

## Appendix B

### **Child on Child Abuse**

#### *Context*

It is essential that all our staff understand the importance of challenging inappropriate behaviours between peers, many of which are listed below. Research suggests that downplaying certain behaviours has become normalised amongst young people, for example dismissing sexual harassment as “just banter”, “just having a laugh”, “part of growing up” or “boys being boys” can lead to a culture of normalizing unacceptable behaviours, an unsafe environment for children and in worst case scenarios a culture that normalises abuse leading to children accepting it as normal and not coming forward to report it. (KCSIE 24).

At St Antony’s Roman Catholic School staff who work with children are advised to maintain an attitude of ‘it could happen here’ where safeguarding is concerned. When concerned about the welfare of a child, staff should always act in the best interests of the child.

#### **Expected staff action**

Staff should consider the seriousness of the case and make a quick decision whether to inform the Designated Safeguarding Lead immediately before taking any further in-school actions.

All incidents of reported child on child abuse are to be sent to the [antibullying@st-antonys.com](mailto:antibullying@st-antonys.com) where they will be logged and actioned at the appropriate intervention stage for both the perpetrator and victim. Staff are expected to report all incidents as set out in the agreed format below ensuring full details are recorded in all sections;

- Who: Identify the victim and the perpetrator
- What: An explanation of what happened
- When: The time, date and place of incident that occurred
- Outcome: What actions the staff member has taken to resolve the situation and whether any escalation to another staff member was required.

#### **Informing parents/carers**

Staff are expected to communicate all incidents of child on child incidents to parents and carers in a timely manner explaining sanctions issued and support offered.

## Consequence system

A Consequence System is in place to deal with behaviour within the classroom and corridors which is considered unacceptable and is preventing learning and teaching taking place. In addition, any anti-social or dangerous behaviour outside of the classroom will also be sanctioned. All staff will communicate the reasons to students where possible to do so. Staff understand the importance of consistency in the application of rules for students and will always look to operate in as consistent a manner as is possible. If a student's behaviour needs correcting, staff will use positive de-escalation techniques to remind students of expectations so students have the opportunity to move on positively before the consequence system is applied. If a student is sanctioned, the member of staff issuing the sanction will hold a restorative conversation with the student to allow the student to reflect on their behaviour and correct appropriately moving forwards.

Behaviour Level	Type of Behaviour
<p><b>C1 - warning</b> <i>Teacher's own discretion</i></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Disrupting the learning of others</li> <li><input type="checkbox"/> Persistent talking</li> <li><input type="checkbox"/> Poor work rate</li> <li><input type="checkbox"/> Eating/chewing</li> <li><input type="checkbox"/> Answering back</li> <li><input type="checkbox"/> Inappropriate comment/language</li> <li><input type="checkbox"/> Failure to follow staff instructions</li> <li><input type="checkbox"/> <b>Not given for arriving late to lessons or missing homework</b></li> </ul>
<p><b>C2</b> 15-minute teacher detention (<i>break or lunch</i>)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> If C1 behaviour continues</li> <li><input type="checkbox"/> <b>C2 H</b> – students who have not completed homework</li> </ul>
<p><b>C3</b> 30-minute after school detention (Centralised Detention)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> If C1 and C2 behaviour continues within the lesson</li> <li><input type="checkbox"/> Lack of effort in lesson</li> <li><input type="checkbox"/> Dangerous behaviour</li> </ul>
<p><b>C3 – L</b> 30-minute after school detention (Centralised Detention)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> If a student arrives late to lesson or school</li> <li><input type="checkbox"/> 2 C3-Ls in one day results in 1-hour detention after school</li> </ul>
<p><b>C3 – H</b> 30-minute after school detention (Centralised Detention)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> If a student fails to attend C2 H</li> </ul>
<p><b>C3-P</b> 30-minute after school detention (Centralised Detention)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Poor behaviour on the corridors</li> <li><input type="checkbox"/> Poor behaviour at social times</li> <li><input type="checkbox"/> Repeated concerns regarding uniform</li> <li><input type="checkbox"/> Refusal to follow the one-way system</li> </ul>
<p><b>C4</b> 60-minute after school detention (Centralised Detention)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Failure to attend C3 the previous day</li> <li><input type="checkbox"/> Poor behaviour in the C3</li> <li><input type="checkbox"/> Failure to complete reflection task during C3 detention</li> <li><input type="checkbox"/> 2 C3 detentions given in the same day</li> <li><input type="checkbox"/> Walking out of a lesson – extreme defiance</li> </ul>

