How to Add a Behaviour Incident to a Pupil/Student Record

Applicable to SIMS .net version

7.88 onwards.

Permissions required

You will need to be a member of any of the following User Groups in System Manager to add behaviour incidents:

Administration Assistant, Admissions Officer, Attendance Manager, Class Teacher, Pastoral Manager, Registration Tutor, School Administrator, SEN Coordinator, Senior Management Team.

Please see your System Administrator/Manager if you are not sure whether you have the required Permissions.

Introduction

Behaviour Management in SIMS .net is used to help record, monitor and manage the behaviour within your school. It is separated into three areas – behaviour, achievements and detentions.

The behaviour area is used by most schools, to record incidences of misbehaviour, such as disruption, bullying, etc. The achievements area is used to record for example, excellent exam results, representing a sports team or incidences of positive/commendable behaviour. In addition, Behaviour Management also includes the facility to record and maintain detentions.

Each behaviour incident or achievement can be allocated a number of points with a cumulative total for each, recorded against the pupil/student across the time they are in the school. This enables schools to monitor and compare points for both behaviour and achievements.

There are two methods for recording behaviour. The first method enables you to add a behaviour incident to an individual pupil/student record, such as disruptive behaviour in class. The second method enables you to record the incident, such as a fight in the playground, an then add the pupil/students involved.

This help sheet describes how to record an behaviour incident for a specific pupil/student. If you want to record a behaviour incident and assign the pupil/students involved, please see the *How to Maintain Behaviour Incidents help sheet (SupportNet Resource* Number 11177)*.

When recording behaviour incidents, specifying the location is particularly useful, as reports can be produced and run, based on the incident location. This enables 'hot spot' areas for poor behaviour, such as the Dining Hall to be identified. This would enable appropriate preventative measures to be taken, e.g. additional staffing.

It is also possible to link one or more documents to the behaviour record to provide any required supplementary information.

Recording behaviour can be useful to provide historical evidence of poor behaviour for exclusions either for the Board of Governors or Local Authorities.

Behaviour incidents can be reported on using SIMS .net, with a range of pre-defined behaviour reports available. For more information, please see Reporting on behaviour incidents on page 5.

Setting up behaviour incidents

Some of the values that appear in the drop-down lists (lookups) when recording behaviour incidents can be edited to meet the needs of your school. In addition, you can amend the types of behaviour that can be recorded and assign a specific points value to each type by setting up **Behaviour Types**. For more information, please see the *How to Set up Behaviour Management help sheet* (SupportNet Resource Number 11175).

Adding a behaviour incident

Once a behaviour incident has occurred, it can then be added to SIMS .net. Some schools for example, may ask the member of staff involved to complete a proforma which is then handed to the central office for entry into SIMS .net.

1. Select **Focus | Behaviour Management | Student Behaviour** to display the **Find Behaviour Management Student** browser.

   *NOTE: It is also possible to add behaviour incidents via the **Links** panel when a pupil/student record is open – select the required pupil/student via **Focus | Pupil** (or **Student**)**| Pupil** (or **Student**) **Details** then click the **Behaviour Management** hyperlink on the **Links** panel.*

2. Search for the required pupil/student (or click the **Search** button to display all pupil/students) then double-click the name to select them. The **Behaviour Management** page is displayed.

The cumulative achievement points total for the selected academic year is shown here.

By default, achievements and Behaviour are displayed for the current academic year. Select another year if required.

The cumulative behaviour points total for the selected academic year is shown here.

3. Click the **Behaviour** hyperlink to display the **Behaviour** panel.

4. Click the **New** button to open the **Add Behaviour** dialog.

Displays a list of previously defined Behaviour Types.

Shows the default number of points assigned to the selected Behaviour Type.

Several of the drop-down lists in this panel are user-definable. Please see Setting up behaviour incidents on page 2.

The number of default points can be amended here based on the severity of the event.

Clicking this button opens the **Add Detention Details** dialog enabling a detention to be recorded.

Shows any staff involved in the incident.

Any notes or documents relating to the incident can be attached here.

