



PROSPECT HOUSE
SCHOOL

BEHAVIOUR AND DISCIPLINE POLICY

SEPTEMBER 2026

POLICY FOR BEHAVIOUR AND DISCIPLINE

1. This is the policy to promote good behaviour amongst pupils and set out the sanctions to be adopted in the event of pupil misbehaviour. It has been drawn up to conform with the requirements of paragraph 9(a) of the Schedule to the Education (Independent School Standards) Regulations 2014.
2. This policy reflects the requirements of the Statutory Framework for the Early Years Foundation Stage 2023 and the Equality Act 2010.
3. It also reflects guidance in Behaviour and Discipline in Schools: Advice for headteachers and school staff, January 2022.
4. The policy must also be read in conjunction with the appendix, as well as policies including the anti-bullying policy and Safeguarding Policy. It applies to all pupils in the school, including those pupils in the EYFS.

Aims and Expectations

5. It is a primary aim that every member of the school community feels valued and respected, and that each person is treated fairly and well. The school does not discriminate against pupils contrary to Part 6 of the Equality Act 2010. The school is a caring inclusive community which promotes effective strategies for managing behaviour and encourages pupils to act responsibly. It does not undermine the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs. Discriminatory or extremist opinions or behaviours will be challenged as a matter of routine.
6. The behaviour and discipline policy is therefore designed to support the way in which all members of the school can live and work together in a supportive way. The school encourages pupils to accept responsibility for their behaviour, show initiative and understand how they can contribute positively to the lives of others. The school aims to promote an environment where everyone feels happy, safe and secure.
7. Pupils are taught about safe behaviour in order to reduce risk and build resilience, including to radicalisation, with particular attention to the safe use of electronic equipment and the internet. They are taught about responsible use of all online communication and to understand the risks posed by the use of the internet and social media to bully, groom, abuse or radicalise others.
8. Corporal punishment or the threat of corporal punishment is never used. No punishment is ever used which could adversely affect a child's well-being.
9. The school rules or values are used as a means of promoting the positive rather than focusing on the negative. Every child in the school knows the standard of behaviour expected in school by class discussions of the rules or values. The rules/values are also displayed in classrooms and around the school. Expectations of behaviour are also discussed in PSHCE and in assemblies. (The school's core rules/values are set out in the relevant appendix accompanying this policy).
10. Every member of the school community is expected to behave in a considerate way towards others.
11. All children are treated fairly and this behaviour policy is to be applied in a consistent manner.
12. This policy aims to help children to grow and learn in a safe and secure environment, and to become positive, responsible and increasingly independent members of the school and their wider communities.
13. Good behaviour is expected as a matter of course, to help develop an ethos of kindness and cooperation. This policy is designed to promote good behaviour, rather than deter anti-social behaviour such as bullying. (See also Anti-bullying policy). Decisions on rewards and sanctions are made which reflect the age and understanding of the child.

Rights Respecting Approach

Prospect House School is committed to the United Nations Convention on the Rights of the Child (UNCRC) and is working towards UNICEF Rights Respecting Schools Silver Award.

We believe that:

- Every child has rights, and every child has the right to learn about their rights (Article 42)
- Every child has the right to be treated with dignity and respect (Article 28)



- Every child has the right to express their views and have them listened to (Article 12)
- Every child has the right to be protected from violence, abuse, and neglect (Article 19)
- Education must develop every child's personality, talents, and abilities to the full (Article 29)

Our behaviour policy reflects these rights by:

- Treating every child fairly and with respect, regardless of their background (Article 2)
- Ensuring the best interests of the child are at the heart of all decisions (Article 3)
- Giving children opportunities to express their views about behaviour and school rules (Article 12)
- Protecting children from bullying, violence, and abuse (Article 19)
- Using sanctions that respect children's dignity and support their development (Article 28)
- Promoting a culture of mutual respect, kindness, and responsibility

Children at Prospect House School learn about their rights through:

- PSHE lessons
- Assemblies
- Class discussions
- School council
- Displays around the school

