



# BEHAVIOUR GUIDE

Please log Arbor issues for behaviour via by emailing [misadmin@bdcs.org.uk](mailto:misadmin@bdcs.org.uk)  
*Please include 'Behaviour' in subject line*

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### 1. Overview

This guide includes setting up, logging and analysing different aspects of behaviour:

- Behaviour incidents
- Detentions
- Internal exclusions

They do not all need to be set up at once, and not all will necessarily be relevant to all schools.

The Behaviour module in Arbor is flexible, so you will need to link to your Behaviour Policy. There are various settings that need to be configured, so some decisions may need to be made before you start setting up Behaviour; see sections 3 (for behaviour incidents), 7 (for detentions) and 8 (for internal exclusions).

You may already be logging some behaviours / incidents on a different system, e.g. positive points on Class Dojo. You may want to continue to do this until you are happy with the Arbor system, and then consider moving to one system later.

Further guidance is available via **Arbor Help Centre**: [Behaviour](#)

## 2. Permissions

Users will need the right permissions to set up, record and access behaviour:

Permission	Coverage
<b>Behaviour: Behaviour Policy</b> or <b>School: Action: Behaviour: Administer</b>	Set up and edit behaviour setup
<b>Behaviour: Administer/View My Students</b>	Log behaviour and see totals for students you teach
<b>Behaviour: View All Students</b>	View statistics
<b>Behaviour: Log behaviour incident</b> or <b>Log point award</b>	Give to any staff to record behaviour outside the classroom but not edit anything

## 3. Behaviour Incidents Structure

In Arbor, behaviour is logged as “**incidents**”. On each behaviour incident, you can record:

- Behaviour type
- Location and time
- Students and staff members' involvement
- The follow-up needed to resolve the incident
- Physical interventions used (if applicable)
- Points can also be awarded to different behaviour types

When setting up Behaviour, you will need to link to your Behaviour Policy. There are various settings that need to be configured, so some decisions may need to be made before you start setting up Behaviour.

Setting	Example(s)	Decisions
<b>Behaviour type</b>	Repeated calling out or interrupting Ignoring teacher Persistent disruption Being unkind repeatedly Defiance  Amber – disruption Red - disruption	<ul style="list-style-type: none"> <li>• What behaviour types do you want listed?</li> <li>• What will be severity ranking (+/-5) for each?</li> <li>• Do you want staff notified automatically when behaviour type(s) logged?</li> </ul>
<b>Behaviour points</b>	House Points Green slips Pupil awards	<ul style="list-style-type: none"> <li>• Scale name, positive or negative?</li> <li>• Linked to behaviour types?</li> <li>• Automatic points awarded?</li> </ul>
<b>Location</b>	Playground Sports field Toilets	<ul style="list-style-type: none"> <li>• Do you want locations (other than rooms) added as options when logging behaviour?</li> </ul>
<b>Physical interventions</b>	Restraint Positive handling	<ul style="list-style-type: none"> <li>• Will any physical interventions use need to be logged?</li> </ul>
<b>Incident workflow</b>	Specific behaviour types automatically notify DSL Specific severity level(s) automatically notify headteacher Specific positive behaviours automatically award house points	<ul style="list-style-type: none"> <li>• What automatic workflows do you want set up?</li> </ul>

## 4. Setup Behaviour Types

The Arbor behaviour module will already have some behaviour types set up. You have the flexibility to archive / amend these behaviour types and set up your own. You can also add a severity ranking of +/- 5 to each behaviour type. Notifications can be set up to automatically inform specific members of staff when certain behaviours are logged.

### View existing behaviour types

- Go to **Students > Behaviour > Behaviour setup**
- From the **Types** tab you will see the existing **active** behaviour types, for example:

<input type="checkbox"/>	Behaviour Type Name	Severity
<input type="checkbox"/>	Abuse against adult (verbal/threatening behaviour)	-1
<input type="checkbox"/>	Abuse against pupil (verbal/threatening behaviour)	-1
<input type="checkbox"/>	Bullying	-1
<input type="checkbox"/>	Damage	-1
<input type="checkbox"/>	Health and Safety	-1
<input type="checkbox"/>	Other	-1
<input type="checkbox"/>	Persistent disruptive behaviour	-1
<input type="checkbox"/>	Physical assault against a pupil	-1
<input type="checkbox"/>	Physical assault against adult	-1
<input type="checkbox"/>	Physical assault against an adult	-1
<input type="checkbox"/>	Racist abuse	-1
<input type="checkbox"/>	Sexual misconduct	-1
<input type="checkbox"/>	Theft	-1
<input type="checkbox"/>	Not Specified	0
<input type="checkbox"/>	Merit or good behaviour	1
<input type="checkbox"/>	Other Positive Behaviour	1
<input type="checkbox"/>	Significant positive behaviour	1

- Behaviour types you don't want to use can be archived. You want to adjust the list of behaviour types so it matches your school Behaviour Policy.

**Note:** behaviour types can also be deleted individually, but this process is not reversible.

- Click the behaviour type then click the **Delete** button
- Any past incidents recorded with this type will display the derived incident level but will not display the type.

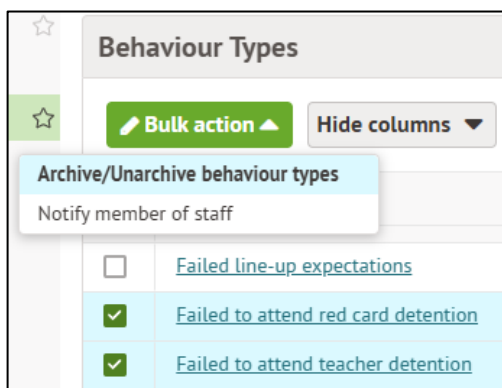
### Archive behaviour types

- Go to **Students > Behaviour > Behaviour setup**
- On the **Types** tab, ensure the list is showing **active** behaviours:

The screenshot shows the 'Behaviour Setup' interface with the 'Types' tab selected. Below the tabs, there is a 'Show behaviours' dropdown menu currently set to 'Active', and an 'Apply' button to the right.

