



Salterns Academy Trust

**THE SALTERNS ACADEMY TRUST: TRAFALGAR SCHOOL**

**BEHAVIOUR POLICY**



Date Reviewed:	December 2025	Reviewed by:	PDU	Next review:	December 2026
Ratified at Governors:	January 2026				
Summary of changes made:	<p>Change of language – sanctions to consequences. Addition of mobile phone policy Addition of Anti-bullying terms</p>				

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## **UNCRC**

Article 29 (Goals of education): Children's education should develop each child's personality, talents and abilities to the fullest. It should encourage children to respect others, human rights and their own and other cultures. It should also help them learn to live peacefully, protect the environment and respect other people.

## **Aims**

The aim of this policy is to ensure that students, parents and staff are aware of their responsibilities at Trafalgar School with regards to behaviour and conduct. The school rules, understood by all, are: **be ready, be respectful and be safe.**

## **Legislation and statutory requirements**

Trafalgar School acknowledges its legal duties under the Equality Act 2010, and in terms of safeguarding and supporting students with special educational needs. This policy is based on advice from the Department for Education (DfE) on:

- [Behaviour and discipline in schools: advice for headteachers and school staff, 2016](#)
- [Behaviour in schools: advice for headteachers and school staff 2022](#)
- [Searching, screening and confiscation at school 2018](#)
- [Searching, screening and confiscation: advice for schools 2022](#)
- [The Equality Act 2010](#)
- [Keeping Children Safe in Education](#)
- [Exclusion from maintained schools, academies and student referral units in England 2017](#)
- [Suspension and permanent exclusion from maintained schools, academies and student referral units in England, including student movement - 2022](#)
- [Use of reasonable force in schools](#)
- [Supporting students with medical conditions at school](#)
- [Special Educational Needs and Disability \(SEND\) Code of Practice.](#)

In addition, this policy is based on:

- Schedule 1 of the [Education \(Independent School Standards\) Regulations 2014](#); paragraph 7 outlines a school's duty to safeguard and promote the welfare of children, paragraph 9 requires the school to have a written behaviour policy and paragraph 10 requires the school to have an anti-bullying strategy
- [DfE guidance](#) explaining that academies should publish their behaviour policy and anti-bullying strategy.

## **Purpose**

The purpose of the Behaviour Policy is to ensure every child and adult at Trafalgar School is familiar with the high expectations for the behaviour of all. This policy will give clear direction to staff, volunteers, visitors and parent/carers about the expectations and the likely consequences for those who fail to meet them. The principles upon which this Policy is based are:

- All staff and students have the right to achieve their best in an environment of mutual respect and where all people recognise their responsibilities for the welfare of others
- Everyone in our school has a responsibility to build good relationships
- Every adult in our school will work in accordance with the interests of children and young people and follow the policy.

## **Ethos**

At Trafalgar School we believe that good behaviour is an essential feature of an effective learning environment and is built through high challenge and high support. Every member of the school community has a role to play

in the promotion of good behaviour and the school's core values: aspiration, community, inclusion, resilience and respect.

Trafalgar School is committed to establishing and maintaining an ethos where all students are able to thrive and learn as individuals. We will develop skills which support 'behaviour for living' and all members of our community are challenged to model and contribute to this ethos. Good behaviour will be recognised and celebrated publicly to reinforce the important part this plays in our school ethos.

### **Relational Practice**

At Trafalgar School we believe passionately that good relationships between students, as well as staff and students is fundamental to our positive learning community. To this end, building, maintaining and repairing these good relationships is vital to the whole community working and thriving together.

All staff and students are trained to understand the benefits of relational practice, as well as how to employ strategies promoting this in a variety of situations; whether teaching in the classroom, on duty during unstructured times or as a Form Tutor.

Our House System and Vertical Tutoring structure provide the opportunity to foster strong relationships between all members of the school, particularly through our Community Circles. Relational practice promotes students understanding of the fact there are consequences to our actions, encourages us all to take responsibility for our actions and provides the opportunity to learn from our actions.

### **Procedures**

Teaching and support staff are responsible for setting the tone and context for positive behaviour within the school. When staff join Trafalgar School, they will be given a copy of our school's Behaviour Policy. The induction programme will include information relating to managing incidents of unacceptable behaviour, issuing rewards, how to record this information and the importance of contacting parents. Staff are expected to regularly review standards of behaviour in their classroom and discuss this within their department, with the Subject Leader and Form Tutors. In the case of more serious incidents of unacceptable behaviour, the House Team should be contacted for advice.