Rewards

14. The children are praised and rewarded for good behaviour in a variety of ways:

- Verbal praise, written remarks about good work, stickers, sending children to the nearest teacher, member of SLT, Deputy Head, Head of the Lower School or Head for praise;
- House points are given to children in recognition of effort, good work or behaviour;
- Informal feedback to parents;
- Achievement is recognised in all areas, not just academic;
- Achievement is celebrated publicly in a variety of ways, including school publications and assemblies;
- Displaying pupils' work is a tangible reward available to the teachers. The work of every child is displayed at some point to encourage pride in achievement and the reward for effort. The aim is that the child experiences pleasure and self-satisfaction. By displaying work carefully and attractively, the teacher also conveys to the child that his or her efforts are valued and worthwhile;
- Reports to parents: these are also seen as a vehicle for constructive criticism and praise.

15. The school acknowledges the effort and achievement of all children, both in and out of school.

16. More detail about the school's rewards may be seen in the appendix accompanying this policy.

Sanctions

17. The school employs a number of sanctions to enforce the school rules, and to ensure a safe and positive learning environment. It employs each sanction appropriately to each individual situation.

- Children are expected to listen carefully to instructions in lessons. If they do not do so, they may be asked to move to a place nearer the teacher, or to sit on their own.
- Children are expected to try their best in all activities. If they do not do so, they may be asked to redo a task or, if they waste time, they may be asked to complete work at playtime or lunchtime.

- If a child is disruptive in class, the teacher may reprimand him or her in a manner commensurate with the child's age and needs. If a child misbehaves repeatedly, the child may be isolated from the rest of the class until he/she calms down and is in a position to work sensibly again with others.
- The safety of the children is paramount in all situations. If a child's behaviour endangers the safety of others, the class teacher will stop the activity and prevent the child from taking part for the rest of that session.
- If a child repeatedly acts in a way that disrupts or upsets others, the school will contact the child's parents and seek an appointment in order to discuss the situation, with a view to improving the behaviour of the child.
- If a child repeatedly misbehaves he/she will be sent to the Head, Deputy Head or Head of the Lower School. After discussing the matter with the Head, the class teacher may also meet with parents to explain his/her concerns.
- A record of the incident, discussions, and actions with the child will be kept on the school's online recording platform CPOMS, together with any recommendation for support/intervention to improve the child's behaviour. Positive reward systems should always be used whenever possible.
- If a child misbehaves regularly in lessons, teachers will check to ensure that work set for the child is suitable, as children may misbehave if they are anxious about possible failure or if they are bored. Where behaviour is an issue, senior members of staff may also examine work or make classroom observations to monitor the situation and/or offer advice.
- If there is a serious incident, the Head will be notified immediately. Ultimately, exclusion or expulsion may be the only solutions.

Behaviour Outside School

The school's behaviour expectations apply to pupils whenever they are:

- Travelling to and from school
- Wearing school uniform
- Identifiable as a pupil of Prospect House School
- Taking part in a school trip, visit, or activity
- Representing the school (e.g., at a sports event)

The school may also apply sanctions for behaviour outside school that:

- Could have repercussions for the orderly running of the school
- Poses a threat to another pupil or member of the public
- Could adversely affect the reputation of the school

Examples include:

- Bullying (including cyberbullying) that occurs outside school hours
- Online behaviour that affects other pupils or staff
- Criminal behaviour

In such cases, the school will:

Investigate the incident

Apply sanctions in accordance with this policy

Involve parents

Involve external agencies (e.g., police) where appropriate

18. More detail about the school's sanctions may also be seen in the appendix attached to this policy.

19. Reasonable adjustments to rewards or sanctions will be made for any child with special educational needs or disabilities. These adjustments would be determined by the nature of the child's difficulties and are always at the discretion of the Head.

