



# **Behaviour, Rewards and Discipline Policy**

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**St James Senior Girls' School**

January 2024

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## 1 Aims

- 1.1 This is the Behaviour, rewards and discipline policy of St James Senior Girls' School (School).
- 1.2 The aims of this policy are as follows:
- 1.2.1 to create a calm, safe and supportive environment free from disruption in which pupils can thrive and flourish both in and out of the classroom and reach their full potential;
  - 1.2.2 to create promote and maintain high standards of behaviour amongst pupils;
  - 1.2.3 to actively promote and safeguard the welfare of pupils at the School and to protect all who come into contact with the School from harm;
  - 1.2.4 to ensure, so far as possible, that every pupil in the School is able to benefit from and make a full contribution to the life of the School, consistent always with the needs of the School community;
  - 1.2.5 to set out a clear and fair process for the proper investigation of allegations of poor behaviour and/or breaches of discipline;
  - 1.2.6 to encourage pupils to accept responsibility for their behaviour;
  - 1.2.7 to consider how negative behaviours can be prevented or prevented from recurring;
  - 1.2.8 to enable staff to respond to incidents of misbehaviour promptly, predictably and with confidence;
  - 1.2.9 to set out the sanctions available to the School in the event of pupil misbehaviour;
  - 1.2.10 to help to promote a whole school culture of safety, equality, inclusion and protection.
- 1.3 This policy forms part of the School's whole school approach to promoting child safeguarding and well-being, which seeks to involve everyone at the School to ensure that the best interests of pupils underpins and is at the heart of all decisions, systems, processes and policies.
- 1.4 Although this policy is necessarily detailed, it is important to the School that our policies and procedures are transparent, clear and easy to understand for staff, pupils, parents and carers. The School welcomes feedback on how we can continue to improve our policies.

## 2 Scope and application

- 2.1 This policy applies to the whole School.
- 2.2 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:
- 2.2.1 in or at School (to include any period of remote provision);
  - 2.2.2 representing the School or wearing school uniform;
  - 2.2.3 travelling to or from School;
  - 2.2.4 on school-organised trips; or

- 2.2.5 associated with the School at any time.
- 2.3 This policy shall also apply to pupils at all times and places including out of school hours and off-school premises in circumstances where failing to apply this policy may:
  - 2.3.1 affect the health, safety or well-being of a member of the School community or a member of the public;
  - 2.3.2 have repercussions for the orderly running of the School; or
  - 2.3.3 bring the School into disrepute.

### 3 **Regulatory framework**

- 3.1 This policy has been prepared to meet the School's responsibilities under:
  - 3.1.1 Education (Independent School Standards) Regulations 2014;
  - 3.1.2 Education and Skills Act 2008;
  - 3.1.3 Childcare Act 2006;
  - 3.1.4 Data Protection Act 2018 and UK General Data Protection Regulation (**UK GDPR**);
  - 3.1.5 Human Rights Act 1998; and
  - 3.1.6 Equality Act 2010.
- 3.2 This policy has regard to the following guidance and advice:
  - 3.2.1 *Keeping children safe in education 2022* (DfE, updated September 2023) (**KCSIE**);
  - 3.2.2 *Working together to safeguard children 2018* (DfE, updated in July 2022);
  - 3.2.3 *Information sharing advice for safeguarding practitioners* (HM Government, July 2018);
  - 3.2.4 *Behaviour in schools: advice for headteachers and school staff* (DfE, September 2022);
  - 3.2.5 *Use of reasonable force* (DfE, July 2013);
  - 3.2.6 *Searching, screening and confiscation: advice for schools* (DfE, September 2022);
  - 3.2.7 *Sharing nudes and semi-nudes: advice for education settings working with children and young people* (UKCIS, December 2020);
  - 3.2.8 *Mental health and behaviour in schools* (DfE, November 2018);
  - 3.2.9 *Equality Act 2010: advice for schools* (DfE, June 2018);
  - 3.2.10 *PACE Code C 2019*; and
  - 3.2.11 *Relationships education, relationships and sex education (RSE) and health education* (DfE).

The following School policies, procedures and resource materials are relevant to this policy:

- 3.2.1 Pupil ICT acceptable use policy

- 3.2.2 Anti-bullying policy;
- 3.2.3 Smoking, alcohol and the misuse of drugs and substances policy;
- 3.3.4 E-safety policy;
- 3.2.4 Safeguarding and child protection policy and procedures;
- 3.2.5 Risk assessment policy for pupil welfare;
- 3.2.6 Special Educational Needs and Learning Disabilities Policy;
- 3.3.7 School Rules;
- 3.2.7 Disability policy;
- 3.2.8 Staff Code of Conduct
- 3.2.9 Relationships and Sex Education policy; and
- 3.2.10 Expulsion and removal: review procedure

#### 4 **Publication and availability**

- 4.1 This policy is published on the School website.
- 4.2 This policy is available in hard copy on request from the school office.
- 4.3 A copy of the policy is available for inspection from the school office during the school day.
- 4.4 This policy can be made available in large print or other accessible format if required.

#### 5 **Definitions**

- 5.1 Where the following words or phrases are used in this policy:
  - 5.1.1 References to the **Proprietor** are references to the Board of Trustees of the Independent Education Association Limited.
  - 5.1.2 References to **working days** 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.
  - 5.1.3 References to the **Head** are references to the Headteacher of the School and may include deputies.
  - 5.1.4 References to **Parent** or **Parents** includes one or both of the parents, or those with parental responsibility, or care of a child e.g., a legal guardian or education guardian. Communications or instructions from one of the Parents, or any person with parental responsibility, shall be deemed by the School to be received from both Parents unless there is clear evidence of a contrary view. This requirement does not apply to the giving of notice for cancellation of a place or the withdrawal of a pupil from the School. The persons required to consent or give notice of cancellation or withdrawal are set out in the parent contract.

5.1.5 References to a **Review** are to the review by a panel of the Head's decision in accordance with the Expulsion and removal: review procedure.

## 6 **Responsibility statement and allocation of tasks**

6.1 The Proprietor has overall responsibility for all matters which are the subject of this policy.

6.2 In discharging of its responsibilities under this policy, the Proprietor expects school leaders and staff to undertake the following roles:

6.3 School leaders will:

6.3.1 be highly visible, routinely engage with pupils, parents and staff on setting and maintaining the behaviour culture and an environment where everyone feels safe and supported;

6.3.2 play a crucial role in making sure all staff understand behavioural expectations and the importance of maintaining them;

6.3.3 make sure all new staff are inducted clearly into the School's behaviour culture to ensure they understand its rules and routines and how best to support all pupils to participate in creating the culture of the School;

6.3.4 consider any appropriate training which is required for staff to meet their duties and functions within the Behaviour, rewards and discipline policy;

6.3.5 ensure staff have adequate training on matters such as: how certain special educational needs, disabilities or mental health needs may at time affect a pupil's behaviour;

6.3.6 encourage engagement with experts e.g. educational psychologists, counsellors and mental health support teams to inform effective implementation and design of behaviour policies and link them to the whole school approach to mental health and wellbeing.