### **Whole School Expectations**

It is our expectation that every student:

- Respects the rights of teachers to teach and students to learn, not disrupting the learning of other students in any way
- Shows a positive attitude towards learning by completing work on time and to a high standard
- Is respectful to all the members of our school community
- Follows the instructions of staff without argument
- Is punctual to lessons, has the correct equipment and wears the correct uniform at all times
- Supports others by refusing to engage in any form of child on child abuse or intimidation and always reports this type of behaviour to staff (including online abuse)
- Leaves lessons only with the permission of a member of staff
- Behaves safely and sensibly when moving around the school site
- Treats all school visitors and members of the local community with respect and courtesy
- Cooperates fully with members of staff by telling the truth
- Accepts school consequences imposed as a result of failing to meet school expectations.
- Work restoratively when harm is done.

### **Confiscation**

In order to keep themselves and others safe, students must not bring into school any of the following items: knives and weapons (including replicas or any other item that can be deemed dangerous); alcohol; illegal drugs and legal highs; aerosols; stolen items; tobacco, cigarette papers, filters, lighters, e-cigarettes and other smoking related items; fireworks; pornographic or other offensive images. Prohibited items found in students' possession will be confiscated. These items will not be returned to students.

We will also confiscate any item which is harmful or detrimental to school discipline. These items will be returned to students after discussion with senior leaders and parents, if appropriate.

Searching and screening students is conducted in line with the DfE's [latest guidance on searching, screening and confiscation](#).

## Mobile phones

The DfE guidance state that "schools should develop a mobile phone policy that prohibits the use of mobile phones and other smart technology with similar functionality to mobile phones throughout the school day, including during lessons, the time between lessons, breaktimes and lunchtime". (Behaviour in Schools February 2024 [Mobile phones in schools - February 2024](#)). Trafalgar School follow a policy of Never used, seen or heard. Students are expected to turn their mobile phones off and put them in their bags before they enter the school site. They are not to be used until they have left School site at the end of the day. Staff have the right to confiscate mobile phones if a student is using theirs in school.

### **Students must:**

- Not have their phone out at any point during the school day or whilst on site at all
- Not use their phone to record staff or other students
- Not use their mobile device to engage in unkind online behaviour towards another member of the school community.

### **Parents should:**

- Support the school mobile-phone policy, encouraging their child to leave it at home or turn it off during the school day
- Contact the school office should they wish to get a message to their child.

### **Staff must:**

- Consistently enforce the school's mobile phone policy
- Not use their own mobile phone for personal reasons in front of pupils throughout the school day. This will empower staff to better challenge pupils to meet the school expectations and effectively enforce the prohibition of mobile phones throughout the school day
- Teach students the risks involved in using their mobile phone from a safeguarding perspective and for their own wellbeing.

## Searching a student

Searches will only be carried out by a member of staff who has been authorised to do so by the headteacher, or by the headteacher themselves.

Subject to the exception below, the authorised member of staff carrying out the search will be of the same sex as the student, and there will be another member of staff present as a witness to the search.

An authorised member of staff of a different sex to the student can carry out a search without another member of staff as a witness if:

- The authorised member of staff carrying out the search reasonably believes there is risk that serious harm will be caused to a person if the search is not carried out as a matter of urgency; **and**
- In the time available, it is not reasonably practicable for the search to be carried out by a member of staff who is the same sex as the student; **or**
- It is not reasonably practicable for the search to be carried out in the presence of another member of staff

When an authorised member of staff conducts a search without a witness they should immediately report this to another member of staff and ensure a written record of the search is kept.

If the authorised member of staff considers a search to be necessary, but is not required urgently, they will seek the advice of the headteacher, designated safeguarding lead (or deputy) or pastoral member of staff who may have more information about the student. During this time the student will be supervised and kept away from other students.

A search can be carried out if the authorised member of staff has reasonable grounds for suspecting that the student is in possession of a prohibited item or any item identified in the school rules for which a search can be made, or if the student has agreed.

An appropriate location for the search will be found. Where possible, this will be away from other students. The search will only take place on the school premises or where the member of staff has lawful control or charge of the student, for example on a school trip.

Before carrying out a search the authorised member of staff will:

- Assess whether there is an urgent need for a search
- Assess whether not doing the search would put other students or staff at risk
- Consider whether the search would pose a safeguarding risk to the student
- Explain to the student why they are being searched
- Explain to the student what a search entails – e.g. I will ask you to turn out your pockets and remove your scarf
- Explain how and where the search will be carried out
- Give the student the opportunity to ask questions
- Seek the student's co-operation

If the student refuses to agree to a search, the member of staff can give an appropriate behaviour sanction.

If they still refuse to co-operate, the member of staff will contact the Head of School to try and determine why the student is refusing to comply.

The authorised member of staff will then decide whether to use reasonable force to search the student. This decision will be made on a case-by-case basis, taking into consideration whether conducting the search will prevent the student harming themselves or others, damaging property or from causing disorder.

