

Part of the Branches Education Group



BEHAVIOUR, REWARDS AND SANCTIONS



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Linked Policies			
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1.0 RATIONALE

Maple School delivers education according to the individual needs of pupils in a safe, nurturing, positive and predictable environment. Pupils may present with a range of complex needs, including autism, communication and interaction difficulties, social, emotional and mental health needs, learning difficulties and behaviours that challenge.

We are committed to promoting positive behaviour, safeguarding pupil welfare and developing pupils' emotional regulation, independence and resilience. This policy provides clear guidance on the expectations, approaches and procedures used to support positive behaviour throughout the school community.

This policy applies to all pupils, staff, governors, volunteers, contractors and visitors and should be read alongside the school's Safeguarding and Child Protection Policy, SEND Policy, Health and Safety Policy and Anti-Bullying Policy.

The policy has been developed in accordance with current legislation, statutory guidance and best practice, including:

- Keeping Children Safe in Education (KCSIE) 2026;
- Working Together to Safeguard Children;
- The Education and Inspections Act 2006;
- The Equality Act 2010;
- The SEND Code of Practice 2015;
- The Schools (Recording and Reporting of Seclusion and Restraint) (No. 2) (England) Regulations 2025;
- The Department for Education statutory guidance, *Restrictive Interventions, Including the Use of Reasonable Force, in Schools* (effective from 1 April 2026).

Maple School recognises that behaviour is a form of communication and that pupils' responses may arise from unmet needs, communication difficulties, sensory differences, trauma, anxiety or other vulnerabilities. Staff are expected to use proactive, relational and preventative approaches to behaviour support, prioritising de-escalation, regulation and early intervention.

From 1 April 2026, the school's practice regarding restrictive interventions, restraint and seclusion complies with the statutory recording and reporting requirements set out in the Schools (Recording and Reporting of Seclusion and Restraint) (No. 2) (England) Regulations 2025 and associated Department for Education guidance. All incidents are recorded, reviewed and reported in accordance with statutory requirements, safeguarding procedures and the school's commitment to protecting pupils' rights, dignity and welfare.

1.1 Behaviour Management Approach

We believe that the approach and strategies a school uses to manage behaviour are intrinsically linked to the ethos and prevailing culture of that school. For us, it is critical that our practice is inclusive and child-centred, where it relates to dealing with behaviour.

1.2 Verbal and Safety Approaches

Our staff team is trained to promote positive behaviour, de-escalate negative behaviours and to use physical intervention techniques as a very last resort.

We selected the Crisis Prevention Institute for staff training because we believe that their Verbal and Safety approaches are ethically compatible with the context of our school and support us to address inappropriate pupil behaviour. We are committed to promoting inclusion, choice, participation and equality of opportunity for all pupils.

See Appendix 1 for more detail about the Crisis Prevention Institute (CPI) Safety Intervention Foundation.

1.3 The Functions of Behaviour

We believe that all behaviour relates to having, or not having, certain needs met. All behaviour is functional and serves an identifiable purpose, i.e. there is a reason behind all behaviours.

Some of our pupils display challenging behaviour as a response to a complex range of needs, including those associated with their communication, learning difficulties or disabilities. These problems may be compounded by additional difficulties associated with developmental trauma, mental health issues, social deprivation and complex medical conditions requiring strategies which are informed by an extensive understanding of challenging behaviour.

1.4 Our Philosophy

We build a school community where every member feels valued and respected because they are treated fairly and well. Our school is a caring community, where values are built on mutual trust and respect for all.

Our school's Behaviour, Rewards and Sanctions Policy supports us in promoting:

- the overall quality of life of pupils and staff, and
- an environment in which everyone feels happy, safe and secure.

Positive behaviour and self-discipline have strong links to effective learning and are vital for pupils during and beyond their school years. All pupils should be aware of the standards of behaviour that are expected of them in our community. Pupils should be supported to take responsibility for both adhering to and promoting these standards.

1.5 Our Aims

Through experience, we know that by encouraging positive behaviour patterns we can promote good relationships throughout the school, built on trust and understanding. This policy will help us to support all pupils to develop a high level of social awareness and tolerance.

Our aim is to ensure that all our pupils leave the school with the key skills and attributes they need to continue to progress to the best of their ability in all areas of life.

Maple School is dedicated to ensuring that our school environment supports learning and the well-being of pupils and staff through a strong sense of community. Co-operation, support, and respect

are the foundations of our ethos, and we work hard to provide a school where pupils feel included in every aspect of school life, and comfortable to voice their opinions.

