

Behaviour Management Policy

Senior School

2023/2024



Ibstock Place

CO-EDUCATIONAL DAY SCHOOL

IBSTOCK PLACE SCHOOL

Behaviour Management Policy

Senior School

Scope

This policy applies to all Senior School pupils and staff at Ibstock Place School (hereinafter 'Ibstock' or 'the School').

Roles and Responsibilities

The Governing Body delegates responsibility to the Head for developing and enacting any required "Good Practice" policies. These policies are non-statutory and do not require ratification by the Governing Body. As such, the Head has delegated accountability and responsibility for the operationalisation of this policy to the Deputy Head (Pastoral) who ensures the consistent application and implementation of this policy across the School. Staff should follow the expectations set out in this policy.

Policy Aims

To enable the Head to carry out his or her responsibilities of maintaining order and good discipline in the School.

To ensure, so far as possible, that every pupil in the School is able to benefit from and make his/her full contribution to the life of the School, consistent always with the needs of the school community.

To authorise the Code of Conduct, the School Rules and any procedures necessary for implementing them. These promote the rule of law as it applies in School, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

The policy is developmental, encouraging increasing self-awareness and levels of responsibility as pupils are able to grasp moral concepts and learn to consider and respect others and the needs of the community.

1. Application

This policy (together with the School rules and all School policies on behaviour and discipline) applies to all pupils at the School and at all times when a pupil is:

- in or at School;
- representing the School or wearing School uniform;
- travelling to or from School;
- on School-organised trips;
- associated with the School at any time;
- Online.

This policy will also apply to pupils at all times and places in circumstances where failing to apply this policy may:

- affect the health, safety or well-being of a member of the School community or a member of the public;
- have repercussions for the orderly running of the School;
- bring the School into disrepute.

There is a separate *Behaviour for Learning Policy* which should be referred to for classroom and learning behaviours. The School withholds the right to apply this policy to behaviours that take place within the classroom that transgress school rules/code of conduct. For example, discriminatory or abusive language or threatening behaviour towards another pupil or member of staff.

References to **working days** in this policy mean Monday to Friday, when the School is open during term time. The dates of terms are published on the School's website. In the event that the application of this definition is likely to introduce excessive delays, due to intervening School holidays, the School's approach is to take sensible and reasonable steps so as to minimise any hardship or unfairness arising from such delays.

This policy has regard to the guidance *Behaviour and Discipline in schools* (DfE, 2022).

2. Code of Conduct

The Aims and Ethos of the School are, “to create an outstanding place of learning, a place where our pupils find academic excellence and the joy which it inspires. We ensure that our pupils’ natural curiosity and empathy is ceaselessly nourished. In so doing, we set the conditions which enable them to excel, both during their time with us and throughout their adult lives”.

It is important for all of us to be aware of, and to live by, the principles of honesty, fairness, hard work, self-discipline and enjoyment which have formed the basis of our School community since its foundation. We manners and service to others. We attach great

importance to showing respect in our daily lives for the needs and feelings of all other individuals, groups and for the environment.

We value both effort and achievement and no person's worth is measured against that of any other. The School seeks to enable and encourage everyone to meet the demands of school life and, with mutual support, to enable each pupil to find his or her strengths and talents and develop them to the full.

Pupils are regularly reminded of aspects of the Code of Conduct through assemblies, briefing messages and in PSHE/foundations. The School has five emotive statements which aim to capture the essence of Ibstock and the manner in which we expect our pupils to behave:

‘A joyful, nurturing culture’

‘Ambition to achieve’

‘An inspiring place to flourish’

‘Rooted in kindness’

‘Feet on the ground, eyes on the future’

3. Self Respect

Commitment

Pupils are expected to take pride in their conduct and personal appearance and to show commitment academic, sporting and leisure activities and always to do their best. We hope Pupils will take pride in their membership of the School and will be an ambassador for the School on all occasions.

Appearance and Dress: Pupils must conform to the Code of Dress, and school uniform must be worn during school hours, on the journey to and from school, and for other school activities. Details regarding uniform expectations can be found in the pupil planner.

Honesty: The School relies on each pupil to be honest and truthful and to show a good example to others. Cheating, plagiarism, stealing or telling lies are discreditable. The School has an Academic Honesty Policy to which pupils must adhere.

General Behaviour: Pupils behaviour must be a credit to themselves and to the School, whether at School or in public places such as streets, on public transport or in private coaches and whether in or out of School hours.

4. Respect for Others

Courtesy and Good Manners

Always be ready to offer assistance to members of staff, parents and visitors to the School. The use of bad language is unnecessary, insulting to others and damaging to the person who uses it. For these reasons its use is forbidden and liable to be punished. Pupils are expected to behave with good manners when competing or spectating at team events and to be equally gracious in victory or defeat.

Effort and Achievement

At School we look for fulfilment and enjoyment and we aim for positive outcomes. We need to respect and encourage each other as individuals and as members of a team. We also encourage enquiry, hard work and high standards.