<p style="text-align: center;"><b>C5</b> 90-minute detention (<i>SLT-Tue</i>)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Truancy of any form</li> <li><input type="checkbox"/> Vandalism</li> <li><input type="checkbox"/> Any other incident at the discretion of SLT</li> </ul>
<p style="text-align: center;"><b>Reflection</b> (<i>Part or full day</i>)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Refusal to follow instructions as a result of a removal from lesson</li> <li><input type="checkbox"/> Refusal to hand over electronic device</li> <li><input type="checkbox"/> Refusal to hand over/remove make-up/jewellery</li> <li><input type="checkbox"/> Refusal to correct uniform</li> <li><input type="checkbox"/> Extremely dangerous behaviour</li> <li><input type="checkbox"/> Any form of inappropriate physical contact</li> <li><input type="checkbox"/> 2 x C5s in 1 week</li> </ul>

## Appendix D

### Uniform

The wearing of full school uniform is expected as an integral part of the school ethos which promotes positive attitudes, high standards and a sense of personal pride.

Students are expected to look neat, tidy and business like at all times. Uniform should be clean and repaired or replaced if necessary; we welcome parental support in ensuring that students adhere to this expectation.

### Uniform Expectations

- White regulation school shirt worn with the top button closed and a St. Antony's Roman Catholic school red and blue striped tie with a minimum of five visible stripes
- Royal blue St. Antony's pullover or cardigan (optional)
- A St. Antony's emblazoned black school blazer
- Grey fully pleated skirt or black school trousers. Skirts must be knee length and not rolled up. Trousers must be straight or boot cut and be of business attire (Leggings are not permitted)
- Black conventional school shoes with **no sports brands**
- Plain black tights or black ankle socks. White socks may be worn with trousers.
- Full St Antony's PE kit to be brought to school on all days where PE is timetabled regardless of whether a child has a note excusing them from practical activity.

If students arrive in school without suitable school shoes they will be required to change into a pair provided by school unless they have a medical note from a doctor. Refusal to do so may lead to Internal Reflection or a fixed term suspension.

Outdoor coats / jackets / scarves / gloves must not be worn inside the school buildings or in classrooms.

Students must not wear hats or hoods on the school site. Items worn in the building will be confiscated by members of staff and returned at the end of the day. Repeated violations of this rule may increase the period of confiscation and require parental or carer collection of items.

Sweatshirts or hooded tops of any description are not permitted to be worn on the school site underneath or on top of blazers. All extra items of clothing will be confiscated immediately and returned to students at the end of the day. Refusal to part with items could result in a period of time in Reflection and in extreme cases of defiance, a potential fixed term suspension.

In order to maintain high standards of appearance within school, all students will be expected to wear their uniform appropriately at all times. This includes, but is not limited to having shirts tucked in, ties worn up to the top button and their blazers on at all times (other than lunch time) unless instructed to remove them by a member of staff. Students who fail to adhere to this will be issued a "C3P detention". The staff member will inform the student of this. If a student accrues a "C3P detention" they will be expected to attend the detention at the end of the day. Failure to attend will result in further sanctions. Pastoral detentions may also be issued for inappropriate behaviours outside of the classroom.

### Transition between lessons

St Antony's adopts a strict "at the door in four" approach to ensuring a smooth start to lessons free from disruption. Students are expected to transition between lessons and social time in a calm, orderly manner respecting the one-way system of the school. Students who arrive past the four-minute period without a reason deemed appropriate by the classroom teacher will be issued with a C3L detention for the same evening.

