



Our children leave Mile Oak thinking big with no limit on their potential. The school family works together to inspire and support every child. They learn and achieve through inspirational teaching in a lively, ambitious environment. Every child is nurtured to gain the creativity, responsibility and full breadth of skills required to take an active and fulfilling role in society.

Behaviour Regulation Policy

Date	September 2025
Review Date	September 2026

**To be read in conjunction with:
Anti-bullying Policy**

“A student’s experience in school remains one of the most insightful indicators of later life success in any one of a number of metrics. For many it is the best chance they will ever have to flourish. How they conduct themselves at school is crucial to that experience. Helping them develop good behaviour is therefore one of the most important tasks a school faces.”

Tom Bennett, Lead Behaviour Adviser to the Department for Education

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When schools are safe, disciplined and positive environments, teachers can teach and pupils can learn- free from disruption. School Behaviour Hub

Behaviour is a Form of Communication

At Mile Oak, we recognise that all behaviour is a form of communication. A child's behaviour reflects how they are feeling and may be expressed through both positive and negative actions.

These behaviours are often triggered by underlying feelings that stem from deeper needs. For this reason, we place great importance on supporting children to develop the social and emotional language they need to express themselves.

By helping children to communicate their feelings effectively, we can better understand their needs and provide the right support to enable them to self-regulate and thrive in school.

Vision

Our ambition is to create an inclusive school where every child feels a strong sense of belonging. We celebrate diversity and difference as strengths within our modern community.

At Mile Oak, we believe behaviour is not only something to be managed, but also an opportunity to shape positive attitudes and values. We aim for all children to:

- Thrive academically through the development of positive learning behaviours.
- Build social and emotional language to express themselves effectively.
- Learn and use a range of self-regulation strategies to manage their emotions.

Through a therapeutic approach, we seek to understand the barriers children may face, while empowering them to take responsibility for their choices and find solutions that help them grow.

Our vision is that every child leaves Mile Oak as a confident, resilient learner and a positive contributor to their community.

Our Aims:

To create a calm, positive environment.

For all children who feel nurtured, respected and listened to.

For all children to feel they belong.

For children to have the skills to develop secure friendships with their peers.

For children to have the social and emotional language to express themselves, their emotions and strategies to self-regulate.

For children who take a pride in their learning and their school environment.

For staff to be positive role models to children.

For staff to have a consistent approach.

Mile Oak Primary School Vision, Values and Pledge:

These values are talked about daily, displayed across the school and used when providing feedback to our children about their learning behaviours, relationships and general behaviour. It ensures all staff are consistent in their aims and use of language with all children. We promote a caring, nurturing atmosphere with the understanding that these relationships can face difficulties and provide the children with the knowledge and strategies to overcome these difficulties.

Think Big

Our children leave Mile Oak thinking big with no limit on their potential. The school family works together to inspire and support every child. We unlock their potential through inspirational teaching in a lively, ambitious environment. Every child is nurtured to gain the creativity, responsibility and skills necessary to take an active and fulfilling role in society.

School Values



Ambition: *I have the energy, desire and determination to achieve success*



Respect: *I embrace difference and consider the feelings, wishes and rights of others while cherishing the environment*



Pride: *I am passionate about my school - I always try my best and celebrate my own and others' achievements*



Courage: *I relish being challenged and demonstrate resilience when making brave choices in my life*

The Mile Oak Pledge

We pledge that every child will leave Mile Oak having;

- experienced an enriched curriculum
- enjoyed their journey through our school
- achieved and celebrated success
- embraced a healthy lifestyle
- had their individuality nurtured and celebrated
- an understanding of their responsibility as an engaged citizen

Our children leave Mile Oak **THINKING BIG!**

Relationships:

Every day, in lots of different ways, our children ask: Do I matter to you? Do you notice me? Do I belong here? Yes, they do matter. Yes, we do notice them and yes, they do belong and we show it every day.

At Mile Oak School relationships underpin everything we aim to achieve. Building respectful, nurturing and welcoming relationships so the children feel valued, safe, motivated and ready to learn. Through building relationships we are able to understand our child and ensure their needs are met.

Parents and Children are welcomed:

A member of staff will be at the gate at the beginning of the day and the end of the day in order to greet families. We have a strict no phone policy on site so parents are not distracted from say goodbye or greeting their children.

Welcoming each child at the door:

All teachers will positively welcome the children at the classroom door at the beginning of the day, after play and after lunch. This will give time to check in personally with each child to make them feel welcome and allows the adult to gauge the zone they are in. By standing at the door, teachers will be able to ensure behaviour in the corridor is calm and quiet as well as in the classroom. Children will have a task to complete while the teachers welcome the children.

Learning Mentor:

There are times when our children need some extra support. At Mile Oak School our pastoral support use a wealth of resources and strategies to support our children. Our Learning Mentor helps children to understand their emotions and give them time talk so that when they return to class they are ready to learn.

Family Champion:

Our family champion's role is to provide impartial support, advice and information to the families within our school community so that relationships are nurtured with individual families.

A Therapeutic Approach:



In order to support our children's social and emotional wellbeing, we use the therapeutic approach to behaviour. We recognise that each child is unique and come from different settings.

We recognise that behaviour is triggered from feelings, which stem from the deeply rooted needs of a child such as the need to feel:

safe,
secure
trust
empathy
understanding

Their basic need for sleep and nutrition, are being met. When children's needs are met, a child will feel secure, confident and connected.

If children's needs are not met, this may lead to a feeling of insecurity, shame and anger.

We recognise children may experience life changing experiences which they may struggle to adapt to. These can include, divorce and bereavement. Our approach supports their changing needs.

You can't teach children to behave by making them feel worse. When children feel better they behave better. Pam Leo

ZONES of Regulation:

As a school, we recognise the importance of self-regulation and teach our children about the fight, flight, freeze response so they understand that how they are feeling is not unique and are emotions we can all experience. What is important is how we regulate those emotions. We teach the children about the phrase **'Flipping their lid'**.

<https://www.youtube.com/watch?v=gm9CIJ74Oxw>

**'Life is 10% what happens to us
and 90% how we react to it'**

Charles Swindoll



We use the zones of regulation to teach our children about feelings and give them strategies to regulate their emotions. The zones of regulations. They learn about facial recognition, which is particularly beneficial to our children who have ASC traits.

Blue Zone: sad, sick, tired or bored (*low state of alertness –brain and/or body is moving slowly or sluggishly*).

Green Zone: in control, calm, happy and ready to learn (*regulated state of alertness*).