6.4 School staff will:

6.4.1 play an important role in developing a calm and safe environment for pupils and establish clear boundaries of acceptable pupil behaviour;

6.4.2 uphold the whole-school approach to behaviour by teaching and modelling expected behaviour and positive relationships, as defined in this policy, so pupils can see examples of good habits and be confident to ask for help when needed;

6.4.3 challenge pupils to meet the School expectations and maintain boundaries of acceptable conduct;

6.4.4 communicate School expectations, routines, values and standards (set out in Appendix 1) both explicitly through teaching behaviour and in every interaction with pupils;

6.4.5 consider the impact of their own behaviour on school culture and how they can uphold the School rules and expectations in addition to those set out in the staff code of conduct

6.5 In order to achieve this, the Proprietor has allocated the following tasks:

<b>Task</b>	<b>Allocated to</b>	<b>When / frequency of review</b>
Keeping the policy up to date and compliant with the law and best practice	Head/Bursar	As required, and at least termly
Reviewing induction and ongoing training for staff	Assistant Head, Pastoral (DSL)	As required, and at least termly
Monitoring the implementation of the policy, relevant risk assessments and any action taken in response and evaluating effectiveness	SLT	As required, and at least termly
Seeking input from interested groups (such as pupils, staff, Parents) to consider improvements to the School's processes under the policy	Assistant Head, Pastoral (DSL)	As required, and at least annually
Formal annual review including effectiveness of the policy and procedures in promoting good behaviour and trends relating to disciplinary measures taken	Proprietor	Annually

## 7 Promoting high standards of behaviour

- 7.1 Pupils are educated about good behaviour through the operation of the School's curriculum, PSHE, relationships and sex education programmes 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.
- 7.2 The School understands that rewards can be more effective than punishment in motivating pupils. The ways in which the School may reward good behaviour are set out in Appendix 2.
- 7.3 The School recognises that where challenging behaviour is related to a pupil's disability, the use of positive discipline and reward methods may enable the School to manage the pupil's behaviour more effectively and improve their educational outcomes.
- 7.4 Where appropriate, staff should also take account of any contributing factors that are identified after a behaviour incident has occurred e.g. if the pupil has suffered a bereavement, experienced abuse or neglect, has mental health needs, has been subject to bullying, has needs including SEND (including any not previously identified), has been subject to criminal exploitation, or is experiencing significant challenges at home.

## 8 Minor breaches of discipline (See Appendix 7-Conduct)

- 8.1 The School adopts a culture of openness and transparency and, where there are any concerns regarding breaches of discipline, contact should be made with the School at the earliest opportunity. All concerns are taken seriously including scenarios where suspicions or breaches of discipline appear minor.

- 8.2 The School has pastoral support systems in place to assist pupils in managing their behaviour. A range of sanctions are available for those who breach the School rules and policies for behaviour and discipline.
- 8.3 Allegations, complaints or rumours of minor breaches of discipline are dealt with by staff as they occur. Staff may carry out informal interviews and/or investigations with the pupils involved. Low level sanctions may be given following such processes (see Appendix 1 for details of possible sanctions).
- 8.4 A minor breach of discipline may be referred to a senior member of staff and external agencies (where appropriate) prior to, during or following an informal investigation.
- 8.5 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.

## 9 **Serious breaches of discipline**

- 9.1 Allegations, complaints or rumours of serious breaches of discipline should be referred to the Head.
- 9.2 The main categories of misconduct which are likely to be considered to be serious breaches of discipline and which may therefore result in expulsion or a requirement to leave the School include but are not limited to:
- 9.2.1 supply which means providing or sharing (whether or not for money or other consideration) or facilitation of supply e.g. sale, exchange or sharing (which includes promotion/advertisement or facilitating supply)/possession/use of drugs and solvents or their paraphernalia or substances intended to resemble them, or alcohol or tobacco as prohibited by the School policy on smoking, drugs and substances;
  - 9.2.2 actual or attempted theft, blackmail, intimidation, cyber-based bullying, prejudice-based bullying, discriminatory-based bullying or other potentially criminal offences including being an accessory or conspirator;
  - 9.2.3 physical violence and/or abuse (which may include but is not limited to hitting, kicking, shaking, biting and hair pulling);
  - 9.2.4 physical or emotional abuse or harassment (to include behaviour that may be categorised as "banter", "just having a laugh", or "part of growing up");
  - 9.2.5 initiation/hazing type violence and rituals (which may include but is not limited to activities involving harassment, abuse or humiliation used as a way of initiating a person into a group);
  - 9.2.6 abuse in intimate personal relationships between peers (teenage relationship abuse);
  - 9.2.7 sexual violence, sexual harassment and upskirting and other harmful/inappropriate sexual behaviour;
  - 9.2.8 consensual and non-consensual sharing of nudes and semi-nude images and/or videos;
  - 9.2.9 behaviour in contravention of the School's policies on the acceptable use of technologies or online safety;
  - 9.2.10 supply or possession of pornography;



- 9.2.11 behaviour which may constitute a criminal offence, such as:
- (a) possession or use of firearms, knives or other weapons;
  - (b) vandalism, defacement and/or destruction of school property;
- 9.2.12 persistent minor breaches of discipline or attitudes or behaviour which are inconsistent with the School's ethos;
- 9.2.13 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); and
- 9.2.14 other misconduct specifically provided for in the School's parent contract and School rules.
- 9.3 Sanctions for serious breaches of discipline include:
- 9.3.1 **Suspension:** a pupil may be sent or released home for a limited period as a disciplinary sanction.
- 9.3.2 **Removal:** the Parents may be required to remove a pupil from the School if, after consultation with one or more of the Parents and if appropriate the pupil, the Head is of the opinion that:
- (a) the pupil has committed a breach or breaches of School rules or discipline for which removal is the appropriate sanction; or
  - (b) by reason of the pupil's conduct or behaviour, the pupil is unwilling or unable to benefit sufficiently from the educational opportunities and/or the community life offered by the School; or
  - (c) one or more of 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.
- 9.3.3 **Expulsion:** a pupil may be expelled from the School for a serious breach of discipline as defined in 9.2, suspected, criminal offences and for the avoidance of doubt, for persistent lower level breaches.
- 9.4 An allegation, complaint or rumour of a serious breach of discipline will be investigated in accordance with the procedures set out in Appendix 3.
- 9.5 Complainants will be taken seriously and the School will carefully discharge its duty of care to both complainants and those pupil(s) accused. Reporting concerns is encouraged by the School. A complainant is not creating a problem by reporting an allegation, complaint or rumour and should not feel ashamed or embarrassed for making a report.
- 9.6 If the findings of the investigation, on the balance of probabilities, 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 4.
- 9.7 The School will act fairly and in accordance with the principles of natural justice and will ensure that where a pupil's place at the School is at risk, the Parents and the pupil are provided with sufficient information about the allegations to understand them and the factual findings made in the investigation; and will have an opportunity to make representations about:

- 9.7.1 the factual findings made;
- 9.7.2 whether or not they constitute serious misconduct; and
- 9.7.3 the sanctions under consideration.