Our school is committed to supporting all pupils to:

- achieve their full potential
- acquire knowledge and skills relevant to life in a demanding, fast changing world
- develop as confident learners
- to take calculated risks within a safe environment
- be curious, ambitious and take pride in their achievements
- achieve high standards in all they do
- develop as self-motivated independent and collaborative learners
- value and care for themselves and others in our community
- understand their rights and responsibilities as citizens
- enjoy what they do and have fun!

To achieve these aims, our school will provide:

- a happy, healthy, safe, and secure environment,
- high standards of teaching with individualised support as needed,
- a relevant and interesting curriculum, delivered in line with the needs and interests of pupils, providing first-hand, relevant and practical experiences,
- a stimulating, evolving and inspirational environment,
- a professional, suitably skilled and supportive staff team,
- effective school leaders and governance ensuring our school continuously develops,
- opportunities for parents and carers to play an active, supportive role in their child's education,
- opportunities outside the classroom, and the chance to extend our close links with the local community. Please refer to our Curriculum Policy and SEND Policy for further information.

1.6 How Do We Achieve our Aims?

We will determine the boundaries of acceptable and unacceptable behaviour. We will describe the rewards and sanctions, or consequences, used by our school. We will determine how they will be fairly and consistently applied, whilst considering the individual needs of pupils.

To achieve this, our school will:

- make clear our expectations of positive behaviour through Tutorials, Assemblies, Lessons, School Council meetings and in published documents,
- reward pupils' achievements, offering praise, awarding points, stickers, certificates,
- treat all members of the community as individuals, respecting their rights, values and beliefs,
- create a zero-tolerance environment by challenging all instances of discrimination or bullying,
- provide positive examples for modelling acceptable behaviours,
- promote good relationships and a sense of pride and belonging to the community,
- intervene early to challenge undesirable behaviour,
- be consistent when dealing with unacceptable behaviour.

2.0 STANDARDS OF BEHAVIOUR

2.1 Modelling Standards of Behaviour

We know that the first step to modelling positive behaviour is to lead by example. We expect all staff, volunteers, and anyone else who comes to the school to act responsibly and professionally.

We work hard to ensure that expectations and standards are clear and consistent across the school. Clear boundaries, positive rewards and sanctions are clear to all and are applied fairly, proportionately, and without discrimination, considering special educational needs and disabilities (SEND) as well as the additional challenges that many pupils may face.

Staff supervise pupils and are a constant presence around the school, before and after school, between lessons, during break and lunch time, to supervise and support pupils to use the school premises respectfully and behave as expected.

As part of their training, staff are trained to use strategies to manage behaviour in a positive way. Staff understand their roles and responsibilities for ensuring good discipline in school and challenging negative behaviours proactively.

Staff will adopt a consistent approach in their interactions with children, using the phrase 'kind hands, kind feet, kind words' to promote positive behaviour. Furthermore, when acknowledging positive behaviours, staff will address children by name to personalise encouragement and support.

2.2 Working with Parents and Carers

We work closely with parents and carers to help them to understand their children's needs, and the resulting behaviour. We believe that consistent boundaries and reliable support systems, praise, and rewards for positive behaviour are an important part of building an effective learning community.

We discuss positive behaviour and behaviours of concern with parents and carers regularly. We encourage parents and carers to communicate with the school if they have concerns about their child's behaviour, and we try to support parents when they need it. We promote positive behaviour within the school curriculum and reminders of school rules and expected standards of behaviour are displayed in classrooms and wider school.

2.3 When More Support is Needed

Our positive relationships with pupils and day to day management of attitudes and behaviours will provide a safe school environment for all. However, we know that pupils' behaviour can be influenced by many factors and can change significantly for more prolonged periods of time. When individual pupils engage in persistent disruptive behaviour this can indicate an unmet need. We will work with the pupil, parents, carers and other professionals to understand the trigger. Where additional needs are identified, we will do our best to ensure that the pupil receives appropriate support.

Some pupils may require highly individualised support to take full advantage of the educational opportunities we provide for all pupils. Staff will consider using a Positive Behaviour Support Plan for pupils displaying challenging behaviours, which will be reviewed regularly.

We will seek advice from any clinicians and/ or external agencies as appropriate, to support us to identify and implement appropriate support strategies. ***Please read our Special Educational Needs Policy.***

The school will take all reasonable measures to ensure the safety and well-being of all pupils and staff and this includes protection from bullying. We aim to identify and eliminate bullying and other harmful behaviour using preventative and restorative strategies through the active development of pupils' social, emotional and behavioural skills. ***Please read our Anti-bullying Policy.***

3.0 EXPECTATIONS OF PUPILS

We expect and support everyone to show respect to one another, whether pupils, staff or visitors. Pupils are ambassadors for our school on and off school premises, and we expect them to act accordingly. Within the context of their identified needs, they are expected to follow school rules, listen, follow instructions from staff, and accept and learn from any sanctions received. This extends to any arrangements put in place to support their behaviour, such as additional pastoral support or mentoring.