Yellow Zone: more intense emotions and states but able to maintain control, worried, frustrated, silly, excited, scared or overwhelmed (*heightened state of alertness but you still have some control*).

Red Zone: elated, angry, wild, terrified. (*heightened state of alertness and out of control*).

Each class has a zones of regulation display and the adults in the school uses the zones language to teach children about how they are feeling. Children have a bank of strategies to support them to move to the green zone. (see appendix 1)

Children have been taught a bank of phrases to help them support their regulation such as:

I am feeling overwhelmed please can you help me to resolve ...

Please may I have some time out as....

Please may I have a brain break as ...

Self-regulation Plans:

For some children who need additional support in managing their emotions, a self-regulation plan is created by the class teacher and support staff in collaboration with the child.

This plan is:

- Shared with all adults who teach and work with the child.
- Shared with parents/carers and relevant practitioners to ensure consistency between school and home.

The self-regulation plan helps adults to:

- Recognise the signs that a child is beginning to struggle.
- Understand the antecedents (triggers) that may lead to dysregulation.
- Use agreed strategies to support the child during difficult times.
- The purpose of the plan is to enable the child to return to the “green zone” (a regulated, calm state) so they are ready to learn.

Self-regulation plans are working documents. They are reviewed and adapted regularly to reflect the child’s progress and any changing needs.

“Thinking of a child as behaving badly disposes you to think of punishment. Thinking of a child as struggling to handle something difficult encourages you to help them through their distress”

Emotion Coaching:

At Mile Oak, we use emotion coaching to coach children through a situation as they arise. We have a script which we use so there is consistency across the school. Our approach is to regulate, relate and reason (**script is in appendix 2**)

- Connects with children
- Co-regulation
- Encourages them to use language
- Diffuses a situation
- Gives them time to reflect
- Gives them the support to self-regulate.
-

Adults will:

- Use an empathic tone of voice
- Be curious not furious
- Neutral stance
- Calm face
- Pause to listen to children
- Use nurturing language
- Label and validate children’s feelings
- Help children find alternative ways to regulate their emotions
- **Ask them: Has this happened before?**

Collective responsibility:

Staff have a collective responsibility to all the children in the school not just the children in their class. If there is a child not following the school values then all adults have the responsibility to positively remind them of what they should be doing. For example, if a child is running in the corridor, they must be positively reminded to ‘walk in the corridor.’

Collective responsibility for staff with HNC:

As a school, we recognise that some children find it more challenging to self-regulate than others and may have times of dysregulation. Strategies have been put in place for these children and can be found on their self-regulation plan. Please do not engage with the child at this time but please ensure that their assigned adult feels supported. Sometimes a change of face is needed for the child or support staff may need a break. Calmly and quietly ask the support staff.

‘Are you okay? Is there anything you need me to do to help? ‘

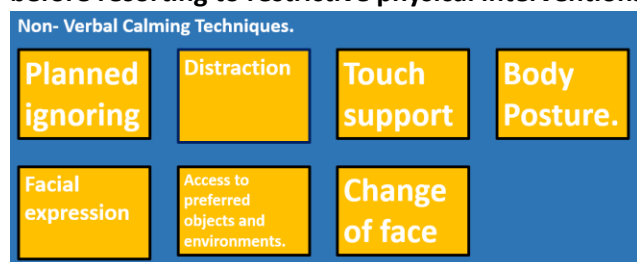
Positive phrasing:

Keep your thoughts positive because your thoughts become your words. Keep your words positive because your words become your behaviour. Keep your behaviour positive because your behaviour becomes your habits. Keep your habits positive because your habits become your values. Keep your values positive because your values become your destiny. -Mahatma Gandhi

When dealing with behaviour staff are **curious not furious**.
Staff are **warm strict**.

Strategies for Prevention and De-escalation:

Every effort will be made to resolve conflicts positively and without harm to pupils or staff, property, buildings or the environment. Good classroom organisation, clear boundaries that are consistently maintained and interesting lessons will be effective in preventing incidents with almost all pupils. De-escalation techniques should be used wherever possible and appropriate to defuse a situation and prevent an incident from occurring – a non-confrontational, calm but assertive approach is generally most effective. Diverting the pupil's attention and distracting them from the "trigger" or a third person intervening can also help to prevent incidents. **De-escalation techniques should all be used before resorting to restrictive physical interventions, unless safety is at risk.**



Positive Touch.

At Mile Oak School we recognise during periods of distress, touch can often be the only means of maintaining a connection with the young person when he or she can no longer hear or make use of words: or soothing tone/eye contact and therefore is in danger of dissociating, with all the detrimental effects that this can bring.

The impact of positive touch or access to physical proximity and positive touch has been shown to:

- improve concentration
- improve co-operation
- increase a stronger sense of self and higher self-esteem/confidence
- reduce aggressive behaviour
- encourage a calmer classroom environment
- encourage empathy and respect for their peers
- encourage a more relaxed and focused feeling in the school
- improve communication **See Appendix for more information.**

Reasonable Force and Positive Handling:

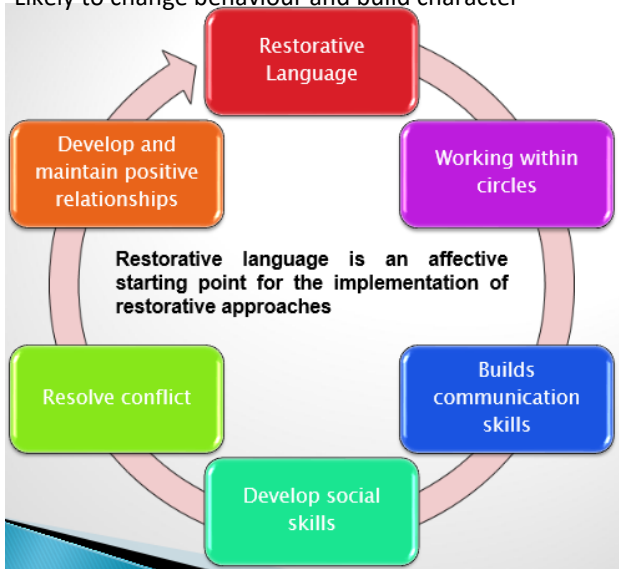
In extreme cases, there may be times when some of our children are unable to regulate their feelings and may act out their emotions physically. Limits and boundaries can be a vital corrective experience. Our policy is about **de-escalation** but once these strategies have been exhausted, restrictive physical intervention, in the form of guidance, holding or restraint, maybe necessary to calm a child who is emotionally dysregulated to keep themselves and others safe.

All incidents involving restraint must be recorded on CPOMS and shared with parents on the same day as the incident. See appendix for more information.