5. Select the **Type** (mandatory) of the incident, e.g. **Verbal Abuse - Pupil**. The **Points** field displays the default value assigned to the Behaviour Type and is read-only.

6. Specify the **Location** of the incident, e.g. **Dining Hall** from the drop-down list.

7. If applicable, select the **Activity Type** during which the incident occurred, e.g. **Physical Education**, **English**, etc. This can be left blank if not relevant.

8. Enter the **Date** (mandatory) of the incident in dd/mm/yyyy format, or click the **Calendar** button and select the required date.

9. Enter the **Time** of the incident, e.g. **Lunch**.

10. Enter any **Comments** about the incident, e.g. **Swore at and threatened a Year 1 pupil in the dinner queue. Warned and detention given**. These comments can also include an explanation about the outcome such as **Detention given**.

11. Select any **Action Taken** such as **Detention** from the drop-down list and enter the **Date of Action** taken.

12. The **Action Recorded On** field defaults to today's date, but can be amended by clicking the **Calendar** button and selecting the required date.

13. Select either **Unresolved** or **Resolved** from the **Status** drop-down list (mandatory) depending on whether the incident is considered closed or whether there are outstanding actions to be taken.

Recording pupil details

1. The **Points** field displays the default value for the selected behaviour type. This can be amended if the behaviour incident was more/less severe. Overtype the entry in the **Points** field to the required value.

2. If the parents were informed of the incident, select the method by which they were notified from the **Parents Informed** drop-down list, e.g. **Letter**.

3. If you wish to record a detention, click the **Add/Edit Link to Detention** button. For more information, please see the *How to Add a Detention to an Individual Pupil/Student help sheet* (SupportNet Resource Number 11182).

Adding staff involved

1. To specify any staff involved in the incident, click the **New** button in the **Staff Involved** panel to open the **New Behaviour Staff Link** dialog.

2. Click the **Browser** button adjacent to the **Staff** field to open the **Select Person** browser.

3. Enter any required search criteria (or leave the search fields blank to display all staff) then click the **Search** button.

4. Highlight the required member of staff then click the **OK** button to return to the **New Behaviour Staff Link** dialog.

5. Select the required **Role** from the drop-down list such as **Class Teacher** then click the **OK** button. The chosen staff member will be displayed in the **Staff Involved** panel.

6. Repeat for any other staff involved in the incident.

Attaching any notes/documents

If required, you can attach any files or documents to this behaviour incident, such as a statement from the child or staff member, a letter sent home to the pupil/student contact, etc. For more information, please see the *How to Add Notes/Attach Documents help sheet* (SupportNet Resource Number 9076).

Saving the behaviour incident

1. Click the **OK** button to close the **Add Behaviour** dialog. The incident will be displayed in the **Behaviour** panel as shown in the following example:

The cumulative behaviour points total is updated to include the total for the new incident.

2. Click the **Save** button on the toolbar to save the behaviour incident.

Deleting a behaviour incident

1. Select **Focus | Behaviour Management | Student Behaviour** to display the **Find Behaviour Management Student** browser.

2. After searching for a pupil/student, double-click their name to select them.

3. Highlight the required incident in the **Behaviour** panel then click the **Delete** button.

4. Click the **Save** button on the toolbar to save the deletion.

Reporting on behaviour incidents

Behaviour incidents can be reported on using SIMS .net reporting, with a range of pre-defined behaviour reports available. To see a list of the very latest pre-defined reports, double-click **Reporting Catalogue** in the **Documentation** shortcuts panel.

The following are some examples of some useful behaviour reports:
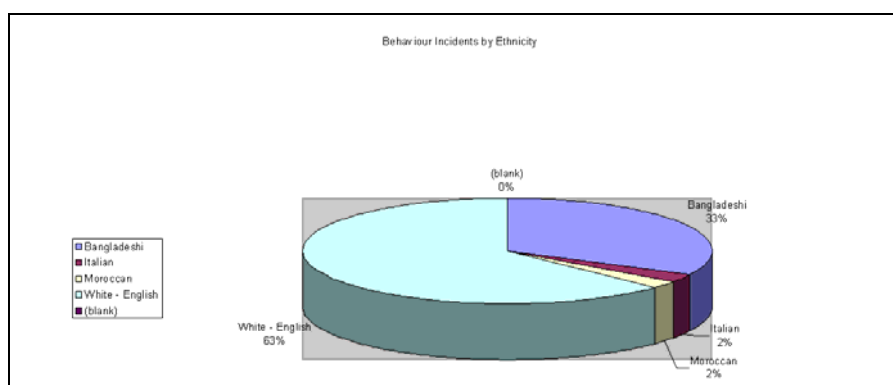
Behaviour by Action Taken

