



St. Anselm's College

# Behaviour Management Policy Version 1.5

## Our Mission Statement

*"I can do all things through Christ who strengthens me"*

Philippians 4:13

At St. Anselm's College, **faith** is at the heart of all we do. Inspired by the **Gospel** and the vision of **Blessed Edmund Rice**, we educate the **whole person** through **academic challenge** and **moral formation**, fostering a heart for **service** and **respect** for all **God's creation**.

Document Owner:	Headteacher / Deputy Headteacher
Committee:	Student Welfare and Development
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## **College Ethos**

The ethos of the College originates from the religious philosophy of the Christian Brothers - the promotion of personal growth and the pursuit of excellence. The Headteacher and staff seek to inspire a well-ordered and gently disciplined community, offering an education which challenges the mind, body and spirit of each individual student.

At St Anselm's College, we are committed to providing a caring, friendly and safe environment for all of our students so they can learn in a safe and secure atmosphere. We believe every student should be able to participate in all College activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at St Anselm's College. We recognise our responsibility to safeguard and promote the welfare of all our students by protecting them from physical, sexual or emotional abuse, neglect and bullying.

In St. Anselm's College, we believe that positive behaviour is the cornerstone for a creative, innovative and effective learning and teaching environment in which all members of the College community can thrive, feel respected, safe and secure.

We understand that the consistent and fair implementation of this policy is an important factor in gaining students' and parents'/carers' confidence in the College. All members of the College community must feel that they have ownership of this policy in order for it to be utilised and put into practice successfully.

To this end, the following groups of people have been consulted and will be involved in its review on an annual basis:

- Students
- Staff
- Parents/carers
- Governors

This policy is an organic document, which will be constantly revisited, undergo improvement and updating as circumstances and situations change and as we learn what works

## **Policy Production**

The consultation process to prepare this policy began in 2012, and included an input from the following representatives:

Deputy Headteacher

Assistant Headteacher and Head of Sixth Form

Assistant Headteacher and Head of Key Stage 4

Deputy Headteacher

Chairman of the Governors' Discipline Committee

Members of the Student Council

Head Boy and Senior Prefects

Parents

Caretaker

## **Rights and Responsibilities**

### **The College has a responsibility:**

- to establish and communicate clearly, measures to ensure good order, mutual respect and discipline in line with the College Mission statement and Code of Conduct;
- to ensure the College Behaviour Policy does not discriminate against any one, e.g. grounds of race, disability, sexuality or Special Educational Needs (SEN), and that it promotes good relations between different communities;
- to ensure staff, including support staff, are clear about the extent of their disciplinary authority and receive necessary professional development on behaviour strategies;
- to support, praise and, as appropriate, reward students' good behaviour;
- to apply sanctions fairly, consistently, proportionately and reasonably – taking account of SEN, disability and the needs of vulnerable children, and offering support as appropriate;
- to make alternative provision from day six for fixed-term excluded students, and where appropriate to arrange reintegration interviews for parents/carers at the end of a fixed-term suspension;
- to take all reasonable measures to protect the safety and well-being of staff and students, including preventing **all forms of bullying** (physical, verbal, cyber, sexist, racist, homophobic and disabledist); and to deal effectively with reports and complaints about bullying.
- to ensure staff model good behaviour and never denigrate students or colleagues;
- to promote positive behaviour through active development of students' social, emotional and behavioural skills;
- to keep Parents/carers informed of their child's behaviour, good as well as bad, and use appropriate methods of engaging them and, where necessary, support them in meeting their parental/carer responsibilities;
- to work with other agencies to promote community cohesion and to ensure the safety, health and well-being of all members of the College community;
- to ensure the whole College community, including teachers, support staff, Parents/carers and governors are consulted about the principles of the College Behaviour Policy.

### **The College has a right:**

- to expect students' and Parents/carers' cooperation in maintaining a safe, orderly and constructive learning climate;
- to take any necessary steps to safeguard the well-being of the majority within the College community;
- to implement where necessary, reasonable disciplinary measures and procedures and to have the expectation that parents/carers will respect and support such measures;
- not to tolerate violence, threats, disruption or abuse by students or parents/carers;
- to expect students to respect the rights of other students/adults in the College;
- to expect students to respect all College buildings, equipment and facilities;
- to take firm action against students who harass or denigrate teachers or other College staff on or off premises – engaging external- support services, including the police, as appropriate.

- To take appropriate action or steps to protect the reputation of the College.

**Students have a responsibility:**

- to follow reasonable instructions by all College staff, behave safely, obey College rules and the Code of Conduct and accept sanctions in an appropriate way.
- to act as positive ambassadors for the College when on and off school premises. This includes travelling to and from the College.
- Not to bring on to the College premises any form of drugs, weapons, indecent material or any other inappropriate items;
- to show courtesy and respect to all College staff, fellow students, College property/facilities/equipment and the College environment;
- not to slander, denigrate, harm or bully members of the College community;
- to report incidents of bullying to a member of staff;
- to cooperate with, and abide by, any arrangements put in place to support their behaviour;
- to undertake homework/coursework assignments set by the College staff;
- to come to College each day, on time and dressed in accordance with the College rules and with the necessary books/equipment for the day ahead;
- to respect the property of all members of the College community, including other students and visitors to the College.
- to cooperate and conform with the College expectations regarding uniform and hairstyle/hair colour
- not to interfere with the learning of their peers by disruption to the classrooms learning environment.