5. Anti-Discrimination

Anti-Discrimination Policy

This is an extension of the School's Code of Conduct and outlines the Ibstock Place School's zero-tolerance approach to discriminatory behaviour.

Discrimination hurts and leaves scars that can last a lifetime, affecting the ambitions, life choices, and feelings of self-worth of the victim(s).

Discrimination based on the following groups are some of the most common forms but is not an exhaustive list: Sex, Gender Identity and Sexual Orientation, Religion (eg. Antisemitism), Race and Skin Colour, Disability and Age.

Pupils need to be aware that online communities (eg. TikTok, Whatsapp) are sadly a hotbed for discriminatory ideologies, 'jokes' and memes. Interaction with such content, for example sharing content on groups chats, would be considered a clear contravention of this policy.

The full range of sanctions, including removal from the School, are at the Headmaster's disposal should a pupil engage in discriminatory behaviour. It is important to be aware that 'hate speech' could well be treated as criminal offence by the police and this could have a significant impact on the future prospects of the perpetrator.

All members of our School community have a role to call out discriminatory behaviours.

6. Sixth Form

The Sixth Form is subject to the same **Code of Conduct**, general expectations, and sanctions as pupils in S7-S11; however, staff are encouraged to deal with Sixth Formers in ways which encourage independence and self-discipline. Sixth Formers observe the Code of Conduct or, where there are different expectations, the **Sixth Form Pupil Handbook**.

For concerns about academic matters, '**Work Flags**' or '**Concern and Proposed Actions**' are logged via iSAMS and forwarded to pupils, Tutors and the Sixth Form Leadership Team. Follow-up discussions are arranged depending on the severity or number of logs for each pupil.

The Sixth Form's discipline model encourages self-discipline and preventative measures. Pupils have regular assemblies and briefings about procedures and routines so that formal disciplinary measures should rarely need to be imposed. As more mature members of the School community, the Sixth Form should present as positive role models to our younger pupils. If attitude, conduct, or punctuality needs to be addressed, **Behaviour and/or Punctuality Detentions** are sanctioned on Fridays in the Mezzanine 4.00-5.00pm under the supervision of a member of staff. Pupils should focus on academic matters during the detention to complete unfinished tasks.

If a pupil's Punctuality leads to prolonged periods of absence or lateness to lessons, parents are contacted by the Sixth Form Leadership team with follow up procedures required by the pupil. If a pupil's behaviour is in question consistently and such actions negatively affect the school community, the school reserves the right for further sanctions in line with the school **Code of Conduct**.

7. Senior School Rules (written for pupil audience)

We all have a social responsibility to behave well, act responsibly and with courtesy. We must always show respect to everyone within our community and appreciate the surroundings that we are in, we are so very fortunate. All rules apply throughout school hours, on the way to and from School, on day/residential trips and during sports matches.

The School's Behaviour Policy is available on the policies section of the website. For the purposes of clarity, any behaviour which amounts to a breach of the School's guidelines and is obstructive to the smooth running of the School or prejudices the reputation of the School will be regarded as an offence against School discipline and the full range of sanctions outlined in the policy are available to the Head.

- Pupils are not permitted to leave the School premises during the school day without written permission from a parent. Exceptions for Sixth Formers are outlined in their Handbook.

- All pupils are required to attend punctually and regularly for all timetabled sessions throughout the term.
- All pupils are obliged to take part in games and other out-of-school activities as required by the School and to attend rehearsals, practices, matches, as necessary, on School days and weekends unless a pupil is specifically exempted. Such an obligation should be regarded as a privilege.
- All pupils are required to wear uniform or, in the case of Sixth Formers, to follow the guidelines set out in the code of dress and to dress smartly and appropriately for School. In all matters of dress, hairstyle and appearance the arbiter of what is acceptable is a pupil's House Tutor, the Head of House and, ultimately, the Headmaster. A pupil whose dress or appearance is unsatisfactory may be sent home. For further information, please see the School's uniform policy.
- For Physical Education and Games, the regulation sports clothing must be worn. All sports kit must be clearly marked. All pupils playing games are required to uphold a high standard of sportsmanship, as well as safety.
- The School provides lockers for all pupils in S7 – Sixth Form. Pupils must keep their lockers locked and are forbidden from tampering with another pupil's lock or locker. Whilst this locker storage is provided for school and personal property, the School accepts no responsibility for loss or damage of any kind. Large sums of money and valuable items should not be brought into school and, if vital to do so, should never be stored in the locker. The Reception staff will always look after valuable property.
- Email and access to the Internet is strictly for educational purposes only. Pupils are required to sign a contract to this effect, countersigned by a parent. The School has a monitoring software called Senso which monitors usage and reports on inappropriate and flags safeguarding concerns
- Pupils must use the footbridge to cross Clarence Lane and the zebra crossing to cross Priory Lane at all times during the day and when arriving and leaving School. Failure to do so will result in a Headmaster's Detention.
- School Behaviour Detentions will normally take priority over all other commitments. Permission for absence must be sought from the Head of Lower/Middle School. Any pupils receiving three Headmaster's Detentions must be aware that their future in the School is in jeopardy.
- Mobile telephones, devices, that link to a mobile network (including wearables that link through a phone) and portable music players are not permitted in School, i.e. not to be seen or heard on the School campus at any time. Exceptions for Sixth Formers are outlined in their Handbook. The School reserves the right for a member of staff to confiscate the phone. The phone may be collected from Reception at the end of the day,

or if the offence is post 4pm, the following morning. A space will be made available for pupils to make phone calls/check text should they need to at the end of the School day.