Restorative Justice:

What is restorative justice?


A process for resolving conflict
 A common language to resolve conflict
 Focuses on the needs of the victim
 Allows the wrongdoer(s) to understand the impact of their actions
 Encourages wrongdoer(s) to take responsibility for their actions
 Therefore creates accountability
 Likely to change behaviour and build character




Learning behaviours:




Sit up straight




Listen carefully





Ask and answer questions




No interrupting




Track the speaker


Speak in full sentences




Hands away from mouth




Articulate, don't mumble



Project your voice



Eye contact



Scaffolding Up:

At Mile Oak, we hold high expectations for all children. To help them meet these expectations, we may provide scaffolds that enable every child to achieve and experience success.

Our aim is to nurture:

- Ambitious learning behaviours that promote perseverance and resilience.
- Respectful relationships with themselves and with others.

We recognise that being *fair* is not about giving every child the same (equality), but about ensuring that each child receives what they need to succeed (equity).



What do we expect from pupils?

- To know and understand our school values: Pride, respect, ambition and courage.
- To uphold these values in class and in the playground.
- Walk around the school silently in a line on the left-hand side.
- Hold the door for each other and stop to let adults through.
- Respect all people, belongings and take pride in their school environment ensuring the school is tidy.
- Express feelings age appropriately using zones of regulation
- Wear school uniform and P.E. uniform with pride.
- In Y5 or Y6, if a home school agreement has been signed, mobile phones can be brought to school but must be in bags and then handed to the class teacher.
- Go to the toilet outside of learning input times if needed.
- To learn that actions have consequences.
- Display a range of learning behaviours; communication and teamwork, contributing in lessons, challenging themselves, independence
- Active learners who learn from mistakes.
- SLANT: (sit up straight, listen carefully, Ask and answer Q, Never interrupt, Track the speaker)
- SHAPE: (Speak in full sentences, Hands away from face, Articulate, Project your voice, Eye contact)
- To use oracy skills express, explain and discuss.
- Complete home tasks to the best of their ability

What do we expect from staff?

- Take a collective responsibility for upholding the school expectations.
- Follow the code of conduct policy.
- Greet each child at the classroom door and build relationships to ensure belonging.
- Display and teach our children the school values: Pride, respect, ambition and courage. Use these when feeding back on learning and behaviour.
- Use the emotion coaching script to develop respectful trusting relationships.
- Display and use the zones of regulation in each class to promote self-regulation.
- Ensure each self-regulation plans are shared with staff, used and reviewed.
- Model expected behaviours and reinforce expectations.
- Praise at every opportunity: Good conduct is recognised, seen and rewarded with one house point/ ambassador/ Writing star, reading star, oracy champion and sport reward.
- To have consistent boundaries and routines.
- Deal with incidences using the school procedure and use the flow diagram as point of contact.
- Staff track online behaviour is respectful and safe,
- Ensure children go to break, lunch and home on time.
- Use SLANT and SHAPE.
- Deliver high quality engaging lessons.
- Challenge barriers to learning and work to overcome these.

What do we expect from our families?

- Uphold the school expectations.
- Support school in teaching that there are consequences for actions.
- Support their child/children with homework/reading.
- Respect all members of the school community.
- Discuss children **out of** earshot of other parents/carers/children.
- Transparency from parents/carers about home issues.
- Positive attitude with child towards school and learning.
- Ensure your child is at school on time every day.
- Ensure the school uniform policy is followed.
- Mobile phones are not used on site.
- Not uploading pictures- from school events- on social media.
- Monitoring children's phones and usage.
- Follow the complaints procedure and not use social platforms to voice concerns.

Recognition:

Ambassadors

- Teachers to select one person from their class, who has gone over and above.
- Teachers to keep a record of Ambassadors to ensure the children achieve Ambassador over the academic year and feel success.
- Teachers to give named certificate to the children in the Friday Celebration Assembly
- they can wear their own clothes on the agreed day and their name will go into the bulletin

Writing Stars:

- Each week one child is presented with a writing certificate to celebrate their achievements in the writing process.
- This is presented in the celebration assembly and they are named in the weekly bulletin.

Reading Star:

- Each week one child is presented with a reading star certificate for their achievement in reading.
- They will be automatically entered to a raffle and each half term three children from each year group will win a book voucher.

House System:

All children and staff are incredibly proud to belong to one of our four school houses which are all named after local castles:

Arundel **Bodiam** **Bramber** **Lewes**

House Captains and Vice Captains are Year 6 pupils, voted for by the House at the start of the year. They help to organise the House and run the House meetings

Housepoints are rewarded for:

- Excellent learning behaviours.
- Ambitious achievements
- Respectful behaviours and relationships.
- Taking a pride in ourselves and our school
- Demonstrating the school values in class and around the school.
- Only one Housepoint should be given at a time

Adults in the school may reward house points verbally or reward them in the children's exercise books as 1HP.

Each week, the house points are counted up and recorded onto an excel spread sheet. These are collated and rewarded in the Friday celebration assembly,

Consequences

At Mile Oak, staff prioritise building strong relationships with children and their families to ensure behaviour management is tailored to the needs of each individual child. We recognise that one single strategy will not work for all.

Our core message to children is that being in class and learning is the priority. We encourage the development of positive learning behaviours, which help pupils to regulate themselves and meet our shared expectations. Children are also taught that hurting others, whether emotionally or physically, is never acceptable, and that all actions have consequences.

The Senior Leadership Team has responsibility for monitoring behaviour across the school. This is done through regular tracking on CPOMS. Where a pupil's behaviour raises concern, SLT will support the class teacher to ensure:

The stages of behaviour support has been followed- see appendix.

- A phone call home to explain behaviours to parents and seek possible reasons behind them.
- Arranging a meeting with the child's family to reset expectations and explore any patterns of behaviour.
- Setting up a home-school communication book to record both positive and negative behaviours.
- Agreeing with parents that unfinished work may be sent home for completion if necessary.
- Inviting families into school to help support their child's regulation, particularly where behaviour is unsafe.

Through this approach, we aim to work in partnership with families to support each child in developing responsibility, self-regulation, and readiness for learning.

Child Protection Online Monitoring System (CPOMS)

All members of staff have access to our online school monitoring system, CPOMS

Staff are expected to record:

- Significant behavioural incidents
- Low-level but persistent behaviours (see Appendices – CPOMS Guide)

Following a behavioural incident, the member of staff who addressed the issue is responsible for recording the event on CPOMS.

This system enables the monitoring and tracking of behaviour across the school and ensures timely support and intervention where required.