Bullying (See also Anti-Bullying Policy)

20. The class teacher must discuss the school's core rules/values with the children in his or her class. In addition to the school rules/values, each class may also have its own classroom rules. These are agreed by the children and displayed on the wall of the classroom. If there are incidents of anti-social behaviour, the class teacher should discuss these with the whole class during 'circle time'.
21. The school does not tolerate bullying of any kind. If an act of bullying or intimidation takes place or is alleged, it will be investigated immediately by either the Head, Deputy Head or Head of Lower School and any action necessary will be taken to prevent any further occurrences of such behaviour. While it can be very difficult to eradicate bullying, everything possible should be done to ensure that all children attend school free from fear. For further information please refer to the Anti-Bullying Policy.

Child-on-Child Abuse

The school recognises that children can abuse other children (child-on-child abuse). This can take many forms, including:

- Bullying (including cyberbullying, prejudice-based and discriminatory bullying)
- Physical abuse (e.g., hitting, kicking, shaking, biting, hair pulling)
- Sexual violence and sexual harassment
- Consensual and non-consensual sharing of nudes and semi-nudes images and/or videos
- Causing someone to engage in sexual activity without consent
- Upskirting
- Initiation/hazing type violence and rituals
- Abuse in intimate personal relationships between peers

The school takes all forms of child-on-child abuse seriously and will:

- Respond promptly to any allegations or concerns
- Investigate thoroughly
- Apply sanctions in accordance with this policy
- Provide support to both the victim and the perpetrator
- Involve parents
- Refer to external agencies (e.g., police, social care) where appropriate

All incidents of child-on-child abuse will be recorded on CPOMS and monitored by the DSL.

Further guidance can be found in the school's Safeguarding Policy and in Keeping Children Safe in Education (Part 5).

Online Behaviour and Cyberbullying

The school expects pupils to behave responsibly and safely online, both in and out of school.

Pupils must:

- Use technology safely and responsibly
- Not use technology to bully, harass, or harm others
- Not share inappropriate images or content
- Not impersonate others online
- Report any concerns about online behaviour to a trusted adult

The school will apply sanctions for:

- Cyberbullying (including on social media, messaging apps, gaming platforms)
- Sharing inappropriate images or content
- Online harassment or abuse
- Any online behaviour that affects other pupils, staff, or the reputation of the school

Sanctions may include:

- Confiscation of devices
- Temporary or permanent ban from using school devices or internet
- Fixed-term or permanent exclusion (in serious cases)
- Referral to police (for illegal activity, e.g., sharing indecent images)

Parents will be informed and involved in any decisions.

Further guidance can be found in the school's Online Safety Policy and Acceptable Use Policy.

Restrictive Interventions (See also the policy on Restrictive Interventions)

22. We are committed to building positive, supportive relationships with all children to foster a safe and nurturing environment. Positive handling is always viewed as a last resort, used only when absolutely necessary to protect the child from harm, prevent injury or to safeguard others around the child. Our approach is centred around de-escalation and understanding, with the aim of maintaining trust and respect. Some staff members are specially trained in positive handling techniques and what to do if a child is dysregulated, and will provide guidance and support to other staff when such situations arise. This training is updated when necessary. Should positive handling be required, parents will be notified, and the incident will be recorded on CPOMS for transparency and accountability, using the 'Restrictive Intervention' categories. The incident is also recorded on a notification form and this is handed to parents and a photo of it is kept on CPOMS. In cases where positive handling may be more frequent, we will work closely with parents to develop an individualised plan of action that ensures the child's needs are met and the situation is managed proactively. This plan will be regularly reviewed to support the child's emotional and behavioural development in the best possible way. If any member of staff feels under undue pressure by any particular situation, he or she should seek assistance from a senior colleague.

Confiscation

Staff have the power to confiscate items from pupils that are inappropriate for school or that disrupt learning. This may include:

- Toys brought from home that cause disruption
- Electronic devices (e.g., mobile phones, smart watches, tablets) if brought to school without permission
- Any item that poses a safety risk
- Any item that is being used inappropriately

Confiscated items will be:

- Stored securely
- Returned to the pupil at the end of the day, or to parents if appropriate
- Returned to parents if the item should not be in school

Parents will be informed if:

- An item is confiscated and will be returned to parents (not the pupil)
- The item poses a safety concern

In exceptional circumstances, if a pupil is suspected of having a dangerous or illegal item (e.g., a weapon, drugs), the Headmistress may conduct a search in accordance with DfE guidance "Searching, Screening and Confiscation" (2022). This would be done with another member of staff present and parents would be informed immediately.

