



Holy Trinity RC Primary School

Positive Behaviour Management Policy (Updated September 2026)

School Mission Statement

"To go forward together in Christ, respecting our neighbour and striving for excellence."

Policy Statement

At Holy Trinity RC Primary, we believe that the maintenance of good behaviour is essential to a well-run environment, where learning and pupil wellbeing are the main focus of the school. Good behaviour lies at the heart of the school and this is based on mutual respect for the needs of pupils, staff and the care of our environment. This is firmly underpinned by the Christian character of our school.

Our behaviour policy is designed to encourage all pupils in our care to have a mutual respect for each other and for adults and to give due consideration to the views and opinions of others. Pupils are encouraged to listen, without interrupting, to know the difference between right and wrong, to be well mannered and courteous, to promote self-control, high self esteem, self worth, self confidence, independence and the ability to accept responsibility for their own actions. It is expected that pupils will have respect for other people's property and will learn to work conscientiously, whilst retaining a positive attitude towards their school environment. We expect our children to be tolerant of one another and respect the right of all to hold different views and beliefs.

The governing body accepts this principle and seeks to create an environment in the school which encourages and reinforces good behaviour.

Standards

At Holy Trinity RC Primary, we encourage and expect high standards of behaviour. Accordingly, about the school, and in each classroom, a code of

conduct will be displayed, setting out in a simplified, formal and positive format, the standards we expect from all our pupils.

Aims

1. To develop, in our pupils, a sense of self discipline and an acceptance of responsibility for their own actions.
2. To develop a positive learning environment, in which pupils are encouraged to develop as positive, well behaved individuals.
3. To actively promote an acceptance of those with perceived differences, disabilities and protected characteristics including LGBT, to encourage pupils to view every member of our community as having individual needs.
4. A safe and secure environment

Rights and Values of staff and children

- 1. To be fairly treated**
- 2. To have respect**
- 3. To be safe**
- 4. To be heard**
- 5. To be able to learn and teach without unnecessary interruption**

School Ethos

To achieve our aims staff and pupils at Holy Trinity RC Primary will need to work to an agreed set of standards. We wish to create an ethos that celebrates and reinforces achievement of those standards and which identifies the consequences of failure to work towards them. This policy will attempt to balance the rewards and sanctions and create conditions in the school in which effective teaching and learning can take place in an atmosphere of mutual respect.

These considerations derive directly from the mission of the school and provide a broad framework out of which guiding principles are drawn so that staff can guide their practice where specific procedures do not exist. **The following principles are generated from other policies that already exist in school and link specifically to this policy:**

(Health and Safety, Child protection/safeguarding policy, Attendance policy, teaching and learning policy, home school agreement, single equalities policy and anti-bullying policy).

- All pupils are required to accept responsibilities and develop qualities of initiative and persistence.
- We encourage critical self-evaluation and self-awareness through identification of strengths and weaknesses and to appreciate and evaluate the behaviour they admire in others.
- Opportunities for success are available for all pupils through systematic encouragement and the recording and acknowledgement of a variety of

achievements thus developing a sense of pride in all they do leading to enhanced motivation through increased self-esteem.

- Pupils are expected to show respect for the differences in others and their rights, leading to tolerance and respect for others and their feelings.
- Pupils are expected to promote, through example, honesty and courtesy.
- We stress the importance of working co-operatively, sharing equipment, space, ideas and skills.
- All pupils should recognise the need for an accepted social behaviour, knowing what is considered right or wrong, and being encouraged to set personal standards of behaviour and self-discipline.
- All pupils are of equal value and to be treated equally, regardless of gender, ethnicity and disability.
- We instil in the pupils the values of care and respect for the environment and the school buildings and the materials within it.
- Attitudes are to be developed that reflect independence of thought on social and moral issues.
- A sense of fair play is promoted, including the processes of the law and the rights of others.
- We aim to lead pupils to value democracy and its associated duties, responsibilities and rights.

In order for high standards of behaviour to be apparent, a consistent approach from all staff is expected towards all children at all times. A clear code of conduct is agreed and supported by a balanced combination of rewards and sanctions within a positive family atmosphere.

School Expectations (Rules)

At school we must work towards standards of behaviour based on the basic principles of **kindness, respect, responsibility, resilience, friendship, forgiveness and trust**. It follows that accepted standards of behaviour are those that reflect these principles.

General school expectations have been created through consultation with the children and are discussed and displayed in classrooms and around school. They are as follows:

- **Always treat others as you would like to be treated.**
- **Be polite and well-mannered to everyone.**
- **Always try your best.**
- **Keep our school safe and tidy and treat everyone and everything with respect.**
- **Always walk quietly in school.**

The role of school leaders

The senior leadership team will routinely engage with pupils, parents, staff and governors to ensure high standards on setting and maintaining the behaviour culture and an environment where everyone feels safe and supported.

The Headteacher and SLT will ensure all staff understand the behavioural expectations and the importance of maintaining them. This will also include a clear induction process so all new staff are aware of the behaviour culture to ensure they understand the rules and routines.