- Any pupil who causes damage to property belonging to the School must report the damage to a teacher immediately.
- Pupils are not allowed to bring makeup, white correction fluid or chewing gum to School.
- Smoking and the consumption of alcohol or narcotics and any form of gambling are forbidden.
- Tobacco and smoking paraphernalia including vapes, shisha pens, e-cigarettes, alcoholic drinks, narcotics, dangerous substances, fireworks, offensive objects and pornographic images are prohibited. School has the power to search a pupil's possessions for these prohibited items. The School has vape sensors in areas around the School site
- The School reserves the right to search a pupil's possessions. This includes the power to search a pupil's mobile telephone or laptop should there be any suspicion that it contains content that has been, or is likely to be, used to bully or harass another pupil or teacher.
- Pupils are expected to use a lock on their school locker and ensure that they return it in good order (for example, free from graffiti) at the end of the academic year.

These rules may be subject to amendment as necessary.

8. Rewards

Pupils are educated about good behaviour through the operation of the School's curriculum, Tutorial/Foundations programme and the School's pastoral support systems. Pupils are encouraged to act responsibly and, through the operation of this policy, to accept responsibility for their behaviour.

The School understands that rewards can be more effective than punishment in motivating pupils.

Within School, teaching staff often use the following strategies to recognise the good work of pupils:

- Verbal praise
- A 'Praise' entry in *iSAMS*. This is seen by House Tutor, Head of House, Head of Lower/Middle, Deputy Head (Pastoral) and parents.
- House Colours
- School Colours
- Sporting Awards
- A postcard home
- Contribution to School- for those assisting with School activities (eg Open Evening)
- Headmaster's Achievement Lunch
- Presentations and acknowledgements during full School and House Assemblies
- Recognition of achievement on school social media channels
- School Awards are awarded annually at a celebratory Prize Giving for:
 - - Outstanding Academic Achievement:
 - S7-S11 - on average 5 prizes per age group
 - LVI - one academic prize for a boy and one for a girl
 - UVI - one academic prize for each A-Level subject
 - Outstanding Contribution to School Sport – one boy and one girl
 - Most Improved Players – one boy and one girl
 - Players of the Year
 - S7-S11 - one boy and one girl per year group
 - Lower and Upper Sixth - one boy and one girl
 - Maurice Finnan Award for Service to the School
 - The Richard Hastie-Smith House Trophy
 - The Masha Shishkina Award for Kindness (nominated)
 - School Colours

9. Sanctions

Good discipline is based upon a shared understanding of the behaviour expected of pupils. If a child's behaviour or performance falls short of our expectations, a range of sanctions may be applied (note: Ibstock Place School rejects the use of corporal punishment). In the first instance, it is the responsibility of ALL staff to deal with discipline.

When considering the appropriate sanction, the risks posed to pupil welfare by an individual's behaviour will be assessed. This may include consideration of how any action taken, sanctions applied or inaction may affect that individual's welfare and, where appropriate, how it may affect other pupils' welfare and / or the School community as a whole.

The following actions may be taken by teaching staff should a pupil fail to meet expectations:

- a meeting with the member of staff
- referral to Tutor/Head of House/ Head of section
- contact parents to inform them of concerns and to seek their support

Written records are very important and Tutors should record matters on the pupil's file when any of the above actions are taken. *Pupil Notes for File*, hardcopies of emails and contemporaneous notes may also be useful in maintaining records. If the matter relates to Safeguarding then notes should be held on My Concern.

In the event of a serious discipline problem in the classroom which requires immediate attention, staff are to escort the pupil concerned to the most accessible member of the SMT. As class cannot be left unsupervised, a message must be sent to SMT and the Attendance and Welfare Officer so a member of staff can attend the classroom. See also 'Serious breaches of discipline' section below.

Punishments are most effective when used sparingly. When it is necessary to detain a pupil, teachers are advised to apply the rules firmly but calmly and separate the issue from the person. It is important teachers inform parents of after School and Community Service and Headmaster's detentions so they can support the teacher's action.

