

<b>Policy Name</b>	Rewards and Sanctions Policy
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## **Rewards and Sanctions Policy**

Oak Academy's Rewards and Sanctions policy is split into the following key sections:

1. Expectations of behaviour
2. Rewards
3. Sanctions
4. Power to confiscate
5. Power to screen and search students
6. Power to discipline beyond the school gate
7. Power to use reasonable force
8. False allegations against members of staff by students
9. Sexting
10. Exclusions

### **1. Expectations of behaviour at Oak Academy**

1.1 Oak Academy has established a baseline of expectations it requires students to meet in the course of their day to day learning. The underlying message within this baseline expectation is that all students are, 'prepared to learn'. The Home School agreement is an important document that promotes this baseline and by signing it, all members of the academy community are agreeing that it should be adhered to. This baseline is:

- 1.1.1 Follow all Covid guidelines as directed by members of staff.
- 1.1.2 Social distance at all times and sanitise and wash hands regularly.
- 1.1.3 Do attend the academy every day
- 1.1.4 Do arrive to all lessons and morning registration on time.
- 1.1.5 Do wear your uniform correctly.
- 1.1.6 Do have the correct equipment and kit for learning.
- 1.1.7 Do respect all students and members of staff.
- 1.1.8 Do not use swear words either between each other or towards a member of staff.
- 1.1.9 Do not use the word 'gay' or behave in a homophobic/racist manner towards anyone.
- 1.1.10 Do not have physical contact with other students.
- 1.1.11 Do follow the teacher's seating plan and do not leave your seat during a lesson without permission.
- 1.1.12 Do not interrupt the teacher who is talking.
- 1.1.13 Do raise your hand to ask a question or give an answer.
- 1.1.14 Do work hard in lessons.
- 1.1.15 Do not disrupt anyone's learning
- 1.1.16 Do complete home learning on time.
- 1.1.17 Do not eat during lessons or tutor time

- 1.1.18 Do not bring or drink energy or fizzy drinks on the academy site
- 1.1.17 Do not wear headphones on the Academy site
- 1.1.18 Do not use your mobile phone/electronic device during lessons or tutor time, unless requested for learning.
- 1.1.19 Do not enter areas that are out of bounds on the academy site.
- 1.1.20 Do not damage anything on the academy site.
- 1.1.21 Do not chew gum anywhere on the academy site.
- 1.1.22 Do not spit or graffiti anywhere on the academy site.
- 1.1.23 Do not use the academy IT network for any inappropriate reasons.

1.2 Students who persistently fail to adhere to the baseline expectations that Oak Academy sets out may place themselves at risk of receiving a sanction.

## 2. **Rewards**

The rewarding of student achievement lies at the heart of Oak Academy's rewards and sanctions policy. Students receive Reward points in Years 7 – 11. We celebrate success every half term with a rewards assembly. Postcards, texts and letters home are also sent out regularly to inform parent/carers. Reward events can take place and canteen vouchers are frequently given for either positive attendance, effort or progress. Badges are given to students who excel in particular areas such as learning, sport and through their work on behalf of the academy community.

## 3. **Sanctions**

3.1 The purpose of sanctions is to demonstrate that students are sorry for what has happened, to act as a deterrent to poor behaviour and to show that we value the rule that has been broken.

3.2 When students present poor behaviour that does not meet the baseline expectations that are set at Oak Academy, the following levels of response are available for members of staff to use. (APPENDIX A) The power to sanction lies with all members of the staff community and there is no distinction between teaching and non-teaching staff.

3.3 There are a variety of Sanctions that the Academy can use they are outlined below:

- After school detentions – this detention is for 1 hour and takes place after each academy day.
- Fixed Term Exclusion - Exclusion from the academy is usually reserved for serious offences or persistent misbehaviour. Exclusions are applied to emphasise the gravity of the offence and to recognise that a period of reflection is appropriate. They may be permanent, for a fixed time or an internal exclusion.