9.8 Sanctions imposed will be fair and proportionate to the breach.

9.9 If a pupil is withdrawn from the School before the conclusion of 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 appropriate findings. The School reserves the right to report these findings to regulators and/or local authorities/police and/or refer to disciplinary procedures and findings in references provided for the pupil.

## 10 **The role of Parents**

10.1 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 conventions and rules and this policy.

10.2 Parents will normally be informed as soon as reasonably practicable of any suspicion that their child has been involved in serious misconduct but may be prevented from doing so immediately e.g. by the police if they are involved.

10.3 All Parents will be notified of any pending disciplinary hearing in accordance with paragraph 9.7.

10.4 Parents will be notified of disciplinary sanctions:

10.4.1 imposed for significant minor breaches of discipline (i.e. more serious sanctions or persistent minor breaches such as demerits); and those

10.4.2 imposed for serious breaches of discipline and any rights of review;

as required and/or within School reports.

10.5 Parents will be consulted about the child's conduct and the application of this policy to their child where the School considers, in its professional judgement, that these give rise to significant concern about pupil welfare.

## 11 **The role of pupils**

11.1 Every pupil will be made aware of the school behaviour standards, expectations, pastoral support and the School's approach to a failure to meet required standards. Pupils will be taught they have a duty to follow the School behaviour policy and uphold the School rules and should contribute to the school culture.

11.2 Pupils should be asked about their experience of behaviour and asked to provide feedback on the School's behaviour culture. Every pupil will be supported to achieve the behaviour standards, including an induction process that familiarises them with the school behaviour culture.

## 12 **Additional needs**

12.1 In respect of a pupil with a disability as defined by the Equality Act 2010, the School will make such adjustments to this policy and its implementation as it is reasonable to have to make to avoid substantial disadvantage to the pupil. In making such adjustments and

considering the action to be taken under this policy (as adjusted), the School will have regard to the following:

- 12.1.1 whether reasonable steps have been taken to understand and address the pupil's educational and or other needs or vulnerabilities;
- 12.1.2 whether all reasonable adjustments have been made to try to manage the behaviour(s) which are under consideration;
- 12.1.3 whether in the light of conclusions reached in respect of paragraph 12.1.1 and 12.1.2, the action to be taken under this policy is a proportionate means of achieving one or more of the School's legitimate aims, which include:
  - (a) ensuring that education, benefits, facilities and services are targeted at those who most need them;
  - (b) the fair exercise of powers;
  - (c) ensuring the health and safety of pupils and staff, in light of clearly identified risks (with due attention to the potential need to refer concerns arising externally as required under the School's Safeguarding and child protection policy and procedures);
  - (d) maintaining academic and behaviour standards; and
  - (e) ensuring the well-being and dignity of pupils.
- 12.2 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 SENDCO or Assistant Head, Pastoral (DSL) and further action in accordance with the School's policies on special educational needs and learning difficulties and disability will be considered.

### 13 **Safeguarding and child-on-child abuse**

- 13.1 Some behaviour by a pupil towards another may be of such a nature that safeguarding concerns are raised. The School will adopt a zero tolerance approach to abuse in order to prevent harm to pupils. Safeguarding issues can manifest themselves via child-on-child abuse. This includes, but is not limited to:
  - 13.1.1 bullying (including cyber-bullying, prejudice-based and discriminatory-based bullying);
  - 13.1.2 physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (which may include an online element which facilitates, threatens and/or encourages physical abuse);
  - 13.1.3 sexual violence and/or sexual harassment (which may include an online element which encourages sexual violence);
  - 13.1.4 causing somebody to engage in sexual activity without consent;
  - 13.1.5 upskirting and/or attempts to commit upskirting;
  - 13.1.6 consensual and non-consensual sharing nudes and semi-nude images and or videos (also known as sexting or youth produced sexual imagery); and

- 13.1.7 initiation/hazing type violence and rituals (which may include activities involving harassment, abuse or humiliation used as a way of initiating a person into a group and may also include an online element).
- 13.2 Child-on-child abuse can occur both inside and outside of School and may be taking place whilst not being reported. A one size fits all approach is not appropriate for all pupils, and a contextualised approach for more vulnerable pupils, victims of abuse and pupils with special educational needs and disabilities may be required. Certain behaviours, for example dismissing sexual harassment as "just banter", "just having a laugh", or "part of growing up" can lead to a culture of unacceptable behaviours and create an unsafe environment for pupils. In worst case scenarios, dismissing sexual harassment can lead to a culture that normalises abuse and pupils accepting it as normal and not coming forward to report it.
- 13.3 Technology is a significant component in many safeguarding and well-being issues. Pupils are at risk of abuse online as well as face to face. This can take the form of abusive, harassing, and misogynistic messages, the non-consensual sharing of indecent images, especially around chat groups, and the sharing of abusive images and pornography.
- 13.4 In line with the School's aims and culture of openness and encouragement to report, the School's policy and procedures with regard to child-on-child abuse are set out in child School's Safeguarding and child protection policy and procedures. If behaviour and discipline matters give rise to a safeguarding and child protection concern, either in relation to the alleged victim(s) or perpetrator(s) or, more widely, in relation to ensuring the safety and welfare of pupils and/or staff, the DSL (or a deputy) should take a leading role in decision making and the procedures in the School's Safeguarding and child protection policy and procedures will take priority.

## 14 Malicious allegations

- 14.1 Where a pupil makes an allegation which is determined to be unsubstantiated, unfounded, false or malicious, the DSL will consider whether the pupil is in need of help or may have been abused by someone else and this is a cry for help. A referral to external agencies may be appropriate in these circumstances. The Head will also consider whether to take disciplinary action against the pupil in accordance with this policy.
- 14.2 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.
- 14.3 The School will consider a malicious allegation to be one where there is sufficient evidence on the balance of probabilities to disprove the allegation and that, by the same test there is sufficient evidence that there has been a deliberate act to deceive.

## 15 Use of reasonable force

- 15.1 Corporal punishment is not used at the School and force must never be used as a form of punishment.
- 15.2 Any use of force by staff will be reasonable, proportionate and lawful. Reasonable force will be used as set out in Appendix 5. More detailed guidance about the use of reasonable force is provided to staff in the Staff Code of Conduct.

## 16 Searching pupils

- 16.1 School staff may search a pupil or their possessions for any item if the pupil agrees. If a member of staff suspects that a pupil has a banned item in their possession, they can instruct

the pupil to turn out their pockets or bag. If the pupil refuses, sanctions will be applied in accordance with this policy.

- 16.2 If a pupil refuses to co-operate with a search the Head, and staff authorised by the Head, may use reasonable force to search a pupil or a pupil's possessions where they have reasonable grounds for suspecting that a pupil has a prohibited item in their possession. Please see Appendix 6 for the School's policy on searching and confiscation and the definition of prohibited items.

## 17 **Disciplinary power of prefects**

- 17.1 Sixth Formers help to supervise the younger pupils by doing corridor duties at break and lunchtimes. They can issue conduct slips for poor behaviour.