### Hairstyles

Fashions evolve over time and we remain aware of changes in trends however extreme hairstyles are not permitted. The school is the arbiter of what is considered "extreme". If in doubt please contact the school.

Hair which has been dyed beyond what is deemed to be a natural hair colour is not acceptable and no patterns are permitted.

## **Jewellery/Makeup**

Earrings are not permitted and will be confiscated if worn in the school building.

Visible tattoos are not acceptable.

Students are not allowed to wear any visible body piercings. This includes nose studs, tongue studs or any facial piercings. Clear retainers are not permitted and also piercings should be undertaken in the summer term break. All jewellery will be confiscated and returned as appropriate. Refusal to hand over items will be seen as defiance and may result in internal Reflection or in repetitive cases sanctions up to, and including, fixed term suspension.

Students are not allowed to cover piercings with a plaster.

Face makeup is not allowed; if make-up is brought into school it will be confiscated and must be collected by a parent.

Nail varnish and/or fake nails are not allowed. Students will be asked to remove these.

Students wearing make-up will be asked to remove it; persistent offenders may be sent to Reflection or escalated further within the school's sanction systems.

Students who fail to follow the appearance regulations of the school may be placed in Reflection or face more significant sanctions such as a fixed term suspension for persistent defiance.

## **Selling items in school**

The selling of items for financial gain or coercion of others to create financial gain is prohibited both in and outside school. Students who are identified as selling items to other students will be subjected to search. Any items that are identified as having the potential to be sold, will be confiscated and disposed of by the Headteacher as is deemed appropriate. The sanction for this action in the first instance will be internal Reflection. Further breaches of the school's behaviour policy in this area may result in a period Reflection or a more significant sanction such as a fixed term suspension for persistent defiance.

## **Smoking / Vaping**

St Antony's is a 'smoke / vape-free' site. Students in possession of cigarettes, vapes, e-cigarettes, shisha pens, matches or lighters will have these confiscated and destroyed, their parents will be informed. Incidents involving any of the items listed may result in a period in the Reflection room or a fixed term suspension for persistent defiance of school rules. Students found to be smoking / vaping in the vicinity of school or whilst in uniform may also be sanctioned.

## **Alcohol**

The possession, supply or use, or being under the influence of alcohol and /or other substances (such as solvents) on the school site, on the way to and from school, or on trips, sports' fixtures, residential visits and any other off-site school-organised activity is totally unacceptable and illegal.

Students in the possession of, or under the influence of, alcohol will be referred to a member of the Senior Leadership Team. The alcohol will be confiscated and destroyed and parents / carers immediately informed and required to collect students on medical grounds. Sanctions may include a period of time in Reflection, fixed term suspension or permanent exclusion.

## **Prohibited items/products**

Energy drinks, both carbonated and non-carbonated, are not permitted on the school premises due to the negative effects on learning. Energy drinks include all products that are designed to also improve sports performance and are identified as having a high sugar and or caffeine content. For example, Lucozade, Red Bull, Monster and all other similar products. If a student is witnessed by a staff member in possession of these products they will be confiscated by the staff member and will be disposed of.

## **Drugs**

The school regards the issue of illegal drugs as being extremely serious and is determined to do all in its power to ensure that the school is a 'drug-free zone'.

All drug-related incidents will be investigated, with the assistance of the police if necessary. Any student in possession of illegal drugs/illegal substances may be referred to the police.

Appropriate sanctions will be decided upon by the Headteacher and could include permanent exclusion.

Consequently, students **MAY BE PERMANENTLY EXCLUDED** if they are involved in any drug related incidents.

Definition 1: 'Drug related incidents' include:

- Being in possession of any amount of illegal drugs
- Selling or passing of illegal drugs to others
- Using illegal drugs

Definition 2: Drugs means illegal drugs or controlled drugs. This also includes drugs known as 'legal highs'.

#### *Prescribed Drugs*

The school regards the carrying, passing on or using of prescription drugs illegitimately as a very serious matter and this could lead to permanent exclusion.