10. School Behaviour Detentions

Tuesday Detentions

All detentions are scheduled to occur on Tuesday. The duration of the detention and the timing the pupil is required to attend is outlined below:

The School has two separate detentions that run on **Tuesday**

House Detention (duration 1 hour, after school) are given to pupils whose behaviour falls significantly below expectations. For example, such detentions are issued for:

- Unauthorised absence from class
- Failing to follow correct signing-in or signing-out procedures
- Failing to report to a Behaviour Detention
- Making a fellow pupil feel vulnerable.
- Rough or dangerous play
- More minor transgression of the School's Anti-Discrimination Policy

Behaviour Detentions (duration 45 minutes, after school) are given to pupils who are deemed to have behaved in a manner that has caused disruption. For example, such detentions are issued for:

- Minor transgressions of the School ICT user agreement
- Lateness to lessons/school

Headmaster's and Community Service Detentions

It is important to understand a clear distinction between the two detentions listed below, whilst they both take place on a Saturday, the Community Service Detention is the lesser of the two sanctions, both in terms of time and severity. The nature of the detention will also differ.

Saturday Community Service (Saturday morning or the day after term ends – 1 hour) are issued for:

- Use of mobile telephone or digital device that is heard on the school campus. The phone may be confiscated at the time.
- Chewing gum or placing gum on school property

Headmaster's Detention (Saturday mornings or the day after term ends – 2 hours) are issued for:

- A serious breach of the School Rules
- Using foul or abusive language that brings the School into disrepute
- Repeated or serious incidents of bullying

- A significant transgression of the School's Anti-Discrimination Policy
- Willful damage to School property
- Tampering with another pupil's lock or locker
- Three House Detentions in a term or a significant accumulation of behavioural detentions
- Intentional use of a mobile telephone or digital device on the School campus
- Failing to report to a House detention (the pupil will have previously served a repeat House detention)
- Not using the footbridge to cross Clarence Lane, or the zebra crossing to cross Priory Lane at any time on a School day (this is to ensure your safety).

Details of a Headmaster's Detention will be filed on your School records.

There are, of course, other circumstances in which it may be deemed that a Behaviour, House, Community Service or Headmaster's detention is the appropriate sanction.

Please note that the management of behaviour in class settings is outlined in the Behaviour for Learning policy. The School recognises that, on occasion, instances of behaviour in class reach a threshold that requires sanction through this policy. Examples include:

- Unkind behaviour in the class setting towards another pupil (foul abusive, sexist, derogatory remarks)
- Disruptive behaviour that is deemed greater than Low Level disruption managed through the BfL policy
- Disrespectful behaviour towards a teacher (for example, lying or inappropriate communication).

II. Serious breaches of discipline

Allegations, complaints or rumours of serious breaches of discipline should be referred to the Head.

The main categories of misconduct which are considered to be serious breaches of discipline include but are not limited to:

- (a) supply / possession / use of certain drugs and solvents or their paraphernalia or substances intended to resemble them, or alcohol or tobacco and e-cigarettes (vapes);

- (b) theft, blackmail, physical violence, intimidation, discrimination of a protected characteristic, racism or persistent bullying;
- (c) physical, emotional or sexual misconduct harassment or abuse;
- (d) serious contravention of the School's policies on the acceptable use of technologies or online safety;
- (e) supply or possession of pornography;
- (f) possession or use of unauthorised firearms or other weapons;
- (g) vandalism or computer hacking;
- (h) persistent attitudes or behaviour which are inconsistent with the School's ethos;
- (i) other misconduct which affects the welfare of a member or members of the School community or which brings the School into disrepute (single or repeated episodes) on or off School premises;
- (j) other misconduct specifically provided for in the School's parent contract and School rules.

The range of sanctions for serious breaches of discipline include:

Suspensions

The Head may suspend a pupil from classes this can be internally but more commonly this external. The reserves the right for this suspension to be external and the Head may decide that a period of external suspension must be served as a disciplinary sanction. In the latter case, staff do not provide the pupil with work to complete.

A pupil may also be suspended as a neutral act pending the outcome of an investigation or pending a Review.

Removal

The parents may be required to remove a pupil from the School if, after consultation with the parents and if appropriate the pupil, the Head is of the opinion that:

- the pupil has committed a breach or breaches of School rules or discipline for which removal is the appropriate sanction; or
- by reason of the pupil's conduct, behaviour or progress, the pupil is unwilling or unable to benefit sufficiently from the educational opportunities and / or the community life offered by the School; or

- the Parents have treated the School or members of its staff or any member of the School community unreasonably.

In these circumstances, and at the sole discretion of the Head, the parents may be permitted to withdraw the pupil as an alternative to removal being required.

Expulsion

A pupil may be expelled from the School for a very grave breach of discipline or a serious criminal offence. Expulsion is reserved for the most serious breaches.

An allegation, complaint or rumour of a serious breach of discipline will be investigated in accordance with the procedures set out in Appendix 1.

If the findings of the investigation support the allegation, complaint or rumour of a serious breach of discipline, a disciplinary meeting will be held in accordance with the procedures set out in Appendix 2.

The Head is required to act fairly and in accordance with the principles of natural justice.