**Students have a right:**

- to be taught in an environment safe and free from disruption;
- to expect appropriate action from the College to tackle incidents of violence, threatening behaviour, abuse, discrimination, harassment or bullying;
- to appeal to the Headteacher and then the Governors, if they believe the College has exercised its disciplinary authority unreasonably. This can be done by putting concerns in writing to the Chair of the Governors' Disciplinary Committee at the College address.
- to contribute, via the Student Council, to the College Behaviour Policy;

**Parent/Carers have a responsibility:**

- to work in partnership with the College to support and progress their child's academic and social development including their behaviour;
- to respect and cooperate with the College Behaviour Policy and the disciplinary authority of College staff;

- to support all sanctions imposed inline with the College Behaviour Policy and ensure that their child completes the sanction;
- to help ensure that their child follows reasonable instructions by all staff and adheres to the College rules and Code of Conduct;
- to send their child to College each day punctually, suitably clothed, fed, rested, equipped and ready to learn;
- to ensure their child completes, on time, any homework and/or coursework assignments allocated by their teachers;
- to register in writing with the College's pastoral deputy head information about any of their child's medical needs and any disability, medical condition, Special Educational Need or other personal factor which may result in their child displaying behaviour outside the norm;
- to attend meetings with the Headteacher or other College staff, if requested, to discuss their child's progress and/or behaviour;
- to ensure, in the event of their child's suspension that he is not found in a public place during College hours within the first 5 days of suspension;
- to ensure that, if the period of suspension is longer than five days, their child attends the alternative educational provision as arranged by the College;
- to attend a reintegration interview with the College at the end of any fixed period suspension;
- to make restitution to the College or Parents/carers of other students for material loss/damage caused by the willful or careless actions of their child.

### **Parents/Carers have a right:**

- to expect the College to provide as safe and secure environment as is humanly possible;
- to have any complaint they make about their child being bullied taken seriously by the College and investigated/resolved as appropriate;
- to appeal to the Headteacher and then the Governors, through the formal appeals procedure, if they believe the College has exercised its disciplinary authority unreasonably.
- to appeal against a decision to exclude their child to the governing body of the College, for an suspension exceeding five days
- to make representation to the Governing Body regarding an suspension of less than five days;
- to be kept informed about their child's progress, including issues relating to their behaviour;
- to expect the College to provide, for their child(s) a safe and secure learning environment free from any form of disruption.

### **Uniform and Appearance**

The College expects students to wear their uniform with pride and to comply with the College's stipulations as stated in the uniform policy. As part of our uniform and appearance policy we request that hair must be shorter than collar length and be styled so that eyes, eyebrows and face are not obscured by hair. Students must never obtain a step, a cut very close to the scalp and

dyed/toned hair is unacceptable. Facial hair in years 7-11 is not permitted. Whilst stating this, we are very mindful of any cultural, religious and or mental health diagnoses when assessing the suitability of the chosen haircut. If in any doubt, consult the College in advance. Final judgement is at the Headteacher's discretion. The wearing of make-up of any kind and nail varnish is prohibited.

Students are **only** permitted to wear **black** office style shoes and **black** coats only.

Jewellery must be limited to a wrist watch or any recognised symbols of their religion that does not contravene the prohibited items list. Piercings are not acceptable. They are expected to wear the College approved kit for Games and PE lessons and when representing the College at fixtures. In cases of proven hardship, the College will endeavour to provide uniform/kit for students.

Please see the uniform policy for further information.

Failures to follow the dress/appearance code in school may result in the following sanctions;

- Referral
- Lunch duty
- Detention
- Persistent failure may result in an internal or external exclusion

### **Guidelines for Classroom routine**

Positive **behaviour** in the classroom is encouraged in the College's Code of Conduct.

## **Code of Conduct**

- **Arrive on time**
- **Have the equipment needed for lessons**
- **Be prepared to work**
- **Listen attentively**
- **Await your turn to speak**
- **Work purposefully**
- **Respect the College and all members of its staff, community and visitors**
- **Follow instructions promptly**
- **To have completed the work set for that lesson, including homework**
- **Leave in an orderly manner**
- **Always be a good ambassador for the College**
- **Wear our uniform correctly**

### **Guidelines for Classroom Behaviour:**

1. Students should arrive punctually for lessons with the correct books and equipment.
2. Students should sit where the teacher places them and can expect to be moved if they are a source of distraction or if they are distracted.
3. Students are expected to participate positively, cooperate and strive to achieve their best at all times in all lessons.
4. Students must listen to the teacher and put up their hands if they want to contribute to the lesson. They must never disrupt by shouting out.
5. Students must listen to each other in classroom discussion and never denigrate a fellow students contribution to the lesson.
6. Students are not allowed to leave the classroom during a lesson unless directed to do so by a teacher.
7. Students should respect the classroom environment and its equipment.
8. Students must obey the Information/Communications Technology (ICT) user policy.