For guidance, see **Appendix CPOMS Top Tips**.

Appendices

Appendix

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Appendix

Minor incidents may include, for example:

- calling out
- not engaging with learning
- causing disruption in class
- answering back
- unkind comments to other children
- Ignoring direct questions/instructions
- Leaving seat without permission

Stage One: 1st Incident – Verbal Reminder referring to the rules and clearly identifying which has not been met. This may make the difference between escalation and the child getting back to work. No consequences for this.

Calm, quiet directly to the child and if possible, not in front of peers.

Script: I notice that you are..... (explain what it is...eg. Having trouble getting started. Suggest the zone they are in)

It was the rule about... (relate to the school values or classroom charter) That you broke. You have chosen to.....

Do you remember last week when you (identify a positive behaviour) so I know you can do it. Can you remember how proud that made you feel?

Remember work must be finished so it is best to complete it in this time when you have my support.

Thank you for listening. (Then allow them some time to turn it around.)

If the behaviour continues, we expect staff to see a behaviour, see the child, gauge the context and act using professional judgement. Continue to follow 'De-escalation' stage of behaviour support flow-chart (appendix 1a).

Depending on the scenario, talk around this:

I know that you (explain what you know e.g. didn't have much sleep last night, find Monday mornings difficult, are worried about next year etc...).

It is important that you use your words to communicate your feelings and identify which zone you are in. How can you regulate your emotions, so you are in the green zone and ready for learning?

It is important that you are in class learning. I am here to support you if you need extra support. You must make the choice: Will learning be completed now in the time specified, which is the best option, or will you complete it in your own time such as lunchtime?

Medium severity incidents must be recorded on cpoms, passed to a Phase Leader and followed up with an educational consequence. Unacceptable behaviour in this category may include:

- persistent minor incidents as above
- rudeness to staff
- verbally aggressive behaviour to another pupil
- being continually off-task
- leaving classroom

Refer to 'Support' stage of behaviour support flow-chart (appendix 1a).

Serious Incidents can be dealt with by the teacher, must be recorded on cpoms and raised with a senior leader if it is very serious.

- extreme rudeness to staff,
- aggressive behaviour,
- refusal to comply with other sanctions,
- theft,
- bullying,
- racist language (*racist incidents will **always** be passed to SLT*).

If a serious incident occurred which is considered unsafe (aggression, defiance or abusive language) the HT, DHT or AH for phase is contacted to decide an appropriate course of action. The parents would be involved as soon as possible. Reset behaviours and expectations. Does the child have a self-regulation plan? Update and share with adults.

Stages of behaviour support:

High quality, nurturing environment

- Know your children and their needs
- Relationships and belonging
- Classroom environment
- Routine
- High expectations (all children in class learning)
- School values
- Greeting at door after each transition (Morning, break, lunch, assembly).
- Learning Behaviours and zones of regulation
- Appropriately pitched learning
- Recognition and celebration

De-escalation

- Early identification of behaviour/recognise triggers/ link to zones of regulation
- Use emotion coaching/ nurturing approach
- Prevention or de-escalation strategies as in policy or Self -regulation plan for HNC
- Time and space to self-reflect in class
- Positively recognise de-escalation
- Use of partner class
- Use of limited choice-
- **Links to stage 1&2 of behaviour plan document**

Support

- Year group adult used dynamically
- If child leaves class, adult tracks or if no adult, SLT informed
- If situation is dangerous or unsafe, children evacuated from the space
- SLT member contacted via main office- telephone or call card as appropriate
- If the child, other children or adults safety is at risk, **any** staff member can use positive handling.
- SLT member dynamically assess situation. Decision to support in class or remove child for a short or prolonged period of time.
- Child to return to class and their learning when in the green zone.
- **Links to stage 2&3 of behaviour plan document.**

Post incident

- Behaviour incidences reported on CPOMS. (see appendix 4)
- If positive handling is used, immediately recorded on CPOMS
- Any incident where a child/ adult physically harmed, HS2 completed with SLT member
- Time for resolution between the adult and child.
- Follow up educational and/or protected consequences (see appendix 1b)
- Parents to be informed or met with
- Referral for self-regulation plan or SEND support through phase leader
- Risk assessment considered
- **Links to stage 4 of behaviour plan document.**

Behaviour Plan

<u>Support/Provision/Consequences</u>	
Stage 1:	<p>Following self-regulation strategies on plan if they have one. Teacher to meet with parents to talk through.</p> <p>Signed as a contract. SLT can be present</p> <p>Active document</p>
Stage 2:	<ul style="list-style-type: none"> • Child to go to partnering classes (TBC INSET) • Use own quiet space and resources inside or outside • Use of year group adults/ INA
Stage 3:	<ul style="list-style-type: none"> • SLT called (LM might be asked by SLT and where possible and appropriate). • Time to reset – in classroom first or safe space class/ outside. • Dynamic assessment of need. • Heidi's room used as new safe space, rather than foyer – if aggressive and dysregulated. • Safe and regulated and have not hurt, return to class for positive reset. • Restorative conversations with teacher happen at next transition. • If incident has been physical and dangerous – at discretion of SLT – move to stage 4. • Any work not completed in class is completed at lunch or at home. <p>If child runs off:</p> <ol style="list-style-type: none"> 1. Inform SLT (email or phone) 2. Track from afar or inside the building <ul style="list-style-type: none"> - Additional adult in first instance then call SLT if needed. 3. Intervene if presenting a danger to self or others 4. Any work not completed in class is completed at lunch or at home. <p>Teacher/SLT communicate to parents if stage 3 is reached through home/ school book</p>
Stage 4:	<ul style="list-style-type: none"> • Continuous/repeated rude, dysregulation and disrespect or dangerous actions and hurting adults/ children leads to a suspension. <ol style="list-style-type: none"> 1. Internal 2. External <ul style="list-style-type: none"> • Letters issued to parents in both instances. • Communication from SLT (Luke only for external) • After suspension, reset meetings take place next school day with parent and SLT • Restorative conversations with involved staff (teachers and child but could involve SLT or LM) • Continued unsafe behaviour may result in a • Reduced timetable.

Responding to Offensive Language at Mile Oak School

1

- **In all incidences of swearing**, warm strict. 'I know you are angry, but it is **not** okay to use those words.'
- **In all incidences of swearing**, if other children have heard, once the child has left, apologise and ensure they know it is **never okay** to use these words even when a person is angry,
- **In all incidences of swearing**, the classteacher must ensure the prepared Ping is sent to parent/s the same day: ____ has used innapropriate and offensive language to an adult/peer. This is unacceptable. Please talk to your child about this incident at home tonight. If you would like to discuss this further please email the school office to request a call from the class teacher.
- **In all incidences of swearing**, the adult must ensure there is a cpoms record.
- 5-10 mins Reflection time given at break in classroom (appropriate to the child/incident).
- If the incident happens at break or lunch, the duty staff will report the incident to the class teacher and the above process with be followed.
- Use all methods of de-escalation and co-regulation appropriate for that child.
- If child continues, isolate from other children (SLT called if needed).

