



HawleyHurst

**Blackwater
Camberley
GU17 9HU**

BEHAVIOUR POLICY

2018/19

Contents

Behaviour Policy including:

School Code of Conduct	Page 4
Appendix 1 Rewards and Sanctions	Page 13
Appendix 2 Use of Reasonable Force	Page 18
Appendix 3 Searching and Confiscation	Page 19
E-Safety and Acceptable Use of ICT Policy	Page 22
Exclusion and Review Policy	Page 32
Appendix 4 Review request form	Page 39

Behaviour Policy

This policy promotes the ethos of our school and British Values. We recognise that good discipline cultivates consideration for others and respect for self and the wider community. The School Codes of Conduct are in place to protect each member of our community, promoting each individual's well-being and safety.

We encourage all our staff pupils and parents to adopt the highest standards of behaviour, principles and moral standards. We believe that a pride in our school fosters motivation for good behaviour and, to that end, we encourage all students to feel a valuable part of the school communities. We believe that a sense of pride in one's self and personal achievements, provide a motivation for students to succeed. A student who feels good about themselves and their achievements is likely to express this confidence in their behaviour and attitude.

HawleyHurst is an inclusive community. We welcome students from a wide variety of ethnic and social backgrounds and faiths. We treat everyone as individuals, and aim to develop the whole person while equipping them to take their place in the modern world. HawleyHurst school recognises its duties under the equality act 2010, in particular the needs of more vulnerable students such as those with additional needs and/or different race, religion, culture or sexual orientation. Reasonable adjustments will be made where deemed appropriate to reflect the needs of the child and reviewed on a case by case basis. However, it is important to recognise that pupils, regardless of their additional needs conduct themselves within the boundaries of the behaviour set by the code of conduct. The school recognises that it has a duty to take into account the special educational needs and disabilities of individuals and to adjust the interpretation and implementation of the behaviour policy, where appropriate. Harassment and bullying will not be tolerated. Our anti bullying policy is available.

We believe the development of good behaviour is the responsibility of all stakeholders in our school community. As such we consider that everyone has the right to be treated well and with respect regardless of their role.

Aims

To fulfil its duty of care to all students by defining the boundary between acceptable and unacceptable behaviour.

To promote trust and mutual respect for everyone

To promote positive self esteem

To ensure a consistency of response to all behaviour.

School Codes of Conduct

The School Codes of Conduct shall be set by the Principal. The School Codes of Conduct are necessary:

- for the safety and well-being of everyone at the School;
- for the reputation of the school community as a whole;
- for the protection of school property and the wider environment.

The School Codes of Conduct apply to all age groups and at all times when the pupil is:

- at school, representing the School or wearing school uniform
- travelling to and from school
- associated with the School at any time.

Pupils are expected to read and understand the School Codes of Conduct. The School Codes of Conduct will be amended from time to time and reinforced at assemblies and on other appropriate occasions

Scope

It is intended that the School Codes of Conduct and the sanctions provided in them shall also, in appropriate circumstances, be capable of regulating the conduct of pupils when they are away from school premises and outside the jurisdiction of the School, for example during half term and in the holidays.

This will normally be where the conduct in question could have repercussions for the orderly running of the School, affects the welfare of a member or members of the School Community or a member of the public, or which brings the School into disrepute.

2 Roles and Responsibilities

2.1 **Directors** - The Directors are responsible for monitoring this behaviour policy's effectiveness and holding the Principal to account for its implementation.

2.2 **Principal** - The Principal is responsible for reviewing and updating this policy in line with good practice. The Principal will ensure that the school environment encourages positive behaviour and that staff deal effectively with poor behaviour. They will monitor how staff implement this policy to ensure that rewards and sanctions are applied consistently.

2.3 **Staff** - The staff are responsible for:

- Implementing the behaviour policy consistently
- Modelling positive behaviour
- Providing a personalised approach to the specific behavioural needs of particular pupils where required
- Recording behaviour incidents using school systems

2.4 **Parents** -The parents are expected to:

- Support their child in adhering to the pupil codes of conduct
- Inform the school of any changes in circumstances that may affect their child's behaviour

Early Years Foundation Stage

The EYFS promote a rewards system based on positive praise and reinforcement. Pupils learn how to behave through positive modelling, stories, circle time and discussion. High expectations of behaviour are reinforced within the learning environment through praise and reward tasks. Visual prompts and reminders of expectations of behaviour are used to guide and reinforce behaviour. Younger pupils who are learning to understand the expectations may be redirected towards more appropriate behaviour or tasks. Behaviour that does not meet expectations and may be considered inappropriate, may result in children having time out from an activity. The individual developmental and learning needs, including additional needs, will be considered in such instances, to ensure that the expectations are developmentally achievable.