We work with parents and carers to support pupils to read, understand and sign a **Home-School Agreement**. This will show that they are clear about what is expected of them and accept the responsibility the responsibility they have for their own behaviour within the context of their identified needs.

3.1 Examples of Unacceptable Behaviour

- verbal abuse to pupils, staff or others
- physical attack on pupils, staff or others
- serious actual or threatened violence against pupils, staff or others
- possession or use of an offensive weapon
- child-on-child sexual violence and sexual harassment
- sexual assault on staff or other adults
- inappropriate online behaviour, including language, soliciting or sharing inappropriate material, images or videos
- indecent behaviour
- possession, use or distribution of alcohol, cigarettes, illegal substances including drugs
- theft
- damage to property
- arson
- deliberate or planned repeat incidents of unacceptable behaviour.

Incidents of bullying, denigration, or bringing intentional harm to other pupils or staff will not be tolerated. Under no circumstances will illegal or inappropriate items be brought into school, and all pupils will respect and look after the school premises and environment. Support and actions will be implemented to address any inappropriate behaviour.

In respect of any behaviour where a child has suffered or is likely to suffer harm, we will follow ***our Safeguarding and Child Protection Policy.***

Suspension will be considered for the most serious cases, which cannot be resolved by other means. Decisions will be made taking into account individual pupil needs and the context of any incident. For more information on suspensions, ***please refer to our Suspension and Exclusion Policy.***

3.2 Conduct During Off-Site Visits

We care about our school's reputation and believe that staff and pupils are ambassadors for the school. We promote community cohesion and try to play a positive role in our local and wider community.

Inappropriate behaviour off school site is not acceptable and could result in sanctions. This includes on the way to or from school, or near the school premises. This applies to pupils who do not follow expectations for their conduct during work experience, school trips, extended school activities e.g. sports events, or any event where inappropriate behaviour might jeopardise the future chances of our school participating.

The school will take into consideration the severity and impact of the behaviour and also the extent to which the reputation of the school has been affected.

4.0 THE ROLE OF PARENTS AND CARERS

Parents and carers play a big part in ensuring that their children are aware of the behaviours expected of them when in school and that they are ready for learning.

4.1 Working with Staff to Support their Child

We ask that parents and carers sign in agreement of our **Home-School Agreement**. This will indicate that they recognise the authority of school staff and want to work with us to support and implement this Behaviour, Rewards and Sanctions Policy.

4.2 Supporting Pupil Readiness for School

Parents and carers have a significant role to play in preparing their child for school. Adopting a consistent routine to help with this is essential and includes ensuring your child:

- attends school regularly, aiming for 100% attendance,
- arrives at school on time,
- has had sufficient sleep and rest to support readiness for learning,
- wears our school uniform,
- brings any additional kit, e.g. for P.E., as agreed in advance.

This will encourage your child to follow routine, procedures and be ready for learning.

5.0 SCHOOL RULES

5.1 Rules Pupils are Expected to Follow

- Attend school regularly and arrive on time.
- Be polite and respectful to others.

- Be kind and considerate towards others by promoting ‘kind hands, kind feet, kinds words’.
- Behave in a safe manner.
- Do not use rude, derogatory, racist, homophobic, misogynistic, sexist or offensive language.
- Use electronic equipment correctly and carefully.
- Wear our school uniform.
- Take care of our school environment.

5.2 Items not Allowed in School

- Knives or weapons, including any items staff consider could be used to cause injury or damage to pupils, staff or property.
- Alcohol.
- Drugs, including illegal or psychoactive substances.
- Stolen items.
- Cigarettes, tobacco, e-cigarettes or smoking paraphernalia, including matches, lighters, vapes, vape liquids, sprays. Smoking is not permitted on school premises.
- Illegal or inappropriate material, including racist, homophobic, misogynistic, sexist or pornography.
- Items associated with gambling, including mobile phones or devices. Gambling is not permitted on school premises.

6.0 BULLYING AND DISCRIMINATION

6.1 Definition of Bullying

Bullying is *“behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group, either physically or emotionally”* (DfE).

We embrace our legal responsibility to prevent and tackle bullying. Our Anti-Bullying Policy and this Behaviour, Rewards and Sanctions Policy are in place and available on our website and from the school office.

Bullying will not be tolerated. Our school is a ‘telling school’, where staff will work with both victim and bully to provide support and address bullying.