## 18 **Staff training**

- 18.1 The School ensures that regular guidance and training is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles. This includes:

18.1.1 how staff can support pupils in meeting high standards of behaviour

18.1.2 how staff can ensure that this policy and sanctions are applied in a way that is consistent, fair, proportionate and predictable

18.1.3 where applicable to reflect the need of particular pupils.

- 18.2 The level and frequency of training depends on the role of the individual member of staff.

- 18.3 The School maintains written records of all staff training.

## 19 **Risk assessment**

- 19.1 Where a concern about a pupil's welfare is identified, the risks to that pupil's welfare will be assessed and appropriate action will be taken to reduce the risks identified.

- 19.2 The format of risk assessment may vary and may be included as part of the School's overall response to a welfare issue, including the use of individual pupil welfare plans (including Education, Health and Care Plans, as appropriate). Regardless of the form used, the School's approach to promoting pupil welfare will be systematic and pupil focused.

- 19.3 The Head has overall responsibility for ensuring that matters which affect pupil welfare are adequately assessed and for ensuring that the plans are implemented, monitored and evaluated as required.

- 19.4 Day to day responsibility to carry out risk assessments under this policy will be delegated to the Assistant Head, Pastoral (DSL) who has been properly trained in, and tasked with, carrying out the particular assessment.

## 20 **Record keeping**

- 20.1 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.

- 20.2 The School will keep a separate record for:

20.2.1 allegations and concerns reported in respect of:

- (a) sexual harassment or sexual violence
- (b) bullying, discriminatory and prejudiced behaviour, either directly or indirectly, including racist, sexist, disability and homophobic/biphobic/transphobic bullying, use of derogatory language and racist incidents

20.2.2 the School will keep a separate record of exclusions, pupils taken off roll, incidents of poor behaviour, use of internal isolation and sanctions imposed for serious misbehaviour. The record will include:

- (a) the name and year group of the pupil concerned;
- (b) the nature and date of the offence;
- (c) the sanction imposed and reason for it;
- (d) the name of the person imposing the sanction; and
- (e) identifying whether these are relating to boarding.

20.3 This record is reviewed regularly by the Assistant Head, Pastoral (DSL) so that patterns in behaviour can be identified and managed appropriately. This will also help if/when responding to any complaints about the way a case has been handled by the School.

20.4 The records created in accordance with this policy may contain personal data. The School's use of this personal data will be in accordance with data protection law. The School has published on its website privacy notices which explain how the School will use personal data.

## 21 Version control

Signed by:

**Annabel Lubikowski**  
**Chair of Governors**

**Date of adoption of this policy** September 2022

**Date of last review of this policy** January 2023

**Date for next review of this policy** September 2024

**Policy owner (SMT)** Assistant Head, Pastoral (DSL)

**Policy owner (Proprietor)** Chair of the Board of Governors

## Appendix 1 School rules

### Start and End of Day

- Pupils must be in classrooms for Registration by 8:40am. Pupils attending early morning lessons or clubs should sign in on Inentry. Two late arrivals in one week will result in an after-school detention - this includes early morning lessons. (Genuine travel problems are always taken into consideration).
- If a pupil arrives at any time after Registration (morning or afternoon), it is the pupil's responsibility to report to reception where they should sign in and then register in the School Office.
- Failure to register without good cause will result in a detention.
- At the end of the normal school day, pupils must not stay in classrooms once the teacher has left the room; they should leave the premises promptly, unless they are registered with a teacher for an official out of school activity. If a pupil is staying in school, it is essential that they sign in on the after-school register. They will also be required to register once they arrive at the activity. On completion of the activity, pupils should leave the premises promptly. If, in case of emergency, a pupil needs to wait for a parent who is late arriving, they should give their name to the receptionist, explain the problem, and wait beside the receptionist until their parent arrives.

### Uniform and General Appearance

During the school day, full school uniform must be worn by all pupils up to Year 11, including to and from school. Pupils are expected to take pride in their appearance and always keep their uniform in excellent condition. All items of uniform must be named, and pupils' personal property must be kept in their locked lockers when not in use.

#### Years 7 - 9

- Shoes must be black polishable leather with no logos and no ankle boots. Sandals should have a back strap around the heel.
- Year 7 pupils must not dye their hair.
- Year 8-9 pupils' hair may be dyed or highlighted providing that it remains a 'natural' colour.
- Hair should be tied back if at, or below, shoulder length: a half ponytail or hairband is permitted but some educational activities will require hair to be tied back fully - e.g., science experiments and PE lessons.
- No jewellery is to be worn except a matching pair of simple studs for those with pierced ears. **The stud may be worn only in the lobe of the ear.**
- One simple necklace may be worn.
- Year 7 and 8 pupils must not wear make-up in school.
- From Year 9 pupils may wear subtle makeup.
- Nail varnish/nail extensions are not permitted on fingers or toes.
- Skirts must be no shorter than two inches above the kneecap. Pupils may wear trousers if they wish.
- Shirts should be tucked in unless otherwise instructed by a teacher.
- Blazers or shirts should be worn as the outer layer. Pupils must not wear a jumper as an outer garment.
- Coats should be black or navy with no logo.
- Tights should not be ripped, laddered or with holes in them; replacement tights may be issued, if necessary, and parents will be billed. Socks should be white, ankle-length in the summer; they should be long and black at other times of the year.

## Years 10 - 11

- Shoes must be black polishable leather with no logos and no ankle boots. Sandals should have a back strap around the heel.
- Pupils' hair may be dyed or highlighted providing that it remains a 'natural' colour.
- Hair should be tied back if at, or below, shoulder length: a half ponytail or hairband is permitted but some educational activities will require hair to be tied back fully - e.g., science experiments and PE lessons.
- Up to two earrings (simple studs) may be worn **in the lobes only** for those with pierced ears. One simple necklace may be worn. No other jewellery is to be worn.
- Nail varnish/nail extensions are not permitted on fingers or toes.
- Pupils may wear subtle makeup.
- Skirts must be no shorter than two inches above the kneecap.
- Shirts should be tucked in unless otherwise instructed by a teacher.
- Blazers or shirts should be worn as the outer layer. Pupils must not wear a jumper as an outer garment.
- Coats should be black or navy with no logo.
- Tights should not be ripped, laddered or with holes in them; replacement tights may be issued, if necessary, and parents will be billed. Socks should be white, ankle-length in the summer; they should be long and black at other times of the year.

The **Sixth Form** may wear ordinary clothes but must dress smartly and appropriately in accordance with the Sixth Form Dress Code. Hair must be styled in such a way that it is away from the face and may be dyed or highlighted providing that it remains a 'natural' colour. Piercings must be in the ears only. On entry to Sixth Form, pupils are required to purchase a suit (skirt/trousers & jacket of same colour) for use on formal occasions. Sixth Form must wear regulation sports kit for all sporting activities.

## **Non-Uniform**

From time to time, pupils in Years 7 - 11 are permitted to wear non-uniform. They must, however, observe the rules regarding jewellery and make-up and continue to take pride in their appearance.