Pre Prep and Prep School

Our aim is for pupils to be happy, motivated, independent learners who are actively involved in school life. We aim to promote good relationships where everyone is valued, respected and treated fairly within an environment where children can learn and play with confidence. The expectation of good behaviour is embedded within the ethos of the school. To achieve our aims, we will:

- Promote a positive, calm and purposeful atmosphere where pupils can develop their potential
- Create an environment where all pupils feel valued and everyone is treated with respect
- Encourage pupils to take responsibility for their behaviour
- Have a firm and fair code of conduct
- Give pupils strategies to sort out differences in peaceful ways
- Teach pupils to recognise the rights and opinions of others
- Share this information with parents/guardians and involve them in implementing the policy as appropriate

Rights and responsibilities

Rights of pupils;

- To be able to learn
- To be treated with consideration and respect
- To be listened to by adults in the school
- To be treated fairly.

Responsibilities of pupils;

- To behave in a way that allows teachers to teach and learners to learn
- To treat everyone with respect

Rights of adults in the school;

- To be treated with respect by pupils, parents and colleagues
- To be able to teach without disruption

Responsibilities of adults in school;

- To provide a safe, structured and stimulating environment where learners can learn
- To ensure children know what is expected from them
- To be consistent and fair

Rights of parents;

- To be confident that their children are being treated fairly and with respect
- To raise concerns about their or other's children with staff
- To be involved when difficulties arise

Responsibilities of parents;

- To encourage children to follow the school Code of Conduct
- To communicate with teachers

Pre Prep and Prep School Code of conduct

This is encapsulated as follows and referred to as the 'Golden Rules'.

- Listen to People
- Be Kind and Helpful
- be Honest
- Work Hard
- Look After Property
- Be Gentle

Reinforcing positive behaviour

We aim to positively reinforce good behaviour by using the following strategies;

- Being clear and specific about the behaviour wanted
- Noticing and affirming good behaviour when it occurs
- Establishing fair and predictable consequences for inappropriate behaviour
- Supporting pupils who have difficulty experiencing success
- Providing positive role models

Senior School Code of Conduct

The Pupil Code of Conduct are the sentences in bold below. They set out how you are expected to behave at school and the values you are expected to show. The paragraphs under each sentence help to explain what the Code of Conduct sentence means and provides some helpful examples and statements.

While at school you are expected to:

Show respect and consideration to other pupils, all staff and visitors

- Please treat your peers with respect. You may well make lifelong friends at school but realistically you probably will not end up friends with everyone. However, we do expect all pupils to show kindness and tolerance to each other.
- Harassment and bullying will not be tolerated. Our Anti-bullying policy is set out in the handbook. The school is strongly committed to promoting equal opportunities for all, regardless of race, religion, culture, gender orientation, learning differences or physical disability.
- Remember that all staff are here helping you and each plays an important part in making HawleyHurst work. Your teachers are highly qualified and trained professionals with significant life experience. We expect you to listen to them and follow their requests and instructions. These will be for your direct benefit or for the good of the whole community. Each of your teachers will have a slightly different way of working with you, reflecting their individual style. Remember to follow your teachers' different class room practices.
- Please treat all visitors with respect; stand when they enter a room and show them helpful courtesy.

Play your part in maintaining a positive learning environment

- We expect pupils to be ready to learn and participate in school activities. Do enjoy the opportunities and demands of school life and maximise your potential. If you see that someone is having difficulties in some way, help them out. We expect everyone to support each other's efforts. Attempting to undermine your peers or staff for any reason will not be tolerated. This is bullying. Whether physical or verbal, we do not accept bullying at HawleyHurst for any reason. Value people for the way in which they are not like you, such as the skills and aptitudes they have, their background or abilities.

Show a high level of personal integrity

- Everybody makes mistakes or poor choices at some point. We expect pupils to acknowledge when they have done so, and accept sanctions when they are given. At HawleyHurst, we expect pupils to show honesty.