6.2 Discrimination

Our staff have a duty to prevent discrimination, harassment and victimisation within the school.

We follow anti-discrimination law and comply with the Equality Duty as set out by The Equality Act 2010, which has three aims:

- 1) eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Act,
- 2) advance equality of opportunity between people who share a protected characteristic* and people who do not share it,
- 3) foster good relations between people who share a protected characteristic and people who do not share it.

Our staff will be proactive in challenging perceived derogatory views about the legally protected characteristics, as set out in the Equality Act 2010, of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation, through exploration of, and development of mutual respect for those different to themselves

We make it very clear to pupils what is expected of them in terms of respecting their peers, staff and members of the public. Any deliberate breach of this will result in sanctions or disciplinary action as appropriate. *Please refer to our Anti-Bullying Policy.*

7.0 UNIFORM

7.1 Why We Have Uniform

Readiness for learning begins with setting the scene and being prepared. Decisions about uniform were informed after consideration of the many arguments for and against. We believe that uniform helps pupils to develop discipline and pride in their appearance. A simple, standard uniform will help us to promote a positive identity and sense of belonging at our school, whilst removing some unnecessary distractions. Uniform items are basic and should be available in most supermarkets or clothing stores.

7.2 Our School Uniform

- Maple School white t-shirt
- Maple School black jumper
- Black school trousers
- Black school shoes or plain black trainers (no logo or colour)

8.0 SUPPORT FOR PUPILS

We will support all pupils to succeed during their time at Maple School.

Where it becomes clear that a pupil is having on-going difficulties in managing their behaviour, there are a wide range of support strategies which we might use, including:

- increased communication between home and school for joint collaboration around support,
- individual support plans,
- smaller group work or 1:1 support in self-esteem, emotional literacy, anger management, nurture group,
- additional literacy or numeracy support if identified as a barrier to learning impacting on pupil behaviour,
- referral for additional support internally or externally,
- timetable review to make supportive modifications.

9.0 REWARDS AND CELEBRATION

We recognise that focussing on success and positive outcomes is essential in developing a positive culture and ethos across the school. We will encourage and recognise good conduct throughout the school by celebrating and rewarding positive attitudes and behaviour. This will include a school reward system to praise pupils for positive actions, including acts of kindness or 'being a good citizen'.

Our staff team are focused on 'catching children being good' and giving timely recognition for this, including verbally with praise. Focus on improvement and positive engagement will stimulate further positive engagement socially, behaviourally and academically.

Each child will receive a daily reward card – these will eventually be issued over longer periods as children become established in the setting - on which staff will mark instances of 'kind hands, kind feet, kind words' with a stamp. This system is designed to serve as an intrinsic motivator for children, and the completed reward cards can also be shared with parents and carers to celebrate positive behaviours and reinforce them at home.

Our aim is to show pupils how positive engagement and motivation can bring recognition and rewards. These will be essential foundations for pupils, motivating their desire to succeed in their careers and life beyond school.

Pupil success will be celebrated regularly in many ways, including:

- Praise: our staff team will provide timely recognition in a way appropriate to pupil needs.
- Reward Points: success criteria individualised to pupils learning needs and behaviours.
- Good Citizen stamps: linked to our school values.
- Certificates: weekly opportunities to earn 'student of the...' week, subject, class or school.
- Telephone call home: we know that parents and carers welcome positive calls and will want to support us in praising their child's achievements.

10.0 SANCTIONS AND CONSEQUENCES

Consequences and Responses to Behaviour

The school seeks to promote positive behaviour through proactive support, positive relationships, clear expectations and restorative approaches. Where behaviour does not meet expectations, staff will use reasonable, proportionate and appropriate consequences that take account of the pupil's age, individual needs, SEND, communication profile and circumstances.

Staff recognise that behaviour may be a form of communication and will consider whether behaviour may indicate an unmet need, emotional distress, safeguarding concern, sensory need or difficulty with emotional regulation. Where appropriate, concerns will be shared with safeguarding and pastoral staff in accordance with the school's safeguarding procedures.

The school maintains a range of consequences and support strategies which are adapted according to the severity, frequency and impact of the behaviour. These are consistent with the powers provided to schools under Section 91 of the Education and Inspections Act 2006.

Under no circumstances will pupils be deprived of food, drink, medication, access to toileting facilities or any other basic right. Corporal punishment is prohibited.

At an early stage, staff may provide opportunities for reflection and restorative discussion. These approaches help pupils understand the impact of their actions, repair relationships and identify strategies to make positive choices in the future.