- No shorts/leggings/or ripped jeans
- No strappy/low cut/cropped tops

## **Food**

- Pupils must not chew gum.
- Pupils may bring food to school to eat at morning break or when there is a need for a packed lunch or snack. We ask that these do not include chocolate, crisps, fizzy drinks, sweets, meat or fish products. We do not permit nuts in school.
- Permission for a pupil to have a packed lunch can be granted through the Assistant Head, Pastoral (DSL): the form is on the school website.
- Food must not be eaten in classrooms.

## **Manners and Conduct**

- The ideal standard is summed up by the statement "Love thy neighbour as thyself".
- Speak the truth; keep your word.
- Teachers and other adults must always be treated with respect.
- Pupils must stand when a teacher or other adult enters or leaves the classroom and address them, using the full title, looking at him/her when speaking.
- During lessons, pupils must put their hands up and wait until asked to speak.



- Pupils must not harm the good reputation of a teacher or fellow pupil.
- The unity of the form and the school should be supported always. No pupil should seek to cause division or enmity amongst her fellow pupils, through rumour, gossip, passing or showing other images/words designed to hurt or humiliate, or by any other means.
- Pupils must not harm each other.
- Pupils must not deface or cause damage to school property.
- Bullying is absolutely forbidden. (*See Anti-Bullying Policy*).
- Pupils must not swear. Swearing will result in an immediate detention.
- With the exception of authorised fundraising, the buying and selling of goods between pupils is not allowed.

### Health and Safety

- Pupils must not bring liquid Tippex to school.
- Earrings will need to be removed for some activities, e.g., PE; for this reason, we ask that new piercings are only done at the beginning of the summer holiday.

### Physical Education

- PE is compulsory and pupils are only excused if a written request is received from parents. Mouthguards are **compulsory** for lacrosse and for any activity deemed by the Head of Sport to require one.
- Pupils must not use equipment in the gym without proper supervision.
- All PE kit must be as per the school uniform list.
- If pupils have a PE lesson/sports club, they may wear their PE kit for the full day.

### Drugs, Tobacco and Alcohol

The following may result in expulsion or removal from the school:

- Supply/possession/use of controlled drugs, psychoactive substances, substances intended to resemble drugs and/or the paraphernalia of drugs, "legal" drugs, performance enhancing drugs, anabolic steroids, glue and other substances held or supplied for purposes of taking/consuming/and/or misuse on or off the school premises.
- Use of alcohol, tobacco, vaping material and e-cigarettes during the school day or on school activities, or while wearing school uniform. (*See Behaviour, Rewards and School Discipline Policy and Smoking, Alcohol and the misuse of Drugs and Substances Policy*).

### E-Safety

- Pupils must familiarise themselves with the School ICT Acceptable Use Policy and must check, sign, and return the Pupil/School ICT Acceptable Use Contract before access to the facilities is allowed.
- Pupils will be held personally responsible for all material they have placed on a website and for all material that appears on a website of which they are the account holder.
- A pupil must not expect to keep their place in the school if they are responsible (in the sense explained above) for material on their own or another website that would be a serious breach of school rules in any other context.
- Misconduct of these kinds outside the school will be subject to school discipline if the welfare of other pupils or the culture or reputation of the school are placed at risk.
- We advise against pupils travelling to school whilst listening to their equipment on the grounds of safety.
- Years 7 - 11: Mobile devices, cameras and any other valuable equipment should be handed in at the beginning of each: any such items will be returned to them at the end. If pupils need to

speak to their parents during the day, they may do so via the School Office, having sought permission from their Form Teacher or Head of Year. Messages from parents should be conveyed to the school office before 12:45pm, other than in an emergency.

- Years 8 to 13 may bring their own devices to school for academic purposes, subject to the BYOD policy.
- Sixth Form pupils must have their phones switched off during lessons unless given permission to use them for their studies.
- Years 7 may only bring a non-internet enabled phone without a camera to school.
- Pupils must not record or take photographs without it having been requested by the school for school purposes.
- Devices may only be used for academic purposes, failure to comply will result in this privilege being removed.

### Leaving the School Premises During the School Day

Years 7 - 11: Pupils will not be allowed to leave School unless a written request has been received in advance from the parent/guardian giving a reason for missing school, e.g., medical appointment, etc.

- Sixth Form: Pupils are allowed to leave the school premises when they are not timetabled to attend a lesson. It is essential that they sign in and out at reception.

### Detentions

- **Short Detention:** a pupil may be detained for up to 15 minutes at the end of the school day for a minor breach of the school rules.
- **Detention:** a pupil may be detained for 45 minutes after school hours for any of the following reasons: bad conduct; breach of school rules; repeated lack of punctuality; unsatisfactory standard of schoolwork; or breaching the safety code with regard to crossing the Hammersmith Road. Parents are given at least 24 hours' notice in writing.
- **Extended Detention:** any pupil who is given three or more detentions in one half term will be required to attend an extended detention on a Friday evening. Parents are given at least 24 hours' notice in writing.

### Poor/Late Homework

- Students will be given 24 hours to complete any missing/poor quality homework and an email will be sent home. If they fail to do this, a 45 minute detention will be issued for the upcoming Thursday.

### Report Cards

- Pupils may be put 'on report' by their Head of Year in order to monitor issues such as behaviour, participation in lessons, quality of application, or homework.

### Late arrivals

- Two late arrivals to registration (either morning or afternoon) in one week will result in an after-school detention. (Genuine travel problems are always taken into consideration).

### Suspension

- Suspension means that a pupil has been sent home for a limited period either as a disciplinary sanction or pending the outcome of an investigation or request for a review of a decision relating to misconduct. (See Expulsion, Removal & Review Policy)

## Appendix 2 Rewards and sanctions

### 1 Rewards

#### 1.1 Prize Giving

- (a) At the end of every academic year, Speech Day is an occasion on which pupils are presented with a number of prizes:
  - (i) Form Prizes for academic achievement and Prizes awarded by the Form Teacher.
  - (ii) Subject Prizes - one per subject for Year 7, Years 8 -9, Years 10-11 and the Sixth Form.
  - (iii) Drama, Music & Speech Prizes.
  - (iv) Sports: Athletics cup awarded for each age group based on Sports Day; Netball and Lacrosse Cups based on the season's performance.
  - (v) List of Special Prizes, e.g. MacRae prize for Integrity; Gisela Pincham Memorial Prize for Endeavour; William Southwell Prize for Speaking Well of Everyone & Being a Friend to All; Pascal Prize for Mathematics; Crehan Cup for Love of Learning; June West Poetry Speaking Cup; High Commissioner's Sanskrit Cup at GCSE; Heather Graves Cup for Piano Accompaniment; Griffin Cup for Beautiful Singing; Joan Spencer Cup for best Instrumentalist; Dinah Shedden & Pauline Hazelwood Memorial Prize for Art; Abramson Prize for Mathematics; Len Smith Community Service Cup; Jacob Cohen Memorial Prize for Science; Charlotte McNess Cup for Lacrosse; David Ward Prize for most useful contribution to music in School.

