

DAWAT E ISLAMI UK



BEHAVIOUR MANAGEMENT POLICY

Prepared by: Dr Zeerak Nasim, Designated Safeguarding Lead

Status of Policy: Final

Ratified by: Trustees

Implementation Date: Jul 2019

Review Date: Jul 2020

AIMS AND OBJECTIVES OF THIS POLICY

Our aims and objectives are two fold:

- To develop each child as an individual
- To develop his/her academic and social potential to the full

This behaviour policy applies to all pupils when they are on premises or in the care of the Madrassah, or wearing Madrassah uniform, or otherwise representing the Madrassah.

The Headteacher is entitled to exercise a wide discretion in relation to the Madrassah policies, rules and regime and will exercise those discretions in a reasonable and lawful manner, and with procedural fairness when the status of a pupil is at issue.

The aim of this policy is to outline to all members of our school community a range of strategies to enable pupils to behave well, and the strategies to use when pupils misbehave.

At Dawat e Islami UK we aim;

- To be a respectful organisation. To respect everyone and everything around us.
- To have a calm atmosphere in the Madrassah.
- We expect children to be thoughtful, responsible and show consideration for others.
- We aim for our pupils to develop self-discipline, the ability to learn independently and work cooperatively and have proper regard for authority.
- Foster a caring attitude for the Madrassah environment, including the buildings, inside and outside areas, equipment and personal effects.
- Children can be expected to be listened to, to be treated fairly and to be encouraged to learn about the consequences of their behaviour for themselves and others.
- There will be clear documentation of the code of behaviour for pupils and staff. These will be discussed widely prior to agreement and subject to regular review in the light of experience.

- The code and expectations will be known to both pupils and parents, as will the consequences/sanctions of poor behaviour and how good behaviour is rewarded.
- The Madrassah will continue to recognise its responsibilities to provide excellent pastoral and supervisory care for pupils.
- Staff, including new staff, will be aware of the preferred behaviour management strategies of the Madrassah. They will ensure that there is a consistent and clear approach to discipline.
- Pupils will be encouraged to understand the principles and reasons underlying the expectations and routines of the Madrassah.
- Pupils will know that their good behaviour is recognised and valued.

Our principles are:

We believe it is important that children learn through example and teaching the importance of:

- The difference between right and wrong
- Telling the truth
- Respecting the rights and property of others
- Acting considerately towards others
- Taking personal responsibility for one's action
- Self-discipline
- The Madrassah rules and the need to comply with them

Through the behaviour policy we aim to;

- Improve pupil self esteem
- Enhance pupils' moral development
- Improve behaviour and relationships
- Nurture positive attitudes towards diversity in society and reduce prejudice
- Develop pupils as global citizens
- Provide pupils with strategies to stay safe in the Westward community and beyond

Staff, pupils and parents must be seen to work together to ensure good standards of discipline. We must be consistent in our approach and in what is expected of children and parents (refer to Parent Behaviour Policy).

Our Code of Conduct

- Pupils should treat others as they wish to be treated
- Pupils should be kind and friendly
- Pupils should not bully (this includes cyber bullying), intimidate or undermine other children. (Refer to Anti Bullying Policy)
- Pupils should be well mannered to everyone (each other and adults).
- Pupils should not use offensive language.
- Pupils are expected to respond to reasonable requests of adults without dispute.
- Pupils are expected to show respect for the work and the property of others.
- Fighting and play fighting is not allowed.
- Pupils should walk in corridors and move around the school safely and quietly.
- Pupils are expected to take care and show respect for the school environment.
- Pupils are expected to have the correct equipment and settle quickly to their work.
- They are expected to be responsible for classroom resources and tidiness and should be encouraged to develop independence.
- Pupils should work at an appropriate noise level.
- Pupils are expected to act safely and responsibly when working on electronic devices at school and at home and to think carefully about how they act and what they say to each other. They should keep safe at all times.
- Pupils should do their best all the time and show pride in their work.
- Pupils should line up quietly and sensibly.

Children will learn to follow these codes through the consistent example shown by adults. Assemblies and other opportunities will be used to actively promote and model positive behaviours and to support the children in resolving any conflicts. The Behaviour

Officer is our DSL. In his absence a member of the senior management team will take on the role.

BEHAVIOUR MANAGEMENT

General principles

- All adults at Madrassah accept that they take responsibility and work together as a cohesive model of behaviour.
- The focus of behaviour management is positive, not confrontational.
- Children are treated with respect and allowed both choice and control of their own behaviour.
- A clear distinction is made between the child and his or her behaviour. There can be bad behaviour but there are no bad children.
- Adults take responsibility for ensuring that children grow in awareness of the consequences of their behaviour.
- Staff are consistent about their expectations of pupil's behaviour and share those expectations with parents.
- Staff support each other.
- Staff actively draw attention to desirable behaviour. Pupils know that their cooperation is both expected and appreciated.

Rewards

Positive behaviour and reinforcement is emphasised at all times. Praise is used to;

- Reinforce the following of rules as children learn more quickly when given positive feedback
- Draw other children's attention to appropriate behaviour
- Give an emphasis to the wanted behaviour, rather than the unwanted
- Encourage self-esteem and an ethos of friendly acceptance
- To encourage children to make choices so that they can see that good behaviour is rewarded.

Children may be chosen by their class teacher to be awarded a special headteacher's sticker or certificate for good behaviour (or academic achievement.)

Following rewards should be given daily within the class reward system by all teachers in the Madrassah.

- Verbal comments
- Gestures e.g. smiles and nods
- Written comments or stickers on work
- Public praise in class and whole Madrassah situations
- Showing work to class or another teacher or headteacher
- Headteacher stickers

Class rewards are also used

- Star of the Week
- Special certificates

We endeavour to use praise and rewards as frequently as possible.