Consequences May Include:

- Restorative conversations.
- Reflection time during break or lunchtime.
- Reparation activities.
- Repairing damage caused where appropriate.
- Increased adult support and supervision.
- Individual behaviour support plans.
- Additional home-school communication.
- Closer partnership working with parents and carers.
- Temporary withdrawal from an activity where this supports safety, learning or regulation.
- A short-term modified timetable or programme, where appropriate and agreed with parents/carers.
- After-school detention (where appropriate and reasonable).

Where behaviour presents a significant concern, school leaders may implement additional support measures, undertake a risk assessment, review SEND provision and involve external agencies where appropriate.

Suspension

In the most serious circumstances, or where there has been a persistent breach of the school's behaviour expectations, the Headteacher may consider suspension as a last resort. Any suspension will be implemented in accordance with current statutory guidance and will take account of the school's duties under the Equality Act 2010 and SEND legislation.

The school will always seek to understand and address the underlying causes of behaviour and will work collaboratively with pupils, families and external professionals to support successful reintegration following any suspension.

11.0 Powers to Search and Confiscate Property

The school has a statutory duty to maintain a safe and secure environment for all pupils, staff and visitors. In accordance with the Education Act 1996, the Education and Inspections Act 2006, current Department for Education guidance on *Searching, Screening and Confiscation*, and Keeping Children Safe in Education (KCSIE) 2026, authorised staff may search pupils and confiscate items where it is lawful, reasonable, proportionate and necessary to do so for safeguarding, behaviour or safety reasons.

Where staff reasonably suspect that a pupil is carrying a prohibited or banned item, they will normally encourage the pupil to hand the item over voluntarily in the first instance. Staff will seek to

de-escalate situations wherever possible and will take account of the pupil's age, SEND, communication needs and individual circumstances.

Where necessary and permitted by law, authorised staff may undertake a search without consent for prohibited items.

Prohibited Items

Items that may be searched for without consent include:

- Knives or offensive weapons.
- Alcohol.
- Illegal drugs.
- Stolen items.
- Fireworks.
- Tobacco products, cigarettes, vapes, e-cigarettes and related paraphernalia.
- Pornographic images.
- Any article that has been used, or is likely to be used:
 - to commit an offence;
 - to cause personal injury to any person; or
 - to damage property.
- Any item identified by the school as a banned item within this Behaviour Policy.

Conducting Searches

Searches will be carried out by authorised members of staff in accordance with current legislation and Department for Education guidance. Staff will ensure that searches are:

- Justified and proportionate.
- Conducted respectfully and sensitively.
- Appropriate to the age and needs of the pupil.
- Recorded in line with school procedures where required.
- Reported to parents/carers when appropriate.
- Considered alongside any safeguarding concerns that arise.

Where a search reveals evidence of a safeguarding risk, criminal activity, child exploitation, harmful online activity, substance misuse or other significant concern, the matter will be referred immediately to the Designated Safeguarding Lead (DSL) and, where appropriate, external agencies.

Confiscation of Items

Any item that may compromise the safety, welfare, learning or wellbeing of members of the school community may be confiscated. Confiscated items will be stored, returned, disposed of or passed to the police in accordance with statutory guidance and school procedures.

Our priority is always to maintain a safe, supportive and secure learning environment. Searches and confiscation will be used only when necessary and as part of a wider approach that prioritises safeguarding, positive relationships and the wellbeing of all pupils.

Staff recognise that some pupils may experience difficulties with communication, social understanding, emotional regulation or anxiety. Wherever possible, searches will be conducted using a calm, supportive and trauma-informed approach, taking account of individual risk assessments, behaviour support plans and communication needs.

11.1 Powers to Search

The Headteacher and staff members authorised by them, have a statutory power to search a pupil or their possessions. This will take place where staff have reasonable grounds to suspect that the pupil may have a prohibited item (see the list below) or any other item that our school rules identify as an item that can be searched for. *See list of banned/ prohibited items above.*

11.2 Prohibited Items to be Searched for without Consent

- knives or weapons,
- alcohol or illegal drugs,
- stolen items,
- tobacco, and smoking paraphernalia,
- fireworks,
- pornographic images,
- any article that the member of staff reasonably suspects has been, or is likely to be, used:
 - i) to commit an offence,
 - ii) to cause injury to, or damage to the property of, any person (including the pupil).

Where we need to conduct a search for a prohibited item, the Headteacher will authorise this. The Headteacher can authorise the member of staff to search for specific prohibited or banned items set out in this policy. Staff will explain to the pupil what is being searched for and the reason for the search. Where the pupil does not agree to be searched, our school will consider the use of a sanction or where necessary the use of reasonable force. The use of reasonable force will differ depending on whether the member of staff is searching through possessions, e.g. a bag, or the pupil themselves.