This report is available from the **Student** folder and shows the breakdown of behaviour incidents by the action taken within a specified date range. The report is broken down by the outcome of the behaviour incident.
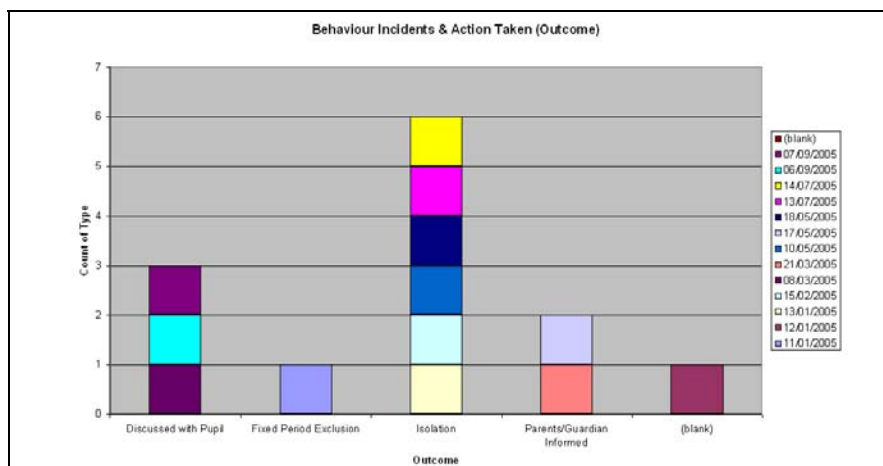
Behaviour by Ethnicity (also available by Gender and SEN)

This report is available from the **Student** folder and shows the ethnicity breakdown by pupil/students involved in behaviour incidents within a specified date range. The report is broken down by the ethnicity of the pupil/students involved.

NOTE: This report counts a pupil/student's Ethnicity only once even though they might be involved in several instances. The report also shows the data on which the report is based.

Behaviour by Location (also available by Time and Reg Group)

This report available from the **Student** Focus and shows the breakdown of behaviour incidents by the location of the incident within a specified date range. The report is broken down by the location of the behaviour incident

Behaviour by Subject Outcome (also available by Behaviour Type)

This report available from the **Class** folder and can be filtered by subject and for each class, shows a count of the outcomes of behaviour incidents recorded.

Count of Outcome		Outcome					
Class	Teacher	Cooling Off Period	Daily Report	Detention	Discussed with Pupil	Fixed Period Exclusion	Isolation
Class 2GH	Mr G HOLYOAKE						
Class 2GH Total							
Class 2JB	Mrs J BOSWELL						
Class 2JB Total							
Class 3CB	Mrs C BROWN	1	3	2	1		8
Class 3CB Total		1	3	2	1		8
Class 3TO	Ms T ORTON						
Class 3TO Total							
Class 4ES	Mrs E STEVENS						
Class 4ES Total							
Class 4SL	Mrs S LESTER						
Class 4SL Total							
Class 5BB	Miss B BATES						
Class 5BB Total							
Class 5DT	Mr K MYLES	1		3	3	2	2
Class 5DT Total		1		3	3	2	2
Grand Total		2	3	3	5	3	10

Behaviour Report Listing

This report available from the **Student** folder and provides a range of behaviour data which can be filtered in a variety of ways. Once in Excel, the data can be manipulated according to your requirements.