- If it isn't, select **Active** from the drop-down and click **Apply**
- From the list of behaviour types, tick the boxes next to the behaviour types you wish to archive
- Click the green **Bulk action** box and select **Archive / Unarchive behaviour types**, then **Yes, archive** at the warning message

**Note** – archived behaviour types can be unarchived if needed



## Adding behaviour types

- Go to **Students > Behaviour > Behaviour setup**
- On the **Types** tab, click Add



- Enter the behaviour details:
  - **behaviour name**  
when a teacher logs a behaviour incident, the behaviour types are listed alphabetically (negative > positive, or positive > negative), so you may wish to precede the name with a code if you want them listed in a certain order
  - **description** (if needed)
  - **severity** (must be selected)
  - **staff members** (optional) – add staff members who may need to be notified, either by name or by role
- Click green **Add Behaviour** button
- Repeat with all remaining behaviour types

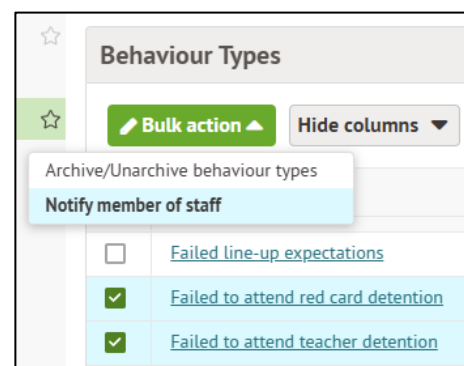
A screenshot of the "Add Behaviour" form. It has a title "Add Behaviour" at the top. Below the title are three input fields: "Behaviour name\*" with the value "Red - Fighting", "Description" (empty), and "Severity" with a dropdown menu showing "Level 3 Negative". Below these is a section titled "Behaviour notifications" with a "Staff members" dropdown menu showing "Head of Year". At the bottom right are two buttons: "Cancel" and "Add Behaviour".

## Editing behaviour types

- Go to **Students > Behaviour > Behaviour setup**
- On the **Types** tab, click the behaviour type you want to edit
- Make the changes
- Click **Save changes**

To **bulk edit** who is notified when a behaviour type is received:

- Go to **Students > Behaviour > Behaviour setup**
- On the **Types** tab, tick the boxes next to the relevant behaviour types
- Click the green **Bulk action** box and select **Notify member of staff**
- Select role and / or member(s) of staff to be notified and click **Save**



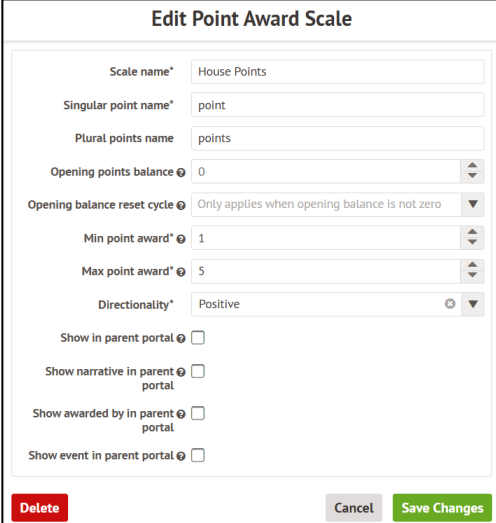
## 5. Setup Behaviour Points

Behaviour Points are a way to assign a value and record positive and negative occurrences in your school. These can be logged separately from behaviour incidents, but you can also set up automatic workflows to award / deduct points when certain behaviour incidents (positive or negative) are logged.

To set up behaviour points you must first create and define your scale.

### Create a point award scale

- Go to **Students > Behaviour > Behaviour setup**
- Click on the **Point Awards** tab
- Click **Add** to add a new scale
- Enter the relevant details:
  - Scale name, e.g. House Points
  - Singular point name, e.g. point
  - Plural points name, e.g. points
  - Opening points balance, e.g. 0 (see note below)
  - Opening balance reset cycle, e.g. frequency of reset if opening balance is not zero (see note below)
  - Directionality, e.g. positive or negative
  - Minimum point award, e.g. 1
  - Maximum points award, e.g. 5
  - Show in parent portal – tick if yes
  - Show narrative in parent portal – tick if yes
  - Show awarded by in parent portal – tick if yes
  - Show event in parent portal – tick if yes
- Click **Save changes**



**Edit Point Award Scale**

Scale name\* House Points

Singular point name\* point

Plural points name points

Opening points balance 0

Opening balance reset cycle Only applies when opening balance is not zero

Min point award\* 1

Max point award\* 5

Directionality\* Positive

Show in parent portal

Show narrative in parent portal

Show awarded by in parent portal

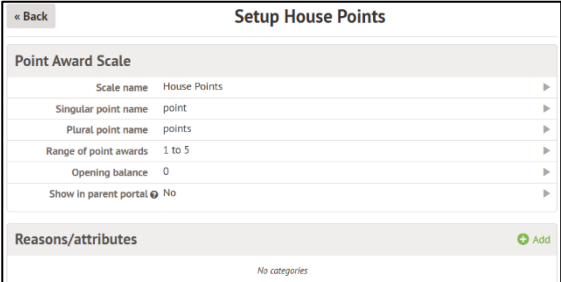
Show event in parent portal

Delete Cancel Save Changes

**Note:** The **Opening points balance** and **Opening balance reset cycle** determine what happens on the Totals report in **Students > Behaviour > Point Awards > Totals**. It does not pick how frequently you'd like the points to reset. When the opening balance is set to 0, the totals on the **Totals** page will reset back to 0 at the end of each week, term and year. On the Totals page you will be able to see the points for the current week, current term, year to date and 'life' (since scale use started).

You now need to add reasons and attributes. You can also assign standard behaviours to receive a set amount of points to increase efficiency and consistency of the points system.

- Click on the point award scale you have just set up
- Click **Manage Point Award Scale**
- In the **Reasons / attributes** section click **Add**
- Add a Reason / attribute name, plus the suggested number of points, e.g. Determination, 1 point
- Click **Add Reason / Attribute** button
- Repeat for other reasons / attributes



Setup House Points

Point Award Scale

Scale name	House Points	▶
Singular point name	point	▶
Plural point name	points	▶
Range of point awards	1 to 5	▶
Opening balance	0	▶
Show in parent portal	No	▶

Reasons/attributes Add

No categories

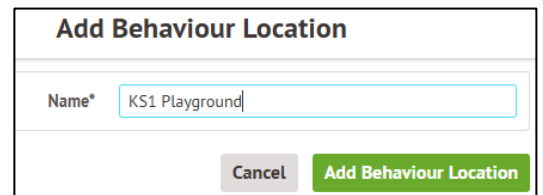
**Note:** if you delete an existing attribute, any points logged with this attribute will remain, but the category field will be blank.

## 6. Setup Behaviour Incidents

### Behaviour locations

Locations for logging behaviour incidents are drawn from the rooms defined in the school's timetable configuration.