23. All members of staff are required to be aware of the guidance regarding the use of force by teachers, as set out in the DfE's non-statutory advice entitled Use of Reasonable Force https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/444051/Use_of_reasonable_force_advice_Reviewed_July_2013.pdf and in the policy on Physical Intervention/Restraint.

The Role of Teachers (See also Pastoral Policy)

24. It is the responsibility of teachers to ensure that the school rules/values are enforced in their classes, and that their classes behave in a responsible manner during lesson time.
25. Teachers must ensure that all lessons are well planned and organised and are suitable for the ability of the pupils.
26. Teachers must have high expectations of the children in terms of behaviour and must always strive to ensure that all children work to the best of their ability.
27. Teachers must treat each child fairly and enforce rules consistently. The teacher should treat all children with respect and understanding.
28. If a child misbehaves repeatedly in class, the class teacher should keep a record of all such incidents on CPOMS. In the first instance, the class teacher should deal with incidents in the normal manner. However, if

misbehaviour continues, the class teacher must seek help and advice from the Head of Lower School, Deputy Head or the Head.

False or Malicious Allegations Against Staff

We teach children to be honest and truthful. However, we recognise that occasionally a child may make an allegation against a member of staff that is found to be false or malicious.

If this happens, the school will:

- Investigate the allegation thoroughly
- Consider why the child made the allegation (e.g., misunderstanding, seeking attention, distress)
- Provide support to the child if needed
- Consider whether a sanction is appropriate (depending on the child's age, understanding, and circumstances)

Sanctions may include:

- Discussion with the child about honesty and the impact of false allegations
- Apology to the member of staff (if age-appropriate)
- Involvement of parents
- In serious cases, temporary removal from lessons or other sanctions in accordance with this policy

We will always consider:

- The child's age and understanding
- Whether the child needs support (e.g., if the allegation was made due to anxiety, misunderstanding, or other needs)
- Whether the allegation suggests safeguarding concerns about the child

Parents will be informed and involved in any decisions.

29. The head may liaise with an educational psychologist, as necessary, to support and guide the progress of each child. After discussing the issue with the Head, a teacher may, with the Head's consent, contact the child's parents if there continue to be concerned about the behaviour or welfare of the child

Inclusion and Adjustments for SEND Pupils

We recognise that some pupils with Special Educational Needs and Disabilities (SEND) may require reasonable adjustments to our behavior policy to ensure they are supported effectively and fairly. This aligns with our commitment to inclusion and our legal responsibilities under the Equality Act 2010.

1. **Individual Needs Consideration**
 - The school acknowledges that SEND pupils may face challenges in understanding, regulating, or conforming to behavior expectations due to their individual needs.
 - Adjustments will be made where necessary and appropriate, including the provision of tailored interventions and strategies.
2. **Personalised Support Plans**
 - Where a pupil's SEND significantly impacts their behavior, an Individual Education Plan (IEP), Education, Health and Care Plan (EHCP), or Behavior Support Plan (BSP) may outline specific approaches to support the pupil.
 - Staff will collaborate with parents/carers, the pupil (where appropriate), and external professionals to ensure these plans are relevant and effective.
3. **Staff Training and Awareness**
 - All staff have access to training on how SEND can affect behavior and are supported to use strategies that promote understanding, de-escalation, and positive reinforcement.
 - Key staff, such as the SENDCo, will provide guidance on how to implement adjustments in practice.
4. **Consistency with Flexibility**
 - While high expectations for behavior apply to all pupils, we acknowledge that equity, not uniformity, fosters fairness.
 - Reasonable adjustments might include, but are not limited to:
 - Adapted communication methods (e.g., visual aids, simplified language).
 - Alternative consequences or restorative practices tailored to the pupil's needs.
 - Access to safe spaces or time-out areas to self-regulate
 - Access to a mentor to support pupil and to have regular check ins
5. **Monitoring and Evaluation**
 - The impact of adjustments on behaviour outcomes for SEND pupils will be regularly reviewed to ensure the policy is applied effectively and inclusively.