Typical behaviours leading to consequences being issued:

- Disruptive behaviour in class
- Defiant behaviour towards staff
- Verbal abuse of students or staff
- Truancy of lessons or tutor
- Damage to academy property
- Lateness
- Breaches of the academy dress code.

### 3.4 **Specific consequences that may be put in place are:**

- Lateness could lead to an after school detention.
- Being removed from a class by an 'On Call' staff member will lead to a student being placed in another classroom within their Year group bubble and an after school detention.
- Refusal to be removed by a member of 'On Call' staff will lead to a possible FTE.
- Truancy – a student will make up the amount of time they have truanted as a detention. For example if they truant an hour it will be an hour detention if a double lesson it will be a 2 x 1 hour DT after school.

The details behind how these sanctions are used and what leads to them is explained in more detail in the Appendix Rewards and Sanctions booklet.

## 4. **Education and Inspections Act 2006: The power to confiscate**

- 4.1 Under Section 91 of the Education and Inspections Act 2006, a member of staff at Oak Academy has the right to confiscate and retain a student's property as a disciplinary penalty where it is reasonable to do so. PPE will be worn if in special circumstances an item has to be confiscated.
- 4.2 If a student refuses to hand a requested item over the incident will be referred to a senior member of staff immediately.
- 4.3 The confiscated item can be kept until the end of the day.
- 4.4 Confiscated items will be passed to the Inclusion VP and will be stored securely in a locked drawer/cupboard until the Parent/Carer collects.
- 4.5 The power to confiscate extends to all items that are not allowed at the academy. With regard to weapons, knives, illegal drugs and stolen items, these will never be returned to the student but handed directly to the Police. Cigarettes and tobacco will be destroyed and alcohol will be poured away.

4.6 With regard to items confiscated that are not permitted to be worn or used by students (inappropriate uniform/use of a mobile phone either in a lesson without the teacher's permission or at times other than at lunch or break) the process for confiscating is set out as above. This also includes the wearing of ear phones whether in the ear or hanging from the neck which are banned from the Academy.

5. **Education and Inspections Act 2006: The power to screen and search students**

5.1 Oak Academy does not participate in any scheme to screen its students. However, there are times when searching students is sometimes necessary and this is undertaken under the following principles:

5.2 Oak Academy is not required to inform parents/carers before a search takes place. It is also not required to seek parents/carers' consent for the search of their child to take place.

5.3 A member of the Senior Leadership Team or a Head of Year will always be present during a search with the exception of a school visit or trip, whereby the person who will be present will always be the visit/trip leader.

5.4 The search will always be conducted by two members of staff to support the female, male or non-binary student.

5.5 Any student can be searched for any item that is banned by the academy. In the event of a search being carried out, staff may take additional risk protection measures, such as wearing PPE.

5.6 If the academy suspects that a student has a banned item in his/her possession, the student can be instructed to turn out their pockets or bag. If a student refuses to co-operate with the search, he/she will also be subject to the same sanctions with regard to any act of defiance.

5.7 The banned items at Oak Academy are:

1. Knives or weapons
2. Alcohol
3. Illegal drugs including legal highs
4. E-Cigarettes
5. Stolen goods
6. Cigarettes/tobacco
7. Chewing gum
8. Energy/fizzy drinks

5.8 If appropriate, the use of CCTV will be used to decide whether a search of a student needs to take place.

## **The extent of the search:**

- Students are only required to remove their outer clothing.
- Outer clothing is defined as clothing that is not worn next to the skin or immediately over a garment that is being worn as underwear. Outer clothing is defined as: hats, shoes, boots, gloves and scarves.
- Possessions means any goods over which the student has or appears to have control. This includes bags.

## **6. The power to discipline beyond the school gate**

6.1 Under Section 89(5) of the Education and Inspections Act 2006, Oak Academy has the power to discipline students outside of the school gate in the following circumstances:

- When students are taking part in any academy organised activity
- Travelling to and from the academy whilst wearing uniform
- Or, in some other way identifiable as a student at the academy

6.2 There are additional times when students behave inappropriately which:

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

6.3 In these last three instances, the Principal and Vice Principal will consider carefully the aggravating and mitigating circumstances of each case and confirm whether it is appropriate to sanction the student(s) involved.