At Holy Trinity RC Primary School senior leaders will also consider any appropriate training which is required for staff to meet their duties and functions within the behaviour policy. This will be aligned with the following as appropriate:

Initial Teacher Training (ITT) Core Content Framework
Early Career Framework (ECF)
National Professional Qualifications (NPQ's)

The senior leadership team will also ensure that staff have adequate training on matters such as special educational needs, disabilities or mental health needs and how these may impact a pupil's behaviour.

The role of teachers and staff

All staff, visitors and volunteers have an important role in developing a calm and safe environment for pupils at Holy Trinity RC Primary School; establishing clear boundaries of acceptable pupil behaviour. Staff will uphold the whole –school approach to behaviour by teaching and modelling expected behaviour and positive relationships.

All staff will communicate the school expectations, routines, values and rules as outlined in this behaviour policy through teaching behaviour and in every interaction with pupils. Staff will also adhere to the Holy Trinity RC Primary School staff code of conduct policy, to model and demonstrate how they uphold the school rules and expectations.

Classroom management and teaching methods have an important influence on children's behaviour. The classroom environment gives clear messages to the children about the extent to which they and their efforts are valued. Relationships between teacher and children, strategies for encouraging good, positive behaviour, arrangements of furniture, access to resources and classroom displays all have a bearing on the way children behave. Classrooms should be organised to develop independence and personal initiative. Furniture should be arranged to provide an environment conducive to on-task behaviour. Materials and resources should be arranged to aid accessibility and reduce uncertainty and disruption. Displays should help develop self-esteem through demonstrating the value of every individual's contribution, and overall the classroom should provide a welcoming environment.

Teaching methods should engage the children and encourage enthusiasm and active participation for all. Lessons should aim to develop the skills, knowledge and understanding which will enable the children to work and play in co-operation with others. Praise should be used to encourage good behaviour as well as good work. Criticism of unacceptable behaviour should be clear and appropriate for the situation, age and understanding of the child. Children will not be withdrawn from the class as a sanction unless it is at Stage 4 on the '5 Stage Approach' and has been agreed by a member of the SLT.

The role of pupils

At Holy Trinity RC Primary School pupils will learn in a calm, safe, supportive environment where they are treated with dignity. Every pupil will be made aware of the school behaviour standards, expectations, pastoral support and sanctions process – **The 5 Stage Behaviour Approach**.

All pupils are expected to follow the school behaviour policy and uphold the school rules, and contribute positively to the culture of Holy Trinity RC Primary School. Pupils will also be asked about their experience of behaviour and provide feedback on the school's behaviour culture. This will be via a range of approaches including pupil voice meetings, school council, the GIFT team and questionnaires. This will aid Holy Trinity RC Primary School evaluate, implement and improve the school behaviour policy.

The role of parents

The role of parents is crucial in helping Holy Trinity RC Primary School develop and maintain good behaviour. Parents are expected to familiarise themselves with the school behaviour policy and, where possible, take part in the life of the school and its culture. At Holy Trinity RC Primary School there is an expectation parents will reinforce the school's behaviour policy at home. Where a parent has a concern regarding the management of behaviour, this should be raised with the Headteacher –Mrs Lyle, while continuing to work in partnership with the school.

Holy Trinity RC Primary School will regularly reinforce the whole-school approach by building and maintaining positive relationships with parents, for example, by keeping parents updated about their children's behaviour, encouraging parents to celebrate pupil's successes. Where appropriate, parents may be included in any pastoral support work following misbehaviour, including attending reviews of specific behaviour interventions in place.

Pupils with SEND

Holy Trinity RC Primary School will consistently and fairly promote high standards of behaviour for pupils and provide additional support where needed to ensure pupils can achieve and learn as well as possible.

When a pupil at Holy Trinity RC Primary School is identified as having SEND, the graduated approach will be used to assess, plan, deliver and then review the impact of the support being provided.

For pupils with identified behaviour problems work may be differentiated and/or support provided. This may be through the use of an Individual Behaviour programme (IBP) which is monitored and reviewed regularly by the appropriate staff. Where appropriate school will work with a range of external agencies to support all pupils achieve the highest standards of behaviour.

Where a pupil has an Education, Health and Care plan, the provisions set out in the plan will be secured and the Holy Trinity RC Primary School will co-operate with the local authority and other bodies.

Holy Trinity RC will also ensure they are adhering to the Equality Act 2010 and the Children's and Family Act 2014. As a school, to meet these duties, we will ensure as far as is possible, anticipate likely triggers of misbehaviour and put in place support to prevent these. Examples of this are listed below (but are not limited to):

- Short, planned movement breaks for a pupil with SEND
- Adjusting seating plans to allow a pupil with visual or hearing impairment to sit in sight of the teacher
- Adjusting uniform requirements for pupils with sensory issues
- Providing training for staff in understanding conditions such as autism

Any preventative measures will always take into account the specific circumstances and requirements of the pupil concerned.

Responding to behaviour

At Holy Trinity RC Primary School positive behaviour will be reinforced that reflects the values of the school and prepares pupils to engage in their learning. On occasions a pupil's behaviour will be unacceptable, and pupils need to understand that there are consequences for their behaviour. Often this will include the use of reasonable and proportionate sanctions.