#### *Non-Prescription Drugs*

Some drugs which are available 'over the counter' to the general public can be harmful if misused. Paracetamol and aspirin are examples of such drugs. Students should not carry these into school. Any misuse of these drugs could lead to permanent exclusion. Any student who is found to have been under the influence of illegal drugs or in possession of illegal drugs will be subject to a mandatory referral to Early Break who provide support for young people with drug problems.

#### **Mobile Phones / Devices**

Students are not permitted to use mobile phones / smart watches or other electronic devices anywhere on the school site at all times of the day. This procedure also applies to all forms of electrical listening devices including earphones, airpods, smartwatches, iPods etc. Staff should endeavour to use the phrase, "See it. Hear it, use it, lose it" In order to create a whole school consistent approach.

The school will adopt of phased approach to the immediate confiscation of all electronic devices, with sanctions increasing severity should students continue to be found using their mobile phone inappropriately whilst on the school premises.

#### **Verbal / physical abuse of adults**

Students should treat all adults with respect at all times. They are expected to follow all instructions given by adults who work at St Antony's. Threatening behaviour or physical abuse by pupils towards adults is never acceptable. All adults who work at St Antony's have the right to be safe and feel safe. If a student is physically abusive or is threatening towards an adult who works at St Antony's (this includes making threats about their family, friends or possessions) then behaviour of this nature will be considered very serious and could result in the student being issued a very significant sanction – which includes the possibility of permanent exclusion.

