

# Lingfield Primary School



## Anti-Bullying Policy

Policy Version Control	
Policy type	LGB
Policy prepared by (name and delegation)	Catherine Jones (Acting Headteacher)
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Description of changes	
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## **Rationale**

The behaviour in our school should reflect the values we place in encouraging learning and cooperation in a civilised society. As a school we are committed to equal opportunities including race equality. This policy links very strongly with our anti-bullying policy.

At Lingfield, we believe that all the adults in school are responsible for managing the behaviour of pupils. We will support one another as staff to ensure that behaviour is managed appropriately.

Our behaviour systems underpin three rights which we believe to be non-negotiable. We believe everyone at Lingfield Primary School has:-

- **The right to learn**
- **The right to feel safe**
- **The right to be respected**

To make sure that the above is true of our school, we have the following set of simple rules.

At Lingfield Primary School we:-

- Are always kind and polite
- Always do our best
- Always use a quiet voice
- Move around school by walking in a calm, quiet and sensible manner
- Help to keep school tidy by looking after school resources and our own belongings.
- Keep our hands, feet and unkind words to ourselves
- Treat other people the way we like to be treated

## **Good Behaviour**

The first focus is on good behaviour and positive comments for those behaving well. We actively 'catch them being good' and reward accordingly. At the start of each school year we will revisit the school rules in class and in assembly time. For our younger pupils the rules may be re-worded using more appropriate terminology. These rules will be reinforced regularly and will be on display in each room and in key public areas of school.

## **Rewards**

It is essential that staff refer to the agreed rules frequently and reinforce them through praise and reward. We aim to develop a positive praise attitude. There are many ways in which the adults in school can achieve this on a daily basis. Rewards, once earned, are never taken away. e.g.

- Verbal praise.
- Stickers.
- Merit Stickers.
- Certificates.
- Sent to another teacher/HT for praise.
- Positive comments in work.
- Opportunities to be praised in Celebration Friday Assembly.

### **Marvellous Me**

As a school we have subscribed to the home messaging service, Marvellous Me. All staff will be able to award badges and send home messages to parents and carers about positive behaviour and achievements in learning. All Marvellous Me messages will be positive in nature. If we have concerns about behaviour or work, we would either phone or arrange to meet parents.

### **Merit Cards**

A further support to the above will be the opportunity for all children to work their way through our school's Merit card system. These start in Year 1 and are continuous all the way through to Y6.

### **Sanctions**

If a pupil requires support to behave in the agreed manner which is expected, we have the following systems in place.

- A reminder to the pupil concerned of the behaviour rule they are not meeting. The child's name will be recorded on the board as visual reminder.
- The visual reminder will remain on the board throughout the day.
- If the behaviour continues, time out is given in the classroom for a short period of time. At the end of this time the child will be asked to speak to the teacher about the inappropriate behaviour.
- After the time out if the child continues to behave inappropriately, they will be sent to their partner class for up to 20 minutes. In addition to this the child will have to stay in at playtime with a teacher on duty in the hall. Partner classes are as follows:

Reception sent to Y1

Y1 sent to Y3

Y2 sent to Y4

Y3 sent to Y5

Y4 sent to Y6

Y5 sent to Y2

Y6 sent to Reception

- If the behaviour continues after these sanctions, then the child will be sent to the head teacher or the deputy head teacher who will then contact parents to inform them of their child's inappropriate behaviour.

### **Swearing**

If it is proved that a child has used inappropriate language, a letter will be sent home that day quoting what the child has said. Parents will be asked to complete a reply slip which needs to be returned to school the next day. If the slip is not returned, this will be understood as meaning that the letter did not reach home therefore another copy will be put in the post.

### **Severe Clause**

If a teacher deems the pupil to have seriously misbehaved, a severe clause may be adhered to. Here a child is sent accompanied to the head or deputy who will contact parents/carers immediately to discuss the child's behaviour if necessary. Sanctions including withdrawal of privileges will be initiated.

If in-house procedures do not improve the child's behaviour, advice about appropriate actions to support the child in improving his/her behaviour will be sought from external agencies.

The Head Teacher decides whether to exclude a pupil, for a fixed term or permanently, in line with the school's behaviour policy, taking into account all the circumstances, the evidence available and the need to balance the interests of the pupil against those of the whole school community. This is done in full consultation of the Chair of Governors. The school would attempt to avoid exclusion wherever possible and would work with external agencies to ensure that children were supported to address their behavioural issues.

Children whose inappropriate behaviour adversely affects their learning will be monitored as a cause for concern by the class teacher and if necessary, registered according to the SEN Code of Practice on the school's SEND register.

### **Behaviour Log**

Teachers will be expected to keep a log of behaviour incidents. Serious incidents will be logged via C-POMS.

### **Positive Handling**

All 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 in the classroom. If for example, a child refuses, when asked to leave a room, they will be physically removed. (DfE Advice). When a pupil has been restrained by an adult a written record of it must be lodged with the Head Teacher and parents/carers informed. This is in line with the DfE non-statutory advice 'Use of Reasonable Force in Schools' 2013 available at [www.education.gov.uk](http://www.education.gov.uk).

### **Power to Search**

Head teachers and staff authorised by them have a statutory power to search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item (DfE Advice 2013).

Prohibited items as per DfE guidance include;

- Knives and weapons
- Alcohol
- Illegal drugs
- Stolen Items
- Tobacco and cigarette papers
- Fireworks
- Pornographic Images
- Any item that has been or is likely to be used to commit an offence, cause personal injury or damage to property.

We acknowledge our legal duties under the Equality Act 2010 in respect of safeguarding and in the respect of pupils with special educational needs. We acknowledge that some of our pupils will require a differentiated approach to behaviour management. Further details would be found in the SEN files of individual pupils.