Holy Trinity RC Primary School Positive rewards system

Our emphasis is on rewards to reinforce good behaviour, rather than on sanctioning failures. We believe that rewards have a motivational role, helping children to see that good behaviour is valued. Pupils who consistently comply with the standards of behaviour and effort set by the school will be rewarded. The most common reward is praise, informal and formal, public and private, to individuals and groups. It is earned by the maintenance of good standards as well as by particularly noteworthy achievements.

Rewards that are used at Holy Trinity RC Primary School include:

- Verbal praise

- Communicating praise to parents
- Certificates, prizes and stickers.
- Positions of responsibility e.g. School Council and GIFT team

Classes use Team points or the Class Dojo system to earn individual points. Each class teacher may adapt rewards to suit the individual needs of the class. At Holy Trinity RC Primary School pupils will be awarded individual points. **Once they have been awarded they cannot be taken away from the pupils.**

Awards are given for punctuality and attendance in a half termly awards system. The class with the best attendance achieve an extra playtime.

Our whole school assemblies also use 'Star of the week' to reward good work/behaviour.

As we are a healthy school sweets and chocolate are not permitted as a reward choice for pupils.

Sanctions

Although rewards are central to the encouragement of good behaviour, realistically there is a need for sanctions to register the disapproval of unacceptable behaviour and to protect the security and stability of the school community. In an environment where respect is central, loss of respect, or disapproval, is a powerful punishment.

The use of punishment should be characterised by certain features:-

- It must be clear why the sanction is being applied.
- It must be made clear what changes in behaviour are required to avoid future punishment.
- Group punishments should be avoided as they breed resentment.
- There should be a clear distinction between minor and major offences.
- It should be the behaviour rather than the person that is punished.

Sanctions range from and will include:

- expressions of disapproval and reminders of behaviour expectations
- withdrawal of privileges
- referral to the SLT and the Headteacher
- phone calls to parents
- ultimately and in the last resort, suspension or permanent exclusion.

Parents are routinely informed of any instances of serious poor behaviour. All incidents of unacceptable behaviour are logged on CPOMS to monitor trends and to create a chronology of incidents. **Please refer to the 5 stage approach to behaviour, (ABC) explain.**

All sanctions used in our policy take into account legislation regarding disability, SEND, race and other equalities.

At Holy Trinity RC Primary School homophobic, biphobic and transphobic bullying and language will not be tolerated and will be dealt with seriously and appropriately in accordance with this behaviour policy. The headteacher extends the power to discipline pupils to some adult volunteers who have been properly briefed and where a child may put their own safety and that of others at risk on a school trip.

Where anti-social, disruptive or aggressive behaviour is frequent, sanctions alone may be ineffective. In such cases careful evaluation of the curriculum on offer, classroom organisation and management, and whole school procedures take place to eliminate these as contributory factors.

We also consider whether the child may be subject to suffering emotional or physical harm, in which case Holy Trinity RC Child Protection and Safeguarding policy is consulted and discussions with the DSL (Mrs M Lyle) or back up DSL's (Miss Johnson, Miss Smith & Mrs Clowes) should be arranged. If the behaviour is due to a child's unmet needs a multi-agency assessment will be considered. Additional specialist help and advice from the educational psychologists or Pupil Access Team may also be necessary.

The law allows staff to sanction pupils whose conduct falls below the standard outlined throughout this behaviour policy. This means that if a pupil misbehaves, breaks a rule or fails to follow a reasonable instruction, staff can apply a sanction to a pupil in accordance with Holy Trinity's 5 Stage Approach.

Staff can issue sanctions any time pupils are in school or elsewhere under the charge of a member of staff, including on school visits. This also applies when a pupil's misbehaviour occurs outside of school – please refer to the section 'Behaviour outside of school premises'.

Supporting pupils following a sanction

Following a sanction, various strategies will be considered to help all pupils to understand how to improve their behaviour and meet the behaviour expectations at Holy Trinity RC Primary School. These may include:

- A targeted discussion with the pupil, including explaining what they did wrong, the impact of their actions and how they can do better in the future. They will also be reminded what will happen if their behaviour fails to improve, with refer to the 5 Stage Approach.
- A phone call or meeting with parents, and the Virtual School Head for looked after children.
- Inquiries into the pupil's conduct with staff involved in teaching, supporting or supervising the children in school.

- Inquiries into circumstances outside of school, including at home, conducted by the DSL (Mrs M Lyle) or Back-up DSL's (Miss Johnson, Miss Smith or Mrs K Clowes)
- Consideration about whether the support for behaviour management being provided remains appropriate.

Designated staff will be appropriately trained to deliver these interventions. These interventions may often be part of a wider approach that involves the wellbeing and mental health of the pupil.

Detention

Detention is one of the sanctions open to use in school. We only use detentions at playtimes and lunchtimes when stages 2 and above have been reached.

Parental consent is not required for detentions and all staff are expected to act reasonably in allowing the pupil to eat, drink and use the toilet.

Behaviour at playtimes and lunchtime

Staff are to retain control of their class until transfer over to playtime and lunchtime staff. Once the bell has sounded for the end of playtime and lunch, staff should go out and bring their class inside. All staff have a responsibility to respond to incidents that they see and to offer support to lunchtime staff when necessary.

