	Inside the classroom		Outside	
	Steps	Actions	Steps	Actions
1	REMINDER	Reminder of the three simple rules delivered privately whenever possible.	REMINDER	Reminder of the three simple rules delivered privately whenever possible.
2	CAUTION	A clear verbal caution 'I notice you still chatting, you need to stop and be ready for your learning.'		
3	TIME OUT 30 Second intervention (Send a clear message – You own your behaviour, your poor behaviour does not deserve my time, you are better than the behaviour you are showing today (and I can prove it!)	'I notice you are …(having trouble getting started/ wandering around the classroom) It was the rule about being safe/ ready /respectful that you broke You must now choose to get on with your work. Do you remember last week when you (were fantastic/ did amazing maths/ were so helpful to me) that is who I need today. 'Stay behind two minutes after this lesson.' Thank you for listening	TIME OUT (Junior)Every play time there will be an allocated space and staff member who will oversee Time Out and record incidents. Time Out will usually be 20 minutes at the most. (Infant) Staff will put a child in Time Out by asking them to sit on a bench or stand with them for 10 minutes	'I notice that…' or after speaking with individuals over an incident that has been brought to staff attention.

	Two minutes is owed when you reach this step.			
4	**REPAIR**	This is a quick chat at break time using RETORATIVE questions: What happened? What were you thinking at the time? What have you thought since? How did this make people feel? Who has been affected? How have they been affected? What should we do to put things right? How can we do things differently in the future?	**REPAIR**	This is a quick chat at break time using RETORATIVE questions or a THINK Sheet: What happened? What were you thinking at the time? What have you thought since? How did this make people feel? Who has been affected? How have they been affected? What should we do to put things right? How can we do things differently in the future?