If a pupil is withdrawn from the School before the conclusion of these disciplinary procedures, the School reserves the right to complete the procedures, in the absence of the pupil and the parents if necessary, and to make a finding. The School reserves the right to refer to such disciplinary action in references provided for the pupil.

12. Parent involvement

The School seeks to work in partnership with parents over matters of discipline, and it is part of the parents' obligations to the School to support the School rules.

Parents will be informed as soon as reasonably practicable after it becomes clear that the pupil may face disciplinary action for a serious breach of discipline, unless the School is prevented from doing so by the police if they are involved.

Parents will also be notified of disciplinary sanctions for minor breaches of discipline and may be contacted to discuss the matter if it is considered appropriate to do so.

GDPR regulations dictate that the School is unable share details of sanctions imposed on third parties without a lawful basis.

13. Additional needs

The School will make reasonable adjustments for managing behaviour which is related to a pupil's disability. Staff should seek advice from the Head of Academic Mentoring or Deputy Head (Pastoral) if they are unsure about how to manage a pupil's behaviour where this is related to a disability.

If there is a concern that a pupil's behaviour is as a result of unmet educational or other needs, advice should be sought from the Head of Academic Mentoring and the Deputy Head (pastoral) and further action in accordance with the Academic Mentoring Policy (SEND) will be considered.

Where expulsion or removal needs to be considered, the School will ensure that a pupil with disability or special educational needs is able to present their case fully where their disability or special educational needs might hinder this.

14. Safeguarding

If behaviour and discipline matters give rise to a safeguarding concern, the School's child protection procedures will be followed (see the Child Protection Policy).

Malicious allegations against staff

Where a pupil makes an accusation against a member of staff and there is reasonable suspicion that the accusation has been deliberately invented or malicious, the Head will consider whether to take disciplinary action in accordance with this policy.

Where a parent has made a deliberately invented or malicious allegation the Head will consider whether to require that parent to remove their child or children from the School on the basis that they have treated the School or a member of staff unreasonably and compromised the requirement for mutual trust and confidence.

The School will consider whether the police should be asked to consider if action might be appropriate against the person responsible for the allegation.

The School will consider a malicious allegation to be one where there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive.

15. Use of Reasonable Force

Any use of force by staff will be reasonable, proportionate and lawful. Reasonable force will be used as set out in Appendix 3. More detailed guidance about the use of reasonable force is provided to staff in the [Staff code of conduct].

Corporal punishment is not used at the School and force is never used as a form of punishment.

16. Record keeping and Review

All records created in accordance with this policy are managed in accordance with the School's policies that apply to the retention and destruction of records.

A record is kept of sanctions imposed for serious misbehaviour. The record includes:

- the name and year group of the pupil concerned;
- the nature and date of the offence;
- the sanction imposed and reason for it; and
- the name of the person imposing the sanction.

This record is reviewed regularly by the Deputy Head (Pastoral) so that patterns in behaviour can be identified and managed appropriately.

Queries

Queries on this policy should be directed to the Deputy Head (Pastoral).

Review and Verification

This policy is reviewed annually by the Deputy Head (Pastoral).

Appendices

Please see overleaf for Appendices 1 – 4.

Appendix 1 – Investigations into serious breaches of discipline

- 1 The Head will appoint a senior member of staff to carry out an investigation.
- 2 Parents will be informed as soon as reasonably practicable after it becomes clear that the pupil may face disciplinary action for a serious breach of discipline, unless the School is prevented from doing so by the police if they are involved.
- 3 An investigation and any subsequent meeting will be conducted fairly and in a way which is appropriate to a school, without formal legal procedures.
- 4 A pupil may be suspended (neutrally) from the School while a complaint is being investigated or while an investigation is on hold (see paragraph 7 below). Should a suspension continue for a period of more than five School days, the School will take reasonable steps to put in place arrangements to ensure the continuing education of the pupil. Parents should note that there may be a delay in providing work whilst teaching staff are given the opportunity to determine what work should be set.
- 5 A pupil's space or belongings may be searched during the course of the investigation. See Appendix 4 of this policy for the School's policy on searching and confiscation.
- 6 If the pupil is to be interviewed as part of the investigation, arrangements will be made for him / her to be accompanied by a member of staff of his / her choice). A minute of the interview will be recorded in writing by an accompanying member of staff. The pupil may be asked to confirm any statement made or minute taken to be true and accurate. See additional guidance below about carrying out interviews involving groups of pupils.
- 7 It may be necessary to delay an investigation or put it on hold, for example where external agencies such as the police or social services are involved and have advised that this is necessary. A decision to suspend an investigation will take into account advice from appropriate external agencies and will be subject to periodic review. If considered necessary, the School may make arrangements for legal representation for the pupil to be funded entirely at the parents' expense.
- 8 The outcome of the investigation will be reported to the Head. If the findings of the investigation appears to support the allegation, complaint or rumour, a disciplinary meeting will be held in accordance with the procedures in Appendix 2 of this policy.
- 9 **Interviews involving groups of pupils**
 - (a) Investigations into serious breaches of discipline can be lengthy: pupils may have to be off-timetable, they should not be permitted to collude and there needs to be consistency in interviewing, i.e. the same members of staff carrying out the interviews with each child

where practicable.