- Go to **School > Timetable > Sites and Rooms > Rooms**
- This lists the rooms set up on the system, and the capacity of each room
- If there are no rooms currently listed, or if additional rooms need to be added, click the **Add New Room** button.
- Select the relevant site and enter the **Room name**
  - **Note:** It is best to try and not name rooms linked to the current teacher, as the teacher may change each year.
- Enter the **Short name** (the same as the Room name)
- Enter the **Capacity** (optional, but capacity is used when assigning pupils to detentions / interventions, to ensure there is sufficient space)
  - **Note:** Rooms can also be linked to classes if wanted, but you would need to update these each year:
    - **Students > Pastoral > Registration forms**
    - Click on a class, and in the Registration Details section you can click on Room and select the room
- If you want to add **non-room locations** that will only be used when logging behaviour incidents, then go to **Students > Behaviour > Behaviour setup**
- Click on the **Incidents** tab
- In **Behaviour Locations** section click **Add**
- Enter the name of the location and click **Add Behaviour Location** button



### Physical intervention methods

If you have physical intervention methods that staff might use in a school, these can be set up in Arbor so the use can be logged.

- Go to **Students > Behaviour > Behaviour setup**
- Click on the **Incidents** tab
- In **Physical Intervention Methods** section click **Add**
- Enter the name of the physical intervention, a description and click the **Add** button

### Behaviour incident policy

There are various incident settings that can be toggled on and off.

- Go to **Students > Behaviour > Behaviour setup**
- Click on the **Incidents** tab
- In the **Behaviour Incident Policy** section toggle these settings as needed:
  - Allow editing of behaviour incidents after they have been logged?
  - Show most negative behaviour types first when issuing a behaviour incident?
  - Create incidents with multiple students as separate incidents by default?

## Incident workflows

You can automate several follow-up processes to be actioned as soon as an incident is logged, for example:

- Notify specific members of staff
- Notify parents / guardians of incidents or detentions
- Escalate
- Add / deduct points
  
- Go to **Students > Behaviour > Behaviour setup**
- Click on the **Incidents** tab
- In **Incidents** section click **Automatic Incident Workflows**
- Click on an Incident level to set up the automatic workflow, for example:

The screenshot shows a configuration page for a 'Level 1 Negative' incident. At the top left is a '« Back' button. The title is 'Level 1 Negative'. Below the title is a descriptive sentence: 'From this page you can choose specific actions you'd like to happen for a Level 1 Negative incident.' A section titled 'Workflow options' contains a list of actions with toggle switches:

Workflow options	
Send message template to primary guardian (incident)	No ▶
Send message template to primary guardian (detention)	No ▶
Notify member of staff	▶
Assign to member of staff	▶
Assign automatic detention	No ▶
Allow staff to assign detentions to incidents	No ▶
Auto close	No ▶
Escalate after specific number of incidents	Escalating to Level 2 Negative after 3 incidents in Half term ▶
Add/deduct points	No ▶
Email staff when incidents are assigned to them	No ▶
Allow assign internal exclusion	No ▶

- Click on the relevant option(s) to set / modify the relevant settings (you do not need to use all), for example:
  - Sending communications
  - Notifying/ assigning to member of staff
  - Assigning a detention
  - Adding / deducting points (once set up)
- Once you have set up the workflow, click **Back**
- Repeat for any other incident levels
  
- Click on the **Behaviour Types** tab to set up a workflow for a specific behaviour type

The screenshot shows the 'Behaviour Types' tab selected. At the top are two tabs: 'Incident Levels' and 'Behaviour Types'. Below the tabs is a light blue informational box with the text: 'The Behaviour Types tab shows all custom workflows created and/or linked to a behaviour type. Click add to create a new custom workflow or click on a custom workflow to edit the workflow and link to one or more behaviour types. Please note that linking a workflow to a behaviour type ensures the custom workflow gets run instead of the Incident Level workflow.' At the bottom of the page is a section titled 'Workflows for Behaviour Types' with a green '+ Add' button.

- Click **Add** button
- Enter a workflow name and select **Behaviour type** from the drop-down list

- Click **Next**
- Click **Yes** to save changes
- Edit the workflow options, e.g. who to notify / assign to
- Once you have set up the workflow, click **Back**

**Note:** You do not need to set up automatic workflows for all incident levels, or any levels. Workflows can always be set up later as well.

## Behaviour events

In this section you can set up 'time periods' that will appear in the Behaviour Time section of Events when a behaviour incident is logged. You may wish to add time periods that are not already covered by lessons, after school clubs etc that are set up in the School Timetable.

**Note:** When analysing / reporting on behaviours, you cannot analyse on behaviour events. The behaviour events only show up on the incident overview. For this reason, we **do not** recommend setting up behaviour events unless you specifically want the event.

- Go to **Students > Behaviour > Behaviour setup**
- Click on the **Incidents** tab
- In **Behaviour Events** section click **Add** button
- Enter **Behaviour time name**
- Enter **start** and **end** time
- Click **Add Incident Time** button
- **Repeat** to add any additional Behaviour Events (time periods)

## 7. Setup Detentions

To add students to detentions, you must first set them up and schedule slots. You do not need to set up detentions if you do not wish to use / record them. These can be set up later if applicable.

- Go to **Students > Behaviour > Behaviour setup**
- Click on the **Detentions** tab
- In **Detention Types** section click **Add** button
- Enter the name of the detention, e.g. Lunch time detention
- Click **Add detention type** button

- In the table, click on the detention name
- Click on the **Timetable** tab to set up the timetable slots
- In the **Timetable** section click **Add** button
- Select **Schedule single detention** or **Schedule regular detentions** as required, e.g. regular if you have detention daily / weekly etc.

- If single detention selected:
  - enter session name (it doesn't matter what this is)
  - enter start and end date / time
  - enter location
  - enter staff attending session
  - Click **Schedule detention session** button
- If regular detentions selected:
  - enter session name (it doesn't matter what this is)
  - select day(s) of the week for detentions
  - enter start and end time
  - enter start and end date
  - enter location
  - enter staff attending session
  - Click **Schedule detention sessions** button

- *The detention session or sessions you have created will now be visible on the **Detentions Dashboard** (Students > Behaviour > Detentions > Dashboard) under the **Upcoming Detentions** tab.*
- On the Behaviour Setup **Detentions** tab, in the **Detention Policy** section, decide whether to allow detentions to be issued ad-hoc, or whether they can only be assigned when logging a behaviour incident.
- Click on **Allow ad-hoc detentions** to toggle on or off, and click **Save** button
  - *Arbor recommends not allowing ad hoc detentions to ensure more consistent tracking of behaviour incidents*

**Note:** if you are setting up detentions, you may want to add a Behaviour type of 'Failed to attend detention', so this can be selected if applicable.