Low level incidents should be dealt with immediately by the welfare staff on the yard or in the classroom. Children will be spoken to positively and encouraged to change or stop their poor behaviour. Children who continue to misbehave will be given 5 minutes as Time Out, before returning to play. Any serious incident should be referred directly to the class teacher who will investigate and make the decision whether the child should be withdrawn from the yard and referred to a member of the SLT. **The 5 Staged Approach applies to lunchtimes too.**

School also expects high standards of behaviour in the playground. Staff, including support staff and welfare staff, should follow the agreed procedures.

There is equipment, playground leaders, zones for activities, benches and quiet areas provided for all children. Lunchtime staff will receive training in organising games and utilising the playground markings. Playground Leaders are also in place. These children are trained to help children on the playgrounds by providing friendships, advice, listening, support and simple conflict resolution skills. They are also trained to provide planned activities for the younger children to join with.

Pupils are expected to line up in the agreed manner and should enter school quietly and sensibly; ready to begin work as soon as possible.

The use of reasonable force

At Holy Trinity RC Primary School there are circumstances when it is appropriate for staff in schools to use reasonable force to safeguard children. The term 'reasonable force' covers the broad range of actions used by staff that involve a degree of physical contact to control or restrain.

Headteachers and staff need to ensure they are aware of the following guidance:

<https://www.gov.uk/government/publications/use-of-reasonable-force-in-schools>

'Reasonable' in these circumstances means 'using no more force than is needed.'

At Holy Trinity RC Primary School staff have the power to use reasonable force to prevent pupils committing an offence, injuring themselves or others, damaging property and to maintain good order and discipline at the school or among pupils.

Headteacher's and authorised staff –Miss Johnson Miss Smith and Mrs K Clowes may also use force, as is reasonable given the circumstances when conducting a search for knives or weapons, alcohol, illegal drugs, stolen items, tobacco, fireworks, pornographic images or articles that they reasonably suspect have been or are likely to be used to commit an offence or cause harm.

When considering using reasonable force staff should, in considering the risks, carefully recognise any specific vulnerabilities of the pupil, SEND, mental health needs or medical conditions. In addition, the following also applies:

- Teachers will physically separate pupils found fighting or if a disruptive pupil refuses to leave a room when instructed to do so, they may be physically removed.
- We make reasonable adjustments for disabled pupils and pupils with special educational needs (SEND).
- Schools do not require parental consent to use reasonable force on a pupil.

Searching, screening and confiscation

Headteachers and staff are required to be aware of the following guidance.

<https://www.gov.uk/government/publications/searching-screening-and-confiscation>

At Holy Trinity RC Primary School staff can confiscate, retain or dispose of a pupil's property as a disciplinary sanction. The law protects staff from liability in any proceedings brought against them for any loss or damage to items they have confiscated, provided staff act lawfully. Staff will always consider whether the confiscation is proportionate and consider any special circumstances relevant to the case.

Items not allowed in school

This is not an exhaustive list. Any items that are potentially harmful to any member of the school community are not to be brought into school. If there are any doubts about any items pupils, parents and carers can check with the Headteacher – Mr M Lyle.

- Chewing gum
- Fizzy drinks and high energy drinks
- Glass bottles and perfume bottles
- Mobile phones
- Jewellery except for a watch and one pair of plain stud earrings worn in the earlobes
- Aerosol cans including deodorant
- Knives
- Guns
- Correction fluid
- Unnecessary money
- Expensive items
- Cigarettes, matches and lighters
- E-cigs and vapes
- Any items that are illegal to possess or carry, or inappropriate for the age of the pupil or the school environment

Removal from classrooms

Removal is where a pupil, for serious disciplinary reasons, is required to spend a limited amount of time out of the classroom at the instruction of a member of staff. **This should be no longer than the length of one lesson or timetabled subject.**

Where a pupil is removed from class, the location in most circumstance will be the pupil's year group resource area which has tables and chairs already available.

Removal is different from circumstances in which a pupil is asked to step outside of the classroom briefly for a conversation with a staff member and asked to return following this.

The use of removal should allow for continuation of the pupil's education in a supervised setting and should still be meaningful for the pupil.

At Holy Trinity RC Primary School removal from the classroom is considered a serious sanction. It will only be used when necessary and once other behavioural strategies in the classroom have been attempted, unless the behaviour is so extreme as to warrant immediate removal. Parents will also be informed on the same day, if their child has been removed from the classroom.

As with all disciplinary measures, Holy Trinity RC will consider whether the sanction is proportionate and also consider whether there are any special considerations that need to be taken into account.

Removal will be used for the following reasons:

- To maintain the safety of all pupils and to restore stability following an unreasonably high level of disruption.
- To enable disruptive pupils to be taken to a place where education can be continued in a managed environment.
- To allow the pupils to regain calmness in a safe place.

Removal is separate from the use of safe spaces for non-disciplinary reasons. For example, where a pupil is taken out of the classroom to regulate their emotions because of identified sensory overload as part of a planned response.