Be punctual and organised

- To maximise your potential, you need to arrive on time for events. This is a courtesy to other pupils and your teachers. You will also need to have the correct equipment, whether that is the correct shoes for Sport or your protractor for Maths. Please take care of your possessions whilst in school.
- The school will not take responsibility for any personal item lost or mislaid.

Play your part in maintaining a healthy, clean and safe environment

- We expect pupils to behave in an orderly and self-controlled way. Please move quietly around the school and walk when inside the buildings. Remember to set the right example to younger pupils. Pupils below Year 11 should go outside during break times.
- When waiting for lessons, please wait outside unless you have been given specific permission to enter the classroom.
- Eat in the designated areas only. You may take a water bottle to lessons which may be filled at break times only.
- Be active in helping keep our school environment clean and tidy.
- Mobile phones are prohibited on site unless special permission has been granted by the Principal.
- HawleyHurst is a 'No Smoking' site.
- If you are leaving the school site at any time before the end of the school day, you must have permission from the office or a teacher. You must sign out and sign back in.
- If you change your choice of after school activity, you must tell the office or your form teacher. If you are late in the morning for registration, you must go to the school office to be signed in by a member of staff.
- You must hand any medicines of any sort into the school office. Even paracetamol tablets could be dangerous if you lose them and they are found and swallowed by a young child.
- If you are in the Sixth form, you may have passed your driving test and be lucky enough to own a car. However, cars may only be brought to school by those pupils who have obtained permission from the Bursar, Principal and their parents. A permit will be issued. Parking must be in designated areas only. The Sixth Form tutors will advise on the Code of Conduct concerning giving lifts to other pupils. Please read the Driving During Term Time policy.

Wear the appropriate uniform smartly

- You will be wearing different kit for different activities; whatever you are doing, take pride in your appearance. You will feel better about the task you are doing if you feel smart. Please make sure that all your kit is properly labelled and take worn kit home to be washed each week. Do remember that you are allowed sensible stud earrings only and a single religious pendant. Medical identification 'jewellery' may be worn however you may be asked to temporarily remove it or secure it during physical activity. Leave other jewellery at home.
- Long hair (if it comes below the collar) must be tied back with a hair tie
- Nail extensions may not be worn. Hair should not be dyed outside the normal hair colour spectrum.

Bring to school only suitable materials

- For the good of all, there are some items you may not bring to school. These include;
 - ❖ Chewing gum
 - ❖ Tippex
 - ❖ Alcohol
 - ❖ Tobacco.
 - ❖ False identification (this is illegal)
 - ❖ Large amounts of money to school.
 - ❖ This list does not give all the items you may not bring to school; use your common sense. If you are in doubt, please ask a staff member.

Pupil Transition

To ensure a smooth transition to the next year, pupils have transition sessions with their new teachers. Staff members also conduct transition meetings. To ensure behaviour is continually monitored and the right support is in place. Information related to pupil behaviour issues is transferred to relevant staff throughout the year, commonly at the start of the term or year. Information on behaviour issues may also be shared with next settings for those pupils transferring to other schools.

Behaviour management

We believe that all stakeholders in our school have a responsibility to promote good behaviour at all times.

Teaching and support staff are responsible for setting the tone and context for positive behaviour within the classroom. They will:

- Create and maintain a stimulating environment that encourages pupils to be engaged
- Display the pupils Code of Conduct or their own classroom rules
- Develop positive relationships with pupils

Rewarding good behaviour

- 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 1.
- The School recognises that where challenging behaviour is related to a pupil's disability or individual need, use of positive discipline and reward methods may enable the School to manage the pupil's behaviour more effectively and improve their educational outcomes.

Breaches of school discipline

- The Principal may prescribe and authorise the use of any sanctions to promote good behaviour and compliance with the School Codes of Conduct. Examples of sanctions used at the School are set out in Appendix 1.

Serious breaches of discipline

For serious breaches of discipline, the pupil may be asked to leave the School permanently:

Temporary Exclusion

For a serious breach of school discipline falling short of one for which Exclusion is necessary, but such that the pupil cannot expect to remain on the school premises, a pupil may be required to leave temporarily.