Name	Year	Reg	Gender	SEN Status	DOA	Ethnic category	Type	Location	Date	Time	Description
Mark ACKROYD	Year 5	5DT	M	School Action	01-Sep-00	White - English	Bullying	Dinner Hall	10-Feb-06	AM Break	Bullying incident in the Dinner Hall
							Disruptive Behaviour	Dinner Hall	06-Feb-06	Between School Hours	Incident in Dinner Hall involving several other pupils
							Disruptive Behaviour	Playground	13-Jul-05	AM Break	Took any footballs he could get his hands on and refused to let other childre
							Disruptive Behaviour	Dinner Hall	10-May-05		Threw his lunch at a dinner lady.
							Disruption		08-Mar-05		Throwing snowballs at the classroom windows
							Disruption		12-Jan-05		Was making unacceptable noises in the classroom
							Bullying		11-Jan-05		Pushed a child into a door, hurt head and nose
							Bullying		23-Nov-04		Pushed another childs head against the door

Individual Student Behaviour Letter

This available from the **Student** folder and is an example letter that can be used/amended to send details of behaviour incidents to parents. This report should only be run from the individual pupil/student screen using the **Links** panel.

WATERS EDGE PRIMARY SCHOOL

22/06/2006

Mr and Mrs M ACKROYD
27 Springfield Avenue
Kempston
Bedford
Bedfordshire
MK42 8HU

Dear Mr and Mrs ACKROYD

Re: Mark ACKROYD   5DT

We are closely monitoring the behaviour of students within year group Year 5 and are concerned about the amount of behaviour incidents that have been occurring recently.   Up to 22/06/2006 the following behaviour incidents have occurred with Mark and we feel that you should be made aware of the issues that we are experiencing with him. We feel sure that you will be supporting us in the actions that we are taking to improve behaviour issues within the school.

The incidents that are occurring are as follows:-

Date	Incident Type	Subject or Location	Description	Outcome
10-02-06	Bullying	Dinner Hall	Bullying incident in the Dinner Hall	Detention
06-02-06	Disruptive Behaviour	Dinner Hall	Incident in Dinner Hall involving several other pupils	Parents/Guardian Informed
13-07-05	Disruptive Behaviour	Playground	Took any footballs he could get his hands on and refused to let other children play with them.	Isolation
10-05-05	Disruptive Behaviour	Dinner Hall	Threw his lunch at a dinner lady.	Isolation
08-03-05	Disruption		Throwing snowballs at the classroom windows	Discussed with Pupil
12-01-05	Disruption		Was making unacceptable noises in the classroom	
11-01-05	Bullying		Pushed a child into a door, hurt head and nose	Fixed Period Exclusion

Should you wish to discuss the issues further please contact me.

Yours sincerely

Headteacher

Individual Student Behaviour Listing

This report available from the **Student** Focus and provides a listing for an individual pupil/student of all recorded behaviour incidents. This report should only be run from the individual pupil/student screen using the **Links** panel.

For more information, please refer to:

- *Managing Pupil/Students in SIMS .net handbook* (double-click **Managing Pupils** on the **Documentation** shortcuts panel in SIMS .net)
- *How to Maintain Lookups help sheet* (SupportNet Resource Number 10588)
- *How to Set up Behaviour Management help sheet* (SupportNet Resource Number 11175)
- *How to Maintain Behaviour Incidents help sheet* (SupportNet Resource Number 11177)

For access to all available help sheets, please click **Documentation** on the SupportNet home page (http://support.capitaes.co.uk), then select **Help Sheets** from the **Categories** drop-down list.

Training courses

For information on training courses, please contact your SIMS Support Provider.

Providing feedback on this help sheet

If you have any suggestions or comments about this or any of our other help sheets, please email helpsheets@capita.co.uk.

Help sheet revision history

Doc. Version	Change Description	Date
1042-001	Initial Release	26/04/06
1042-002	Updated to include advice on editing lookups and also change to suggested use of recording negative behaviour only.	26/05/06
1042-003	Added comment about the uses for recording behaviour – some schools may wish to record any behaviour type or just incidents – see intro.	05/06/06
1042-004	Updated to include new functionality for 7.78.	02/08/06
1042-005	Updated to include functionality improvements made in 7.88.	04/01/07