Governance of removal

The Headteacher, Mrs M Lyle will maintain strategic oversight of the school's arrangements for any removals, in accordance with this behaviour policy.

Holy Trinity RC Primary School will also collect, monitor and analyse removal data internally, in order to interrogate repeat patterns and whether the use of removal is effective. The data will also be used to consider whether frequently removed pupils may benefit from additional or alternative approaches. This may include a pastoral review Mrs Clowes or investigation by the SENDCO – Miss Smith

Holy Trinity RC will also analyse the collected data to identify whether there are patterns related to pupils sharing any of the protected characteristics and that the use of removal is not having a disproportionate effect of these pupils.

As a school when we are dealing with individual removal cases, we will:

- Consider whether any assessment of underlying factors of disruptive behaviour is needed
- Facilitate reflection by the pupil on the behaviour that led to their removal from the classroom and what they can do to improve and avoid such behaviour in the future.

- Ensure pupils are never locked in a room. There may be exceptional circumstances in which it is necessary to physically prevent a pupil from leaving a room in order to protect the safety of pupils and staff from immediate risk, but this would be a safety measure and not a disciplinary sanction.
- Ensure the Children and Family Act 2014, the Equality Act 2010 and regulations under those Acts are being complied with.
- If a pupil has a social worker, including if they have a Child in Need plan, a Child Protection plan or are looked after, Holy Trinity RC Primary School will notify their social worker. If a pupil is looked after, as a school we will also ensure their Personal Education Plan (PEP) is appropriately reviewed and amended. Holy Trinity RC Primary School will also notify their Virtual School Head.
- At Holy Trinity RC Primary School all staff understand the school behaviour policy and are suitably trained in this and the interpersonal skills necessary to manage pupils with a variety of challenging behaviours and contexts.

Suspensions and permanent exclusion

At Holy Trinity RC Primary School all pupils are entitled to an education where they are protected from disruption and can learn in a calm, safe and supportive environment.

<https://www.gov.uk/government/publications/school-exclusion>

The Headteacher decides whether to suspend a pupil for a fixed term or to permanently exclude, in line with the school's behaviour policy. The Headteacher can use suspensions and permanent exclusions in response to serious incidents or in response to persistent poor behaviour which has not improved following in-school sanctions and interventions. They will take into account all the circumstances, the evidence available and the need to balance the interests of the pupil against that of the whole school community.

The circumstances that may warrant a suspension or permanent exclusion to occur may include some of the following examples, however this list is not exhaustive:

- **Physical assault against a pupil**
- **Physical assault against an adult**
- **Verbal abuse or threatening behaviour against a pupil**
- **Verbal abuse or threatening behaviour against an adult**
- **Use, or threat of an offensive weapon or prohibited item that has been prohibited by the school behaviour policy**
- **Bullying**
- **Racist abuse**
- **Abuse against sexual orientation or gender reassignment**
- **Abuse relating to a disability**

Parents have the right to make representations to the Governing Body (or discipline committee) about an exclusion and the Governing Body must review an exclusion decision in certain circumstances which includes all permanent exclusions. Where a Governing Body upholds a permanent exclusion parents have the right to appeal the decision to an independent review panel.

Schools are under a duty to provide suitable full-time education for an excluded pupil from the 6th school day of any fixed period exclusion of more than 5 consecutive school days.

Local authorities are under a duty to provide suitable full-time education from the 6th school day of a permanent exclusion.

Managed moves

Managed moves are only used when it is in the pupil's best interests. A managed move is used to initiate a process which leads to the transfer of a pupil to another mainstream school permanently. If a temporary move needs to off-site direction will be used (as described in paragraphs 33 and 42 of the Suspension and Permanent Exclusion guidance)

Behaviour outside of the school premises

Holy Trinity RC Primary School have the statutory power to discipline pupils for misbehaving outside the school premises including their online conduct. This also includes the Headteacher having the power to exclude a pupil for unacceptable behaviour that has occurred off-site.

Holy Trinity RC will not accept any bad behaviour that occurs anywhere off the school premises, including online, and is witnessed by a staff member or reported to the school and sanctions will apply as detailed in the five staged approach. The types of behaviours and when they occur covered by this behaviour policy include:

- Taking part in any school organised or school related activity
- Travelling to or from school
- Wearing the school uniform
- Inappropriate use of online activity/social media (refer to Online Safety Policy and AUP)
- In some other way identifiable as a pupil at the school
- Behaviour that poses a threat to another pupil
- Has repercussions for the orderly running of the school
- Behaviour and actions that could adversely affect the reputation of the school

The decision to sanction a pupil will be lawful if it is made on the school premises or elsewhere at a time when the pupil is under the control or charge of a member of staff.

Preventing recurrence of misbehaviour

Initial intervention following behavioural incidents

Holy Trinity RC Primary School will adopt a range of intervention strategies to help all pupils manage their behaviour and to reduce the likelihood of suspension and permanent exclusion. This is achieved by helping pupils understand behavioural expectations and by providing support for pupils who struggle to meet these expectations. Some pupils will need more support than others and this should be provided as proactively as possible. This may require support being offered outside of the classroom, in small groups or one-to-one activities.