- (b) A member of staff will be designated by the Senior Management Team to look after pupils awaiting interview if there is a possibility the process will go on for a long time. This member of staff will be in charge of the welfare of pupils, for example: ensuring pupils have the opportunity to rest, telling the pupils where the nearest lavatory is and arranging loo breaks, keeping the pupils informed of the procedure and its likely duration, telling the pupils they must ask should they need anything or be unsure of anything and making sure they know where to find him or her should they need anything.

Appendix 2 – Disciplinary meeting with the Head

1 Where the findings of the investigation into an allegation, complaint or rumour of a serious breach of discipline appears to support the allegation, complaint or rumour, a disciplinary meeting with the Head will take place.

2 Attendance

2.1 The pupil and his / her parents (if available) will be asked to attend the disciplinary meeting with the Head. The pupil may also be accompanied by a member of staff of his / her choice. Where the complaint concerns the behaviour of the parents, the pupil will not generally be expected to attend the meeting and this procedure applies to the parents only.

2.2 The person who undertook the investigation will be in attendance to explain the circumstances of the complaint and his / her investigation and an additional member of staff will be present to minute the meeting.

2.3 If the parents or the pupil have any special needs or disability which call for additional facilities or adjustments (e.g. parking or the provision of documents in large print or other accessible format) those requirements should be made known to the Head so that appropriate arrangements can be made.

2.4 If a parent is unable to attend because of, for example, travel and working commitments, the School will make reasonable alternative arrangements to ensure the parent can be involved, remotely if necessary, with the disciplinary process and their child's education.

3 Meeting

3.1 Documents available at the disciplinary meeting with the Head may include:

3.1.1 a statement setting out the allegations regarding the pupil or, where applicable, the parents;

3.1.2 written statements and notes of the evidence supporting the allegations, and any relevant correspondence;

3.1.3 the investigation report;

3.1.4 the pupil's school file and (if separate) conduct record;

3.1.5 the relevant School policies and procedures.

3.2 The Head will consider the allegations and the evidence, including statements made by and / or on behalf of the pupil or, where applicable, the parents.

- 3.3 The pupil and his / her parents will have an opportunity to state their side of the case.
- 3.4 The Head will inform the pupil and his / her parents of the range of disciplinary sanctions which the Head considers are open to him if the allegation, complaint or rumour is sufficiently proved.
- 3.5 Unless the Head considers that further investigation is needed, he will close the meeting and inform the pupil and the parents that they will be notified of his decision in writing.

4 Decision

- 4.1 The Head will consider whether the allegation, complaint or rumour has been sufficiently proved. The standard of proof shall be the civil standard, i.e. the balance of probabilities. The pupil's disciplinary record will be taken into account where the complaint concerns the conduct of the pupil.
- 4.2 The Head may expel or remove a pupil or impose any other sanction he or she considers to be appropriate in accordance with this policy.
- 4.3 The Head will notify the parents of his decision in writing, with reasons, within three working days of the disciplinary meeting.
- 4.4 A decision to expel or remove a pupil shall take effect three working days from the date of the Head's letter confirming his decision. Until then, the pupil shall remain suspended and away from School premises.

5 Review

- 5.1 The Parents or the pupil may request a Review of the Head's decision to expel or remove a pupil from the School. The request must be made within three working days of the date of the Head's letter confirming his or her decision.
- 5.2 If such a request is made, the pupil shall remain suspended until the Review has taken place and either the sanction is upheld or a reconsidered decision made.
- 5.3 See the expulsion and removal review procedure for further information about requesting a review and the detail of the procedure.

6 Leaving status

- 6.1 If a pupil is expelled or removed, his / her leaving status will be one of the following: expelled, removed or, if the offer is made by the Head and accepted by the Parents, withdrawn by parents.
- 6.2 Additional points of leaving status may include:

- 6.2.1 the form of letter which will be written to the Parents and the form of announcement in the School;
- 6.2.2 the form of reference which will be supplied for the pupil;
- 6.2.3 the entry which will be made on the School record and the pupil's status as a leaver;
- 6.2.4 arrangements for transfer of any course and project work to the pupil, his / her Parents or another school;
- 6.2.5 whether (if relevant) the pupil will be permitted to return to School premises to sit public examinations;
- 6.2.6 whether (if relevant) the School can offer assistance in finding an alternative placement for the pupil;
- 6.2.7 whether the pupil will be entitled to leavers' privileges;
- 6.2.8 whether the pupil will be eligible for membership of Stocks Connect and if so from what date;
- 6.2.9 the conditions under which the pupil may re-enter School premises in the future; and
- 6.2.10 **financial aspects:** payment of any outstanding fees and extras; whether the deposit will be returned or credited; refunded of prepaid fees.