#### 1.2 Certificates of Achievement

- (a) In order to formally celebrate pupils' efforts that may not be related to a specific subject of the curriculum, we award two Certificates of Achievement to each Form at the end of every academic year. Such awards may be given for any aspect of academic achievement, effort, good conduct or service to the community. These are awarded at the final School Assembly of the academic year in the Summer Term.

#### 1.3 Community Action Awards

- (a) Silver Community Action badges are awarded in Assembly to any girl who has done 25 hours of Community Action. Gold badges are awarded to those who have done 50 hours.

#### 1.4 Sports colours

- (a) While outstanding performance in sport is often a characteristic of recipients, Sports Colours for Netball, Lacrosse and Cross-Country running are awarded in Assembly to those pupils who particularly embody the values of good sportsmanship.

1.5 Duke of Edinburgh Awards

- (a) Years 10-13 receive certificates/badges upon completion of the Bronze or Silver Duke of Edinburgh Award.

1.6 House points

- (a) Pupils may be awarded 'House points' for academic effort or achievement, good behaviour, service, punctuality, reliability, initiative or progress. House points must be recorded and signed off by staff in pupils' planners. Once a pupil has received 10 House points, they should ask their form teacher to enter them electronically on SchoolBase (our Management Information System).
- (b) 50 House points = Bronze certificate  
100 House points = Silver certificate  
150 House points = Gold certificate  
300 House points = Platinum certificate
- (c) Silver, Gold and Platinum certificates are accompanied by a prize. With every full set of reports, parents will receive a summary of the house points which their daughter has received.
- (d) Contributions to the School are rewarded by House points issued in the following manner:
- (e) Music, speech, debates, sport etc.
  - (i) +1 = for entering competition/representing School.
  - (ii) +2 = finalists/excellent effort or performance.
  - (iii) +3 = winners/outstanding effort or performance.
- (f) The total number of house points gained by each House during the term is counted up at the end of term and announced to the School in the Final Assembly.

1.7 Commendations

- (a) Commendations may be given by staff for effort in academic work, personal conduct or service to the School. These commendations are read out in Assembly by the Head on a fortnightly basis and pupils are congratulated by the whole school. Parents are sent a text message to inform them that their daughter has been commended.

1.8 Commendations from the Head

- (a) Where a pupil has made an exceptional effort or has achieved something particularly outstanding, a teacher may recommend that the Head meet the pupil personally to be congratulated and/or present them with a Heads' Commendation Certificate in Assembly. Heads' Commendations are also awarded to pupils who have given presentations in Assembly of a particularly high standard and/or which required a significant amount of preparation and effort and to those pupils who have undertaken public speaking at events such as Open Day or Speech Day.

1.9 Award Cards in Reports

- (a) School reports include an Award Card which contains various sections into which Form Teachers or other staff can categorise a pupil's achievements over the term e.g. in music, drama, sport, Duke of Edinburgh Award or Community Action. Commendations are also recorded on pupils' Award Cards.

2 **Sanctions (please see Appendix 1)**

- 2.1 In addition to the particular sanctions set out in Appendix 1, the Head may prescribe and authorise the use of such other sanctions as comply with good education practice and promote good behaviour and compliance with the School rules.

This may include:

- a verbal reprimand and reminder of the expectations of behaviour
  - the setting of written tasks such as an account of their behaviour
  - school-based community action, such as tidying a classroom
- 2.2 Taking disciplinary action and providing appropriate support are not mutually exclusive actions. They can and should take place at the same time if necessary.
- 2.3 Alternative arrangements for sanctions can be considered on a case-by-case basis for any pupil where the School believes an alternative arrangement would be more effective for that particular pupil, based on their knowledge of that pupil's personal circumstances.
- 2.4 The School will have regard to the impact on consistency and perceived fairness overall when considering alternative arrangements.
- 2.5 In considering whether a sanction is reasonable in all circumstances, the School will consider whether it is proportionate in the circumstances of the case.
- 2.6 It will also consider any special circumstances relevant to its imposition including:
- 2.6.1 the pupil's age;
  - 2.6.2 any special educational needs or disability they may have; and
  - 2.6.3 any religious requirements affecting them.

### Appendix 3 Investigations into serious breaches of discipline

- 1 The Head will generally appoint a senior member of staff to carry out an investigation of an allegation, complaint or rumour of serious breaches of discipline, but if appropriate, the Head may investigate matters themselves or instruct a third party to undertake the investigation. The purpose of such an investigation is to make findings on the balance of probabilities, where possible, as to what has happened. The investigator should not have had any prior involvement in the management of any of the matters under investigation.
- 2 If the pupil is to be interviewed as part of the investigation, consideration will be given as to whether the pupil should be accompanied by a Parent or member of staff and in any event a note of the interview will be made by the interviewing member of staff.
- 3 Arrangements may be made for a pupil to be taught outside of their normal cohort or may be suspended from the School as a neutral act pending the outcome of a disciplinary process. 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 and will keep the terms of the suspension under regular review. 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. Alternatively, and at the discretion of the Head, the pupil may be offered a segregated regime on School premises.
- 4 A pupil's space or following appropriate risk assessment belongings may be searched during the course of the investigation. See Appendix 6 of this policy for the School's policy on searching and confiscation.
- 5 It may be necessary to delay the School's investigation or put it on hold, for example where external agencies such as the police or social services are involved and have recommended this. A decision to suspend an investigation will take into account advice from appropriate external agencies and will be subject to periodic review. In relation to alleged sexual violence or sexual harassment, the School will have regard to KCSIE and the School's Designated Safeguarding Lead (or a deputy) will take a leading role on decisions.
- 6 If considered necessary, the School may make arrangements for legal representation for the pupil to be funded entirely at the Parents' expense. Regardless of delays caused by a police or other external agency investigation, the School will provide appropriate pastoral and other support for all pupils (including the victim and/or the perpetrator(s) affected by the allegations under investigation while they remain on the School roll.
- 7 Where the pupil is the subject of a police investigation, the DSL will liaise with the Head to inform them of issues relating to the police investigations and the statutory requirements for children to have an appropriate adult. The role of the appropriate adult is to safeguard the rights, entitlements and welfare of juveniles to whom the provisions of PACE Code C and any other code of practice apply.
- 8 The outcome of the investigation, where delegated to a member of staff or other third party, will be reported to the Head. If the findings of the investigation appear to support the allegation, complaint or rumour, a disciplinary meeting will then be convened in accordance with the procedures in Appendix 4 of this policy.

## Appendix 4 Disciplinary meeting with the Head

- 1 Where the findings of the investigation into an allegation, complaint or rumour of a serious breach of discipline appear to support the allegation, complaint or rumour, a disciplinary meeting with the Head will take place.
- 2 **Attendance**
  - 2.1 The pupil and their Parents (if available) will be invited to attend the disciplinary meeting with the Head. Where the complaint concerns the behaviour of the Parents, the pupil will not generally be entitled 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, their investigation and findings 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 as soon as reasonably practicable 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 relevant documents including:
      - (a) the investigation report;
      - (b) the pupil's conduct record
      - (c) any information relating to the pupil's SEN needs or disability or particular circumstances (home, mental health and wellbeing etc);
      - (d) the relevant School policies and procedures.
  - 3.2 The Head will inform the pupil and their Parents of the range of disciplinary sanctions which the Head considers are open to them.
  - 3.3 The pupil and their Parents will have an opportunity to make representations on:
    - 3.3.1 the investigator's findings;
    - 3.3.2 whether they constitute serious misconduct;
    - 3.3.3 the appropriate sanction to be imposed.