### **Failure to follow Guidelines for Classroom Behaviour**

If students fail to follow the guidelines, the following measures may be used. These measures are hierarchical, but staff will decide on an appropriate measure depending on the severity of the incident/disruption.

The Three Cs system provides students with an opportunity to reflect on the consequences of their behaviour and encourages students to take responsibility for the choices they make.

#### **C1 – Chance to make the right choice:**

The teacher will inform the student of the concern and give them a chance to make the right choice.

#### **C2 – Make the Right Choice, reflection time:**

Teachers should make their expectations very clear and explain that they have reflection time (3min) to make the right choice otherwise there will be a consequence. The teacher should then walk away from the student.

#### **C3 – If the student fails to follow instructions, a consequence will be issued.**

Consequences may include:

1. Students may be asked to sit in a different place.
2. Students may be sent to work in another room with another member of the department or the Subject leader for that department.
3. Students may be asked to stay behind at the end of the lesson or to return to the room at break or lunchtime for a restorative conversation with the teacher.
4. Students may be given a departmental/faculty detention. Ideally 24 hours notice of the detention should be given, although this is not required. All teachers should assess risks to individual students before imposing no-notice detentions. This should include considering means of transport home and parents will need to be told of the arrangements via telephone.
5. Students may be given a College detention.

6. Students may be removed from the room for a longer period of time and placed in the care of another member of staff.
7. Teachers may contact a member of the SLT by mobile phone if a student's disruption to a lesson persists.
8. In order to support a student in meeting the requirements of the College Code of Conduct, the Head of Year may put the student on a Report Card.
9. Students may be placed on the Headteacher's detention on a Saturday morning (9:30 – 11.30am)
10. Students may be placed on lunch duty by their HoY or a member of the SLT

### **Behaviour Points**

HOY will monitor behaviour points throughout the day for persistent C1/C2 notifications. HOYs will intervene as and when needed. This will be a pro-active approach rather than the re-active. Students who are a persistent cause for concern will be discussed and interventions put into place.

<b>Number of Points</b>	<b>Action</b>
5 behaviour points	Meeting with your form teacher
10 behaviour points	Meeting with your Head of Year/College DT
15 behaviour points	Meeting with the Headteacher
20 behaviour points	Pre-Governor Behaviour Panel Meeting with the Behaviour Governor
25 behavior points	Governor Disciplinary Panel Meeting

### **College Detention**

When students are placed on the College detention, they may be expected to undertake tasks in the allocated time, such as sweeping the yard, emptying the recycling paper bins and placing letters in envelopes.

Students who repeatedly fail to attend the College detention will have a Fixed Term Suspension. The College is not required to seek parental permission for a detention, but will always inform parents of the detention and the reason for it.

Students who are issued 3 College detentions in a half term period will be required to complete a Saturday College detention.

We will always seek to work with parents and listen to submissions; however, parents do not have the right to veto their child's attendance at a detention or compliance with any other College sanction once it has been fully investigated.

### **Report Card**

A student may be placed 'on report' to support them in meeting the requirements of the Code of Conduct. They are put 'on report' by a Head of Year (HoY) or a member of the Senior Leadership

Team (SLT). This may be for poor or no homework, poor organisation, behaviour, lack of effort etc. Students are required to present their card to their teacher and get a comment and/or number pertaining to the area of concern on the card. Parents are asked to read and sign the card each night. Students are asked to report to their HoY each day at an allocated time. Sanctions will be imposed for students who fail to report with their card.

Stage 1	White Report	Form Teacher Report
Stage 2	Green Report	Head of Year Report
Stage 3	Amber Report	Key Stage Lead Report
Stage 4	Red Report	Deputy Head of School Report

### **Failure to do Homework**

Students are asked to sign a Homework Contract and will be placed on lunchtime study hall detention for 30 minutes. This applies to cases where Homework is not submitted or where the work submitted is not up to the required standard. If a student fails to complete the lunchtime study hall detention they will receive a College detention. If an improvement is not elicited, the matter will be referred to the Head of Key Stage.

Students who repeatedly fail to attend a Faculty detention will have a Fixed Term Exclusion. The College is not required to seek parental permission for a detention, but will always inform parents of the detention and the reason for it. We will always seek to work with parents and listen to submissions; however, parents do not have the right to veto their child's attendance at a detention or compliance with any other College sanction once it has been fully investigated.

### **Guidelines for behaviour outside of the classroom**

1. Students should obey the Health and Safety signs displayed around the College.
2. No student may enter a classroom, practical room, sports facility or laboratory without a teacher being present.
3. Students must dispose of their litter in the bins provided in the College.
4. Students must never interfere with any fire equipment around the College.
5. Chewing gum and energy drinks are strictly forbidden in the College grounds and will be confiscated.
6. Mobile phones must be switched off and not used during the College day. Students are allowed to use their phones at break and at lunch (outside on the yard).
7. The use of mobile phones or other hand-held technologies to film events or students in College is strictly prohibited. **In addition to sanctions outlined below, additional penalties may be imposed depending on the nature of the recorded material.**
8. Abuse of modern technologies, such as mobile phones, or the Internet to denigrate the College or members of its community is strictly forbidden.
9. Hot drinks must not be taken out of the Dining Room. Food can only be consumed in the designated areas. Food purchased in the canteen must be consumed within the Canteen.
10. Students must not sell any items on the College premises or at any authorised College event without prior authorisation from the Headteacher.
11. Students must behave in a responsible manner (e.g. by not running) on all thoroughfares.

