



'Five Rivers is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment'

Behaviour Support Policy Appendix

Willow Haven Centre

Policy Owner	Headteacher
Authoriser	Head of Education
Date of Original Issue	19/01/2025
Date of Last Review	01/09/2026
Date of Next Review	01/09/2027
Version	V1

© Five Rivers Child Care Limited 2019, All Rights Reserved.

The content of this policy is protected by the copyright laws of England and Wales and by international laws and conventions. No content from this policy may be copied, reproduced or revised without the prior written consent of Five Rivers Child Care Limited. Copies of content may be saved and/or printed for use in relation to the business and affairs of the Company only.

Table of Contents

Table of Contents	2
1. Policy	3
1.1 Policy Statement	3
1.2 Terms and Definitions.....	3
1.3 Data Protection.....	3
1.4 Disclosure of Information	3
2. 2. Willow Haven Centre Rules & Values:	4
3. 3. Procedures Willow Haven Centre	4
3.1 Rewards.....	4
3.2 Points Reward System	5
4. 4. Our Response to Behaviour	6
5. 5. Pupil Support Systems.....	10
6. 6. Debriefs and Repair Meeting.....	10
6.1 Fixed Term Exclusion	10
6.2 Reasons for a Pause & Reset (FTE).....	11
6.3 Procedure for a Pause & Reset (FTE)	11
6.4 Reintegration Meeting.....	12
6.5 Permanent Exclusion.....	13

1. Policy

1.1 Policy Statement

This details the school specific processes for behaviour at Willow Haven Centre.
This includes rewards and our response to behaviour.

1.2 Terms and Definitions

The below table sets out a number of terms and definitions used within this document:

Term	Definition
Nil	

1.3 Data Protection

The Five Rivers Group supports the objectives of the United Kingdom General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA 2018) and other legislation relating to Data Processing, including the Human Rights Act 1998, the Safeguarding of Vulnerable Groups Act 2006 and the regulations that underpin our services. The Five Rivers Group has a statutory obligation to process personal data in accordance with the provisions of the United Kingdom General Data Protection Regulation (UKGDPR) and the Data Protection Act 2018.

Every member of The Five Rivers Group has an obligation to ensure that the information they process (use) is collected, maintained and disclosed in accordance with the United Kingdom General Data Protection Regulation (UKGDPR), the Data Protection Act 2018, the Five Rivers Group Data Protection Policy and The Five Rivers Group Data Retention Policy.

1.4 Disclosure of Information

It is a criminal offence for a person to knowingly or recklessly sell, disclose or retain personal information outside of the Five Rivers Group under section 170 DPA 2018 without a legitimate purpose and legal basis. The Five Rivers Group considers these actions unauthorised and will take all necessary action to ensure personal data is not disclosed, retained or sold without a valid legal reason including referral to the criminal investigations team of the information commissioner's office (CRIT ICO).

2. Willow Haven Centre Rules & Values:

Staff at Willow Haven Centre support pupils to understand our three key rules. These rules are integral to day-to-day communication around behaviour.



These are supported by our school values.

Flourish- We provide each pupil with the correct tools to

flourish with their own development **Guidance-** We

challenge opinions and guide behaviours.

Stability- We are consistent and provide a nurturing base.

3. Procedures Willow Haven Centre

3.1 Rewards

Our school has its own system of rewards that fall within the values identified within Willow View's whole school behaviour policy; rewards will be reviewed regularly to ensure they are valued and relevant to pupils.

Our rewards include:

- Verbal praise
- Pencil targets with points system to earn enrichment activities weekly.
- Phone calls home
- Letters or praise postcards
- Personalised responsibilities/privileges
- 1:1 time
- Reward trips
- Putting good work on display in classrooms and offices
- Celebrations
- Chance to pick an item from the celebration tray

3.2 Points Reward System

We reward and incentivise good behaviour on a daily basis through our pencil points reward system. We set parameters for good behaviours in and out of the school environment, completion of set work and tasks and outstanding achievement. When parameters are met and/or exceeded points are awarded which translate to rewards.

Our parameters centre around our school rules and values which pupils are scored against during each session. This will be reviewed based on the individual's needs and personalised targets that they have.

Each lesson has 4 targets and pencil points are awarded at the end of each lesson. There is the chance to earn an additional bonus point for each lesson. Targets should also be reviewed at the end of the lesson and praise should always be an element of every lesson. At Willow Haven Centre we always highlight the positives with a no shame approach if a pupil does not achieve their pencil point always use positive language to explain why and what they need to do to improve the targets should be working towards supporting the child's learning and lowering the boundaries.