- See **section 4. Behaviour Setup: Types**

## 8. Setup Internal Exclusions

To use internal exclusions with behaviour incidents, the internal exclusions and reasons will need to be set up.

- Go to **Students > Behaviour > Behaviour setup**
- Click on the **Internal Exclusions** tab
- In **Internal Exclusion Types** section click **Add** button to add the internal exclusion type, e.g. AM / PM or Lesson 1, Lesson 2... depending on how you define your internal exclusions
- Enter the **name** of the type of internal exclusion and click **Add Internal Exclusion Type** button
- Click on the **Timetable** tab to set up the timetable slots (or you can return to this later – click **Back**)
- In the **Timetable** section click **Add** button
- Select **Schedule single exclusion session** or **Schedule repeating exclusion sessions** as required, e.g. repeating if you might have exclusion sessions daily
- If single exclusion session selected:
  - enter start and end date / time
  - enter location
  - enter staff attending session
  - Click **Schedule single exclusion session** button
  - **Note:** you can return to the internal exclusion type and create additional single exclusion sessions as needed, but these need to be added before students are allocated to an exclusion
- If repeating exclusion sessions selected:
  - select day(s) of the week for exclusions
  - enter start and end time
  - enter start and end date
  - enter location
  - enter staff attending session
  - Click **Schedule repeating sessions** button
- In **Internal Exclusion Reasons** section, there will be a list of possible reasons for the internal exclusion; teachers can select a reason from this list when assigning an internal exclusion
- To **add** a new reason, click **Add** button, enter the reason name and click **Add Internal Exclusion Reason** button
- Any unwanted reasons can be '**archived**' or you can **modify** the names of any school-created reasons (as long as an internal exclusion has not already been logged against this reason)
  - Click on the **name** of the reason
  - Click **Archive** button (or change name if school-created and click **Save Changes** button)
- Repeat until list of internal exclusion reasons is complete

## 9. Logging Behaviour Incidents

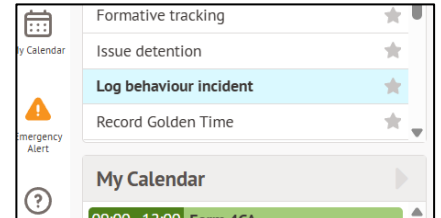
There are different ways of logging behaviour incidents, depending on a user's permissions:

- **Behaviour: Administer All/My Students** - Log an incident from My Homepage, the Lesson Dashboard or the student's profile and edit it or add attachments
- **Behaviour: Log behaviour incident** - Log an incident only from My Homepage and the Lesson Dashboard but not from the student's profile

### Accessing log an incident page

You can log an incident from the homepage, lesson dashboard, student profile or Behaviour incident dashboard, depending on the permissions and role you have.

- **From My Homepage:**
  - go to **Favourites** section (top left)
  - click on **Log behaviour incident**
- **From Lesson Dashboard:**
  - click on relevant lesson in **My Calendar**
  - click on **Behaviour** button on right
  - click on **Log incident**

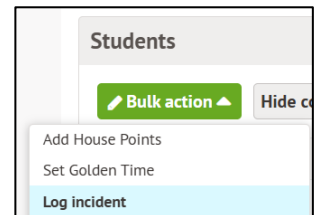
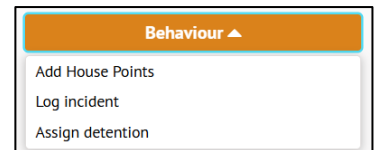


**Or:**

- **select** names of students involved in incident
- from **Bulk action** button select **Log incident**

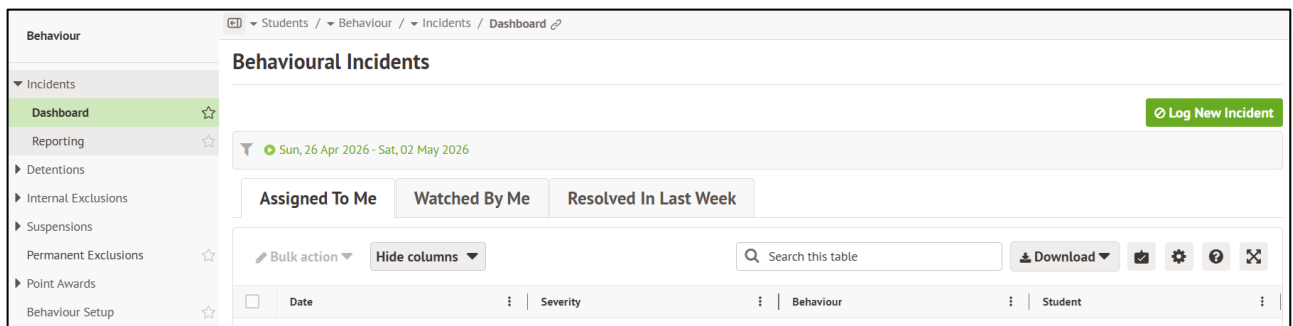
**Note:** you can only log behaviour in a lesson dashboard for lessons that have already take place or are due to start within the next hour.

- **From a student's profile:**
  - browse / search students to select the **profile** of the student in question
  - from the student profile select **Behaviour** from the left-hand menu
  - click on the **Incidents** tab
  - click **Add** button on the Behavioural Incidents table



A screenshot of the 'Behavioural Incidents' dashboard for Archie Bell. The dashboard includes a sidebar with navigation options like 'Student Profile', 'Attendance', 'Behaviour', 'Calendar', etc. The main area shows 'Incidents' with three summary cards: 'This week' (22 Apr 2026 - 29 Apr 2026), 'This term' (13 Apr 2026 - 20 Jul 2026), and 'This year' (01 Sep 2025 - 31 Aug 2026). Each card displays 'N/A' and a progress bar. Below these is a 'Life time' section showing '139' incidents. At the bottom, there is a table titled 'Behavioural Incidents for 01 Sep 2025 - 29 Apr 2026' with columns for Date/Time, Severity, Behaviour, Narrative, Assignee, Reporter, and Actions Taken. An 'Add' button is highlighted with a red box in the top right corner of the table area.