12. Students must remain in the areas to which they are allowed access.
13. Students wearing the College uniform, or representing the College in any capacity, must act as ambassadors for the College and behave appropriately at all times, including travelling to and from the College.
14. Students are not allowed to smoke in College uniform or at College events or on trips. This includes the use of shisha pens and vaping of any type.
15. Any student in the close vicinity with another student(s) who is/are vaping/smoking will be sanctioned in the same way'.

### **Failure to Follow the Guidelines for Behaviour Outside the Classroom**

If students fail to follow the guidelines, the following measures may be used. These measures are hierarchical, but staff will decide on an appropriate measure depending on the severity of the incident/disruption.

1. Students may be given a verbal warning that their behaviour is unacceptable.
2. Students may be given a behaviour point(s) depending on the severity of the incident.
3. Students may be issued with lunch duty. (SLT and HoY only). This requires students to keep the canteen tidy at lunch or to pick up litter around the site or other tasks as directed by a member of staff.
4. Students may be given a College detention.
5. Parents/carers may be invited into College to make them aware of, and to discuss, their child's behaviour.
6. The Head of Year may put a student on an effort and/or behaviour Report Card.
7. Students will be excluded from any excursions (Language trips, sporting events, field trips or similar, if their behaviour is such that they may either:
  - a) endanger themselves or others;
  - b) damage the reputation of the College.
8. For persistent offenders a College Disciplinary hearing may take place.
9. In some cases, an internal or fixed term suspension may be used.
10. Incidents of poor and/or dangerous behaviour on the College bus; may result in a ban from the bus and/or the use of College based sanctions such as lunch duties, detentions, behaviour points. Some incidents may lead to an internal or fixed term suspension.
11. The Headteacher and his deputies may place a student on a Saturday detention for persistent failure to abide by the College rules, failure to adhere to sanctions imposed or for serious breaches of the behaviour expected of all students. A Fixed term Suspension or a Permanent Suspension may also be used in these cases.
12. Students who make a profit from selling goods on the College premises or at a College event will be asked to bring this profit to the College where it will be donated to a College charity.
13. All goods will be confiscated and not returned.

Following the internal monitoring process, letters will be sent by the relevant Head of Year to parents of students whose effort falls below that expected.

Parents/carers may be invited into the College to be informed about, and to discuss, how we can work together to ensure that their child achieves his potential.

The College may instigate sanctions for incidences that happen outside of the College day and not during College activities, e.g. cyberbullying or incidences that undermine the reputation of the College e.g. smoking/vaping in College uniform, fighting, and stealing. This is not an exhaustive list and other incidences may be added as deemed appropriate by the Headteacher.

### **Educational Visits/Trips**

The College reserves the right to remove a student from an educational trip if his behaviour is such that his attendance could jeopardise the health and safety of the staff or students on the trip. Evidence for this decision would be obtained from behaviour records in school, particularly incidences of non-compliance, disruption, rudeness and physical or verbal abuse against staff or students.

### **CCTV**

Evidence may be used from cameras where there is dispute over breaches of the College's Behaviour Management Policy. This evidence may be shown to the Police in cases of damage to College property by students of the College or may be used in the College's internal disciplinary system or where there is an appeal as a result of a either a fixed term or permanent suspension.

### **Reporting Behaviour Incidences**

All teaching staff are authorised to issue behaviour points, faculty detentions and College detentions. Heads of Year and the Senior Leadership Team can issue lunch duty, place a student 'on report' or request a parental meeting. The Headteacher convenes the College Disciplinary hearing.

### **Students can expect serious consequences for repeated offences or one off serious mis-demeanors.**

Very serious misbehaviour such as:

- Possession, use, or sale of drugs on or around the College premises.
- Possession, use, or sale of tobacco or alcohol or other banned substances e.g. legal highs on the College premises or substances that could be construed or are believed to be controlled drugs or legal highs.
- Fighting
- Vandalism
- Verbal abuse of a racist, sexist or highly personal nature
- Theft
- Bullying "**is never acceptable**"
- Obtaining money by deception or intimidation

- Extreme rudeness to a member of staff
- Truancy
- Sexual abuse or assault
- Possession of a knife or any other item which could cause harm to a member of the College community may result in an internal, fixed-term or permanent suspension from the College. Behaviour points will also be added to the students behaviour record
- Persistent disruption to the learning environment

The possession, sale or use of controlled drugs and legal 'highs' on the College or around the College premises is strictly forbidden. This includes substances that are believed to be controlled drugs or legal highs.

Suspension from the College is at the discretion of the Headteacher or, in his absence, either of the Deputy Headteachers.

The College does not convey the sanctions imposed on students for misdemeanor's to the victim or parents/carers of the victim.