We as educators should ensure we are supporting the child to achieve the targets set no behaviour management strategies used should be punitive this is not tolerated; we encourage the use of natural consequence this can be at the staff members discretion although for more severe consequences SLT must make this decision.

Pencil points are accumulated each day to earn the weeks enrichment bronze silver and gold. Bronze is an onsite enrichment such as craft activities etc Silver is an offsite enrichment decided by the child. Gold is an offsite enrichment with an added bonus such as a milkshake or drink at the venue. Pencil targets are based around the participation to the lesson such as:

- Attendance within the lesson
- Attitude towards learning
- Effort within the session
- Engagement within the session
- Calm, receptive, settled - good frame of mind for learning
- Listening to peers
- Communication with peers
- Communication with staff
- Respectful of environment
- Respectful of self
- Listening within the lesson
- Polite language

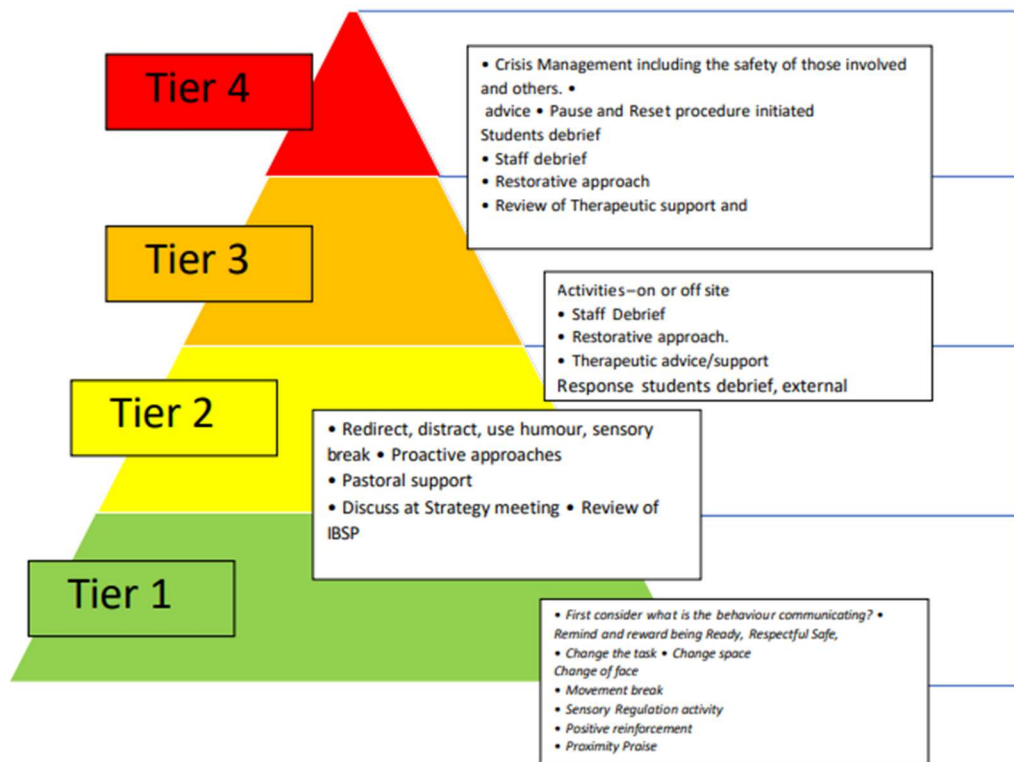
- Following of instructions
- Following of the rules
- Personal space
- Behaviour within the session
- Behaviour towards staff/peers/environment (keeping themselves and others safe)
- Entering and leaving in a safe manner
- Leaving the room may also constitute showing safety if this is part of an agreed plan for this pupil
- Recognition of going above and beyond
- Doing the best you can do
- Sustained effort to achieve goals
- Completing all tasks set
- This can focus on behaviour and attitudes as well as other specific learning outcomes.

Ad hoc opportunities to receive a prize from the celebration tray can also be earned. This could be for exceptional manners, being helpful, setting a good example to others or could also focus on a reflection from the previous session. E.g. a pupil that has struggled to attend a session may receive this reward as they have for the first time remained within the session and engaged.

4. Our Response to Behaviour

'Any consequences used to address poor behaviour should be restorative in nature, to help children recognise the impact of their behaviour on themselves, other children, the staff caring for them and the wider community.'

Our response to behaviour uses a tiered process to support pupils in understanding their behaviour and the impact of this.