- **From the Behaviour Dashboard:**
  - go to **Students > Behaviour**
  - on the **Incidents Dashboard** click on the **Log New Incident** button



## Information needed to log an incident

Whichever route you took to log a new incident, there is various information you need to log. Items starred (\*) below must be logged initially, others can be added later.

**Note:** if in the behaviour setup a school has not enabled users to edit incidents after they have been logged, **all relevant information** needs to be added at once.

- **Date of incident\***
- **Event** – select the lesson / event from the drop-down
- **Time of incident\***
- **Students involved\*** – you can add additional students after the incident has been created
  - Note re victims and bystanders: If school policy is to create one incident per student involved, an incident will be created for anyone you add to the students involved list, and any behaviour workflows set up for the behaviour types (points, detentions, communications) will also be triggered. To prevent this, you could choose not to add victims and bystanders to the students involved list and add details in the incident summary instead
- **Behaviour\*** – select behaviour type from drop-down (start typing to filter list)
- **Assign to staff member\*** – select relevant staff member from the list. If you can't change the assigned staff member this means an automatic assignee has been set for the behaviour type (in behaviour type setup)
- **Incident summary** – include any relevant information
- **Staff involved** – the staff member logging the incident will automatically be added. Additional staff can be added after the incident has been created
- **Location** – select location of incident from drop-down
- **Create as separate incidents** – ticking this box will create separate incident records for each student involved, rather than grouping all students listed in one group
- **Physical intervention information** – if relevant (and if physical intervention methods have been set up), click **Add** to add physical intervention information:
  - Student
  - Staff member involved
  - Method used

### Log New Behavioural Incident

Date of incident\*

Event

Time of incident\*

Students involved\*

Behaviour\*

Assign to staff member\*

Incident summary

Staff involved

Location

Create as separate incidents

**Add Physical Intervention**
▼

Cancel Next

Once information has been added:

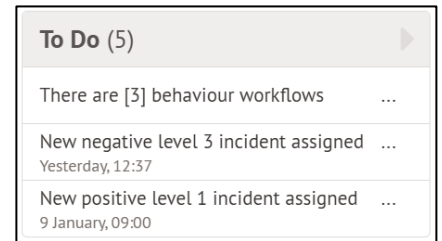
- Click **Next** button
- Check summary and click **Log incident** button

## 10. Reviewing and Resolving Behaviour Incidents

### Editing, taking action and resolving behaviour incidents

Staff who log a behaviour incident and anyone who has an incident assigned to them will be notified so they can take action.

- You'll get a **notification** of any behaviour incidents you have logged (watching), and these will also appear in the **Alerts** section of your **homepage**
- You'll get a **notification** of any behaviour incidents that are assigned to you, and these will appear in the **To Do** section of your **homepage**

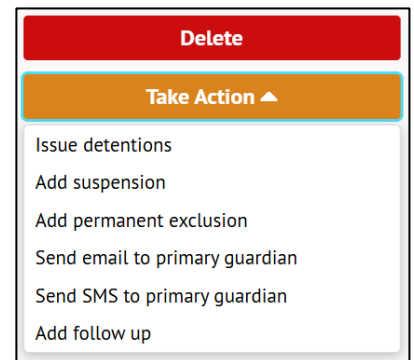


- **Editing incident / adding additional information:**

- Click on the incident to open the incident overview page to review and edit
- Click the **right arrow** and / or **Add** button in the relevant section to add further information
- **Notes** can also be added in the note section
- **Documents** can be added (top right)

- **Taking action:**

- On the incident overview page
- From top right click **Take Action** button
- Select the relevant action and complete the action:
  - Issue detentions
  - Add a suspension or permanent exclusion
  - Send an email or SMS to primary guardians
  - Add a follow-up



- **Resolving:**

- On the incident overview page
- Check all notes and any documentation have been added, and action taken
- From top right click **Resolve for my students** or **Resolve for all students** (as relevant)
- If these options are not visible then it might mean you do not have the correct permissions
  - You can also unresolve for students in the same place
- To resolve incidents in bulk:
  - Go to **Students > Behaviour > Incidents > Dashboard**
  - **Tick** the incidents you wish to resolve
  - Click **Bulk action** button and click **Mark As Resolved** button

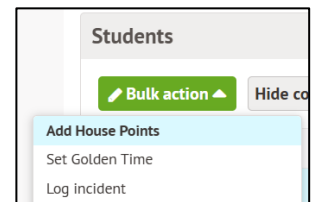
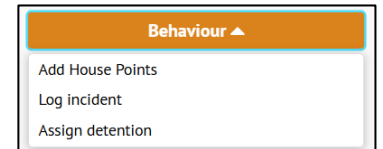
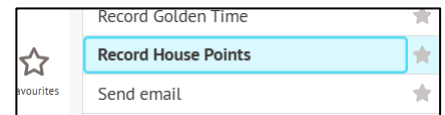
- You can also view incidents assigned to, watched by you and resolved in the last week from **Students > Behaviour > Incidents > Dashboard**

## 11. Logging Behaviour Points

Behaviour points (once set up) can be awarded for positive or negative behaviour. There are a few different places you can record points from.

### Accessing log behaviour points page

- **From the Homepage**
  - From your **Favourites**, select the **point award scale** to record points for
- **From Lesson Dashboard:**
  - click on relevant lesson in **My Calendar**
  - click on **Behaviour** button on right
  - click on **Add (behaviour scale) Points**
- Or:**
  - **select** names of students involved in incident
  - from **Bulk action** button select **Add (behaviour scale) Points**
- **From a student's profile:**
  - browse / search students to select the **profile** of the student in question
  - from the student profile select **Behaviour** from the left-hand menu
  - click on the **(behaviour scale) Points** tab
  - click **Add** button on the **(behaviour scale) Points** table



A screenshot of a student profile page for Archie Bell. The left-hand navigation menu is open, with 'Behaviour' selected. The main content area shows the 'House Points' tab. At the top, there are three summary cards for 'This week', 'This term', and 'This year', each showing 'N/A' and a progress bar. Below these is a 'Life time' section, also showing 'N/A'. The main section is titled 'House Points for 01 Sep 2025 - 29 Apr 2026'. At the bottom right of this section, there is a red-bordered button with a green plus sign and the text 'Add'.