Exclusion

A pupil is liable to Exclusion for a grave breach of school discipline, for example, a serious criminal offence, the use of drugs, possession of prohibited items, unacceptable behaviours, bringing the school in to disrepute or some wilful act calculated to cause serious damage to the School, its community or any of its members.

Formal exclusion implies that the pupil's name will be removed from the roll of the School and reference to the facts and circumstances will be made in response to every request for a reference. All outstanding fees up to and including the term of exclusion shall be payable and any deposit shall be retained by the School.

The Principal is required to act fairly and in accordance with the principles of natural justice. Please see the School's separate Exclusion Policy.

The School seeks to work in partnership with parents over matters of discipline, and it is part of parents' obligations to the School to support the School Code of Conduct. Parents will be contacted to discuss any disciplinary matter which may result in suspension, or where exclusion is being considered. Parents will also be notified of any other disciplinary sanction and may be contacted to discuss the matter if it is considered appropriate to do so.

The School will make reasonable adjustments for managing behaviour which is related to a pupil's special educational need or disability. Where exclusion needs to be considered, the School will ensure that a pupil with a disability or special educational needs is able to present their case fully.

Malicious allegations against staff

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

Where a parent has made a deliberately invented or malicious allegation the Principal 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.

In accordance with the DfE's guidance *Dealing with allegations of abuse against teachers and other staff* and the schools safeguarding policy, the School will consider a malicious allegation to be one where there is clear evidence to prove there has been a deliberate act to deceive and the allegation is entirely false.

Use of reasonable force

- Any use of force by staff will be reasonable, proportionate and lawful. Reasonable force will be used in accordance with the DfE guidance *Use of reasonable force* (July 2013 reviewed July 2015) and as set out in Appendix 2.
- Corporal punishment is not used at the School and force is never used as a form of punishment.

Searching and screening

- Searching with consent; The Principal and staff can search a pupil for any item if the pupil agrees. There is no need for written consent and parental consent is not required. (dfe Searching, screening and confiscation January 2018)
- Searches without consent; The Principal and authorised staff have a statutory power to search pupils and/or their possessions without consent, where they have reasonable grounds for suspecting pupils may have a prohibited item.
- Screening; Screening is not common practice at HawleyHurst, however, the school can require pupils to undergo screening by hand held metal detector, arch or wand, should the need arise.

Records

Administration of major punishments are recorded, with the name of the pupil concerned, the reason for the punishment, and the name of the person administering the punishment.

Review

A pupil or their parents may request a Review of the Principal's decision to permanently exclude or Require the Removal of a pupil from the School. The form of application for a Review and the Review Procedures, will be supplied to parents on request at the time of the original decision.

There will be no right to a Review of other sanctions but a pupil who feels aggrieved may ask a member of the Senior Leadership Team to take up their concerns with the member of staff who imposed the sanction.

Appendix 1

Rewards and Sanctions

Rewards

The School is committed to promoting and rewarding good behaviour and may do so in some of the following ways:

- Praise
- Merit Marks for good behaviour, community spirit
- Badges and Celebration of Achievement Assemblies, Prize Giving.
- Reward Trips, Celebration Teas, Special Responsibilities or Privileges

Sanctions

The School may use one or more of the following sanctions in response to unacceptable behaviour.

- Steps along the Traffic Light System (Prep School)
- Verbal reprimand
- Reflection time
- The use of Personal Report Cards (Senior School)
- Detentions
- Suspension: a pupil may be placed under suspension while a complaint is investigated or as a sanction in its own right.

In addition, the Principal may prescribe and authorise the use of such other sanctions as comply with good education practice, to promote good behaviour and compliance with the School Codes of Conduct.

An Overview of the Sanctions system

The table below offers a stepped approach to behaviour management. It is designed to promote consistency of response. Examples of inappropriate behaviour are given a level and then linked to rewards or sanctions. Every incident must be assessed and judged according to the circumstances and appropriate action taken. This list is not exhaustive but provides an overview of expectations. The Principal may prescribe and authorise other sanctions that comply with good educational practice and promote good behaviour.

