

KELSO HIGH SCHOOL

POLICY ON USE OF INCIDENT MANAGER

AIMS OF POLICY

- To provide an accurate record of pupils who persistently display low level misbehaviour.
- To co-ordinate a consistent approach in dealing with pupils displaying low level misbehaviour.
- To improve communication between Guidance/SMT and teachers referring pupils.
- To improve communication between school and home for pupils displaying low level misbehaviour.

RATIONALE

Low level misbehaviour, whilst not serious in nature, can take a disproportionate amount of class teacher's time. This time is lost to effective learning and teaching.

Pupils displaying low level misbehaviour tend not to trigger the Discipline System within school.

Incident Manager is a way of recording this type of misbehaviour and tracking across departments. Decisions can then be taken on how best to deal with pupils causing concern.

PROCEDURES ON USING INCIDENT MANAGER

DEPARTMENTAL

- Staff should log the misbehaviour that is causing them concern on the green Incident Manager Sheets.
- These sheets should be taken to the weekly Departmental Meeting and signed by the appropriate Head of Department.
- Heads of Department should send the signed Incident Manager Sheets to the school office.
- The school office will enter the incidents into Incident Manager.

SENIOR MANAGEMENT/GUIDANCE

- The Depute Headteacher will obtain monthly printouts for those pupils with three or more incidents for that period. These will be passed onto the relevant House Co-Ordinators at the Senior Management meeting closest to 20th day of the month.
- Those pupils mentioned in the print out will be discussed by the House Co-Ordinators and the relevant Guidance Teacher.
- There will be four stages of intervention.

STAGE 1

Guidance Teacher talks informally to pupil..

STAGE 2

Guidance Teacher interviews pupil. At this stage there is the option of placing the pupil on a Guidance Monitoring card.

STAGE 3

House Co-Ordinator interviews pupil. At this stage there are several options.

- * Written exercise on acceptable behaviour to be done at home.
- * Written exercise on acceptable behaviour to be done during detention.
- * Pupil placed on SMT Conduct Card.

STAGE 4

Interview with pupil, parents, Guidance Teacher and House Co-Ordinator.
At this stage there are several options.

- * Contract for good behaviour signed by pupil, parent and House Co-Ordinator.
- * Pupil placed on SMT Conduct Card.

FEEDBACK

At all stages feedback will be given to staff who have expressed concern about a pupil's behaviour. The action taken will be recorded using Incident Manager and a print out sent to the referring teacher(s).