## **6. The power to use reasonable force**

7.1 All members of staff at Oak Academy have the power to use force. There are three key reasons for the use of force which are:

- To prevent students from committing an offence.
- To prevent students from injuring themselves or others.
- To maintain good order and discipline within the classroom and across the site.

There may be times when a student's behaviour requires staff to use physical intervention to ensure the student's own safety, the safety of other students and staff, or that property is not seriously damaged. Given the current pandemic, staff will need to consider the possible risk of infection if they physically intervene, contrasted with the possible risks of infection should they not intervene. Any decision made will be in accordance with Public Health and Government guidelines on Covid-19.

## 8 **False allegations against members of staff**

- 8.1 Allegations of abuse against members of staff are taken extremely seriously and will be dealt with in line with the policy for submitting a complaint to Ambitions Academies Trust.
- 8.2 Oak Academy will make every effort to maintain confidentiality in any complaint that arises and deal with allegations quickly, fairly and consistently in a way that provides protection for the student and supports the person who is the subject of the allegation. Suspension of the accused member of staff will not necessarily be the default action of the academy.
- 8.3 Students who are found to have made malicious accusations against members of staff will face the minimum sanction of a five day exclusion which, subject to the allegation and the time taken to investigate, may be increased at the discretion of the Principal placing the student at risk of losing his or her place at Oak Academy.

## 7. **Sexting**

- 9.1 Schools should only report youth produced sexual imagery incidents to the police (and this includes reports to the SSCT) where there is a need to do so. These incidents involve aggravating factors.
- 9.2 Where an incident is reported to the police it will be recorded and the young people will be named as being responsible. Where there are aggravating factors, these incidents are likely to undergo some investigation. However, where appropriate the police response may still be education or words of advice rather than a formal one.
- 9.3 If there are no aggravating actors, in most cases it is not in the public interest to conduct a full investigation. In those instances, and those cases where an initial investigation shows a full investigation is not required, the police will finalise the crime using National Crime Outcome 21. By allocating this outcome it is unlikely that this record will be disclosed in the future by DBS or police vetting, unless the young person is investigated again or has further action taken against them that could suggest a pattern of behaviour.
- 9.4 If an academy would like advice about whether a case of youth produced sexual imagery should be reported to the police they may contact the SSCT and give the circumstances but not the names and they can explore with them the options.
- 9.5 The academy takes sexting seriously and will use the above guidance, ensuring that appropriate consequences are put in place based on each individual situation.

## 10. **Exclusions**

- 10.1 Exclusion from the Academy is usually reserved for serious offences or persistent misbehaviour. Exclusions are applied to emphasise the gravity of the offence and to recognise that a period of reflection is appropriate. They may be permanent, for a fixed time or an internal exclusion.
- 10.2 **Fixed Term Exclusion** may be issued in situations (including persistent disruptive behaviour) where breaches of the Rewards and Sanctions Policy require a significant response but where these are not serious enough to warrant permanent exclusion. The duration of a fixed term exclusion is wholly dependent on the gravity of the offence and at the Principal's discretion. During a fixed term exclusion, parents must take responsibility for their child and ensure that they are not in any public place without good reason during school hours within the first five days of any exclusion. If they do not, the Academy or local authority may issue a £50 penalty. Parents are expected to attend a reintegration interview following any fixed period of exclusion. Failure of parents/carers to attend the reintegration interview may result in a Parenting Order being issued by the courts or local authority.
- 10.3 In the case of any Exclusion a thorough investigation will be carried out (which includes obtaining written statements from the alleged offenders, although this might not always be possible). An account of the evidence will be issued to the Principal who, following discussion with the student(s) concerned, their parents and any other relevant agencies or individuals will make a decision as to whether or not to exclude the student or apply an alternative sanction. In his/her decision the Principal may, when taking into account the seriousness of the alleged offence under consideration, factor into his/her decision the previous behaviour of and sanctions applied to the student(s). In some cases, a decision may be automatically be referred to Governors for ratification, in others the students or parents can ask the Governors to review the decision.
- 10.4 **Any** HOY or senior member of staff may request to discuss a FTE with the Principal as a sanction but all final decisions **will** be made by the Principal.
- 10.5 All serious offences will be dealt with by the Vice Principal and/or Principal in accordance with government legislation guidelines and Academy policies.
- 10.6 A risk assessment **must** be carried out following any serious offences to:
- Safeguard students/staff and visitors.
  - Assess the suitability of a student's return to an Academy.
- 10.7 **Permanent Exclusion** is rare but may be appropriate in some cases. Guidance from the DCSF states 'permanent exclusion should be considered for serious breaches of the behaviour policy and where a student remaining in school will seriously harm the education or welfare of the student or others in school'. However, in circumstances of persistent misbehaviour where other sanctions have been ineffective, permanent exclusion may be considered. Acts of racism, sexual abuse/assault, serious actual or threatened violence, the supply of and use of drugs and other illegal substances and materials, the possession of or use of offensive weapons and acts of bullying may be considered for permanent exclusion.
- 10.8 When considering exclusions, reference to and the application of the AAT Exclusion Policy will also form part of the decision-making process.