Prep and Pre Prep Rewards Chart

Level 1	Level 2	Level 3	Level 4	Level 5
<p>Merits awarded and presentation of 'most merit' award in assembly</p> <p>Merits awarded for positive behaviour, pastoral and academic.</p> <p>Demonstrating good behaviour (following the Golden Rules) pastoral and academic e.g. being helpful, polite, listening, being kind, working hard, looking after property.</p>	<p>Sunshine Award in Pre-Prep Star of the Week in Prep Head of Prep/Pre-Prep sticker</p> <p>Weekly Sunshine sticker/Star Award displayed in class for demonstrating Core Values.</p> <p>Exceptional positive behaviour pastoral and academic awarded for e.g. following the Golden Rules and demonstrating the core value of the half term.</p>	<p>Gold traffic light award and certificate</p> <p>One off award. Child's name displayed in class on Gold Traffic Light. Certificate awarded. Fast Track lunch pass awarded for Prep School.</p> <p>Continuously outstanding positive behaviour, pastoral and academic, awarded for e.g. Following the Golden Rules and continually demonstrating the core value of the half term.</p>	<p>Tea with Principal</p> <p>Half-termly award given to one member of each class. A letter is sent to the parents inviting the children to have afternoon tea with the principal.</p> <p>Continuously outstanding positive behaviour, pastoral and academic, awarded for e.g. following the Golden Rules and continually demonstrating the core value of the half term.</p>	<p>End of term award</p> <p>Termly award and certificate given for Courtesy and the Spirit of HawleyHurst.</p> <p>Continuously outstanding positive behaviour, pastoral and academic, awarded for e.g. following the Golden Rules and continually demonstrating the core values throughout the term.</p>
<p>All staff</p> <p>Staff complete a weekly merit chart.</p>	<p>All staff Teacher</p> <p>Staff nominate a member of their class and give an explanation as to why it was awarded.</p>	<p>Teacher Head of Prep/Pre-Prep</p> <p>Staff nominate a member of their class and give an explanation as to why it was awarded.</p>	<p>Teacher Head of Prep/Pre-Prep/SLT</p> <p>Staff nominate a member of their class and inform Head of Prep/Pre-Prep who organise for an invitation to be sent home.</p>	<p>Teacher Head of Prep/Pre-Prep/SLT</p> <p>Staff complete the awards template. Head of Prep/Pre-Prep decide on overall prize winners.</p>

Prep and Pre Prep Sanction Ladder

Level 1	Level 2 Pastoral • Social time	Level 2 Academic • In lesson	Level 3 Pastoral	Level 3 Academic	Level 4	Level 5
Move to amber on traffic light	Move to red on traffic light - break detention (5 minutes missed)	• In lesson	Lunchtime meeting with Head of Prep or Head of Pre-Prep	Head of Prep/Pre-Prep Report and meeting with parents	Exclusion Temporary/permanent	
Usually a verbal warning prior to level 1 but this is at the discretion of the staff member. Minor behaviour e.g. <ul style="list-style-type: none"> • talking in class • wasting time resulting in work not completed • being unkind to others • not being honest • not looking after property 	Repeated level 1 or more serious behaviour e.g. <ul style="list-style-type: none"> • failure to follow reasonable adult instructions • inappropriate peer interaction (including physical) • inappropriate language • misuse of IT equipment going into areas which are out of bounds 	Repeated level 1 or more serious behaviour e.g. <ul style="list-style-type: none"> • failure to follow reasonable adult instructions • inappropriate peer interaction (including physical) • inappropriate language • negative behaviour that impacts on the learning of others • failure to complete assigned tasks • misuse of IT 	Repeated level 2 or more serious behaviour e.g. <ul style="list-style-type: none"> • failure to follow reasonable adult • disruptive behaviour that has a severe impact on others • significant misuse of IT equipment repeatedly going into areas that are out of bounds 	Repeated level 2 or more serious behaviour e.g. <ul style="list-style-type: none"> • repeated disruptive behaviour that has a severe impact on the learning of others • deliberate lack of work or effort • significant 	Repeated level 3 or more serious behaviour e.g. <ul style="list-style-type: none"> • antisocial behaviour impacting on others • aggressive behaviour – verbal or physical • serious misuse of IT • possession of prohibited items • deliberate lack of work or effort • damage to property 	Repeated level 4. Failure to complete level 4 sanction successfully or more serious behaviour e.g. <ul style="list-style-type: none"> • persistent refusal to follow instructions or school sanction system • unprovoked physical assault • prejudice related bullying • serious misuse of IT equipment • possession of prohibited items • vandalism
All staff	All staff	Teacher	Repeated upset of others/low level bullying Head of Prep/Pre-Prep	Head of Prep/Pre-Prep	Bullying SLT	Bullying SLT
	Staff complete pupil behaviour report and complete log	Staff complete pupil behaviour report and complete log	Staff complete pupil behaviour report, complete log and parents advised	Staff complete pupil behaviour report, complete log and meeting with parents	Staff complete pupil behaviour report, complete log and meeting with parents	SLT

HawleyHurst Rewards

All rewards to be recorded on school base.