2

- If isolated-child becomes ready, respectful and safe they will return to class with the clear message the words they have used are **never okay** even when they are angry.

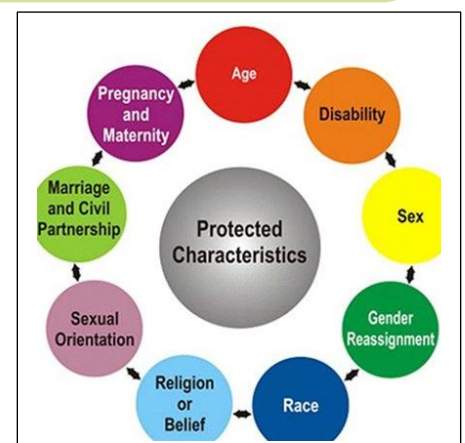
3

- If isolated-child continues with offensive language, their parents will be asked to come in and calm them so they are ready, respectful and safe.
- If offensive lanaguage continues, the child will go home.

4

- If over the course of a half term, three pings have been sent home, the classteacher will alert SLT the child will formally meet with a member SLT to discuss the incidences.
- If swearing continues, a pre-prepared letter will be pinged to parents requesting a meeting with a member of SLT.
- Any more incidences will lead to an internal or external exclusion.

Please do not confuse swearing and offensive language with protective characteristics, which are reported to Hiedi and added to cpoms.



Exclusions

All avenues of support will have been exhausted before exclusions is considered. Mile Oak Primary School follow the guidance set out in The School Discipline Regulations 2012

(<http://www.legislation.gov.uk/ukxi/2012/1033/made>). Exclusions will only be put in action when there has been a serious breach of the Behaviour Policy.

1. A pupil may be at risk of exclusion for:
 - Verbal or physical assault of a pupil or adult
 - Persistent and repetitive disruption of lessons
 - Extreme misbehaviour which is deemed outside the remit of the normal range of sanctions
2. A Fixed Term Exclusion from the school can only be authorised by the Headteacher or the Deputy Headteacher acting on their behalf. If neither are available to authorise the exclusion a decision should be deferred until the opportunity for authorisation is available.
3. In the case of a Permanent Exclusion this can only be authorised by the Headteacher and must only be done after consulting the Chair of Governors of the intention to impose this sanction, although the final decision rests with the Headteacher of the school.
4. The school seeks to reduce the number of incidents leading to exclusions by promoting a positive atmosphere of mutual respect and discipline within the school as set out in this policy.
5. The school regularly monitors the number of Fixed Term Exclusions to ensure that no group of students is unfairly disadvantaged through their use and that any underlying needs of individuals are being fully met.

Notification of an Exclusion

1. Parents will be notified as soon as possible of the decision to exclude a student and the reason for the exclusion. This will be done on the day of the exclusion being authorised by either direct phone contact or a face-to-face meeting. A written confirmation of the reason(s) for the exclusion will be sent to parents the same day.
2. In the case of a Permanent Exclusion parents will be notified by the Headteacher or Head of School in a face-to-face meeting.
3. A student who has been excluded will have the reason for his/her exclusion explained to them by a member of staff so that they understand the nature of their misbehaviour.
4. The school will also provide pupil with work for home learning and put in place a programme for the pupil on his/her return. This will include input from staff at the school, parents, if appropriate, and any other appropriate bodies e.g. School Home Support Practitioner, Attendance Service or the Local Authority. Should it be decided for whatever reason that the matter needs to be put in the hands of another agency i.e. the incident leads to the discovery that there is a child protection issue, the school will continue to monitor the situation and work closely with that agency. It is hoped that in most cases following an exclusion, the child will be able to return to school and that further input will promote in him/her a more positive attitude and a subsequent improvement in behaviour.
5. The Chair of Governors, LA Inclusion Officer and relevant school staff will be notified of all Fixed Term Exclusions the same day of the production of the exclusion letter, which they will receive a copy of; it will clearly outline the reasons for the exclusion.

6. On return to school, there will be a reintegration meeting held with the headteacher, deputy headteacher or Inclusion manager along with the child and their parents/carers.

Permanent Exclusions

A school will only permanently exclude a child as a last resort, after trying to improve the child's behaviour through other means. However, there are exceptional circumstances in which a Headteacher may decide to permanently exclude a pupil because of ongoing issues or even for a 'one-off' serious incident.

If your child has been permanently excluded, be aware that:

- the school's governing body is required to review the Headteacher's decision and you may meet with them to explain your views on the exclusion
- if the governing body confirms the exclusion, you can appeal to an independent appeal panel organised by the local authority
- the school must explain in a letter how to lodge an appeal
- the local authority must provide full-time education from the sixth day of a permanent exclusion
- work will be set by the teacher and the expectation is that it is carried out at home and will be reviewed as part of their reintegration meeting upon the pupil's return
- There is a legal requirement to hold a review of fixed term exclusions of the total number of days in a term goes over 15 days, whether in one instance or cumulative.
- A parent can request a meeting if the total number exclusion days exceeds 6 days in a term

Appeals

All correspondence regarding an exclusion from the school will inform parents of their right to appeal to the Governing Body against the decision to exclude. This procedure is clearly set out in the statutory guidance. The person who should be contacted to initiate an appeal is the Clerk to the Governors.

Appendix 1a

Prevention is key to diffusing situations and preventing escalation. Staff will use many of the invisible stages to support this listed **on p.9**.

Positive touch:

Touch and development

- Biologically, touch is the first sense to develop and the last to leave us. By the 7th week of pregnancy, the baby reacts to touch.
- Feel good chemicals are released in the brain through caring interactions.
- The body and brain will stop growing if there is a lack of touch- some animals even die!
- Families and cultures that express warm physical affection have fewer issues with anger and aggression.
- Many children often learn best through touch and movement.

