

Behaviour Incident Recording

- All behaviour incidents should be logged as soon as possible (lunch/end of the day) using CPOMs. Incident logs are not for low level disruption unless it is on-going
- **All incidents** should include the action(s) already taken by the class team
- **All incidents should include alerts to other relevant staff eg, Teacher, TA**
- **Incidents MUST be reported verbally where immediate action may be required**
- A witness statement may need to be completed and uploaded to CPOMs
- All incidents are monitored by the Leadership Team and further actions will be added as required

SENCO

The SENCO can help you work with identified children to support them to develop self-esteem, confidence, social skills, different ways to manage their feelings and also effective behaviour for learning, including listening skills and concentration.

1. Internal referral for SENCO
2. Boxall profile completed by class teacher
3. Risk assessment and Positive Handling Plan completed by class teacher and SENCO, **these must be agreed with parents and uploaded to CPOMs**
4. Individual behaviour reports, visual timetable and reward chart should be used as required
5. Intervention work should be carried out and logged on CPOMs with the class teacher & TA alerted
6. Support should be regularly reviewed to ensure it is having a positive impact



Oasis Academy Aspinal Exclusion Procedure (See DfE exclusions booklet)

The decision to exclude a pupil must be lawful, reasonable and fair. We will give particular consideration to the fair treatment of pupils from groups who are vulnerable to exclusion. A pupil may be excluded for one or more fixed periods (up to a maximum of 45 school days in a single academic year) or permanently.

Principal/Assistant Principal to:

1. Review behaviour incident on CPOMs – child voice, all adults heard, witness statements needed?
2. Update incident categories – exclusion types
3. Add action for how child and parent are informed
4. Alert staff members including class teacher, Pauline, Alison, Halys (input to SIMS using code E, send weekly sims update to LA)
5. Complete the exclusion letter & upload, get a work pack ready and as applicable arrange an alternative educational placement from day 6
6. Add to planner – reintegration meeting
7. How many days has the child already been excluded for? If more than 15 days in a term arrange Academy Council review meeting and inform the LA
8. Log reintegration meeting upon return
9. Tag any other agencies to be involved

A report will be produced for the Academy Council each half term summarising the exclusions for that term.

The Academy Council Chair & Local Authority will be informed of:

- a permanent exclusion (including where a fixed period exclusion is made permanent)
- exclusions which would result in the pupil being excluded for more than fifteen school days (or more than ten lunchtimes) in a term
- exclusions which would result in the pupil missing a public examination or national curriculum test