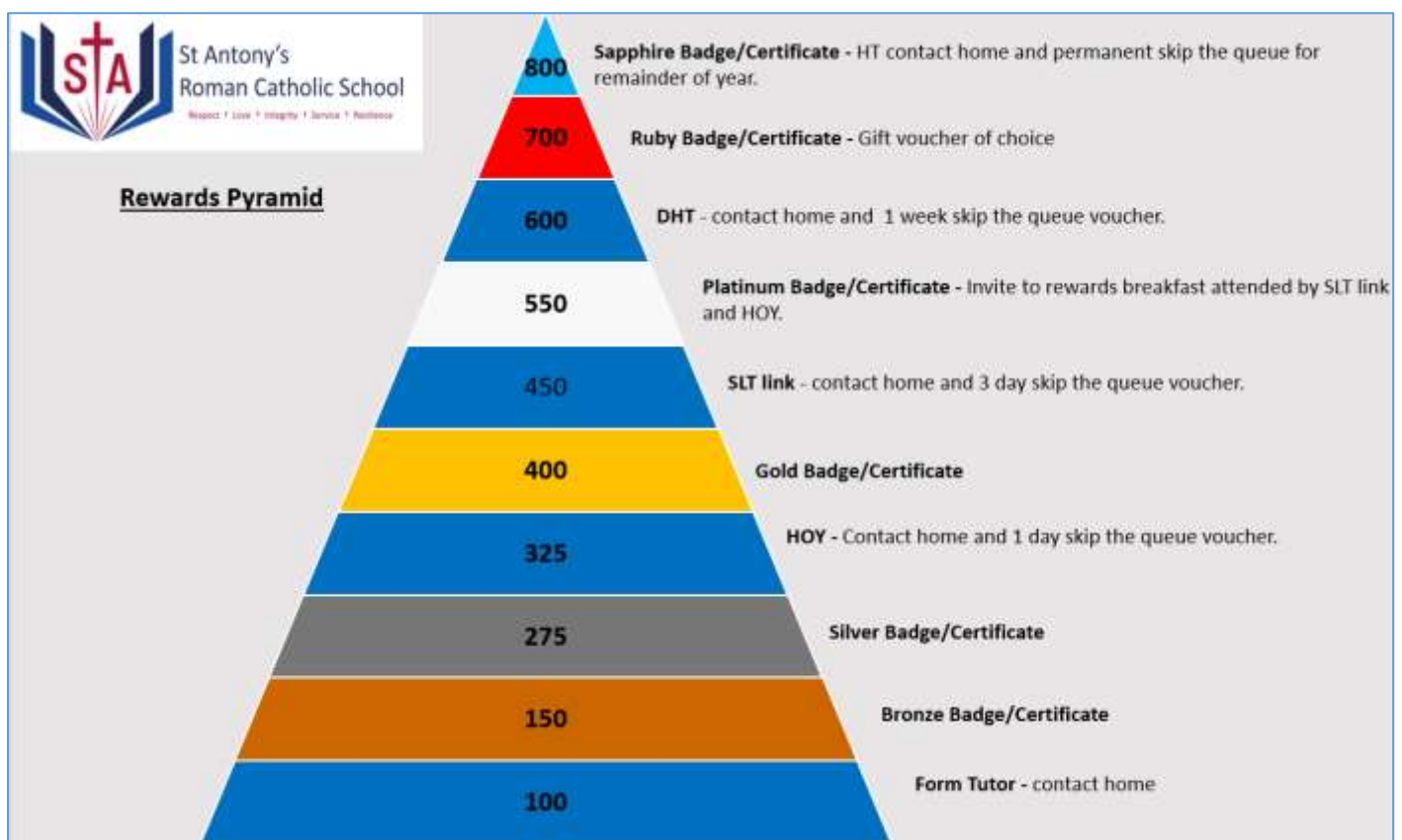
## Rewards Strategy

Rewards are essential for recognising and promoting good behaviour or improving behaviour. Rewards reinforce and sustain good behaviour and encourage other students to behave well. They are an integral part of teaching and learning and are used to motivate students to constantly strive for improvement both academically and pastorally.

There are many ways in which students at St Antony's are rewarded and many reasons behind such rewards.

Rewards include:

Achievement points. These can be issued by all teaching and non-teaching staff for displaying positive behaviours such as excellent effort throughout a lesson, excellent homework, excellent achievement, reading books, helping others, being a good role model, representing the school and attending period 6. Achievement points contribute towards further rewards such as badges, certificates and rewards trips. See current thresholds in the pyramid below.



Other rewards incentives include but are not limited to:

- Rewards for excellent or improved attendance
- Staff recognition in the form of phone calls, letters and postcards
- Recognition of effort and progress following assessments
- Half termly year group rewards assemblies to recognise positivity and contribution to our school community

## Search Proforma



## Safeguarding - Student Search Log

Student Details			
Surname	Forename	Form	Gender
			<input type="checkbox"/> Male <input type="checkbox"/> Female

Search Conducted by			
Surname	Forename	Position	Gender
			<input type="checkbox"/> Male <input type="checkbox"/> Female

Search Witnessed by			
Surname	Forename	Position	Gender
			<input type="checkbox"/> Male <input type="checkbox"/> Female

Search Details	
<b>Reason for search</b>	
<b>Objection to search</b>	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Type of Search</b>	
<input type="checkbox"/> Bag	<input type="checkbox"/> Locker
<input type="checkbox"/> Self-led	<input type="checkbox"/> Staff-led
<input type="checkbox"/> Uniform	<input type="checkbox"/> Other

Parent(s)/Carer(s) informed	
<input type="checkbox"/> Yes, Before	
<input type="checkbox"/> Yes, After	
<input type="checkbox"/> No (Explain right)	

Bradfield Road, Urmston, Manchester M41 9PD  
 Tel: 0161 911 8001 Email: stantony.admin@trafford.gov.uk



Website: st-antony.com  
 Headteacher: Mr Anthony Campbell







St Antony's  
Roman Catholic School

Respect • Love • Integrity • Service • Resilience

### Outcome of search

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### Item(s) removed

No  Yes  Confiscated  Seized

### Details of items removed

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### Consequences & Further Action(s)

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**Signed**

**Date**

Click or tap to enter a date.

Bradfield Road, Urmston, Manchester M41 9PD  
Tel: 0161 911 8001 Email: stantony.admin@trafford.gov.uk

Website: st-antony.com

Headteacher: Mr Anthony Campbell