	Example of behaviour	Action	Actioned by
Level 1	<ul style="list-style-type: none"> • Success in individual and group work • A particularly good piece of work • Positive behaviour in any area of the school • Improvement, effort or meeting personal targets 	<ul style="list-style-type: none"> • Merits awarded • Star of the week in registration (Star of the week may be awarded for the most merits gained, or a significant event/action/improvement, and is awarded at the discretion of the Form Tutor. Stars will then be placed in a raffle to be drawn at the end of each half term for an individual prize) 	Staff <ul style="list-style-type: none"> • Form teachers
Level 2	<ul style="list-style-type: none"> • Consistent positive achievement • Exceptional effort • Outstanding in improvement in tests or grades • Consistent positive attitude • Excellent organisational skills • Thoughtfulness to peers 	<ul style="list-style-type: none"> • Merits awarded • Postcard home from staff • Break time treat to be awarded to the form which has the most merit points at the end of each half term 	Staff & HoY
Level 3	<ul style="list-style-type: none"> • Continued as above 	Head of Year/ Head of Department/ Deputy Head Commendation Certificate All those with commendations to be invited to have lunch with SLT (once a term)	Heads of Year, Heads of Department or Deputy Head
Level 4	<ul style="list-style-type: none"> • Outstanding achievement • Sustained/outstanding effort • This can be for academic, artistic, musical, pastoral, sport etc. and is reserved for examples of the highest achievement by any measure 	Heads award Letter sent home to celebrate achievement Prize giving awards – end of year, end of term The pupil with the highest number of merits will be awarded a voucher experience.	Head

HawleyHurst Senior Sanction Ladder

Level 1	Level 2 Pastoral - Social time	Level 2 Academic - in lesson	Level 3 Pastoral	Level 3 Academic	Level 4	Level 5
Teacher/Form tutor break detention						
Usually a verbal warning, prior to LL but this is at the discretion of staff. Minor behaviour e.g.	Repeated Level 1 or more serious behaviour e.g.	Repeated Level 1 or more serious behaviour e.g.	Repeated Level 2 pastoral or more serious behaviour, e.g.	Repeated Level 2 academic or more serious behaviour, e.g.	Repeated Level 3, or more serious behaviour e.g.	Repeated Level 4, failure to complete Level 4 sanction successfully or more serious behaviour e.g.
<ul style="list-style-type: none"> Late to lesson Minor uniform or presentation issues Disruptive entry to classroom Talking in class Initial homework issue 	<ul style="list-style-type: none"> Failure to follow reasonable adult instructions Inappropriate peer interaction Inappropriate language Uniform or presentation issues 	<ul style="list-style-type: none"> Failure to follow reasonable adult instructions Inappropriate peer interaction Inappropriate language Disruptive behaviour Failure to complete assigned tasks Misuse of ICT/ mobile devices 	<ul style="list-style-type: none"> Failure to follow reasonable adult instructions Disruptive behaviour, having a severe impact on others Persistent Poor uniform/ Appearance Misuse of ICT/ mobile devices – significant Out of bounds 	<ul style="list-style-type: none"> Repeated disruptive behaviour impacting on the learning of others Deliberate lack of work or effort Misuse of ICT/ mobile devices – significant 	<ul style="list-style-type: none"> Anti-social behaviour impacting on others Aggressive behavior (verbal/ Physical) Serious misuse of ICT Possession of prohibited items Deliberate lack of work or effort Vandalism/Damage to property 	<ul style="list-style-type: none"> Persistent refusal to follow instructions or school sanction system Theft Unprovoked physical assault Prejudice related bullying Serious misuse of ICT Possession of prohibited items Damage to property
Teacher/Form tutor break detention			Lunchtime detention HOY/ HOD		Report card After school detention with SLT	Exclusion Temporary/ Permanent
Repeated upset low level bullying						
All Staff	All Staff	Teacher	HOD/HOY	HOD/ HOY	Bullying	Bullying
Staff record on SchoolBase	Staff record on SchoolBase	Staff record on SchoolBase	Staff record on SchoolBase * Call home HOY/ HOD	Parents contacted HOY/ HOD	Recorded on SchoolBase Parents contacted by SLT	SLT.

