

BEHAVIOUR RAG SYSTEMS & PROCEDURES - Appendix 1

GREEN

What are green referrals?

This is a quick and easy way to log low level behaviour incidents including a lack of equipment and homework, that you as a classroom teacher should be able to deal with (without any assistance from others e.g. your CLdr, PMs etc.). It enables Curriculum Leaders & the pastoral team to intervene much earlier in the process. (See how to make a green referral on SIMs below)

When do I make a green referral?

- ✓ Homework - missed homework on more than one occasion;
- ✓ Inadequate work or poor effort on more than one occasion;
- ✓ Inappropriate uniform;
- ✓ Lack of equipment on more than one occasion;
- ✓ Low level bullying i.e. pupils name calling (one off incident), friends falling out;
- ✓ Vandalism of property e.g. minor defacing of text book;
- ✓ Minor verbal abuse towards another pupil;
- ✓ Low level disruption to teaching and learning.

Who should I forward this to and what action should they take?

- ✓ FT/HOH/ CLdr for info only

AMBER

What are amber referrals?

These are referrals that need to be passed to the CL or HOH because some further support is necessary.

When do I make an amber referral and who should it go to?

Curriculum Leader	Pastoral : HoH/DHoH
Missed departmental detention	Amber bullying (this might include a repeated incident of bullying or a more serious incident of bullying i.e. two or more children ganging up against another child)
Repeated lateness to lesson	Amber damage to property e.g. wilfully defacing school buildings/property
Amber disruption to teaching and learning i.e. pupil(s) continually trying to disrupt the lesson and blatantly refusing to follow teacher instructions	Amber verbal abuse of pupils e.g. swearing or using threatening or offensive language towards other pupils
	Amber rudeness i.e. pupils answering back or using unacceptable or offensive language towards staff
	Amber internal truancy/external truancy

Who should I forward this referral to and what action should they take?

Any curriculum issues are forwarded to your CLdr for action with the HOH copied in for info only. Anything outside of the curriculum should be forwarded to your HOH for action and CLdr for info only.

RED

What are red referrals? When do I make a red referral?

Red referrals are for very serious incidents that you feel need to be referred to a higher level

Curriculum	Pastoral
Missed departmental detention	Red bullying (this might include a very serious incident of bullying or continued bullying where the victim has suffered for a prolonged period)
Repeated lateness to lesson	Red damage to property e.g. serious and wilful damage to school buildings/property
Amber disruption to teaching and learning i.e. pupil(s) continually trying to disrupt the lesson and blatantly refusing to follow teacher instructions	Red verbal abuse of pupils e.g. swearing or using threatening or offensive language towards other pupils in a very aggressive manner, where the pupil is not calming down or stopping
	Red rudeness/red verbal abuse i.e. pupils swearing directly at a member of staff
	Red assault – pupils fighting
	Red racist incident
	Red smoking
	Red theft
	Red physical assault against an adult
	Red sexual misconduct
	Red drugs/alcohol