## **Covid-19 – Rewards and Sanctions Annex – Version 1.1**

The aim of this annex is to clarify modifications to our existing rewards and sanctions procedures as we look to introduce controlled, face-to-face provision on site for small groups of Year 10 students, whilst continuing to offer provision to vulnerable students and those of key worker parents, as identified within the government's key groups.

The 'Rewards and Sanctions policy' will still form the basis for any response to behaviour concerns. This Annex is version 1.1 and has been written in conjunction with this policy, the 'Safeguarding Policy', 'Safeguarding Annex V1.3', the 'Oak Academy Covid-19 Risk Assessment' and the 'Year 10 Curriculum and Operational Plan for June-July'.

This Annex will be reviewed by the Principal on a weekly basis as circumstances continue to evolve or following updated DfE advice and/or guidance.

All documentation is shared with staff via email and can be found on our academy website:  
<https://www.oak-academy.co.uk>

### **Rationale:**

The principle intention of these modifications is to ensure that all parties including staff, students and parents are protected, as far as reasonably possible, from an increased risk of contracting the Covid-19 virus, whilst maintaining a productive educational environment.

These modifications are expected to continue for the duration of the "transmission control period" or until specific government advice changes.

### **Aims:**

- To ensure our fundamental safeguarding principles remain the same – the best interests, safety and well-being of our students continue to come first.
- To continue to provide access to school for 'vulnerable' students and students of key workers.
- From June 15th, we will invite small groups of Year 10 students (15 per day) to attend Oak on a rota basis to have access to subject-specialist staff in Maths, English & Science, as well as an opportunity to supplement ongoing remote learning in a structured way.
- Working with parents, we will encourage as many Year 10 students to attend as possible, whilst respecting that some families may choose not to send their children in and this non-attendance will not be penalised.

### **The School Setting:**

- Oak Academy will remain open for students who are deemed vulnerable and for students in key worker families.
- From June 15th, Year 10 students will also be encouraged to attend in a controlled and structured way.
- A member of SLT will be available daily and will act as a safeguarding contact in the absence of a DSL.
- A qualified first aider will be available daily.
- All staff on the rota are up to date with appropriate safeguarding training.
- Where our DSL or deputy DSLs cannot be on site, they will be contactable daily during working hours.
- The canteen will remain closed during this period. Students and staff will be required to bring their own packed lunch and a water bottle, which can be filled on site.
- Students are reminded that fizzy drinks and energy drinks are not permitted on site.

