Plan (IBSP).

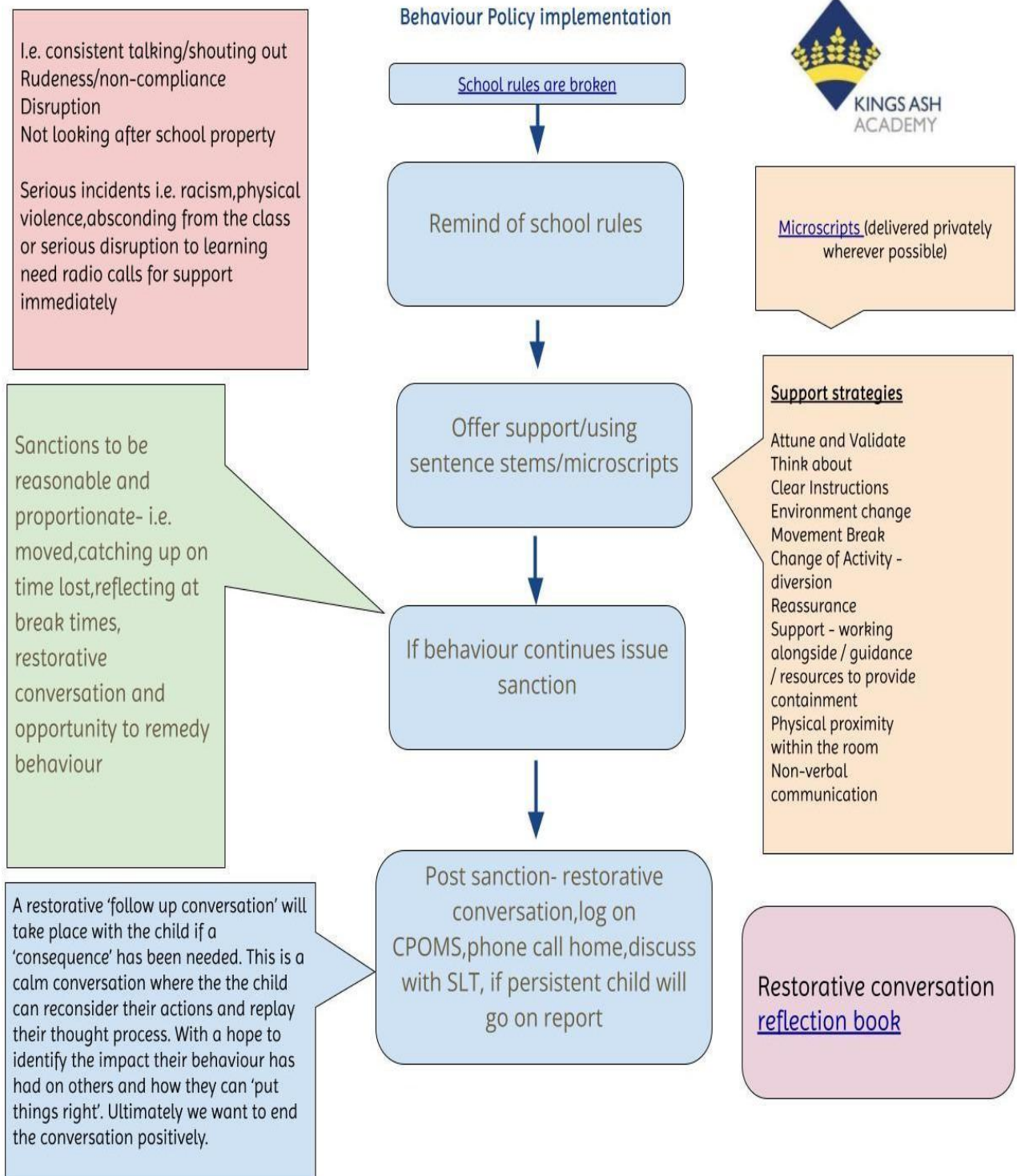


KINGSASH
ACADEMY



THINKING SCHOOLS
ACADEMY TRUST

Where a pupil has had, or is, at high risk of exclusion or suspension, an Individual Behaviour Support Plan (IBSP) will be created or amended. This must be implemented by all adults working with the pupil, to ensure a consistent approach is followed in achieving positive behavioural responses. Where appropriate, the school will seek support from external agencies e.g., Mayfield Outreach Service or the Educational Psychology team, working in conjunction with parents and with parental consent. The family support team may also seek support for a pupil and or family by referring to Early Help with parental consent.



Microscripts for Behaviour Policy implementation

Delivered calmly to the child, focussing on the the behaviour not the child.

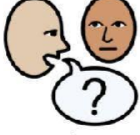
- *I have noticed ... (having trouble getting started, wandering around, playing with apparatus)*
- *You know our focus is ... (3 rules e.g. being respectful.)*
- *You have chosen to not follow the rule.*
- *Because of that you need to ... (speak to me for 2 minutes at playtime, move to another table)*
- *Do you remember when you (refer to previous positive behaviour. e.g. really helped your friend when they were struggling with their Maths.)*
- *That is who I need to see today*

Outlines behaviour referring to the school rules. Has a clear consequence and reminds the child of their positive behaviour that you want to see.

Following a script allows adult to deliver the message, remind the child of positive behaviour, leaving everyone's dignity intact.

Aims to leave the child in a reflective mood and gives chance to 'put right' the inappropriate behaviour.

Kings Ash Academy Learning Values

 Independence	 well organised	 confident to have a go	 willing to make mistakes	 focussed
 Respect	 kind and polite	 listens to others	 makes the right choices	 tolerant of others
 Collaboration	 joins in	 tries ideas	 works well in a group	 helps others
 Creativity	 asks questions	 resilient	 takes risks	 connects ideas