**The College expects students to assist with enquiries regarding their behaviour or the behaviour of others. Obstructive behaviour in this regard will itself merit a sanction.**

### **Use of Mobile phones, ipods etc**

Students are not allowed to use their phones around the College during school hours (8:45am – 3:30pm). They are allowed to use their phones at lunch and break, providing their use does not impinge on the privacy of members of staff or other members of the College community and that their use can be deemed as appropriate. On occasion, teachers will allow the use of mobile technology devices in their classrooms and students must use these for the purpose the teacher intended and explained. Breach of this protocol will result in the same sanctions imposed for unauthorised usage i.e. confiscation and return at the end of the week on receipt of a parental note.

### **The College Disciplinary Panel**

The College Disciplinary Panel convenes as required to review the behaviour of students whose actions or action seriously breach the expectations imposed by the College or endanger the Health and Safety of the College community. It may also be convened to address the issues posed by a student who is persistently disruptive in lessons and outside of lessons or has accrued a significant amount of behaviour points.

Panel members are usually the Headteacher, a Deputy Headteacher, and the Key Stage Curriculum/Pastoral Co-ordinator. Parents/carers are required to attend with their son and will receive five days' notice of the hearing.

During the hearing, the panel will outline their concerns regarding the students' behaviour. The student is given an opportunity to explain his behaviour and parental/carer input is actively sought.

Targets are set, which outline the positive shift in behaviour and attitude that is expected from the student. These targets are reviewed after four school weeks and periodically thereafter. The process is designed to be constructive and collaborative in which the reasons for the panel

convening are explored. The views of both the parent and the student will be sought. If the required improvement is not forthcoming, the Headteacher has the authority to permanently exclude a student from the College and this can be ratified by the Governing Body.

The Headteacher may direct students off site to alternative provision if their behaviour does not improve. Parents will be given at least five days' notice of the date and time of any College Disciplinary Panel Meeting. This notification will be by letter posted to the address at which the student resides. Parents who do not attend or try to repeatedly reschedule meetings for whatever reason will forgo the right to make representation for their child and the Disciplinary Panel will consider their child's record and set targets in their absence.

The meeting will be deemed to have taken place in line with the College Policy and will in itself not be grounds for appeal in any future decision to permanently exclude a student.

### **Restorative Justice**

The College will use a restorative approach to resolve conflict particularly in instances of bullying or conflict between members of staff and students. The aim of restorative justice is to repair harm and resolve conflict. When young people feel they are being blamed they minimise their involvement, fail to see the other side, distance themselves from the impact of their behaviour, do not take any responsibility and therefore do not feel accountable. A restorative justice approach invites the wrong doer to recognise the harm caused and to apologise for their actions to the victim. It allows the victim closure.

This approach is used alongside the sanctions system.

### **Rewards Policy**

Good behaviour and adherence to the College Code of Conduct is recognised and rewarded.

Students have the opportunity to be recognised for outstanding behaviour for learning, attendance and punctuality to school. Students can be awarded on a daily, weekly and termly basis. This will be recognised on the College website, Facebook, Twitter and year group display boards.

### **In Lessons:**

Each lesson every student has an opportunity to gain an achievement point(s) which will be recorded on SIMS and shared with parents.

### **Weekly Assemblies:**

HOY will track achievement points and recognise this at assemblies.

**Half termly:**

Head of Key Stages will award students with Behaviour for Learning pin – Gold, Bronze, Silver depending on the number of achievement points accumulated.

BFL Star Pins Criteria (Dependent on the year group)

**For example:**

35	Achievement points	Bronze Star Pin
75	Achievement points	Silver Star Pin
100	Achievement points	Gold Star Pin

**Headteachers Award:**

HOY will nominate one student per year group for the ‘Headteacher’ award. Students will meet with the Headteacher on the last Friday morning of the half term for breakfast. This will be shared with parents and displayed on the website, newsletter, Facebook and twitter pages.

**Departmental Rewards:**

Each department will also have a range of rewards. These could include:

- Achievement points
- Stickers and stamps
- Postcards of praise
- Letters home
- Positive telephone calls to parents
- Certificates of achievement/effort/progress

**Attendance & Punctuality Rewards:**

Students will be awarded by their HOY each half term at year group assemblies for 100% attendance.

**Searching and Confiscation**

Legally the College has the right to search a students bag and outer clothing with their consent for banned items. We can also ask students to turn out their pockets or remove outer clothing such as blazers, shoes, hats, gloves, jumpers.

**Such items might include:****Weapons or anything that could be used as a weapon**

- Drugs, alcohol, cigarettes and cigarette papers, shisha/vap pens or E-cigarettes, legal highs or substances believed to be drugs or legal highs, lighters,
- Quantities of drinks, sweets, or confectionery greater than that could be reasonably construed as being for personal consumption
- Stolen items
- Inappropriate printed material
- Any items that it is reasonably expected of having been used, or that are likely to be used, to commit a criminal offence.
- Pornographic material

It is best practice to ensure that any search is carried out by two members of staff one of whom should be male, although from Sept 2012 this will no longer be a requirement in urgent situations.

If a student does not consent to a search, this will be dealt with under the WSBP for refusing to obey a reasonable instruction given by a member of staff.