The authorised member of staff can use reasonable force to search for any prohibited items but not to search for items that are only identified in the school rules.

The authorised member of staff may use a metal detector to assist with the search.

An authorised member of staff may search a student's outer clothing, pockets, possessions, desks or lockers.

Outer clothing includes:

- Any item of clothing that is not worn immediately over a garment that is being worn wholly next to the skin or being worn as underwear (e.g. a jumper or jacket being worn over a t-shirt)
- Hats, scarves, gloves, shoes, boots

### **Searching students' possessions**

A student's possessions can be searched for any item if the student agrees to the search. If the student does not agree to the search, staff can still carry out a search for prohibited items and items identified in the school rules.

An authorised member of staff can search a student's possessions when the student and another member of staff are present.

If there is a serious risk of harm if the search is not conducted immediately, or it is not reasonably practicable to summon another member of staff, the search can be carried out by a single authorised member of staff.

### **Informing the designated safeguarding lead (DSL)**

The staff member who carried out the search should inform the DSL without delay:

- Of any incidents where the member of staff had reasonable grounds to suspect a student was in possession of a prohibited item
- If they believe that a search has revealed a safeguarding risk

All searches for prohibited items, including incidents where no items were found, will be recorded in the school's safeguarding system.

## **Informing parents**

Parents will always be informed of any search for a prohibited item (listed in section 3). A member of staff will tell the parents as soon as is reasonably practicable:

- What happened
- What was found, if anything
- What has been confiscated, if anything
- What action the school has taken, including any consequences.

## **Support after a search**

Irrespective of whether any items are found as the result of any search, the school will consider whether the student may be suffering or likely to suffer harm and whether any specific support is needed (due to the reasons for the search, the search itself, or the outcome of the search).

If this is the case, staff will follow the school's safeguarding policy and speak to the designated safeguarding lead (DSL). The DSL will consider if pastoral support, an early help intervention or a referral to children's social care is appropriate.

## **Strip searches**

The authorised member of staff's power to search outlined above does not enable them to conduct a strip search (removing more than the outer clothing) and strip searches on school premises shall only be carried out by police officers in accordance with the Police and Criminal Evidence Act 1984 (PACE) Code C.

## **Bullying**

Trafalgar School regards bullying as a serious matter and all instances will be dealt with accordingly. To ignore bullying is to condone it, we are therefore all responsible for the safety and welfare of our students and combating bullying is a responsibility to be shared equally by every adult on our staff.

Bullying is a behaviour which can be defined as the repeated attack: physical, psychological, social or verbal in nature, by another, with the intention of causing distress for their own gain or gratification. It is the wilful conscious desire to hurt or threaten or frighten someone else.

However we define bullying, it is clear that there is an imbalance of power involved and that the person or persons responsible for the bullying abuses his/her/their power over someone who does not have the resources, status, skill or ability to counteract or stop the harmful behaviour. A one-off incident may not necessarily be bullying. A minor incident which is repeated however, is bullying.

Trafalgar School may regard any of the following as bullying:

- Verbal or physical abuse
- Threatening language or behaviour
- Sexist language and harassment
- Racist language and harassment
- Negative language or harassment regarding sexual orientation (homophobic or biphobic bullying) or gender identity (transphobic bullying)
- Demanding money, or goods and favours
- Social ostracism
- Denying someone access to their property
- Spreading rumours or gossip
- Name calling or teasing
- Cyber bullying via social media and/or digital devices including phones.
- Use of AI being used to bully others. For example, 'deepfakes', where AI is used to create images, audio or video hoaxes that look real.

### Child on child Abuse

We are aware that children can abuse other children in extreme ways – often referred to as *child on child abuse*. This is most likely, but not limited to:

- Bullying (including cyberbullying)
- Physical abuse such as hitting, kicking, shaking, biting, hair pulling or otherwise causing physical harm
- Sexual violence such as rape, assault by penetration and sexual assault
- Sexual harassment such as sexual comments, remarks, jokes and online sexual harassment, which may stand alone or part of a broader pattern of abuse
- Up skirting which typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm
- Sexting (also known as youth produced sexual imagery)
- Initiation/ hazing type violence and rituals.

Bullying behaviour and child on child abuse that has been experienced in schools within the last few years ranges from teasing, taunting, name-calling, jostling, punching, kicking, intimidation, extortion, to assault and maiming. Nationally, one child, at least, has died as the result of bullying and some have committed suicide because of it.

We therefore strongly believe:

- It is never a joke, or funny to the person being bullied
- It is never an acceptable part of 'just growing up'
- It can never be excused by saying 'they will get used to it'
- It is never an accident
- It is never excusable on the grounds that 'he or she asked for it'  
(irritating behaviour can always be dealt with in non-aggressive ways)
- It is never a matter of weakness on the part of the person being bullied.