At Holy Trinity RC Primary School staff use the CPOMS electronic system to ensure relevant members of the leadership team (Mr M Lyle Miss Smith Miss Johnson Mrs K Clowes) are aware of any pupil persistently misbehaving, whose behaviour is not improving following low level sanctions, or whose behaviour reflects a sudden change from previous patterns of behaviour.

Examples of interventions used at Holy Trinity RC Primary School include:

- Frequent and open engagement with parents and carers
- Providing small group work and one-to one work as necessary
- IBP
- Outreach support from the Burnley Heights
- Pupil Support Units
- Pendle Inclusion Hub support
- Specialist Teachers
- IEST
- Engagement with local partners and agencies to address specific challenges such as poor anger management, a lack of resilience and difficulties with peer relationships and social skills.

Initial intervention to address underlying factors leading to misbehaviour will include an assessment of whether the appropriate provision is in place to support any SEND that a pupil may have. The 'graduated response' will be used to assess, plan, deliver and then review the needs of the pupil and the impact of the support being provided. If the pupil has as an Education, Health and Care Plan (EHCP), early contact with the local authority about the behaviour issues will be made and an emergency review of the plan may be required.

Where a pupil's behaviour is a serious concern, Holy Trinity RC Primary School will consider whether a multi-agency assessment such as an early help assessment or statutory assessment that goes beyond the pupil's educational needs is required. This will be carried out in accordance with the guidance:

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2?msclkid=b305dd98cfa211ec8944c1b8c898d7d9>

Reintegration

At Holy Trinity RC Primary School, we have clear strategy for reintegrating pupils following removal from the classroom, time spent in a pupil support unit, in another setting under off-site direction or following suspension.

This will include the following:

- A reintegration meeting between the school, pupil, parents and where relevant, other agencies.

Holy Trinity RC Primary School will consider what support is needed to help the pupil return to mainstream education and to meet the expected standards of behaviour.

Specific Behaviour Issues

Child-on-child abuse

Any form of child-on-child abuse at Holy Trinity RC Primary School and will be sanctioned with in accordance with the school's behaviour policy.

Any form of inappropriate behaviour between children will be challenged by staff, many of which are listed below, that are abusive in nature. At Holy Trinity RC Primary School behaviours will not be downplayed, for example dismissing sexual harassment as 'just banter', 'part of growing up', 'having a laugh' as this can lead to a school culture of unacceptable behaviours, an unsafe environment for children and in worst case scenarios abuse leading to children accepting it is as normal and not coming forward to report it.

Child-on-child abuse is most likely to include, but is not limited to:

- **Bullying (including cyber-bullying, prejudice-based and discriminatory bullying)**
- **Abuse in intimate personal relationships between children (sometimes known as 'teenage relationship abuse')**
- **Physical abuse such as kicking, hitting, shaking, biting, hair pulling, or otherwise causing physical harm. This may also include an online element which facilitates, threatens and/or encourages violence.**
- **Sexual violence**
- **Sexual harassment including sexual comments, remarks and jokes; including online sexual harassment**
- **Causing someone to engage in sexual activity without consent, such as forcing someone to strip**
- **Upskirting, which typically involves taking a picture under a person's clothing without their consent.**
- **Initiation and/or hazing type violence and rituals**

Child-on-child sexual violence and sexual harassment

Following any report of child-on-child sexual violence or sexual harassment offline or online, Holy Trinity RC Primary School will follow the general safeguarding principles set out in 'Keeping Children Safe in Education 2026, especially part 5.'

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

The Designated Safeguarding Lead (DSL) – Mrs Lyle or Back-up DSL's:, is Miss Johnson Miss Smith and Mrs K Clowes the most appropriate person to advise on the school's initial response. Each incident will be considered on a case by case basis.

At Holy Trinity RC Primary School, we are clear in every aspect that sexual violence and sexual harassment are never acceptable, will not be tolerated and that pupils whose behaviour falls below expectations will be sanctioned. It is made clear to all staff the importance of challenging all inappropriate language and behaviour between pupils.

At Holy Trinity RC Primary School sexually abusive language will never be normalised or behaviour treated as 'banter'. High standards of conduct are expected at all times by all staff and pupils. There is a clear expectation that everybody demonstrates and models manners, courtesy and dignified/respectful relationships.

Where relevant, pupils who fall short of these behaviour expectations may be sanctioned whilst other investigations by the police and/or children's social care are ongoing.

As a school we will respond assertively to sexually inappropriate behaviour as this is an important intervention that helps prevent challenging, abusive and/or violent behaviour in the future. Holy Trinity RC will also refer to Part 5 of KCSIE for links and guidance for external support for pupils exhibiting sexually inappropriate and/or harmful sexual behaviour.

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Holy Trinity RC Primary School will also reassure all victims that they will be supported, kept safe, and are being taken seriously, regardless of how long it has taken them to come forward. Abuse that occurs online or outside of the school will not be downplayed and will be treated as equally serious. A victim should never be given the impression that they are creating a problem by reporting sexual violence or sexual harassment. Nor should they be made to feel ashamed for making a report or their experience minimised.