The police will be called if a student refuses to have his outer clothing, bags, locker or possessions searched, if we have reasonable grounds to believe he has a banned substance.

Under current law, the College has the right to search a student without consent for items if we have reasonable grounds for suspecting he has

- a knife or other item that could be used as a weapon,
- alcohol,
- illegal drugs,
- stolen property,
- tobacco and cigarette papers
- fireworks
- pornographic images
- any article that the member of staff reasonably suspect has been, or is likely to be, used to commit a criminal offence, or to cause personal injury to, or damage to the property of, any person (including the student)

The Headteacher and authorised staff can also search for any item banned by the College rules which has been identified in the rules as an item that may be searched for.

Staff do not have to carry out searches and should always be mindful of their own safety and welfare in doing so.

Schools are not required to have formal written consent from the student for this sort of search and nor are schools required to ask parents' permission nor inform them that it has taken place

Where a teacher conducting a search finds an electronic device they may examine any data or files on the device if they think that there is good reason to do so. Following an examination, if the teacher has decided to return the device to its owner, or to retain or dispose of it, they may erase any data or files, if they think that there is good reason to do so.

In determining a 'good reason' to examine or erase the data or file on the device the staff member must reasonably suspect that the data or file has been, or could be, used to cause harm, to disrupt teaching or break the College rules.

If alcohol is found, it may be retained or disposed of. Any controlled drugs found will be handed over to the Police as soon as possible. If we are unsure if the substance is a controlled drug, it will be handed over also. Other substances such as legal 'highs' will be confiscated as we believe that they are harmful to students and are detrimental to good order and discipline.

Stolen goods will either be handed over the Police or may be returned to the owner.

Confiscated items can be retained or destroyed by the College. Mobile phones confiscated during the normal course of the school day are returned at the end of the week, following receipt of a parental letter to Mrs Cubbin, provided they have not been used in any illegal activity or bullying.

## **Use of reasonable force**

All members of the College staff have a legal power to use reasonable force (Education and Inspections Act, 2006). There is no legal definition of 'reasonable', but the force used should be proportionate to the situation and the possible danger/harm. This is a 'power' and not a 'duty', however, staff must be aware that failing to take action may in some cases breach their duty of care.

Reasonable force can be used to prevent students from hurting themselves or others, from damaging property or from causing disorder.

In a school, force is used for two main purposes – to control students or to restrain them. The decision on whether or not to physically intervene is down to the professional judgement of the staff member concerned and should always depend on the individual circumstances.

Staff at the College can use reasonable force to:

- Remove disruptive students from the classroom where they have refused to follow an instruction to do so;
- Prevent a student behaving in a way that disrupts a College event or a trip or visit;
- Prevent a student leaving the classroom where allowing the student to leave would risk their safety or lead to behaviour that disrupts the behaviour of others;
- Prevent a student from attacking a member of staff or another student, or to stop a fight in the playground; and
- Restrain a student at risk of harming themselves through physical outbursts.

Staff at the College will make reasonable adjustments for disabled and students with SEN.

Parental consent is not required to use force to control or restrain a student.

**In deciding what a serious incident is**, staff will use their professional judgement and consider the:

- Students behaviour and the level of risk presented at the time of the incident;
- Degree of force used;
- Effect on the student or member of staff; and
- The student's age

## **Attendance**

The College target for attendance is 100% with 0% unauthorised attendance.

All parents/carers are requested to ring the absence line to inform the College of their child's absence.

Parents/carers are informed of their child's % attendance regularly.

The College will write to the parents/carers of those whose attendance is a cause for concern and may if necessary invite the Educational Social Worker to become involved.

Exemplary attendance is rewarded at the Participation Awards ceremony.

Truancy from school will result in a severe sanction.

*Parents may not remove their child for term time holidays, except in exceptional circumstances which have been agreed beforehand by the Headteacher.*

### **Pastoral Support**

- Support and guidance is available for students whose misbehaviour or attendance reflects significant learning or personal problems. This support is provided in College by:
- Form teachers
- Heads of Year
- Key Stage coordinators
- peer mentors
- faculty Assistants
- Learning Mentor
- Youth Worker
- Counsellor
- Caritas / Action for Children
- other staff as appropriate

The pastoral Deputy Headteacher coordinates this support

In some circumstances, where needs cannot be met in College, outside agencies, may be asked to become involved.

### **Support for Parents/Carers**

Targeted support is available for the parents/carers of any student where behaviour or attendance is a concern. This takes the form of meetings between the parents/carers and Heads of Year, Key Stage Coordinators or Deputy Headteachers as appropriate. Liaison with Learning Mentors or SENDCO may also be arranged as required. More generally, minor concerns can be addressed via the College email system or telephone contact.

### **Equality Impact**

We have carefully considered the impact of this policy on all protected characteristics as part of our ongoing process to ensure that it is fair and does not prioritise or disadvantage any student. This is in line with the Equality Act 2010.

To be read in conjunction with:

*Searching, screening and confiscation - Advice for Headteachers, school staff and governing bodies Feb 2014.*

### **Evaluation**

The draft policy was circulated to the groups mentioned at the beginning of this document for comment and amendment. The policy above will be reviewed by all parties and amended as appropriate on an annual basis.