For more information please see Trafalgar Schools Anti-bullying policy [Anti-Bullying-Policy-24-25](#)

### **Rewards and consequences**

When a student's behaviour meets or goes above and beyond the expected behaviour standard, staff will recognise it with positive recognition and reward. This provides an opportunity for all staff to reinforce the school's culture and ethos.

Positive reinforcements and rewards will be applied clearly and fairly to reinforce the routines, expectations and norms of the school's behaviour culture.

Positive behaviour will be rewarded with:

- Verbal praise
- Telephone call to parent
- Letter to parent
- Praise points
- Interview with House Leader/Headteacher
- Values badges/certificates issued in celebration assemblies
- Hot chocolate with the Headteacher
- Public display of work
- Inclusion in the Trafalgar Beacon
- Photograph displayed in reception area.

When a student's behaviour falls below the standard that can reasonably be expected of them, staff will respond in order to restore a calm and safe learning environment, and to prevent recurrence of misbehaviour.

Staff will endeavour to create a predictable environment by always challenging behaviour that falls short of the standards, and by responding in a consistent, fair and proportionate manner, so students know with certainty that misbehaviour will always be addressed.

De-escalation techniques can be used to help prevent further behaviour issues arising, such as the use of pre-arranged scripts and phrases.

All students will be treated equitably under the policy, with any factors that contributed to the behavioural incident identified and taken into account.

The school recognises that students' behaviour may be impacted by a special educational need or disability (SEND). When incidents of misbehaviour arise, we will consider them in relation to a student's SEND, although we recognise that not every incident of misbehaviour will be connected to their SEND. Decisions on whether a student's SEND had an impact on an incident of misbehaviour will be made on a case-by-case basis.

When outlining behaviour consequences, staff will also consider what support could be offered to a student to help them to meet behaviour standards in the future.

Students may stay after school to resolve issues on the same day for up to 15 minutes however, parents will be notified in advance of any more significant consequences.

The school may use 1 or more of the following consequential actions in response to unacceptable behaviour:

- A verbal reprimand
- A restorative conversation
- Sending the student out of the class or to work with another member of staff
- Expecting work to be completed at home, during break or lunchtime
- Detention during break or lunchtime, or out of school hours (including INSET days)
- Referring the student to a member of the Pastoral Team or senior member of staff
- Letters or phone calls home to parents
- Agreeing a behaviour contract
- Monitoring card
- School based community service such as tidying a classroom
- Working with a member of the House Team
- Loss of privileges – for instance, the loss of a prized responsibility
- Suspension (including suspension to another, local school, as per the Citywide agreement)
- Permanent exclusion from school, in the most serious cases.

## **Other Strategies**

The school has at its disposal various other strategies designed to provide for the wide range of emotional and behavioural needs displayed by students from time to time. These include:

- Restorative meetings
- Assistance in lessons
- Peer mentoring
- ELSA and nurture support
- Guidance and support from external agencies
- Personalised curriculum

## **Physical restraint**

In some circumstances, staff may use reasonable force to restrain a student to prevent them:

- Causing disorder
- Hurting themselves or others
- Damaging property

- Committing an offence

Incidents of physical restraint will:

- Always be used as a last resort
- Be applied using the minimum amount of force and for the minimum amount of time possible
- Be used in a way that maintains the safety and dignity of all concerned
- Never be used as a form of punishment
- Be recorded and reported to parents.

### **Off-site misbehaviour**

Consequences may occur where a student has misbehaved off-site when representing the school. This means misbehaviour when the student is:

- Taking part in any school-organised or school-related activity (e.g. school trips)
- Travelling to or from school
- Wearing school uniform
- In any other way identifiable as a student of our school

Consequences may also occur where a student has misbehaved off-site, at any time, whether or not the conditions above apply, if the misbehaviour:

- Could have repercussions for the orderly running of the school
- Poses a threat to another student
- Could adversely affect the reputation of the school
- Consequences will only occur off school premises or elsewhere when the student is under the lawful control of a staff member (e.g. on a school-organised trip).

### **Training**

Staff and students will receive regular training to remind and refresh their understanding of what constitutes good behaviour (including acceptable behaviour online). Students are taught to have a clear understanding of the expectations of the school, the rewards available and the consequences of unacceptable behaviour.

All staff joining the school are provided with training on relational practice and behaviour management as part of their induction process. Both also form part of a programme of continuing professional development for all staff.

### **Monitoring arrangements**

The Head of School will review this behaviour policy annually. At each review, the policy will be approved by the Executive Headteacher and Governing Body.

### **Links with other policies**

This behaviour policy is linked to the following policies:

- Child protection and safeguarding policy
- Anti-bullying policy.