- 3.4 Unless the Head considers that further investigation is needed, they will close the meeting and inform the pupil and the Parents that they will be notified of their decision in writing or verbally inform them.

#### 4 **Decision**

- 4.1 The Head will consider:
- 4.1.1 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;
  - 4.1.2 whether the findings constitute serious misconduct; and
  - 4.1.3 the appropriate sanction to be imposed (and 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 they consider to be appropriate in accordance with this policy.
- 4.3 The Head will notify the Parents of their 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 within five working days of the date of the Head's letter confirming their decision. Until then, the pupil may remain suspended and away from School premises.

#### 5 **Review (see also Expulsion and Removal: Review Procedure)**

- 5.1 The Parents or the pupil may request a Review of the Head's decision:
- 5.1.1 to expel or remove a pupil from the School
  - 5.1.2 where the pupil is suspended from the School for 11 working days or more; or
  - 5.1.3 where suspension would result in the pupil missing a public examination.
- 5.2 A request for a Review must be made in writing within five working days of the date of the Head's letter confirming their decision.
- 5.3 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.
- 5.4 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, their 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 to be considered 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, their 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 the conditions under which the pupil may re-enter School premises in the future; and
- 6.2.9 financial aspects: payment of any outstanding fees and extras; whether the deposit will be returned or credited; refund of prepaid fees.

## Appendix 5 Use of reasonable force

- 1 There are circumstances when it is appropriate for staff to use reasonable force to safeguard pupils. 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 them to do so would risk their 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 6 below).
- 5 In these circumstances, "reasonable" means using no more force than is needed.
- 6 In deciding whether reasonable force is required, the needs and particular vulnerabilities of individual pupils will be considered and reasonable adjustments will be made for pupils with special educational needs or disabilities. The School will establish proactive and positive behaviour support strategies for pupils with particular needs, in consultation with their Parents, to reduce the occurrence of challenging behaviour and the need to use reasonable force.
- 7 Where reasonable force is used by a member of staff, the Assistant Head, Pastoral (DSL) 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.

## Appendix 6 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: advice for schools* (DfE, September 2022).
- 3 **Prohibited items**
  - 3.1 The following are "prohibited items"
    - 3.1.1 under Section 550ZA(3) of the Education Act 1996 and Regulation 3 of the Schools (Specification and Disposal of Articles) Regulations (SI 2012 / 951):
      - (a) knives or weapons, alcohol, illegal drugs and stolen items;
      - (b) tobacco and cigarette papers, fireworks and pornographic images;
      - (c) any article that a member of staff reasonably suspects has been, or is likely to be used:
        - (i) to commit an offence; or
        - (ii) to cause personal injury to, or damage to the property of, any person (including the pupil); and
    - 3.1.2 any item banned by the School rules that are identified as being items which may be searched for:
      - controlled drugs, psychoactive substances, substances intended to resemble drugs and/or the paraphernalia of drugs, "legal" drugs, performance enhancing drugs, anabolic steroids, glue and other substances held or supplied for purposes of taking/consuming/and/or misuse on or off the school premises
      - alcohol, tobacco, vaping material and e-cigarettes
  - 3.2 The School has banned these items as they reasonably believe them 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
- 4 **Searching pupils**
  - 4.1 Under common law, school staff have the power to search for any item if a pupil agrees. The member of staff undertaking the search should ensure the pupil understands the reason for the search and how it will be conducted so their agreement is informed.
  - 4.2 When exercising these powers the School must consider the age and needs to pupils being searched or screened. This includes the individual needs or learning difficulties of pupils with Special Educational Needs (SEN) and making reasonable adjustments that may be required where a pupil has a disability.

- 4.3 If a pupil refuses to co-operate with a search for a "prohibited item" as listed in section 3 above, a member of staff should assess whether it is appropriate to use such force as is reasonable to conduct the search.
- 4.4 The decision to use reasonable force should be made on a case-by-case basis. Consideration will be given as to whether conducting the search will prevent the pupil harming themselves or others, damaging property or causing disorder.
- 4.5 Where a pupil is not willing to co-operate with a search and is not deemed to have sufficient maturity or understanding of the situation then a parent's co-operation will be sought.
- 4.6 If a pupil refuses to co-operate with a search for items that are not "prohibited items" as listed in section 3 above, disciplinary action may be taken in accordance with the School's behaviour and discipline policy.
- 4.7 If a search is considered necessary, but not required urgently, the advice of the Head/DSL and/or pastoral member staff should be sought. During this time the pupil should be supervised and kept away from other pupils.
- 4.8 Searches will be carried out 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.
- 4.9 If it is believed that a pupil has a prohibited item, it may be appropriate for a member of staff to carry out:
- 4.9.1 a search of outer clothing; and/or
- 4.9.2 a search of School property (e.g. pupils' lockers); and/or
- 4.9.3 a search of personal property (e.g. bag or pencil case).
- 4.10 Staff will be the same sex as the pupil being searched and there will be a witness (also a staff member) who, if possible, will be the same sex as the pupil being searched. As a limited exception to this rule, staff can carry out a search of a pupil of the opposite sex and/or without a witness present, but only where staff reasonably believe that there is a risk that serious harm will be caused to a person if a search is not carried out as a matter of urgency and in the time available it is not reasonably practicable to summon another member of staff.
- 4.11 A pupil's possessions can only be searched in the presence of the pupil and another member of staff, except where there is a risk that serious harm will be caused to a person if the search is not conducted immediately and where it is not reasonably practicable to summon another member of staff.
- 4.12 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. The staff member should also alert the designated safeguarding lead (DSL) or deputy and the pupil will be sanctioned in line with the School's behaviour policy to ensure consistency of approach.

## 5 Strip searching

- 5.1 A strip search is a search involving the removal of more than outer clothing and can only be carried out on school premises by police officers under the Police and

Criminal Evidence Act 1984 (PACE) Code A and in accordance with PACE Code C. More information is contained within the DfE advice to schools on Searching, Screening and Confiscation (July 2022).

- 5.2 While the decision to undertake a strip search itself and its conduct are police matters, school staff retain a duty of care to the pupil(s) involved and should advocate for pupil wellbeing at all times.
- 5.3 School staff will always consider whether introducing the potential for a strip search through police involvement is absolutely necessary and should always ensure that other appropriate, less invasive approaches have been exhausted.
- 5.4 In order to ensure pupil's wellbeing, the School may wish to involve an appropriate adult as a matter of course during all searches conducted by police in school.

## 6 After a search

- 6.1 Whether or not any items have been found as a result of any search the School will consider whether the reasons for the search or outcome give cause to suspect whether a pupil is suffering or likely to suffer harm and whether any specific support is needed.
- 6.2 Where appropriate, school staff will follow the School's child protection policy and procedures and speak to the designated safeguarding lead about possible pastoral support, early help intervention or a referral to children's social care.