There is a biological need for touch, an actual hunger for touch that can be met only in contact with another human being. This was first discovered during the nineteenth century, when children who had been abandoned at birth and transferred to foundling homes died by the thousands. Despite the fact that they were fed, kept clean, and protected from danger. We now understand that abstinence of touch is would should considered be inhumane, unkind and potentially psychologically or neurologically damaging to a young person. More recent research shows that babies who stop crying because their cries go unanswered continue to experience activated pain centres in the brain and their levels of stress hormones remain elevated. The reason they stop crying is because they seemingly 'give up'. In young people, during prolonged bouts of crying and distress, stress hormones can reach toxic levels, pain circuits are activated and there is an agonising withdrawal from the hormones that promote positive feelings. Young people who experience intense uncomforted distress can develop a shrunken hippocampus, a part of the brain involved in long term memory and verbal reasoning.

Some forms of touch are generally agreed as tools to intentionally and strategically used to enhance a sense of connection with a young person to sooth, greet, relax, quiet down or reassure them. Following are examples of different types of touch in therapy that you may see at Mile Oak:

Conversational Markers such as a light touch on the arm, hand, back or shoulder to enhance other forms of communication.

Consolation touch: providing a comforting hug, holding hands or shoulders in response to grief, sorrow, distress, anguish, agony, sadness or upset.

Reassuring touch: a pat on the back or shoulders encourages and reassures

Grounding or reorienting touch: touching the hand or arm to help reduce anxiety or dissociation by helping a young person be aware of his or her physical body.

Task-Oriented touch: offering a hand to help someone stand up or stopping the young person from falling.

Instructional or modelling touch such as demonstrating how to give a firm handshake or how to respond to unwanted touch.

Celebratory or congratulatory touch: "high-fives," a pat on the back or a congratulatory hug for the young person who has succeeded with a goal or good effort toward a goal.

Think Big

At Mile Oak School we recognise during periods of distress, touch can often be the only means of maintaining a connection with the young person when he or she can no longer hear or make use of words: or soothing tone/eye contact and therefore is in danger of dissociating, with all the detrimental effects that this can bring.

The impact of positive touch or access to physical proximity and positive touch has been shown to:

- improve concentration
- improve co-operation
- increase a stronger sense of self and higher self-esteem/confidence
- reduce aggressive behaviour
- encourage a calmer classroom environment
- encourage empathy and respect for their peers
- encourage a more relaxed and focused feeling in the school
- discover differences between people
- encourage and develop the imagination
- improve communication

Reasonable Force and Positive Handling:

In extreme cases, there may be times when some of our children are unable to regulate their feelings and may act out their emotions physically. Limits and boundaries can be a vital corrective experience. Our policy is about **de-escalation** but once these strategies have been exhausted, restrictive physical intervention, in the form of guidance, holding or restraint, maybe necessary to calm a child who is emotionally dysregulated and to keep them safe. The staff at Mile Oak School are trained in restrictive physical intervention in order to minimise risk and to ensure staff are empowered to act in the best interests of the child at all times Team Teach is an accredited provider of positive behaviour management training, equipping our staff to deal with challenging situations and behaviours in ways that lead to desirable outcomes and positive relationships in daily life.

All members of staff have the legal power to use reasonable force as a last resort, which means that a staff member will use some kind of physical contact with a pupil to ensure they are safe and those around them are safe. The staff and governors work in compliance with the guidelines published in the Department for Education Use of Reasonable Force 2013. Staff must also consider evacuating other pupils from a situation, as an alternative strategy, whilst further support is called for.

All incidents involving restraint must be recorded on CPOMS and shared with parents on the same day as the incident.

A report form must also be completed recording strategies of de-escalation that were used before any positive handling.

Team Teach Techniques the staff are trained in:

One Person

Show and Go

Elbow Guide

Caring C

Help Hug

Gather and Guide

<https://www.teamteach.co.uk/my-account/useful-resources/technique-videos/single-person-holds/>

Two Person:

Response to Dead weight.

<https://www.teamteach.co.uk/my-account/useful-resources/technique-videos/two-person-holds/>

All staff have access to the Team Teach resources through their account log in.

Focus on growing the 95%

Crisis Management

Diversion De-escalation

Positive Behavioural Supports



ZONES TOOLBOX

Below are some tools we use in school to support children with moving between zones, to the expected zone for that time.

There are lots of ideas for 'tools' to use and can be found when you google 'Zones of Regulation'. Different children find different tools work better for them.

BLUE ZONE	GREEN ZONES	YELLOW ZONES	RED ZONE
Positive thinking (inner coach - you can do this)	I feel happy, focused and calm.	Positive thinking (inner coach - you can do this)	Lazy 8 breathing - draw figure of 8 on palm: breath in on the circle, out as you cross over the midline).
Drink water		Size of the problem - is it really that big?	Hexagon - draw hexagon (in air, on hand) and child takes 1 breath per side.
Stretches		Do a job - hand books out, deliver a message	Big belly breath
Star jumps		Big belly breath	Talk to an adult
Run		Squeeze hands together	Time out
Eat something		Push palms together	Size of the problem - is it really that big?
		Sit and count to 10/other breathing activities	Standing push ups against a wall
		Talk to an adult	
		Standing push up against a wall	

Emotion Coaching Script:

Connect:

You are (describe how they present) it looks to me like you are ____ am I right?

Give child time to respond.

Validate and label feelings:

I can see how being ____ can make you feel _____. Has this happened before?

Give child time to respond.

Limit Set

It is not okay to _____ even if you are feeling _____ because it _____.

Give child time to respond.

Problem Solving:

Once a child is calm and receptive, we explore alternative ways to express and manage feelings (e.g. finger breathing, scaling his emotions, give them assertive language to respond to children.)

Do you feel better? Has this helped you to feel better equipped if this happens again? Remember it is important to use your words to show how you are feeling.

Examples of Scaffolding Strategies to Support Learning Behaviours:

- **Visual supports** (e.g. now/next boards, task lists, diagrams, key word banks).
- **Chunking tasks** into smaller, manageable steps.
- **Modelling and guided practice** before independent work.
- **Sentence starters or writing frames** to support communication.
- **Checklists and reminders** to encourage organisation and independence.
- **Positive reinforcement** to celebrate small steps of progress.
- **Peer or adult support** for collaborative learning.
- **Calm spaces or regulation breaks** to help children manage their emotions before re-engaging with learning.