- **From the Behaviour Dashboard:**
  - go to **Students > Behaviour > Points Awards > Recent Point Awards**
  - click on the **Record Point Award** button

### Information needed to log behaviour points

Whichever route you took to log behaviour points, there is various information you need to log

- **Student(s) name(s)**
- **Point award scale** (if not logged directly on the scale)
- **Reason / attribute**
- **Total points awarded**
- **Narrative if needed**
- **Date and time awarded**
- **Location** (if relevant)
- **Awarded by staff** – name of person logging with automatically be added

- **Link to lesson** (if relevant)
- Add any **attachments**
- Click **Record Point Award** button

### **Awarding points automatically**

- In the Behaviour Setup, points can automatically be awarded / deducted when specific behaviour types are logged in an incident, through behaviour workflows.
- See section **6. Behaviour Setup: Incidents > Incident workflows**

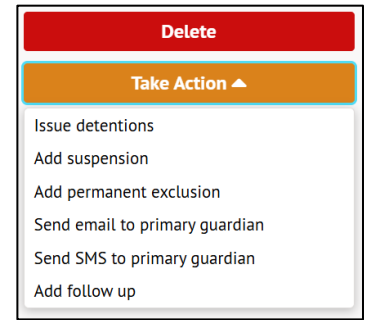
## 12. Logging Detentions

Some behaviour incidents may trigger automatic detentions, if this has been set up through the behaviour incident workflow.

Detention sessions need to be set up before students can be assigned a detention; see section 7. **Behaviour Setup: Detentions.**

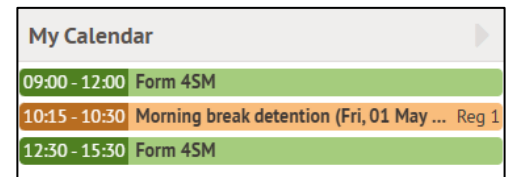
### Issuing a detention

- When a behaviour incident is logged, a detention can be assigned at the **'Take Action'** stage.
- Detentions can also be issued from the **Detentions dashboard**
  - Go to **Students > Behaviour > Detentions > Dashboard**
  - Click **Issue Detention** button
  - Complete relevant information
  - Click **Issue detentions** button



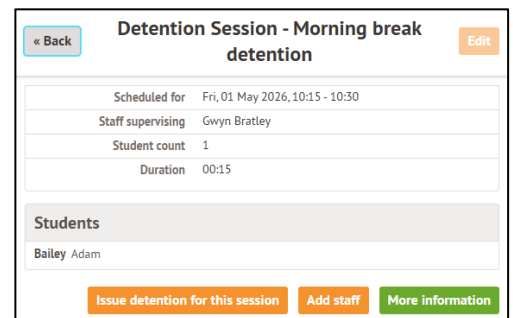
### Taking attendance in a detention

- The staff member allocated to the detention will get a notification, and it will appear in their calendar
- Click on the detention to open the **overview**



Alternatively:

- Go to **Students > Behaviour > Detentions > Dashboard**
- Click on **Upcoming detention sessions** tab (if detention still in progress) or **Recent detention sessions** tab (if detention has finished)
- Click on **detention** name to see an overview, and which students have been issued the detention
- Click on **More information** button to open the **overview**



From **detention overview**:

- From **Attendance** drop down next to each student, select their **Attendance Mark**
  - You can also click on **Take attendance** button
- If a student was **absent**, from the **detention overview** click on **Take action with absentees** button
- If the student was **absent and not in school**, you will have the option to reschedule the session (as long as the sessions have been set up):

« Back **Take action with absentees**

**Absent (not in school)**

Create new detentions for not in school absentees. If you don't want to create a new detentions, use Move To Another Session option

Hetan Aggarwal

- Playtime detention (Tue, 05 May 2026, 10:30 - 10:45)
- Playtime detention (Wed, 06 May 2026, 10:30 - 10:45)
- Playtime detention (Thu, 07 May 2026, 10:30 - 10:45)
- Playtime detention (Fri, 08 May 2026, 10:30 - 10:45)
- Playtime detention (Mon, 11 May 2026, 10:30 - 10:45)
- Playtime detention (Tue, 12 May 2026, 10:30 - 10:45)

**Absent (failed to attend)**

Create an incident for each failed to attend absentees. If there's no default assignee for selected behaviour, you will be assigned to them

- If the student was **absent and failed to attend**, select the relevant **behaviour type** from the drop-down list and click **Take action for absentees** button:

**Absent (failed to attend)**

Create an incident for each failed to attend absentees. This might trigger automatic actions. If there's no default assignee for selected behaviour, you will be assigned to them

Amber Baker

Behaviour type

- This will create an **incident** for the student(s) and may trigger automatic actions (e.g. informing staff / parents) if this has been set up in the behaviour type workflow
- If you are happy with the above, at the warning message, click **Take action** button
- An incident will then be created, notification sent to relevant members of staff, and further action can be taken

## 13. Logging Internal Exclusions

Before logging an internal exclusion, they need to be set up and have the relevant timetable slot(s) added (see section 8. Behaviour Setup: Internal Exclusions).

### Logging internal exclusion if timetabled Internal Exclusions

- Go to **Students > Behaviour > Internal Exclusions > Daily Attendance**
- The internal exclusions scheduled for that day will be listed

- If you wish to add a student to a future internal exclusion, change the date shown and click **Change Date** button
- Click on relevant internal exclusion listed

- If a **room has not been allocated**, click on **Edit** to add room
  - If a **staff member has not been allocated**, click on **Add staff** to assign relevant staff member
- Click on **Add students**
  - Add the student(s) name(s)
  - Add the reason for the internal exclusion
  - Adjust the issue date and time
  - Add any relevant notes and attachments
  - Click **Issue Internal Exclusion** button

- Alternatively, from the **Daily Attendance** overview, click on **Add Internal Exclusion** button

- Add the student(s) name(s)
  - Add the internal exclusion type
  - Add the reason for the internal exclusion
  - Adjust the issue date and time
  - Select the session(s) for the internal exclusion (need to have been set up)
  - Add any relevant notes and attachments
  - Click **Create Internal Exclusion** button

**Create Internal Exclusion** ☆

Can't select a session? This means there aren't any upcoming sessions scheduled. Please ask your school office team to follow [these instructions](#).