Appendix 3 – Use of reasonable force

- 1 Any use of reasonable force will be in accordance with the DfE guidance Use of reasonable force (DfE, July 2013).
- 2 Reasonable force may be used to prevent a pupil from doing or continuing to do any of the following:
 - 2.1 committing a criminal offence;
 - 2.2 injuring themselves or others;
 - 2.3 causing damage to property, including their own;
 - 2.4 engaging in any behaviour prejudicial to good order and discipline at the School or among any of its pupils, whether that behaviour occurs in a classroom or elsewhere.
- 3 In these circumstances, force will be used for two main purposes: to control pupils or to restrain them. Reasonable force may be used, for example, to restrain a pupil at risk of harming themselves or another individual or to prevent a pupil leaving a classroom where allowing her to do so would risk her safety or lead to behaviour that disrupts the behaviour of others.
- 4 In addition, reasonable force may be used to conduct a search for certain "prohibited items" (see Appendix 4 below).
- 5 In deciding whether reasonable force is required, the needs of individual pupils will be considered and reasonable adjustments will be made for pupils with special educational needs or disabilities.
- 6 Where reasonable force is used by a member of staff, the Deputy Head (pastoral) must be informed of the incident and it will be recorded in writing. The pupil's parents will be informed about serious incidents involving the use of force. In the EYFS setting, the pupil's parents will be informed about any use of force on the day of the incident or as soon as reasonably practicable.

Appendix 4 – Searching and confiscation

- 1 All schools have a general power to impose reasonable and proportionate disciplinary measures (Education and Inspections Act 2006). This enables a member of staff to confiscate, retain or dispose of a pupil's property as a disciplinary penalty where it is reasonable to do so.
- 2 The School's policy on searching and confiscation has regard to the DfE guidance Searching, screening and confiscation (2022).
- 3 **Prohibited items**
 - 3.1 The following are "prohibited items" under Section 550ZA(3) of the Education Act 1996 and Regulation 3 of the Schools (Specification and Disposal of Articles) Regulations (SI 2012/951):
 - 3.1.1 knives or weapons, alcohol, illegal drugs and stolen items;
 - 3.1.2 vapes, tobacco and cigarette papers, fireworks and pornographic images;
 - 3.1.3 any article that a member of staff reasonably suspects has been, or is likely to be used:
 - (a) to commit an offence; or
 - (b) to cause personal injury to, or damage to the property of, any person (including the pupil); and
 - (c) any item banned by the School rules that are identified as being items which may be searched for.
 - 3.2 The School has banned items that are reasonably believed to be likely to cause harm or disruption. Pupils must not have these items in their possession on School premises or at any time when they are in the lawful charge and control of the School (for example on an educational visit).
- 4 **Searching with consent**
 - 4.1 Before any search is undertaken the pupil will usually be asked to consent. In seeking consent, the age and maturity of the pupil will be taken into account together with any special needs the pupil may have. Written consent will not usually be required.
 - 4.2 The consent of the pupil must be obtained for searches for items that are not "prohibited items" as listed in section 3 above. The consent of the pupil must be sought even if he / she is not at the School at the time. If a member of staff suspects that a pupil has an item that is banned by the School they can instruct the pupil to turn out his or her pockets or bag.

- 4.3 If the pupil refuses to provide consent disciplinary action may be taken in accordance with the School's behaviour management policy.

5 Searching for prohibited items

- 5.1 Where the Head or an authorised member of staff has reasonable grounds to suspect that a pupil may have a prohibited item, consent is not required and the search will be carried out, using reasonable force if necessary (such force may not be used in searches for items included in 3.1.3(c) above).

- 5.2 Searches will be carried out only on School premises or, if elsewhere, where the member of staff has lawful control or charge of the pupil, for example on an educational visit or in training settings.

- 5.3 If it is believed that a pupil has a prohibited item, it may be appropriate for a member of staff to carry out:

5.3.1 a search of outer clothing; and / or

5.3.2 a search of School property (e.g. pupils' lockers or desks, bed studies or dormitories); and / or

5.3.3 a search of personal property (e.g. bag or pencil case).

- 5.4 Searches will be conducted in such a manner as to minimise embarrassment or distress. Any search of a pupil or their possessions will be carried out in the presence of the pupil and another member of staff. Where a pupil is searched, the searcher and the second member of staff present will be the same gender as the pupil.

- 5.5 Where it is reasonably believed that serious harm may be caused if the search is not carried out immediately and it is not practicable to summon another member of staff, a member of staff may carry out a search of a pupil of the opposite sex and / or in the absence of a witness.

- 5.6 Where the Head, or staff authorised by the Head, find anything which they have reasonable grounds for suspecting is a prohibited item, they may seize, retain and dispose of that item in accordance with this policy.