These strategies are designed to remove barriers, empower children to self-regulate, and enable them to reach their potential

Positive Behaviour Management Strategies

Non verbal messages	Visual prompts/ Makaton such as finger to lips, good sitting hand gesture or tapping your ear or eyes to indicate what a child should be doing or where they should be looking. Moving in closer to the pupil who is not behaving appropriately. If a child is not touch sensitive a gentle hand on shoulder to gain eye contact.
Tactical or planned ignoring	The adult decides not to notice specific behaviour from a specific child as long as the behaviour is not dangerous.
Positive directed praise	The adult acknowledges the good choice that another child sitting close by is making/ catches when the child is making the right choices and verbalises what the child did correctly.
Description of reality	A simple statement of fact, describe the inappropriate behaviour- <i>"Jack you are talking", "Kate you're pushing Tom."</i> This is a calm statement of what is happening. This should then be followed with a statement of the required behaviour 'Jane, turn around thank you.' 'James give Tom his pencil, thank you.' The use of thank rather than please is showing you expect compliance rather than asking for it.
Rule reminder	Restate the relevant rule – 'Scott our rule is that we put our hands up to answer.'
Question and feedback	Asking a prompt question to show you have noticed inappropriate behaviour 'What is happening here boys?' is often sufficient enough to alert the children to the fact that you have noticed and will stop the behaviour.
Blocking/Assertive statement	Where a child does not immediately comply with lower level interventions it may be necessary to insist firmly on what is required. You can use the 'broken record' technique where you repeat the instruction until the child complies, or is there is resistance and argument acknowledging the child's point of view but reiterating the instruction can be effective <i>"Kate put your pencil down, I understand you haven't finished but you need to put your pencil down now, thank you"</i>
Choices and Consequences	Enable a pupil to take responsibility for his or her own actions 'Shane I have asked you to move away from Billy, if you continue to sit there you're choosing to stay in at playtime. It's your choice.'
Forced choice	<p>A forced choice can be used in a situation of non-compliance to put control back with the child under adult guidance. A situation can be defused when the adult can think of some good solutions to the problem at hand and then offer the child a choice of these solutions. "It's not safe for you to be bouncing that ball in the corridor Louise, you can give it to me or put it in the table over there... Thank you "</p> <p>Forced choices can help children feel empowered and safe to make and learn from mistakes. It also offers the opportunity for adult and child to avoid power struggles</p>
Take up time	After giving an instruction or forced choice give the child a limited amount of time for reflection and making a good choice. "I'm going to give you a couple of minutes to think about it"
Collaborative Language	For children with high stress levels or who need extra support use collaborative language to emphasise your role in supporting them and to reduce anxiety "Let's see if we can do this", "Shall we have a go?"
Blame a higher authority	<p>For children that reject authority, have demand avoidance or go into shame mode, show empathy and blame a higher authority for rules and instructions. Thus avoiding arguments and power struggles and deflecting their emotions towards an absent party.</p> <p>"I felt tired this morning too but the Government/ King says everyone has to go to school".</p>

CPOMS – Top tips

- Entries should be short and to the point – summaries. Bullet points can be used
- Entries should be non-biased
- Appropriate language should be used at all times – language of zones of regulation (i.e. Regulated, overwhelmed, dysregulated) rather than negative language (i.e. tantrum)
- Entries must be factual, do not say i.e. “Child looked sad” – state the facts only
- Entries should use names, not initials
- Check your spellings, grammar and punctuation
- If you can action an incident – do this then record on CPOMS
- Ensure the relevant team is alerted, as well as the teaching team

NB: staff will be asked to go back and edit any entries not in line with the above

Examples

Do's	Don'ts
<ul style="list-style-type: none"> • NAME arrived at school today hungry and told me they had had no breakfast. • TA NAME gave the child breakfast from our breakfast club food supply and I spoke to Mum at the end of the day. • The family are struggling financially and I have offered the school food bank, which they accepted. I have notified the office and they will receive their first food bank parcel this week. <p><u>Actions:</u></p> <ul style="list-style-type: none"> • Teaching team to continue to monitor and check in with family 	NAME arrived at school today hungry and told me they had had no breakfast.
<p>NAME hit me on the leg with a ruler in the classroom.</p> <ul style="list-style-type: none"> • I asked NAME to stop and explained they had hurt me • NAME had some reflection time • We spoke about using kind hands and appropriate behaviours moving forward • I have spoken with the class teacher <p><u>Actions:</u></p> <ul style="list-style-type: none"> • Class teacher will speak with parents after school • Teaching team will monitor use of kind hands and praise positive behaviours 	NAME hit me on the leg with a ruler.
<p>NAME threw his lunch tray at NAME 2 in the junior dinner hall.</p> <ul style="list-style-type: none"> • I spoke to NAME and they had some reflection time. • NAME told me they found the dinner hall too noisy and NAME 2 was tapping their spoon, which made them fizzy • NAME apologised to NAME 2 and cleaned up the food • I spoke with the class teacher <p><u>Actions:</u></p> <ul style="list-style-type: none"> • Class teacher will speak with both sets of parents at the end of the day <p><u>Follow up action by teaching team:</u></p> <ul style="list-style-type: none"> • I spoke with both sets of parents. They were understanding but requested this is monitored moving forward. • Teaching team to consider lunchtime provision for NAME – use of ear defenders/quieter table? • Liaise with MDSAs around what works/doesn't 	NAME threw his lunch tray at NAME 2.

Brighton and Hove Behaviour Thresholds

Levels of Need	Possible Behaviours	School Interventions	School Actions
Level 1: Causing Concern Action: Monitor & Assess - Log behaviour and carry out early assessment of need -Identified lack of progress and attainment -Poor attendance - 94% -BESD presentations – beginning to infringe school policy -Incidences of poor social communication and integration difficulties	-Lateness and absence -Non-engagement with learning -Not completing tasks -Not able to keep to expected behaviour expectations -Low level disruption – calling out/noise making/not following instructions -Withdrawing from rated social integration problems	-Discussions with other school staff – School Children Causing Concern Register (1 x week – more for larger schools) -Establishing expectations with pupil – early identification of concerns and need -Parent/Carer meeting with class teacher -Clear, consistent behaviour policy in place (class charter, rules, scripts etc.) -Celebrating individual successes – catching the good, peer recognition and involvement e.g. Roles and Responsibilities, Spotting talents -Learning support – key worker attached -Investigation into learning – Pupil Progress meetings discuss lack of progress, barriers to learning and appropriate agency support e.g. BILT, SALT, EMAS -Individual visual timetable -Use of Buddies, alternative lunchtime clubs, match right child to right adult -Current and up to date Staff Training E.g. on De-escalation/Conflict resolution and Positive Handling/Restraint where appropriate	1.Meet with parents/carers – Build a picture of the child 2. Evidence of Quality First Teaching (by HT/Ofsted) 3. Peer teaching support & SLT Observations and Action planning 4. Weekly (more often in larger school) ‘Children Causing Concern’ register 5.Class environment modifications e.g. work stations/visual timetables 6.Auditory/visual/sensory needs analysis 7.Use of Nurture Intervention 8.Friendship/Social communication groups
Levels of Need	Possible Behaviours	School Interventions	School Actions
Level 2: First Response Action: Plan & Record - Action plan and Build a picture of the Child and their needs. Keep formal records, Children Causing Concern reports, class learning and	-Persistent lateness or absence -Frequent refusal and lack of engagement -Regularly disrupting lessons -Increased levels of conflict – arguing with staff and pupils/	-Add to VPR/ CPOM --Early Help – Behaviour (BILT) & Family Support -Further investigation into social, family and learning needs -Parent/carers meeting with SLT/SENCO	1.Meet with parents/carers – Relationship building 2.Early Help Assessment 3.Individual Behaviour Plan (IBP)AND/OR Individual Education Plan (IEP)