**Contact details:**

Senior staff can all be reached at: [OakSLT@leaf.bournemouth.sch.uk](mailto:OakSLT@leaf.bournemouth.sch.uk)

The safeguarding team can all be reached at: [SafeguardingTeam@leaf.bournemouth.sch.uk](mailto:SafeguardingTeam@leaf.bournemouth.sch.uk)

The designated safeguarding lead (DSL) for child protection is Emma Biles

Contact email: [ebiles@leaf.bournemouth.sch.uk](mailto:ebiles@leaf.bournemouth.sch.uk)

The Crown Prosecution Service have stipulated that anyone making the threat of deliberately transmitting the infection will be open to prosecution for serious criminal offences such as common assault. For the purposes of this annex, threatening behaviours will be treated in the same way as behaviours that increase the risk of contracting Covid-19.

Behaviours which can reasonably be expected to increase the risk of infection of any person must not occur, this includes threatening behaviour. Any behaviour displayed by a student which falls into these categories will result in an immediate review of the educational provision available to the student. Parents will be notified that a risk assessment will be completed and, where necessary, access to the school site will be withdrawn for a specified period. The student will continue to have access to the online learning provided and will be expected to study independently.

Examples of these behaviours are:

- Failing to observe social distancing measures, including congregating with other students in or around the school site.
- Failing to follow directions for the safe movement of students around the school site, including the use of one-way corridors or avoiding prohibited areas.
- Failing to protect others from a cough or sneeze as would be reasonably expected.

- Failing to observe or follow reasonable instructions regarding personal hygiene e.g. handwashing, covering the mouth when coughing or nose blowing, refusal to use soap, sanitiser or hand towels as appropriate.
- Spitting (including during sporting activities)
- Squirting water from a drinks' container
- Threatening explicitly or implicitly to indulge in behaviour which may increase the risk of another person contracting Covid-19

This list is not exhaustive but provides specific examples of prohibited high-risk behaviours.

To ensure social distancing, students must observe the 1m rule in all areas within the school site. This restriction also applies to the students' journey to and from school. Staff will monitor the road area outside of the school where students (and their parents) must not congregate, this is to protect the members of our school and the general public.

Should school receive reports of students congregating in the local area, this will be considered as high risk behaviour as the action of these students could increase transmission rates - subsequently leading to the infection being passed on at school. Following investigation, students who are identified as congregating on the way to or from school may be subject to risk assessment and further action being taken, as previously described.

The management of low-level, disruptive behaviours in the classroom will continue in accordance with our existing Rewards and Sanctions policy. In these circumstances, staff will continue to monitor and challenge negative behaviours using the three-step process of issuing a warning, name on board and finally the use of on-call. In the event that on-call is used, it may not be safe for the student to leave the room without compromising social distancing from other students. The on-call member of staff will attend and decide on the most appropriate course of action to reduce any risk of infection while promoting a positive learning environment.

Students requiring on-call support are causing significant disruption to learning. In addition, their actions may increase the risk of infection for themselves and others. Senior Leaders will consider each case and parents may be notified that a risk assessment will be completed and, where necessary, access to the school site will be withdrawn for a specified period. The student will continue to have access to the online learning provided and will be expected to study independently.

Positive relationships are the cornerstone of safe and successful learning. Oak staff will continue to promote 'unconditional positive regard' and recognise positive behaviours for learning through the use of rewards. Equally, in adopting this approach we recognise that where negative behaviour occurs, it is this behaviour we are seeking to change and this will be achieved through personalising our response to the individual, treating all students fairly and without prejudice. Mistakes are a fundamental part of learning.

Rewards will continue to be issued and tracked in the usual way. Similarly, our expectation regarding equipment and dress code remains the same – students must take responsibility to bring their own pens, pencils, etc. for learning as sharing of equipment will not be possible. Students are also expected to wear academy uniform. In both cases, normal policy applies with the following modifications:

- The dress code has been relaxed to skirt/trousers and a blouse/shirt only.
- There is no requirement to wear a tie or the academy blazer.
- Black trainers or plimsolls may be worn instead of school shoes.

- In accordance with guidelines regarding infection control, all uniform must be washed each day when the student returns home.
- If students are unable to wear clean uniform to school, students must wear instead their Oak branded PE top, black shorts and black trainers.
- Students will be issued with a pen/pencil if they do not have one and work will be recorded in exercise books provided. All materials will remain on site and be stored to be used only by the named student on days that they are attending.

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