11.3 Electronic Devices

In accordance with current legislation and Department for Education guidance, authorised staff may examine data or files on an electronic device where there is a lawful reason to do so and where it is reasonable and proportionate in the circumstances.

Where staff reasonably suspect that an electronic device contains material that may breach school rules, place a pupil or others at risk, or raise safeguarding concerns, the device may be searched in accordance with statutory guidance and school procedures.

If material is discovered that gives cause for concern, staff will follow the school's safeguarding procedures and refer the matter to the Designated Safeguarding Lead (DSL) as appropriate. This may include content relating to bullying, child-on-child abuse, exploitation, harmful online behaviour,

extremist material, illegal activity, indecent images, or the making or sharing of nudes or semi-nudes, including AI-generated images.

Staff may delete data from a device only where permitted by law and current statutory guidance. Where material may constitute evidence of a safeguarding concern or criminal offence, it will not normally be deleted and may be referred to the DSL, police or other relevant agencies as required.

The school will ensure that any examination of electronic devices is conducted lawfully, proportionately and with regard to the privacy, dignity, welfare and safeguarding of all pupils.

11.4 Following a Search

When a search for a prohibited item has been conducted, staff will notify the Designated Safeguarding Lead (DSL). Details about the search will be recorded on the safeguarding database by the person conducting the search.

Where a search for a prohibited and/ or banned items has been undertaken a **Search record** will be completed and uploaded to the safeguarding log by the person who conducted the search. **See Appendix 2 – Search Record**

Any cigarettes or e-cigarettes confiscated in school will be destroyed.

12.0 USE OF FORCE AND PHYSICAL INTERVENTION

12.1 Use of Force and Restrictive Interventions

All staff receive training in positive behaviour support, behaviour management, de-escalation strategies and, where appropriate to their role, restrictive interventions. The school is committed to using preventative and proactive approaches that minimise the need for physical intervention.

The welfare, dignity, safety and rights of pupils are central to all behaviour support practice. Staff recognise that behaviour may be a form of communication and will seek to identify and address underlying needs wherever possible.

In accordance with Section 93 of the Education and Inspections Act 2006, all members of school staff have a legal power to use reasonable force where this is necessary and proportionate. Reasonable force may be used to prevent a pupil from:

- Committing an offence.
- Causing injury to themselves or others.
- Damaging property.
- Prejudicing the maintenance of good order and discipline within the school.

The school does not encourage the routine use of force. Restrictive interventions will only be used when absolutely necessary, when other strategies have been attempted or are judged unlikely to be effective, and where the risks associated with not intervening outweigh the risks of intervention. Staff will always seek to use the least restrictive option for the shortest possible time.

Any force used must be reasonable, proportionate and necessary in the circumstances known to the member of staff at the time. The degree of force used will always be the minimum required to achieve a safe outcome.

Where reasonable force or another restrictive intervention is used, the incident will be recorded and reported in accordance with statutory requirements. Records will include details of the incident, the reasons for the intervention, any de-escalation strategies used, the duration of the intervention, and any follow-up actions required. Parents or carers will be informed in line with legal requirements and school procedures.

Following any significant incident, a review will take place to consider the circumstances, identify any lessons learned, assess whether additional support is required and ensure that future risks are minimised. Where appropriate, behaviour support plans, risk assessments and safeguarding records will also be reviewed.

The school recognises its duties under the Equality Act 2010 and SEND legislation. Decisions regarding restrictive interventions will take account of pupils' individual needs, communication profiles, disabilities, sensory differences, medical needs and any existing risk assessments or behaviour support plans

12.2 Staff Training in Use of Force

All staff at the school are fully trained in **Crisis Prevention Institute (CPI) Safety Intervention Foundation (formerly MAPA)** and have the authority to use force when reasonable. This extends to persons whom the Headteacher has given the responsibility to be in charge or in control of the pupils. Staff can also use this power when they are lawfully in charge of pupils off the school premises, e.g. on a school trip.

Following serious incidents involving the use of force, the school will speak to the parents or carers and pupils and staff will be offered a de-brief. Force will **never** be used as a punishment. Such serious incidents involving the use of force will also be recorded by the school.

See Appendix 1 - Crisis Prevention Institute (CPI) Safety Intervention Foundation (formerly MAPA)

12.3 Seclusion and Restraint

- Seclusion is a safety measure, not a disciplinary sanction, used only during high emotional or behavioural dysregulation.
- Pupils must be supervised at all times and allowed to leave once the risk subsides.
- Restraint includes both force and non-force interventions (e.g. removing an object or aid) and must be necessary and proportionate.
- Seclusion areas must not feel threatening or intimidating.