### **Other Relevant Policies**

This Behaviour Management Policy is one of a number of policies the College has prepared to help structure and support the well-being and progress of the students within the College community. Other relevant policies are:

- Anti-Bullying Policy
- Safeguarding Policy
- Health and Safety Policy
- Managing Drug-related incidences Policy
- Attendance Policy
- Teaching and Learning Policy
- Homework Policy
- Single Equality Plan
- Educational Visits Policy
- CCTV Policy
- Suspensions Policy
- Home school Agreement

## Ladder of Accountability for addressing behaviour issues in lessons:

### **Class Teacher Restorative Session:**

Classroom teacher must take responsibility for the behaviour of students in their lesson and ensure that they have followed the Three Cs system, tried RP with the student at break, lunch or at the end of the school day and where possible contact parents especially if the student fails to turn up to RP.



### **Departmental/Faculty Detention:**

In the first instance most behaviour issues will be dealt with by the member of staff involved. Should this prove problematic then it will be discussed with the Subject Leader. Each department should have a 'Buddy' System in place especially if the subject leader is not in one allocated room, so that teachers know that support is always at hand. If required place the student on a faculty detention. If the student fails to complete the departmental/faculty detention they must attend a College Detention.



### **Pastoral Concerns:**

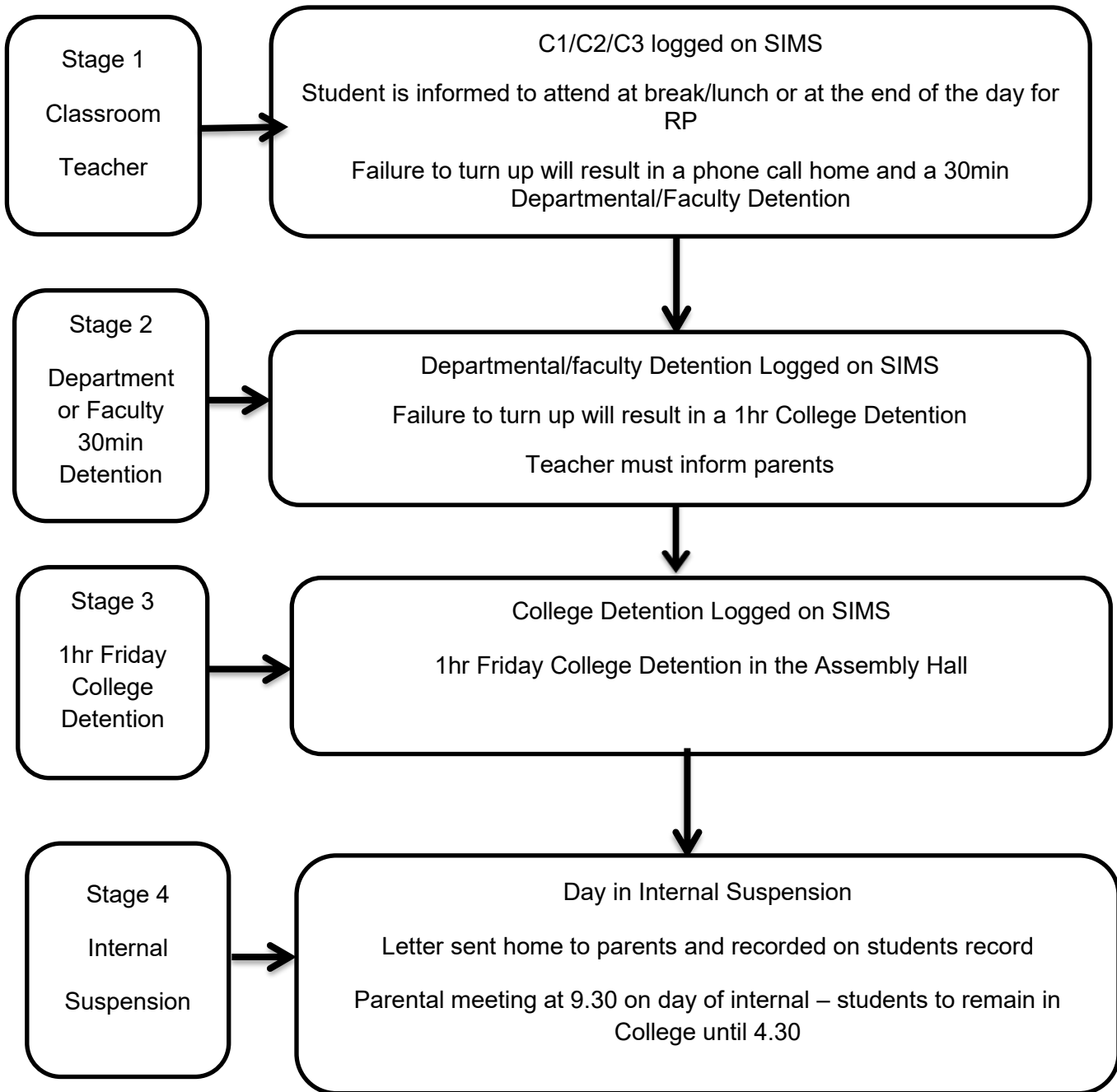
For on-going academic issues/ learning concerns across a number of subjects, staff should inform the relevant Head of Year. The student can then, if necessary, be raised at the pastoral briefings/meetings. All incidents of serious misbehaviour will be recorded and follow up put in place.