6 Confiscation

- 6.1 Under the School's general power to discipline, a member of staff may confiscate, retain or dispose of a pupil's property as a disciplinary penalty where it is reasonable to do so.

- 6.2 Confiscation of an item may take place following a lawful search, as set out above, or however the item is found if the member of staff considers it to be harmful or detrimental to School discipline.

7 Searching electronic devices

- 7.1 An electronic device such as a mobile phone or a tablet computer may be confiscated in appropriate circumstances in accordance with this policy. If there is good reason to suspect that the device has been, or could be used to cause harm, to disrupt teaching or break School rules, any data or files on the device may be searched and, where appropriate, data or files may be erased before the device is returned to its owner. Any search of an electronic device should be conducted in the presence of a member of the IT staff.
- 7.2 Any data or files will only be erased if there is good reason to suspect that the data or files have been, or could be used to cause harm, to disrupt teaching or break School rules.
- 7.3 If inappropriate material is found on an electronic device, the member of staff may delete the material, retain it as evidence of a breach of School discipline or criminal offence or hand it over to the police if the material is of such seriousness that police involvement is required.

8 Disposal of confiscated items

- 8.1 **Alcohol:** alcohol which has been confiscated will be destroyed.
- 8.2 **Controlled drugs:** controlled drugs will usually be delivered to the police as soon as possible. In exceptional circumstances and at the discretion of the Head or authorised member of staff, the drugs may be destroyed without the involvement of the police if there is good reason to do so. All relevant circumstances will be taken into account and staff will use professional judgement to determine whether the items can be safely disposed of. They will not be returned to the pupil.
- 8.3 **Other substances:** substances which are not believed to be illegal drugs but which are harmful or detrimental to good order and discipline may be confiscated and destroyed. Where it is not clear whether or not the substance seized is an illegal drug, it will be treated as though it is illegal and disposed of as above.
- 8.4 **Stolen items:** stolen items will usually be delivered to the police as soon as possible. However, if, in the opinion of the Head or authorised member of staff, there is good reason to do so, stolen items may be returned to the owner without the involvement of the police. This is likely to apply to items of low value, such as pencil cases.
- 8.5 **Tobacco or cigarette papers:** tobacco or cigarette papers will be destroyed.
- 8.6 **Fireworks:** fireworks will not be returned to the pupil. They will be disposed of safely at the discretion of the Head or other authorised member of staff which may include donation to an appropriate charity.
- 8.7 **Pornographic images:** pornographic images involving children or images that constitute "extreme pornography" under section 63 of the Criminal Justice and Immigration Act 2008 will be handed to the police as soon as practicable. As possession of such images may

indicate that the pupil is at risk of harm, the Designated Safeguarding Lead will also be notified and will decide whether to make a referral to children's social care.

- 8.8 Other pornographic images will also be discussed with the Designated Safeguarding Lead. The images may then be passed to children's social care for consideration of any further action. If no action is to be taken by the local authority the images will be erased after a note has been made for disciplinary purposes, confirming the nature of the material.
- 8.9 **Article used to commit an offence or to cause personal injury or damage to property:** such articles may, at the discretion of the Head or authorised member of staff taking all the circumstances into account, be delivered to the police, returned to the owner, retained or disposed of.
- 8.10 **Weapons or items which are evidence of an offence:** such items will be passed to the police as soon as possible.
- 8.11 **An item banned under School rules:** such items may, at the discretion of the School or authorised member of staff taking all the circumstances into account, be returned to its owner, retained or disposed of. Where staff confiscate a mobile electronic device that has been used in breach of School rules to disrupt teaching, the device will be kept safely until the end of the school day when it can be claimed by its owner, unless the Head considers it necessary to retain the device for evidence in disciplinary proceedings in accordance with 8.12 below. If a pupil persists in using a mobile electronic device in breach of School rules, the phone will be confiscated and must be collected by a parent.
- 8.12 **Electronic devices:** if it is found that a mobile phone, laptop or tablet computer or any other electronic device has been used to cause harm, disrupt teaching or break School rules, including carrying out cyberbullying, the device will be confiscated and may be used as evidence in disciplinary proceedings. Once the proceedings have been concluded the device must be collected by a Parent and the pupil may be prohibited from bringing such a device onto School premises or on educational visits. In serious cases, the device may be handed to the police for investigation.

9 Communication with Parents

- 9.1 There is no legal requirement for the School to inform parents before a search for banned or prohibited items takes place or to seek their consent to search their child and it will not generally be practicable to do so. In appropriate cases we will inform parents on how the School will dispose of certain items.
- 9.2 We will keep a record of all searches carried out, including whether the search is with or without the consent of the pupil. The record will include details of any disposal of items confiscated.

- 9.3 Complaints about searching or confiscation will be dealt with through the School's parental complaints policy and procedures.
- 9.4 The School will take reasonable care of any items confiscated from pupils. However, unless negligent or guilty of some other wrongdoing causing injury, loss or damage, the School does not accept responsibility for loss or damage to property.