12.4 Pupils with SEND

- Individualised behaviour support plans and risk assessments are used.
- Staff work with pupils, parents, and professionals to minimise the need for restrictive interventions.

12.5 Recording and Reporting

All incidents must be recorded in writing as soon as practicable and no later than the same day, including:

- Pupil and staff names

- Date, time, location, and duration
- Reason for intervention and de-escalation attempts
- Type and degree of force
- Injuries and follow-up support
- SEND or additional needs

Parents receive written information the same day wherever possible, even when interventions form part of an agreed plan. Where appropriate, parents are invited to discuss the incident and next steps.

13.0 FEEDBACK, COMPLIMENTS AND COMPLAINTS

We welcome feedback about our school, especially when we get things right but also on the occasions, we might not do things as well as we would have intended or have liked. All feedback is considered and responded to as part of our continuous improvement cycle.

Throughout each academic year, we will ask pupils, parents/ carers and other stakeholders to provide feedback about how well we are doing.

Feedback will be gathered in many ways, including:

- in person, by telephone or email. We will have positive relationships, and regular communications will be routine,
- feedback forms provided with annual Progress Reports to parents and carers,
- requesting feedback from pupils and all attendees ahead of and after pupil Annual Review or Personal Education Plan meetings,
- pupil surveys, including through Student Council when established,
- pupil and parents Ofsted inspection-style questionnaire covering behaviour, attitudes and overall satisfaction,
- encouraging parents and carers to complete Ofsted Parent View at least annually.

We ask that staff, or the Headteacher are told about any niggles, concerns or complaints, however small so that we can do everything we can to find a resolution quickly. Please **refer to our School Complaints Procedure**, which is available on our website and from the school office upon request.

For information about how to complain or challenge a suspension, please refer to the **Suspension and Exclusion Policy**.

14.0 MONITORING AND EVALUATING BEHAVIOUR

Our school will develop effective systems for recording, reporting and monitoring data and information which will support us to review the overall culture, attitudes and behaviour in our school.

The Headteacher will work with senior leaders and key staff to analysis the data and information as part of our cycle of monitoring and evaluation. Data analysis will include a breakdown by protected characteristic, using findings to inform policy and practice to support us in ensuring we meet our duties under the Equality Act 2010.

Outcomes of analyses will inform the school self-review cycle. We will provide reports regularly for the Proprietor and those responsible for school governance, which will include reporting on behaviour culture, with a data break down, analysis and commentary on:

- attendance,
- behaviour incident data, including on removal from the classroom,
- suspension and permanent exclusion,
- incidents of searching, screening and confiscation,
- anonymous surveys for staff, pupils, the Proprietor and other stakeholders about their perceptions and experiences of the school behaviour culture.

15.0 Legislation, Guidance and References

This policy should be read alongside the following legislation, statutory guidance and school policies:

Legislation

- The Education Act 1996.
- The Education and Inspections Act 2006.
- The Equality Act 2010.
- The Children Act 1989.
- The Children Act 2004.
- The Education (Independent School Standards) Regulations 2014.
- The Schools (Specification and Disposal of Articles) Regulations 2012.
- The Schools (Recording and Reporting of Seclusion and Restraint) (No. 2) (England) Regulations 2025.

Statutory Guidance

- Keeping Children Safe in Education (KCSIE) 2026.
- Working Together to Safeguard Children.
- Behaviour in Schools: Advice for Headteachers and School Staff.
- Suspension and Permanent Exclusion Guidance.
- Searching, Screening and Confiscation: Advice for Schools.
- Restrictive Interventions, Including the Use of Reasonable Force, in Schools (effective from 1 April 2026).
- SEND Code of Practice: 0 to 25 Years.

Non-Statutory Guidance and Professional Resources

- Positive Environments Where Children Can Flourish.
- When to Call the Police: Guidance for Schools and Colleges.

- Local Authority safeguarding procedures and protocols.

Related School Policies

- Safeguarding and Child Protection Policy.
- Online Safety Policy.
- Anti-Bullying Policy.
- SEND Policy.
- Health and Safety Policy.
- Exclusions Policy.
- Physical Intervention and Restrictive Practice Policy (if separate).
- Staff Code of Conduct.

16.0 APPENDICES

Appendix 1: Crisis Prevention Institute (CPI) Safety Intervention Foundation (formerly MAPA)

Appendix 2: Search Record

Appendix 3: CPI Incident Report Form

APPENDIX 1: Crisis Prevention Institute (CPI) Safety Intervention Foundation (formerly MAPA)

The Crisis Prevention Institute (CPI) training provides BILD* accredited the de-escalation techniques and person-centred behaviour management strategies you need to create a safe and caring work environment.