LEVEL	TIER 1
Behaviours observed	Low level behaviours E.g. Refusal, repetitive conversational swearing, disruptive behaviour in the classroom, off task, not following instructions and mood changes.
Response	First consider what the behaviour is communicating? Remind and reward, being ready, respectful, safe Change task Change space Change of face Sensory regulation activity Positive reinforcement Proximity praise
Actions and reporting - where, who, when	Discuss at strategy meeting pupil log - daily Reward system for Ready, Respectful, Safe

LEVEL	TIER 2
Behaviours observed	E.g. minor damages (classroom resources, destruction of displays), repeated refusal of learning or instructions, leaving the classroom, throwing objects, bullying.
Response	Redirect, distract, use humor, sensory break Proactive approaches Pastoral support Discuss at strategy meeting Review of IBSP
Actions and reporting - where, who, when	pupil log - daily Individual behaviour support plan - updated Tutor to communicate with relevant parties in school

LEVEL	TIER 3
Behaviours observed	E.g. Directed verbal or physical aggression, threatening use or possession of unsafe paraphernalia (Drugs/Smoking/Weapons), suicidal intention, evidence of self-injurious behaviour, absconding from school. Persistent bullying.
Response	Response - student debrief, external reflection space, Regulation activities - on or off site Staff debrief Restorative approach Therapeutic advice/ support
Actions and reporting - where, who, when	RACC MEETING AMBER FLAG MEETING Clearance record Pause and reset Inform parents/carers/key professionals without delay before the end of the school day. SLT or headteacher to communicate with relevant parties. review of therapeutic support Update risk assessment and IBSP SEND review Alternative provision e.g. 1ACE
LEVEL	TIER 4
Behaviours observed	High level behaviours E.g. Directed violent or abusive behaviours towards another person. Use of weapons towards another person. Self harm, Suicidal behaviours Safeguarding Absconding and missing from school
Response	Crisis management including the safety of those and others involved. Student debrief Staff debrief, Restorative approach Review of Therapeutic support and advice, Pause and reset procedure initiated
Actions and reporting - where, who, when	RED FLAG MEETING Clearcare record, informing parents/carers/ key professionals without delay before the end of the school day. Headteacher to communicate with relevant parties. Follow pause and reset procedure Emergency annual review and review of placement Reintegration meeting and plan with parents/carers, local authority, SEND authority and key staff (in 48 hours) Update risk assessment and IBSP

5. Pupil Support Systems

All our pupils are individuals which we respect and value. Each pupil will present with different behaviours and respond differently to particular strategies. We are committed to tailoring our support to pupils' needs by:

- Assessing pupil needs and behaviours
- Using our tiered system to create actions for reporting and recording
- Developing Individual Education Plans for all pupils
- Identifying strategies which have a positive impact
- Tracking progress that pupils make with behaviour
- Rewarding and celebrating progress
- Engaging parents/carers and commissioning school in plans to improve behaviour
- Daily pupils focused strategy meetings which inform pupils risk assessments and individual plans.
- Hold internal Referral And Complex Case meetings (RACC) to discuss the next steps of support for individuals

6. Debriefs and Repair Meeting

Following an incident all pupils will be supported through a de-brief and repair process. This will usually be led by the class teacher/ Tutor but may include other members of staff as required. A meeting may also be delayed if a child is upset or distressed until a more appropriate time. Staff members are encouraged to use proactive approaches to help support this. During the meeting it is important that the staff member validates what the pupil has experienced and helps to link cause and effect. This is an opportunity for both the adult and pupils to reflect.

Staff should attune to the pupils' experience during these meetings and reflect upon the behaviour displayed.

6.1 Fixed Term Exclusion

We know that learning and development take place more effectively and rapidly when students are in school. However, on rare occasions, Willow Haven Centre's intervention strategies may have a limited impact on the child's ability to self-regulate and be safe within the learning environment. At this point, decisions are made regarding the wider aspect of the child's educational experience, and the Head Teacher may make the decision to issue an exclusion to enable the relevant services to come-together to review the provision in the best interests of the child. Fixed Term Exclusion (FTE) Pause & Reset

We are considerate of the prior experiences of our students here at the Willow View School many of whom have negative experiences of school and may have previously experienced fixed term or permanent exclusion. We understand that exclusions and the language around exclusions can have a detrimental effect on the young person and potentially their parent/carer. In order to remain therapeutic and supportive of our student's journey, we have opted not to use the terminology of exclusion here at Willow Haven Centre.