Appendix 2

Use of reasonable force

Reasonable force may be used to prevent a pupil from doing or continuing to do any of the following:

- 1.1 committing a criminal offence
- 1.2 injuring themselves or others
- 1.3 causing damage to property, including their own
- 1.4 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.

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 learning or incites inappropriate behaviour.

In addition, reasonable force may be used to conduct a search for "prohibited item".

In deciding whether reasonable force is required, the needs of individual pupils will be considered and reasonable adjustments will be made for pupils with special educational needs or disabilities.

Where reasonable force is used by a member of staff, the Designated Lead for child protection must be informed of the incident and it will be recorded in writing. The pupil's parents will be informed about serious incidents involving the use of force. In the EYFS setting, the pupil's parents will be informed about any use of force on the day of the incident or as soon as reasonably practicable. Please see the school policy on the use of Reasonable Force which contains the reporting forms.

Appendix 3

Searching, Screening and Confiscation

The DfE has released updated advice in relation to Searching, Screening and Confiscation.

Searching with Consent

The Principal and staff can search a pupil for any item if the pupil agrees. There is no need for written consent and parental consent is not required.

Searching without Consent

The Principal and authorised staff have a statutory power to search pupils and/or their possessions without consent, where they have reasonable grounds for suspecting pupils may have a prohibited item.

The School has banned items that are reasonably believed to be likely to cause harm or disruption. Pupils must not have these items in their possession on school premises or at any time when they are in the lawful charge and control of the school (for example, on a school trip).

Searches will be carried out only on school premises or, if elsewhere, where the member of staff has lawful control or charge of the pupil, for example on a school trip or in training settings.

When pupils travel outside England on a school trip, they will be required as a condition of participating in the trip to confirm their consent, in writing, to any search that may be considered necessary by an authorised member of staff during the period in which pupils are outside England.

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

- a search of outer clothing and / or
- a search of school property (e.g. pupils' lockers or desks) and / or
- a search of personal property (e.g. bag or pencil case).

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

The prohibited items include but are not limited to:

- knives and weapons
- alcohol
- illegal drugs

-
- stolen items
 - tobacco and cigarette papers
 - fireworks
 - pornographic images/videos
 - any item that staff reasonably suspect has been, or is likely to be used to:
 - commit an offence
 - cause personal injury to any person (including the pupil)
 - damage to the property of any person (including the pupil)
 - any item which has been identified in the 'school Code of Conduct' (Behaviour Policy) as an item which may be searched for.

Confiscation and Disposal of Items

Staff can seize, retain and dispose of any prohibited item found, as well as items they consider harmful or detrimental to school discipline. Staff may also confiscate an item as a sanction, if stated in the Behaviour Policy.

The school will follow statutory guidance in relation to illegal drugs, stolen items and electronic devices.

Illegal Drugs and Stolen Items

These will be handed to the police unless there is a good reason not to. Staff must use their professional judgement and consider all relevant circumstances, including the value of the items seized. Where items are not handed to the police, they will be safely disposed of or (in the case of stolen items) may be returned to the owner. Where staff are unsure if substances are illegal drugs, they will be treated as such.

Electronic Devices

In the case of devices that:

- are prohibited (or their use restricted) in the Behaviour Policy (such as mobile phones)
- are reasonably suspected to have been, or likely to be, used to commit an offence, cause personal injury to any person or cause damage to property
- are used to disrupt teaching
- breach the Behaviour Policy
- are suspected of being used in a safeguarding issue or in breach of safeguarding policy then staff can examine any data on the device, and delete data found, (*unless part of a possible safeguarding case*) where there is good reason to do so. Consent is not required from the pupil or their parents.
- Where staff have reasonable grounds to suspect the device contains evidence of an offence, they must hand it over to the police without deleting any data (including child or extreme pornography).

Related Guidance and Other Considerations

Staff should be familiar with the DfE's advice *Use of reasonable force* before searching pupils.