CPI Safety Intervention training ensures our staff team are trained in prevention and de-escalation skills, as well as non-restrictive and restrictive interventions. This helps our team to prevent and/ intervene to make safe a crisis situation, and thus keep everyone safe.

Staff are trained in:

- Verbal Intervention: a programme of preventative approaches,
- Safety Intervention: a programme of interventions, disengagements and holding skills.

Our staff team are highly skilled at quickly building positive relationships with pupils and identifying when something is not quite right. Staff use positive communication and verbal intervention to support pupils to engage positively and this is successful for the majority of the time.

Occasionally, our pupils may present a behavioural crisis which might place themselves, other pupils or staff at risk or injury. Our staff team are trained to manage a behavioural crisis effectively by focusing on the least-restrictive physical intervention to ensure the care, welfare, safety and security of those we support.

The training supports staff to:

- work in a trauma informed way,
- improve relational approaches,
- work as a team to set a positive culture for behaviour,
- prevent pupil behaviours from escalating,
- intervene appropriately.

Ultimately, the training is effective in supporting staff to improve safety, reduce risk and ensure the well-being of those in our care.

Do contact us to find out more about our training, and see here:

<https://www.crisisprevention.com/en-GB/sectors/education/>

**BILD Association of Certified Training certifies that our organisation has demonstrated that our training complies with the Restraint Reduction Network Training Standards.*

APPENDIX 2: Search Record

Search record – to be completed electronically and attached to the appropriate safeguarding entry on the database.

RECORD OF A SEARCH <i>This form must be completed by the person who conducted the search</i>		
Maple School		
Name of pupil:		Date of Birth:
Date of search:		Time of search:
Location of the search:		
Name and role of person conducting search:		
Names of any other adults present:		Names of any other pupils present:
Prohibited or banned items to be searched for: <i>please select:</i> Knives Other weapons/ items which could be used to cause injury to self, others or damage to property – <i>Specify type of weapon/ implement</i> Alcohol Illegal drugs Stolen items Tobacco or cigarette papers Fireworks Psychoactive substances E-cigarettes, matches, lighters or smoking paraphernalia Vapes and vape liquids Racist or homophobic or misogynistic or sexist material Pornographic images or material Any items that could be used for gambling purposes, including mobile phones or mobile devices		
Did the pupil agree to the search?	YES	NO
If no, was reasonable force used to search?	YES	NO
The reason for the search:		
Did the Headteacher give permission for the search?	YES	NO

Was a prohibited item found?	YES	NO
If yes, state what was found:		
Follow up action taken as a consequence of the search:		
Have parents/ carers been made aware of the search?		
YES	NO	
How were they made aware?		
Time and Date:		
Name of DSL/ DDSL the search was reported to:		
Date reported DSL/ DDSL:		Time:
Signed:		Print Name:
Date:		Time:

APPENDIX 3: Incident Report Form

CPI Incident Report form

Details	
Pupil:	
Date of incident:	
Time of incident:	
Length of incident:	
Staff involved and/or present:	
Behaviour presented:	
Other:	
Severity of incident:	

Description of incident:	
Brief Details	
- Incident build up - Incident - End of the incident	
Triggers identified:	

Physical intervention	
Type of hold	
Length of restraint	

People informed	Method	Date and Time
Head of Education		
Head teacher		
Six		
Class teacher		
Parents/family		
Emergency services		

Document last modified: 1h ago

Follow up	
Any injuries?	
Body Map	
Details of injury	
Medical assistance been offered?	

Debrief (COPING approach)	
Control (Professional judgement made by Key Adult) • Is the pupil under control of their emotions and reactions? • Are they ready to talk about the incident? • If so, they are ready to talk. This can take minutes, hours Orient (Key Adult) • Ask them what happened from their point of view, do not provide your input, this is their time to talk. Reflect (Debrief/Pastoral lead) • Review previous Risk Management Plans, Arbor, One Page Profiles and log this incident. • Are there triggers? Signs? Same behaviour in same situations? Investigate (Debrief/Pastoral lead) • What are trends and patterns? • Investigate other alternatives for behaviour Negotiate (Key Adult) • Go through the school's values, and ethos (kind hands, words and feet) verbal or written. • Determine appropriate approaches for behaviour. • Make agreements about future responses. Give • Give support to the pupil – "I know you can do this" and "we want you to be here"	

Actions: Risk Management Plans updated: One Page Profile Updated: Other:	
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Headteachers Evaluation	
Reviewed by:	
Signature:	
Date:	