Students\*

Issued by\* Gillian Bratley

Internal exclusion type\*

Exclusion reason\*

Issued date 12:26 1st May 2026

Session(s)\* Select session(s)

Notes

Attachments

## Taking the register for internal exclusions

- The staff member allocated to the internal exclusion will get a notification, and it will appear in their calendar
- Click on the internal exclusion to open the **overview**

Alternatively:

- Go to **Students > Behaviour > Internal Exclusions > Daily Attendance**
- Click on the relevant internal exclusion and click **More information** button to open the overview

From **internal exclusion overview**:

- Scroll to top of overview and click **Take register** button

**Internal Exclusion session: Time in other class**

09:30 - 12:30, Friday, 01 May 2026

Location: Site 1: Reg 2

Internal exclusion type: Time in other class

- Mark student(s) attendance as relevant:

Lazar Allery

Past week: ✓ M ✓ Tu ✓ W ✓ Th ✓ F

## 14. Reporting on Behaviour Incidents

- Go to **Student > Behaviour > Incidents > Reporting** to open the behavioural incident report
  - Alternatively, go to **Reporting > Report Library** and search for 'behavioural incidents'

Behavioural Incidents Reporting

Tue, 16 Aug 2022 - Mon, 22 Aug 2022 Course Subject

No grouping

Hide columns Search this table Download

Date/Time	Severity	Behaviour	Students Involved	Status
19 Aug 2022, 14:03	Level 1 Negative	Producing great homework: In...	Tamirx Smith and Ashley Gray	Not Resolved
19 Aug 2022, 12:09	Level 1 Negative	2nd Warning: Failed to follow i...	Georgia Hughes and Jason Khan	Not Resolved
19 Aug 2022, 15:14	Level 1 Positive	Reflecting over work and impr...	Zach Bell and Jasmine Baker	Resolved

- Click on an incident to see the details:

« Back Behavioural Incident

Incident details

Behaviour	Failed to attend teacher detention
Narrative	Failed to attend detention session: Detention

- Click **Back** to return to the report

- Use the green filter on the report to **filter** the incidents displayed, for example:
  - Start / End Date:** Change the date range
  - Students in:** Select specific year group(s), registration form(s), demographics (by default all are selected)
  - Severity:** Select specific behavioural severities, e.g. positive or negative (by default all are selected)
  - Behaviour:** Select specific behaviour types (by default all are selected)
  - Location:** Select specific locations (by default all are selected)

Settings

Start Date\* 30th Apr 2026

End Date\* 6th May 2026

Students in... Year 6

Staff in... All staff

Severity Level 5 Negative Level 4 Negative Level 5 Negative

Behaviour All behaviours

Location All locations

Cancel Save Changes

- You can also **group** the incidents – you are then given the number of incidents for recorded for each group, for example:

Gender	Incidents
Female	1
Male	2

- Group by:** select how you want to group the incidents e.g. by sex, SEN vs Non SEN
- Note: you will need to ungroup the report to return and see the detail of the incidents

- You can also **display additional columns** in the report through the **settings**:

Resolved Since

Show Unresolved Only

Separate behaviour incidents by students

Group by

...also group by...

Display

Narrative  
Lesson/Event/Course  
Subject  
Staff involved  
Assigned to  
Reporter  
Actions Taken  
Physical Intervention

Select additional columns to display

Cancel Save Changes

## 15. Reporting on Behaviour Points

- Go to **Student > Behaviour > Points Awards > Totals**
  - Alternatively, go to **Reporting > Report Library** and search for 'behaviour points'
- If this is the first time using the report, click on **Add filter** to select a Point Award Scale for display
- If you then click **Save Changes** without making any other changes, you will get a list of the pupils with their week, term, year and 'life' points

### Point Award Totals

Please click 'Add Filter' to select a Point Award Scale for display.

As of 06 May 2026
All categories
Add Filter

Student

Student	Week	Term	YTD	Life
<a href="#">Aggarwal Hetan</a>	8	64	552	1430
<a href="#">Allen Adam</a>	8	44	490	2563
<a href="#">Allen Charlotte</a>	8	64	536	2752
<a href="#">Allen Sally</a>	8	46	502	1652

- You can **sort** by any of the columns, e.g. year group, 'year to date' points
- Click on the **settings** to apply filters:
  - As of date:** change date you want data for
  - Students in:** select year group, registration form, demographic group etc
  - Min/max for:** select from week, term, year, lifetime. This can then be used alongside the Min / Max points for that period

As of date...\*

Students in...

...and also in...

Min/max for...\*

Point award scale\*

Categories

Min

Max

- Categories:** select from range of categories for point awards
- Display:** add in additional columns e.g. year group, registration form, house
- Using the filters, group by registration form, year or house, or other demographic group
- Group by:** If 'student' is selected (default), the individual behaviour points totals will be listed
- Choosing a different grouping, e.g. Year group, Sex, FSM vs Not FSM, will give a table showing the group size, week, term and year to date points totals

Group by

Educational Needs  
 Ethnicity category  
 FSM vs. Not FSM  
 Sex  
 House  
 Intervention  
 Looked After (In Care) vs. Not Looked After (In Care)  
 Pupil Premium Eligible vs. Not Pupil Premium Eligible  
 Registration form  
 SEN vs. Not SEN  
**Student** ✓  
 Year group

Year group	Group Size	Week	Term	YTD
All	340	2,448	19,427	174,807
Reception	2	12	110	1,004
Year 1	60	434	3,454	31,238
Year 2	59	436	3,390	30,292
Year 3	55	374	3,170	27,990
Year 4	60	442	3,340	30,642
Year 5	51	364	2,904	26,174
Year 6	53	386	3,059	27,467

## 16.Reporting on Detentions

- Go to **Student > Behaviour > Detentions > Report** to open the detentions report
  - Alternatively, go to **Reporting > Report Library** and search for 'detentions'

Student	Reason	Detention Type	Issued Date	Issued By	Detention Date	Detention Atten...	Last Timetabled...
<a href="#">Baker Cameron</a>	Bullying - Other	Lunch detention	17 Aug 2022		Wed, 17 Aug 2022: 11...	Absent (failed t...	
<a href="#">Nimbus Nass</a>	Bullying - Other	Lunch detention	17 Aug 2022		Wed, 17 Aug 2022: 11...	Absent (not in s...	Art: A1 Art 17 A...
<a href="#">Griffiths Duncan</a>	3rd Warning: La...	After School	08 Aug 2022		Mon, 15 Aug 2022: 15...		Maths: Year 8: 8...