In instances where reports of sexual abuse or harassment are proven to be deliberately invented or malicious, Holy Trinity RC will consider whether any disciplinary action is appropriate for the individual who made it, in accordance with the school behaviour policy. As with all safeguarding matters this will be

referred to the Designated Safeguarding Lead – Mrs M Lyle and referrals for support made as necessary.

Behaviour incidents online

At Holy Trinity RC Primary School, we believe the way in which pupils relate to one another online can have a significant impact on the culture at school. Negative interactions online can damage the school's culture and can lead to school feeling an unsafe place.

As a school we are very clear that the expectations for behaviour online and offline are of the same high standards. Everybody should be treated with respect, dignity and kindness.

Inappropriate online behaviour including bullying, the use of inappropriate language, the soliciting and sharing of nude or semi-nude images and videos and sexual harassment will be addressed; in accordance with the same principles as offline behaviour. This will include following Holy Trinity RC Primary School Child Protection/Safeguarding policy and speaking the DSL (Mrs M Lyle) or Back-Up DSL's (Miss Johnson Miss Smith or Mrs K Clowes), when an incident raises a safeguarding concern. In cases where a school suspects a pupil of criminal behaviour this will be followed as outlined in the 'Suspected criminal behaviour' section.

When an incident involves nude or semi-nude images and/or videos, the member of staff should refer the incident to the DSL (Mrs M Lyle) or Back-up DSL's (Miss Johnson Miss Smith or Mrs K Clowes) to advise on the school's response.

The following guidance will also be used to assist the school's response:

<https://www.gov.uk/government/publications/sharing-nudes-and-semi-nudes-advice-for-education-settings-working-with-children-and-young-people/sharing-nudes-and-semi-nudes-advice-for-education-settings-working-with-children-and-young-people#sec2>

Many online behaviour incidents amongst young people occur outside the school day and off the school premises. Parents are responsible for this behaviour. However, often incidents that occur online can affect the school culture. At Holy Trinity RC Primary School, in accordance with this policy we will sanction pupils when their behaviour online poses a threat or causes harm to another pupil, and/or could have repercussions for the orderly running of the school, when the pupil is identifiable as a member of the Holy Trinity RC Primary School, or if the behaviour could adversely affect the reputation of the school.

Mobile phones

Mobile phones are not allowed to be used under any circumstances at Holy Trinity RC Primary School. This is because access to mobile phones in school

can cause distractions, disruption, bullying and abuse and have a detrimental impact on learning.

If a phone is brought into school accidental they must be handed into the school office at 08:55am and collected at 3:30pm each day. They must not keep the phone in school during day. Please be aware Holy Trinity RC Primary School will accept no liability for damage or loss of pupils mobile phones.

If a pupil is found to have brought a mobile phone to school without prior permission this will be confiscated and parents will be asked to collect the mobile phone from the school office. Pupils will also be sanctioned in accordance with the behaviour policy for bringing a prohibited item into school, without prior permission.

Suspected criminal behaviour

In cases when a member of staff or headteacher suspects criminal behaviour, Holy Trinity RC will make an initial assessment of whether an incident should be reported to the police only by gathering enough information to establish the facts of the case.

All initial investigations should be fully documented, and every effort will be made to preserve any relevant evidence. Once a decision is made to report the incident to the police, Holy Trinity RC Primary School will ensure any further action they take does not interfere with any police action taken. However, school does have the discretion to continue investigations and enforce our own school behaviour policy sanctions, so long as it does not conflict with police action.

When Holy Trinity RC Primary School make a report to the police, it may also be necessary to make a report to the local children's social care. As set out in Keeping Children Safe in Education September 2026, it would be expected in most cases that the DSL (Mrs M Lyle) or Back up DSL's (Mrs K Clowes or Miss Smith or Miss Johnson) will take the lead.

Five Staged Approach

At Holy Trinity RC Primary School, we have identified a five-staged approach to managing behaviour so that all are clear on what sanctions are available and appropriate to the increasing serious nature of incidents. Most instances of poor behaviour are relatively minor and can be adequately dealt with through minor sanctions. It is vital that the sanction is not out of proportion to the offence. **It is also very important not to reach the ultimate sanction too soon so that the school is forced into a position of taking extreme measures through a lack of alternatives.** Likewise, it is important that all staff avoid idle threats and statements that leave them or senior staff little room for manoeuvre. Any sanctions employed should be carried out in a fair manner.