SANCTIONS

We have a statutory power to discipline pupils for breaches of rules, failure to follow instructions or other unacceptable conduct.

In implementing this policy our legal duties under the Equality Act 2010 will be followed and any individual needs of pupils will be taken into account and reasonable adjustments made where appropriate in the management of challenging behaviour or the application of sanctions where a pupil has a special educational need or disability. Staff should consult the Behaviour Management Officer (DSL) if they are unsure as to whether reasonable adjustments should be made.

A behaviour incident will be treated as a child protection concern when there is reason to believe that a child is suffering or likely to suffer significant harm. In this instance the concern will be reported to DSL who will follow the procedures set out in the Dawat e Islami UK's Safeguarding and Child Protection Policy.

Use of Sanctions

Disciplinary sanctions have three main purposes namely to;

- Impress on the child that what he or she has done is unacceptable
- Deter the child from repeating that behaviour
- Signal to other pupils that the behaviour is unacceptable and deter them from copying it.

Sanctions are more likely to promote positive behaviour if pupils see them as fair. All staff in charge of pupils have the power to discipline. Persistent inappropriate behaviour will not be ignored. If a child continues to behave inappropriately, despite all the reinforcement of praise and rewards a hierarchy of sanctions appropriate to the age of the child will be implemented to correct this behaviour.

1. A verbal warning is given three times.

This is for behaviour such as talking out of turn, getting out of the seat, shouting, not responding to a teacher's request or not attempting to follow the Code of Conduct.

2. Unwanted behaviour is recorded in the log book

If the unwanted behaviour continues after three verbal warnings then this will be written onto the behaviour log. A reason will also be mentioned in the log book as to why the behaviour has been documented. There may be occasions when a pupil's name is written straight onto the behaviour log rather than the verbal warning. This will depend on the severity of the incident.

All names written onto the behaviour log will stay on until the end of the year. This record will enable patterns of behaviour to be identified over time. Parents/guardians will be informed if a pupil has their name recorded on the log book.

3. Time out

If the pupil continues to display the unwanted behaviour then they will receive time out. Duration of time out is one minute for each year of age. Parents/guardians will be informed via a text message that their child has received time out including the reason for it.

The teacher must:

- Explain to the pupil clearly why time out has been given
- Inform the pupil that they will have to spend the time out in another class
- Provide the child with reflection sheet and explain to them what they need to do.

This should include:

- What I have done?
- How I can change this?
- Inform the child that any further misbehaviour will lead to detention
- Record the time out in the Log book with the reflection sheet

Parents/guardians meeting will be arranged, within a week with the class teacher, where the reasons for the time out will be discussed alongside the reflection provided by the student. Parents/guardians must be informed that if misbehaviour continues then next step will be detention and a meeting with the headteacher.

At this point, teacher should take the opportunity to explore the situation in a sensitive manner and try to identify any concerns with the child in the wider context.

4. Detention of 15 minutes

Detention is given when a child has had time out (the opportunity to reflect on his/her behaviour) but has continued to display unacceptable behaviour. The duration for the detention is for 15 minutes. When a pupil receives detention, parents/guardians will be informed and a detention letter will be sent home. The detention letter needs to be signed by the parents/guardians and returned to the Madrassah office.

Detention is the final sanction and must only be used for low level disruptive behaviour when all the above steps have been followed – consistency is the key. Work during detention should be purposeful and related to the child's age and expectations.

A meeting will be held between the headteacher and the parents/guardians to discuss the issuing of a detention. All detentions and the reasons will be recorded on the behaviour log.

The child will stay with the headteacher or a member of the senior management team during the detention and must complete the reflection sheet. The reflection sheet allows the child to think about their behaviour and accept the consequences of their actions. The reflection sheet will be shared with the parents and a copy of this will be kept in the pupils file. This should include:

- What I have done?
- How I can change this?

During the detention, there should be a few minutes focus time with the headteacher and the child. This provides the child with the right of reply and for the teacher to make the child aware of the effects of the behaviour and to help them to take responsibility for their actions. This focus time should concentrate on what to do next time.

SERIOUS INCIDENTS

Serious incidents include:

- Damage to school property
- Damage to another child's property
- Theft
- Racist remarks
- Bullying
- Violent or aggressive behaviour
- Rudeness or disrespectful behaviour towards adults or other pupils
- If a pupil is found to have made malicious accusations against school staff or another pupil/s

A detention is the first step for more serious behaviour, as above. Pupils will be interviewed by the Head teacher with a member of the senior management team who

will immediately begin an investigation before deciding on which sanction is most appropriate.

Parents will be kept informed at all stages of an investigation.

All incidents of serious misbehaviour will be recorded on the Madrassah's '**serious misbehaviour record**' spreadsheet. All cases of serious misbehaviour will be discussed with the DSL to identify any other potential safeguarding concerns.

EXCLUSION

This is used as a very last resort when a child's behaviour is totally unacceptable and will only be used when there is danger of a pupil/s endangering his or her own safety, or that of other members of the community.

Decision to exclude can ONLY be taken by Madrassah Lead at UK level after discussion with:

- Designated Safeguarding Lead
- Legal advice (via HR solicitors) &
- Approval from CEO of Dawat e Islami UK

Corporal Punishment

We ensure that all staff, including students and volunteers, do not use any form of corporal punishment. This is outlined in the staff code of conduct.

Members of staff have the power to use reasonable force to prevent pupils committing an offence, injuring themselves or others, or damaging property, and to maintain good order and discipline in the classroom. All such incidents will be recorded and reported to parents on the same day.