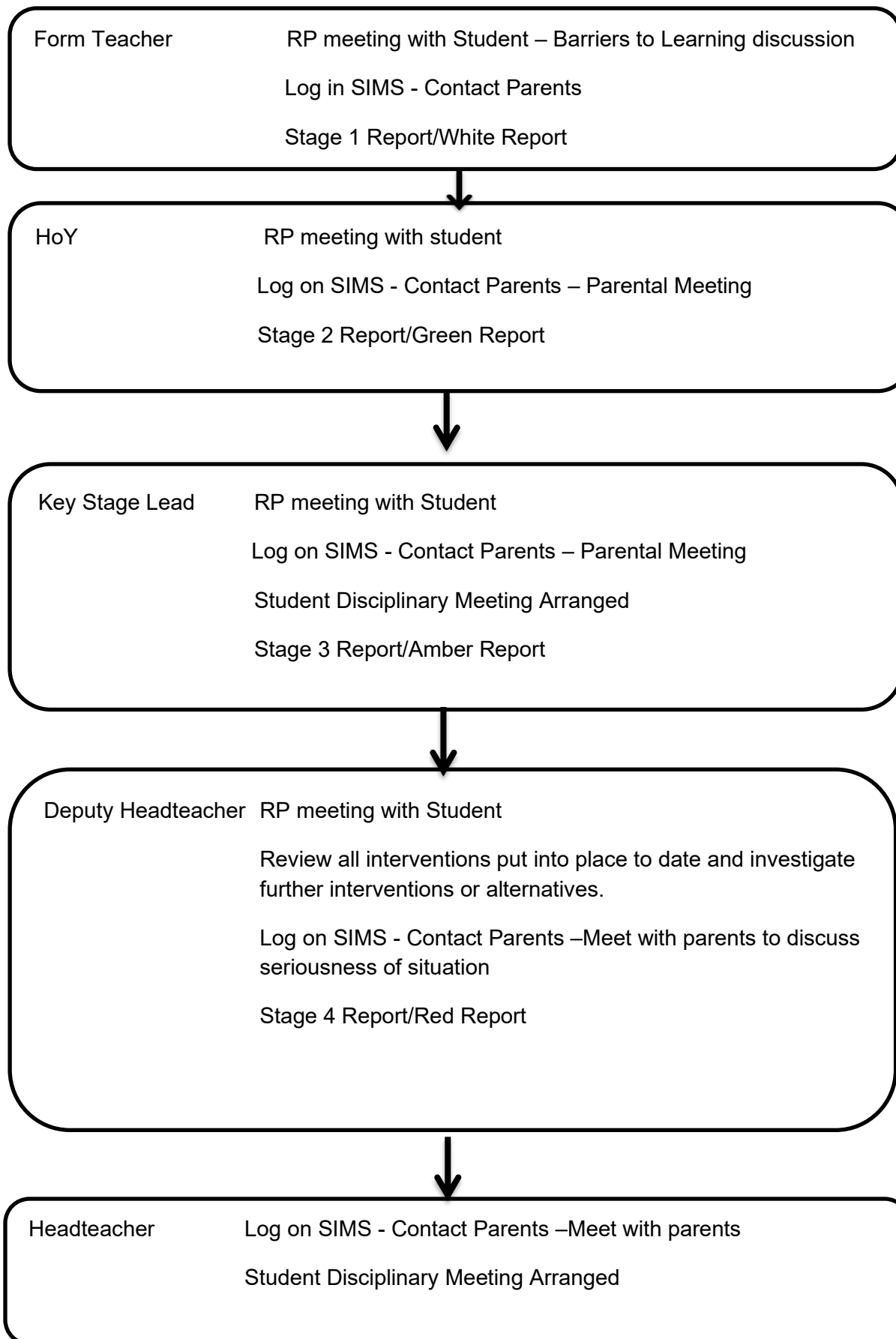
### **College Detention:**

This will run every Friday in the assembly hall. This is for students who fail to complete the faculty detentions or as a serious sanction. Any student who refuses to complete the College Detention will be internally excluded on the following Monday 9.30-4.30pm.

## Consequences Protocols



**Student with Persistent Behavioural Concerns Protocols:**





<b>(d)</b>	<b>Background and build up to the incident:</b>
<b>(e)</b>	<b>Reason for intervention:</b> <b>Danger to self</b> <b>Danger to others</b> <b>Significant damage to College building or property</b>
<b>(f)</b>	<b>Description of staff intervention – including the nature of intervention and its duration:</b>

(g)	<b>Names of student witnesses to the intervention:</b>

<b>Signature:</b>	
<b>Print Name:</b>	
<b>Date:</b>	

**Equality Statement:**

We have carefully considered the impact of this policy on all protected characteristics as part of our ongoing process to ensure that it is fair and does not prioritise or disadvantage any student. This is in line with the Equality Act 2010