## 7 Recording searches

- 7.1 Any search by a member of staff for a prohibited item listed in section 3 above, items banned by the School rules (please see Appendix 6 paragraph 3.1.2) and all searches conducted by police officers will be recorded in the School's safeguarding reporting system, including whether or not an item is found. This will allow the DSL or deputy to identify possible risks and initiate a safeguarding response if required.
- 7.2 Records of the search will include:
  - 7.2.1 the date, time and location of the search;
  - 7.2.2 which pupil was searched;
  - 7.2.3 who conducted the search and any other adults or pupils present;
  - 7.2.4 what was being searched for;
  - 7.2.5 the reason for searching;
  - 7.2.6 what items, if any, were found; and
  - 7.2.7 what follow-up action was taken as a consequence of the search.
- 7.3 The School will analyse any data gathered to consider whether searching falls disproportionately on any group/or groups and whether any actions should be taken to prevent this.

## 8 Confiscation

- 8.1 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.
- 8.2 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.

## 9 Searching electronic devices

- 9.1 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.
- 9.2 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.
- 9.3 Subject to 9.4 below and the requirements set out in KCSIE 2023, 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 suspected to be evidence relevant to an offence.
- 9.4 Staff should consider the appropriate safeguarding response if they find images, data or files on an electronic device that they reasonably suspect will put a person at risk.
- 9.5 Staff should not view or forward illegal images of a child. When viewing an image is unavoidable staff should follow the School's policy on sharing nudes and semi-nudes images or videos as set out in Appendix 1 of the Safeguarding and child protection policy and procedures/consult the advice set out in the *Searching, screening and confiscation advice* (for schools) and UKCIS guidance *Sharing nudes and semi-nudes: advice for education settings working with children and young people*.
- 9.6 The School will comply with data protection law in relation to any search of an electronic device.

## 10 Disposal of confiscated items

- 10.1 **Alcohol:** alcohol which has been confiscated will be destroyed.
- 10.2 **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.
- 10.3 **Other substances:** substances which are not believed to be controlled 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 a controlled drug, it will be treated as such and disposed of as above.

- 10.4 **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. In taking into account the relevant circumstances, the member of staff should consider: the value of the item; whether the item is banned by the School; whether retaining or returning the item may place any person at risk of harm; and whether the item can be disposed of safely.
- 10.5 **Tobacco or cigarette papers:** tobacco or cigarette papers will be destroyed.
- 10.6 **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.
- 10.7 **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.
- 10.8 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.
- 10.9 **Articles 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. In taking into account all relevant circumstances the member of staff should consider: whether it is safe to dispose of the item; and whether and when it is safe to return the item.
- 10.10 **Weapons or items which are evidence of an offence:** such items will be passed to the police as soon as possible.
- 10.11 **An item banned under School rules** (please see Appendix 6 paragraph 3.1.2): 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. In taking into account all relevant circumstances, the member of staff should consider: the value of the item; whether it is appropriate to return the item to the pupil or parent; and whether the item is likely to disrupt learning or the calm, safe and supportive environment of the School.
- 10.12 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 paragraph 10.13 below. If a pupil persists in using a mobile electronic device in breach of School rules, the device will be confiscated and must be collected by a Parent.
- 10.13 **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 cyber-bullying, 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.

## 11 **Communication with Parents**

- 11.1 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.
- 11.2 Parents should always be informed of any search for a prohibited item listed in section 3 that has taken place and the outcome of the search as soon as practicable. A member of staff should inform parents of what, if anything, has been confiscated and the resulting action the School has taken, including any sanctions applied.
- 11.3 In some circumstances it might also be necessary to inform parents of a search for an item banned by the School policy.
- 11.4 We will keep a record of all searches carried out, in accordance with section 7 above.
- 11.5 Complaints about searching or confiscation will be dealt with through the School's parental complaints policy and procedures.
- 11.6 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.



## Appendix 7 Conduct

### 1. Stage 1:

- 1.1. If a pupil disobeys a school rule related to conduct or uniform, they will be notified that a Conduct Slip will be issued specifying the offence. The pupil will be kept behind at the end of that day for a period of 5 minutes per offence without prior notification to parents, up to a maximum of 15 minutes, in order to tidy the classroom or to contribute to the school community in some way. Pupils in Year 7 may text their parents at 4:10pm to inform them of their delayed departure from school.
- 1.2. If a pupil calls out in class, speaks without permission, or causes distraction in a lesson, they will initially receive a verbal warning from the teacher. Any subsequent offence of any kind will result in a Conduct Slip. They will be required to meet the teacher to discuss their behaviour and the reason for giving the slip and parents will be informed of this.
- 1.3. If a pupil continues to misbehave after receiving a conduct slip they will be removed from the classroom by a senior member of staff and may be internally suspended for a day.
- 1.4. All offences from a conduct slip upwards will be recorded on SchoolBase.
- 1.5. If a pupil causes persistent disruption to a lesson or significantly breaches the school rules in any other way they should be issued with an immediate detention.
- 1.6. All serious offences, including anti-social behaviour, bullying, vandalism, rudeness, disobedience or theft, must be immediately reported to the Form Teacher(s), Head of Year, and Deputy Head(s), whether they take place on or off the school premises. The Deputy Head(s) will advise the Headteacher of the incident and discuss the course of action to be taken. (See also Expulsion, Removal and Review Policy)

### 2. Stage 2: Detention (45 minutes)

- 2.1. If a pupil receives three slips within a half-term, they will be given a detention. Parents will be given at least 24 hours' notice of such a detention which would take place on a Thursday from 4:15-5:00pm.

### 3. Stage 3: Extended Detention (1 ½ hours)

- 3.1. If a pupil receives three detentions within a half term, the Head of Year will contact their parents to discuss the situation. The pupil will also be given an extended detention for 1½ hours, supervised by one of the Deputy Heads. Parents will be given at least 24 hours' notice of such a detention which would take place on Friday from 4:15-5:45pm.

### 4. Stage 4: Meeting with the Headteacher

- 4.1. If a pupil receives three 'extended' detentions within a school year, they will be asked to meet with the Headteacher in the presence of their parent(s). At the meeting, the pupil will need to acknowledge their mistakes/misdemeanours and to formulate both a resolution to change their behaviour and the practical steps by which this resolution will become a reality.

### 5. Stage 5: Further meeting with the Headteacher

- 5.1. If a pupil subsequently receives another 'extended' detention before the end of the school year, they will be asked to meet with the Headteacher again in the presence of their parent(s) and a more serious sanction will be issued, possibly a period of suspension. At this meeting, the steps which the pupil would need to take to keep their place in the school will be outlined

and a behaviour contract may be drawn up to reflect these steps. The pupil and their parents would need to sign this contract to indicate their agreement.

## **6. Stage 6: Final Warning**

- 6.1. If a pupil continues to display persistent attitudes or behaviour which are inconsistent with the School's ethos, they are likely to jeopardise their place in the school. (See Expulsion, Removal and Review Policy)