<p>behaviour logs that are forwarded to Head teacher/SENCO and Early help</p> <p>-Continued poor progress and attainment</p> <p>-Patterns of non-attendance – 90%?</p> <p>-BESD presentations – patterns and frequency of poor behaviour increasing</p> <p>-Continued poor social integration</p>	<p>swearing/physical incidents</p> <p>-Frequent attention needy behaviours</p> <p>-Ongoing social integration problems e.g. Teasing, stealing spoiling game playing etc.</p>	<p>-Home/school agreement plan</p> <p>-Individual behaviour plan – clear rewards and consequences (adaptation of main policy if necessary)</p> <p>-Intervention group e.g. Nurture Support, Friendship and social communication group etc.</p> <p>-Triple P parent support</p> <p>-Create safe spaces around the school</p> <p>-Develop shared scripts for all staff to use (Regular and continued staff training appropriate to the needs of the children and the roles of the adults)</p>	<p>4.Use of internal isolation as required</p> <p>5.BILT referral</p> <p>6.Use of Learning Mentor/key worker</p> <p>7.Tier 2 CAMHS referral</p>
<p>Level 3: Specialist Support</p> <p>Action:</p> <p>Refer - Review school action plan of support and refer for specialist (multi-agency) advice and investigation</p> <p>-Increasingly poor behaviour - may lead to internal and FT exclusions</p> <p>-Lack of response to support and intervention</p> <p>-Personalised support and behaviour plan required</p> <p>-Regular involvement of SLT required</p>	<p>-Persistent lateness or absence</p> <p>-Behaviour is a serious barrier to learning</p> <p>-Regular refusal</p> <p>-Often in 'fight/flight/freeze mode'</p> <p>-Needs high levels of individual support</p> <p>-Greater levels of conflict – overreacting to small incidents</p> <p>-Temper outbursts</p> <p>-Use of abusive and threatening language</p> <p>-Bullying behaviours</p> <p>-Leaves classroom at will/hides/puts themselves in unsafe situations</p>	<p>-Counsellor (child & Parent/Carer)</p> <p>-Personalised learning programme – bespoke approach</p> <p>-Use of Breakfast clubs and After school clubs as incentives and provide alternative positive hooks to the school environment</p> <p>-Family support worker/coach – ITF (Mentoring Team)</p> <p>-EP consultation – school and Parent/carers</p> <p>-Provide individual provision map on what the child has /hasn't received to establish next steps</p> <p>Draw up individual profile of child, their needs, trigger points, 'soothers', key adults etc. so all adults supporting them understand the needs of the individual -including Supply staff.</p>	<p>1.Meet with parents/carers – keep informed, alleviate anxiety and outline next steps</p> <p>2.Use of INA or other individual adult support</p> <p>3.Refer to Early Help Hub/ MASH (depending on threshold)</p> <p>4.EP referral</p> <p>5.Professionals Meeting (PARMS)</p> <p>6.Personalised Curriculum and/or Timetable</p> <p>7.BILT individual pupil support and supervision for teaching staff</p> <p>8.ITF referral</p> <p>9.Use 'buddy' or partner school in place of FT exclusion</p>

<p><u>Level 4: Intensive Support</u></p> <p>Action: <u>Do & Review</u> - Put in place specialist recommendations and review impact and progress</p> <ul style="list-style-type: none"> -Embedded patterns of non-attendance -Emerging patterns of fixed term exclusions -Persistent lack of response to school policy and expectation -Intense level of support required in order to access school at all 	<ul style="list-style-type: none"> -High SLT involvement -Regular outbursts towards staff and peers -Relationships with key adults deteriorates -Frequent bouts of destructive behaviours – throwing furniture and objects in temper rages -Works to own agenda -Unpredictable and unsafe behaviour patterns – putting themselves and others at risk -Spits at staff and peers -Self-harms or threatens to hurt themselves -Steals on a regular basis -Damages school property (brings dangerous items into school) -Runs off site -Behaviour impacts on wider school community e.g. Police involvement is required 	<ul style="list-style-type: none"> -INA attached to child for class/playground or both -Creative, personalised and integrated timetables (working to the child's strengths) -Investigate other additional settings to improve school engagement and raise self-esteem e.g. forest schools, links to local businesses, tailored to specific skills sets if appropriate such as car maintenance, gardening, brick laying etc. -Ongoing multi agency meetings – specialist reviews and supporting next steps e.g. Managed Moves -Withdrawal into Nurture/Calm Space if appropriate to sustain school attendance, educational opportunity and social integration – prior to slow return and re-integration into school routines -Draw up Risk assessments around child's needs and levels of provision required over the course of a school day – share with all staff and adults working with the child 	<ol style="list-style-type: none"> 1.Meet with parents/carers – help to make informed choices for their child's education and well-being 2.Ensure curriculum and school routine works 3.Refer to BAP 4.Tier 3 CAMHS referral 5.Managed Move to another school (not automatic referral to the PRU)
Levels of Need	Possible Behaviours	School Interventions	School Actions
<p><u>Level 5: Critical Need</u></p> <p><u>Consultation with LA</u></p> <ul style="list-style-type: none"> -All previous interventions have been unsuccessful -Grave concerns from school and outside 	<ul style="list-style-type: none"> -No improvement after considerable and sustained input and support from all agencies -Ongoing serious and unsafe levels of behaviour risking 	<ul style="list-style-type: none"> -Intensive multi-agency action planning meeting -Parent/carers involvement in appropriate placement discussion -Bespoke individual specialised provision required – LA to advise 	<ol style="list-style-type: none"> 1.YOS and Police involvement 2.PRU/ Specialist provision required

Think Big

agencies of suitability of current school setting -Behaviour leads to critical incidences	harm to both themselves and others -Staff and pupils regularly hurt – requiring Health and safety incident reports -Very little of any academic progress is being made		
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