- Use the green filter on the report to **filter** the detentions displayed, and add any additional columns, for example:
  - Start / End Date:** Change the date range
  - Students:** Select specific year group(s), registration form(s), demographics (by default all are selected)
  - Display:** Select any additional columns to be displayed, e.g. Year group
- You can also group the detentions – you are then given the group size and the number of incidents for detentions for each group, for example:

### Create Detentions Report

Start Date: 23:00 12th Apr 2026

End Date: 23:00 20th Jul 2026

Students: All students

Group by: No grouping

Display:

- Year Group
- Registration Form
- House
- Notes
- Attendance Mark
- Last Timetabled Session
- Today's detentions

Group name	Group size	Total detentions
All	341	14
Nursery	0	0
Reception	2	0
Year 1	60	0
Year 2	60	0
Year 3	55	3
Year 4	60	6
Year 5	51	0
Year 6	53	5

- Click on the cell in the report with the student's name to go to the **Behaviour summary** within their **student profile**
- Click on any other cell in the table to see a slide-over with information about the detention
- Click on **More information** to access the **detention overview** where you can **Take Action** or **Cancel detention**

Detention - Alison Murphy

Alison Murphy

Form: BPG

Year: Year 8

House: Daily

Date of Birth: 24 Nov 2005 (17y 1m)

Father: Jonathan Murphy

Detention session: 22 Jan 2019, 15:00 - 16:30

Detention type: Pastoral Detention

Reason for detention: Behaviour - Threat to Health & Safety

Decision date/time: 22 Jan 2019, 09:39

Issued by: Adrian Campbell

Behavioural incident: Threat to Health & Safety

Notified student date/time: Not yet notified

Notified guardians date/time: Not yet notified

Detention duration: 01:00

Today's Attendance

Year 8: Form BPG 08:30 - 09:00

Attachments

Detention - Alison Murphy

Detention type: Pastoral Detention

Reason for detention: Behaviour - Threat to Health & Safety

Detention session: Pastoral Detention (Tue, 22 Jan 2019, 15:00 - 16:30)

Issued by staff: Adrian Campbell

Behavioural incident: Threat to Health & Safety

Decision made: 22 Jan 2019, 09:39

Student notified: No

Guardians notified: No

Tutors notified: No

Duration: 01:00

Notes: None added

## 17. Reporting on Internal Exclusions

- Go to **Student > Behaviour > Internal Exclusions > Statistics** to open the statistics page where you can create and export statistical reports on suspensions
  - Alternatively, go to **Reporting > Report Library** and search for 'internal exclusions'

**Internal Exclusions Statistics**

Mon, 17 Oct 2022 - Sun, 31 Dec 2023 Settings

Student

Hide columns Search this table Download

Student	Year Group	Reg. Form	Number of Exclusions	Type	Number of Hours	Number of Days
<a href="#">Berrecloth Titos</a>	Year 3	Form 3AI	1	Afternoon	2	0.27
<a href="#">Harrison Alice</a>	Year 5	Form 5LC	2	Morning internal ex...	8	0.98
<a href="#">Stevens Abigail</a>	Year 5	Form 5LC	3	Morning internal ex...	12	1.5
<a href="#">Kennedy Adele</a>	Year 6	Form 6FA	3	Afternoon Exclusion	6	0.76

- You can sort by any of the columns, e.g. year group, number of exclusions, and apply filters on the report columns, e.g. students with a certain number of hours in internal exclusion

Hide columns Search this table Download

Student	Year Group	Reg. Form	Number of Exclusions	Number of Hours	Number of Days
<a href="#">Harrison Alice</a>	Year 4	Form 4SU	1		0.53

Filter dropdown menu:

- Search...
- (Select All)
- 1

- Use the green filter on the statistics page to **filter** the internal exclusions displayed, for example:
  - Start / End Date:** Change the date range
  - Internal exclusion type:** Select specific internal exclusion types

**Settings**

Start date\* 13th Apr 2026

End date\* 20th Jul 2026

Group by Student

Internal exclusion type All exclusion types

- Group by:** If 'student' is selected (default), the individual internal exclusions will be listed.
  - Choosing a different grouping, e.g. Year group, Sex, FSM vs Not FSM, will give a table showing the group size, number, hours and days of internal exclusions for each group

Group by Student

Internal exclusion type

- EDUCATIONAL NEEDS
- Educational Needs
- Ethnicity category
- FSM vs. Not FSM
- Sex
- House
- Intervention
- Looked After (In Care) vs. Not Looked After (In Care)
- Pupil Premium Eligible vs. Not Pupil Premium Eligible
- Registration form
- SEN vs. Not SEN
- Student**
- Year group

Year group	Group Size	Total Internal ...	Number of Ho...	Number of Days
All	1	1	3	0.4
Nursery	0	0	0	0
Reception	0	0	0	0
Year 1	0	0	0	0
Year 2	0	0	0	0
Year 3	0	0	0	0
Year 4	0	0	0	0
Year 5	1	1	3	0.4
Year 6	0	0	0	0


**Please note:** if the in-built behaviour reports do not give the information needed, custom reports can also be created which might provide the solution.

## 18.Viewing Behaviour on Student Profile

All behaviour incidents, points, detentions and internal exclusions can be viewed on an individual student profile.

- Go to Students > Browse Students > All Students
- Search for student and click on name to open profile (or search for name in search bar at top of page)
- Click on Behaviour on left hand menu to open Behaviour area

### Behaviour



Adam Bailey

Form **65C**

Year **Year 6**

House **Westbourne**

Date of Birth **09 Dec 2015 (10y 5m)**

Father **Max Bailey**

[Out Of Age Group Cohort](#) | 
 [Disadvantaged](#) | 
 [Disadvantaged \(Ofsted 2023\)](#) | 
 [Pupil Premium Eligible](#)

Mon, 01 Sep 2025 - Mon, 18 May 2026

[Dashboard](#) | 
 [History](#) | 
 [Incidents](#) | 
 [Golden Time](#) | 
 [House Points](#) | 
 [Detentions](#) | 
 [Internal Exclusions](#) | 
 [Exclusions](#) | 
 [Behavioural notes](#)

Overview

The following tabs give different views of behaviour:

- **Dashboard**
  - Overview of all areas
  - Weekly scores for this academic year as a graph – click on the tabs to highlight the scores for different areas



- Graphs to show behaviour points by time of day, and incidents by type

- **History**
  - A searchable list of all behaviour events (positive, negative, points) for this academic year
  - Change date range in settings
- **Incidents**
  - Number of incidents this week, this term, this year, life time
  - List of behaviour incidents
- **Behaviour points**
  - Overview of points awarded this week, this term, this year, life time
  - List of behaviour points awarded
- **Detentions**
  - Total number of detentions, upcoming, completed and unallocated
  - List of detentions
- **Internal exclusions**
  - List of internal exclusions
- **Exclusions**
  - List of exclusions and reviews for permanent exclusions
- **Behavioural notes**
  - Any behavioural notes added

Data from the different areas can be downloaded if required.