We do however recognise that there will remain times in which it is in the best interests of the student to have a short period of time away from school, in such cases we will focus on a student centred 'Pause and Reset'. As the technical term for this process remains a Fixed Term Exclusion (FTE), we have an obligation to ensure that these 'Pause and Reset' periods are documented as such.

6.2 Reasons for a Pause & Reset (FTE)

Keeping everyone in school safe sometimes means that a student will need to be removed from a situation or have time away from school. We use fixed-term exclusion only as a last resort. Sometimes this is the only suitable response available to a Head Teacher if all other internal strategies and approaches in our Behaviour Policy have been exhausted or will not be appropriate. A decision to issue a Pause and Reset (FTE) will usually be taken if allowing a student to remain in school would:

- cause serious harm to the health, safety or welfare of others in the school.
- cause serious harm to the education of the student or others within the school.

The following examples of unacceptable or dangerous conduct may lead to a Pause & Reset (FTE):

- physical assault, serious actual or threatened violence against others.
- misuse, supply, or intent to supply drugs or alcohol in school.
- carrying or use of an offensive weapon in school.
- fire starting or arson; There may be other situations where the Head Teacher of Willow View School decides that it is not safe for a pupil to remain onsite, and that exclusion is the only appropriate action and sanction. Whilst we would not wish to criminalise students, we may consider police involvement for any of the above incidents. Exclusion is an extreme sanction and an absolute last resort.

6.3 Procedure for a Pause & Reset (FTE)

1. The Head Teacher of Willow View School will review all available evidence, speak to all concerned, including the student, before reaching a decision to exclude.
2. We carefully consider the needs of our pupils and reflect upon the young person experiencing a crisis situation and if so, what were they communicating.

3. They will then consult with the Head of Education in order to make a collaborative decision. This process enables a period of reflection and discussion about suitable, inclusive alternatives.
4. If the decision is made that a young person needs to be taught away from school, we will use the language 'Pause and Reset' as opposed to exclusion, to prevent the negative stigma for the child and their parent.
5. The Head Teacher of Willow View School will consider all the relevant facts and verified evidence to support the allegations made and take into account our policy on equal opportunities and whether any incidents were provoked by racial or sexual harassment.
6. Parents/ Carers and commissioning school will be contacted immediately to discuss the situation and reasons for exclusion.
7. A letter will be sent to Parents/ Carers and the Local Authority commissioner giving details of the exclusion, length and date the exclusion will end. The letter will remind Parents/ Carers that for the first five days of any exclusion, they are legally responsible for the whereabouts of their child. If their child is found in a public place during school hours, they could be issued with a penalty notice. Parents/ Carers can designate a responsible adult, for example, an aunt, to fulfil this duty.
8. The exclusion letter will provide information about the right to challenge a decision and how to make representation about the decision to the Head of Education, using the Complaints Policy and Procedure'.
9. Reasonable steps will be taken to set and mark work for the first five days of exclusion.
10. Any FTE should be appropriately recorded on the student's file.
11. From the sixth day of an exclusion, the school will provide suitable education in a place of learning, which may not be on School premises.

6.4 Reintegration Meeting

A Reintegration Meeting will be held at the end of the fixed-term exclusion / pause and reset period. This will be pupil focused and detail how we can support the pupil moving forward. The meeting will be attended by the Head Teacher of Willow View School or other senior leaders, the Parents/ Carers and commissioning school and the student.

Strategies will be agreed to support a smooth and appropriate return to school. It is best practice to review the situation leading to exclusion with the student and discuss how they could have managed things differently.

Staff will identify supportive mechanisms to help the student with modifying their behaviour and avoiding the need for further exclusion.

6.5 Permanent Exclusion

Willow Haven Centre and Willow View School will endeavour to not permanently excluded pupils, especially before our Tier process has been implemented, a team around the young person would work collaboratively to review and decide upon the most appropriate provision for the individual to be successful.

Our mission is to turn children's lives around; therefore, we aim to exhaust all options. We also want to ensure that we can continue to safeguard our pupils and even though sometimes there are significant concerns, being in school might still be the safest place for them. Terminating a Placement at our School.

In rare circumstances, the Head Teacher of Willow View School and other professionals in the team around the child might agree that the school can no longer meet the needs of a student. Sometimes a student's needs and personal situation may change significantly, leading them to require a very different type of provision. In these situations, exclusion is not usually considered but a well-managed placement move might be appropriate. Professionals' meetings will take place, where possible including Parents/ Carers and commissioning school. Potential next steps will be agreed with the Local Authority.