Holy Trinity RC Primary School Five Stage Approach to Managing Behaviour

Stage 1

Low level inappropriate behaviour
Isolated occurrences

Class teacher deals with this:

Examples:

Name calling	Running
Shouting	Pushing
Discourtesy	Minor damage
Minor disruption	Over aggressive

Consequences:

warning with clear boundaries
a look/quiet word
Time out within class

Stage 2

Low level inappropriate behaviour
Frequent occurrences

Refer to Class Teacher:

Examples:

Name calling	Running
Shouting	Pushing
Discourtesy	Minor damage
Minor disruption	Over aggressive

Consequences:

Discuss with child why this happening
Liaise with previous teacher
Move the child
Miss a playtime Think Sheet
Record on CPOMS
Inform parent's low level
Reward chart

Stage 3

Serious inappropriate behaviour
Isolated occurrences
Use your knowledge of the child

Pastoral Lead to deal with this:

Examples:

Pre-meditated theft	Serious aggression
Serious verbal abuse	Rude gestures
Racial incidents	Destructiveness
Using a phone in school	Child-on-child abuse
Inappropriate use of social media and online activity	
Use of homophobic, biphobic and transphobic language	
Physical/verbal abuse related to protected characteristics	

Consequences:

Serious incident book
CPOMS record
Miss playtimes Think Sheet
Withdraw privileges
Racist report - CPOMS
Detention – lunchtime
Parents informed
Confiscate phone for the day
Reward chart

Stage 4

Serious inappropriate behaviour
Frequent occurrences

DHT and Headteacher to deal with this:

Examples:

Pre-meditated theft	Serious aggression
Serious verbal abuse	Rude gestures
Racial incidents	Destructiveness
Repeated inappropriate use of social media and online activity	
All forms of bullying including the -use of homophobic, biphobic and transphobic language	
Physical/verbal abuse related to protected characteristics	
Child-on-child abuse	

Consequences:

Serious incident book
CPOMS record
Miss playtimes
Withdraw privileges
Racist report - CPOMS
Parents meeting
Bullying log
Detention – lunchtime and break
Internal exclusion
IBP/Pastoral plan
Outreach support from Alternative provision
Suspension
Reward chart

Stage 5

Very Serious inappropriate behaviour

Headteacher to deal with this:

Examples:

Pre-meditated theft
Violent physical assault
Serious and wilful vandalism
Misuse of drugs
Sexual assault
Persistent misuse of social media
Sexual abuse and sexual harassment
Criminal behaviour

Consequences:

All of stage 4
Serious incident book
Parents meeting
Possible suspension or permanent exclusion
Police/CSC/PREVENT

Support

- SENDCO
- Pastoral Lead
- Mental Health Lead
- Alternative Provision Outreach
- Behaviour Plan
- ABC
- Reward chart
- CAF/TAF

Communication and Parental partnership

We give high priority to clear communication within the school and to a positive partnership with parents since these are crucial in promoting and maintaining high standards of behaviour.

Where the behaviour of a child is giving cause for concern it is important that all those working with the child in school are aware of those concerns, and of the steps which are being taken in response. The key professional in this process of communication is the class teacher who has the initial responsibility for the child's welfare. Early warning of concerns should be communicated to the Headteacher so that strategies can be discussed and agreed before more formal steps are required.

A positive partnership with parents is crucial to building trust and developing a common approach to behaviour expectations and strategies for dealing with problems. Parental participation in many aspects of school life is encouraged. This participation assists the development of positive relationships in which parents are more likely to be responsive if the school requires their support in dealing with difficult issues of unacceptable behaviour.

The school will communicate policy and expectations to parents. Where behaviour is causing concern parents will be informed at an early stage, and given an opportunity to discuss the situation. Parental support will be sought in devising a plan of action within this policy, and further disciplinary action will be discussed with the parents.

On occasions a home-school diary may be an appropriate method of communicating with parents. This should be agreed with parents and should be a two-way process.

Speaking to parents is always the preferred method of communication and should be used in the first instance whenever possible.

Monitoring and evaluating school behaviour

Holy Trinity RC Primary School has strong and effective systems for data capture including the use of Arbor, Invenry and CPOMs. This data is monitored and analysed regularly by skilled staff as part of the school's monitoring and evaluation cycle. This assists with the reporting on behaviour culture clearly and accurately.

Holy Trinity RC will capture data from the following sources:

- Behaviour incident data, including on removal from the classroom via CPOMS.
- Attendance, permanent exclusion and suspension data
- Use of pupil support units, off-site directions and managed moves
- Incidents of searching, screening and confiscation
- Anonymous surveys for staff, pupils, governors and other stakeholders on their perceptions and experiences of the school behaviour culture.

At Holy Trinity RC Primary School data collected will be analysed objectively and from multiple perspectives:

- School level
- Group level
- Individual staff and pupil level

Analysing data by protected characteristics and using the findings to inform policy and practice will ensure Holy Trinity Primary School is meeting its duties under the Equality Act 2010.

Roles and Responsibilities

- Governors

The governing body is responsible for setting general principles that inform this behaviour policy. The governing body are also aware of its responsibilities under the Equality Act 2010 to promote equality of opportunity and to reduce discrimination.

- Headteacher

The Headteacher is responsible for developing this behaviour policy in the context of this framework. They decide the standard of behaviour expected of pupils at the school and how that standard will be achieved, the school rules, any disciplinary penalties for breaking the rules and rewards for good behaviour. The overall behaviour policies include measures to prevent all forms of bullying, including online bullying among pupils. The Headteacher publicises the school behaviour policy in writing to staff, parents and pupils at least once a year. It is included on the school website and is reviewed annually prior to publication.

This policy will be reviewed annually.

Signature of Chair of Governors: Mr Dempsey September 2026

Signature of Headteacher: Mrs Lyle September 2026
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Date of next review: September 2027
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