The Role of the Leadership Team

30. To act as positive role models for children and staff and lead by example in terms of behaviour and line management of staff
31. To provide support and advice to colleagues
32. To monitor behaviour of children within phases and report to the Head of the Lower School, Deputy Head or Head any serious issues or concerns with specific children
33. To identify any training needs within key stages

The Role of the Deputy Head and Head of Lower School

34. To implement and monitor the consistent implementation of the policy
35. To support staff in responding to individual and group incidents (see rewards and sanctions appendix)
36. Ensure everyone in the community has access to the policy and that relevant training occurs when needed
37. To review policy in liaison with the Head

To report serious incidents to the Head for review

The Role of the Head

38. It is the responsibility of the Head to implement the school behaviour policy consistently throughout the school and to report to governors, when requested, on the effectiveness of the policy. It is also the responsibility of the Head to ensure the health, safety and welfare of all children in the school.
39. The Head supports the staff by implementing the policy, by setting the standards of behaviour and by supporting staff in the implementation of the policy.
40. The Head has the responsibility for deciding how to proceed with individual children who have committed serious acts of misbehaviour.

Fixed-Term and Permanent Exclusions

41. Only the Head has the power to exclude a pupil from school, and this action is always regarded as a last resort. The Head may exclude a pupil for one or more fixed periods. The Head may also exclude a pupil permanently. It is also possible for the Head to convert a fixed-term exclusion into a permanent exclusion, if the circumstances warrant this.
42. If the Head excludes a pupil, he or she will inform the parents immediately, giving reasons for the exclusion.
43. Examples of behaviour which may result in exclusion include:
 - Drug abuse
 - Alcohol abuse
 - Theft
 - Bullying (including online bullying)
 - Physical assault/threatening behaviour
 - Unacceptable online behaviour either in or out of school hours
 - Fighting
 - Sexual harassment
 - Racist abuse
 - Sexual misconduct
 - Child-on-child abuse
 - Damage to property
 - Persistent disruptive behaviour
44. The process of exclusion relates to such behaviour occurring at any time during the school day, including excursions from school on any educational trips and visits.

The Role of Parents

45. The school works collaboratively with parents, so children receive consistent messages about how to behave at home and at school.
46. Parents are expected to support their child's learning, and to cooperate with the school. Staff endeavour to build a supportive dialogue between home and school and will inform parents at an early stage if there are concerns about their child's welfare or behaviour.
47. If the school has to use reasonable sanctions to punish a child, parents should support the actions of the school. If parents have any concern about the way that their child has been treated, they should initially contact the class teacher. If the concern remains, they should contact the Head. If these discussions cannot resolve the problem, the school's formal complaints process can be invoked.

The Role of the Governors

48. The school sets down these general guidelines on standards of discipline and behaviour, and of reviewing their effectiveness. The governors support the Head in carrying out these guidelines.
49. The Head has the day-to-day authority to implement the school behaviour and discipline policy, but governors may give advice to the Head about particular disciplinary issues. The Head takes this into account when making decisions about matters of behaviour.

The Role of House Captains and Functions of Houses

50. The relevant duties and responsibilities of house captains and the functions of houses may be seen in the appendix attached to this policy.



Recording and Monitoring

51. The Head monitors the effectiveness of this policy on a regular basis. He also reports to the governing body on the effectiveness of the policy and, if necessary, makes recommendations for improvements.

The school keeps a record of incidents of misbehaviour and safeguarding on an online platform called CPOMS. The log is monitored by the Head Deputy Head and Head of Lower School for any pattern or escalation of poor behaviour.

52. The Head keeps a record of any pupil who is suspended for a fixed term, or who is permanently excluded or has any other sanction imposed for a serious disciplinary offence, being the record required by paragraph 9(c) of the Schedule of the Education (Independent School Standards) Regulations 2014.