DfE statutory guidance *Keeping Children Safe in Education (KCSIE) updated September 18th, 2018*.

Preventing and tackling bullying and Cyberbullying

Screening

Screening is not common practice at HawleyHurst. However, the school can require pupils to undergo screening by hand held metal detector, arch or wand, should the need arise.

Communication with parents

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. However, we will inform parents of any search that takes place and provide details of any items that have been found. In appropriate cases we will consult parents on how the School should dispose of certain items.

We will keep a record of searches carried out which can be inspected by the parents of the pupil(s) involved subject to any restrictions under the Data Protection Act 1998. The record will include details of the disposal of items confiscated.

Complaints about searching or confiscation will be dealt with through the School's Complaints Procedure. A copy of the procedure is posted on the School website and hard copies are available on request.

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.

The liability of the School

Unless negligent under the terms of this policy, the School accepts no responsibility to the pupil or parents caused by or arising out of a pupil's use of the internet, e-mail or any electronic device whilst at School.

The School does not undertake to provide continuous internet access. E-mail and website addresses at the School may change from time to time.

Monitoring and review

All serious e-safety incidents will be logged. The record of e-safety incidents and new technologies will be reviewed regularly in order to consider whether the existing security procedures are adequate.

E-SAFETY and Acceptable use of ICT Policy

Aims

- To safeguard the welfare of students and staff
- To ensure security and confidentiality
- To safeguard the facilities and support student behaviour
- To provide students with a safe high-quality ICT experience as an essential part of their learning

Objectives

- To provide high quality and safe internet access for all students and staff
- To promote and secure the welfare of all students through clear communication of expectation, protocol and procedure for all users of ICT
- To rigorously monitor and review ICT use and practice
- To teach and communicate to student's what internet use is acceptable and what is not and give clear expectations for Internet use
- To educate all students in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation
- To ensure that the use of Internet derived materials by staff and by students complies with copyright law.
- To make explicit to students and staff the procedures for reporting inappropriate and offensive Internet and ICT content.

General Statement

HawleyHurst School recognises the benefits and opportunities which new technologies offer to teaching and learning. We encourage the use of technology in order to enhance skills and promote achievement. However, the accessible and global nature of the internet and variety of technologies available mean that we are also aware of potential risks and challenges associated with such use. Our approach is to implement safeguards within the school and to support staff and students to identify and manage risks independently. We believe this can be achieved through a combination of security measures, training and guidance and implementation of our associated policies. In our duty to safeguard students we will do all that we can to make our students and staff stay e-safe and satisfy our wider duty of care. This E-safety policy should be read in conjunction with other relevant school documentation, including policies on Safeguarding, PREVENT, and Anti-bullying, and the Acceptable IT Use Guidance for staff and pupils.

The policy applies to all students, staff and all members of the school community who have access to the school IT systems, both on the premises and remotely. Any user of the school IT systems must adhere to and sign a hard copy of the e-Safety Code of Conduct and the Acceptable Use Agreement. The E-safety Policy applies to all use of the internet and electronic communication devices such as email, mobile phones, games consoles and social networking sites.

The Internet

The Internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide students with quality Internet access as part of their learning experience. Internet use is a part of the statutory curriculum and a necessary tool for staff and students. This policy will provide guidance on the usage of ICT for students and staff.

Managing Internet Access to ensure security and confidentiality

Information system security

- School ICT systems security will be reviewed regularly.
- Virus protection will be updated regularly.

E-mail

- Students must immediately tell a teacher if they receive offensive e-mail.
- Students must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission.
- Staff to student email communication must only take place via a school email address or from within the learning platform and will be monitored.
- Incoming e-mail should be treated as suspicious and attachments not opened unless the author is known.
- The school will consider how e-mail from students to external bodies is presented and controlled.
- The forwarding of chain letters is not permitted.

Published content and the school web site

- The contact details on the Web site should be the school address, e-mail and telephone number. Staff or student personal information will not be published.
- The Principal or nominee will take overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing students' images and work

- Photographs that include students will be selected carefully and will not enable individual students to be clearly identified. The school will look to seek to use group photographs rather than full-face direct to camera photos of individual students.
- Students' full names will be avoided on the Web site, forums or wikis, particularly in association with photographs.
- Permission from parents will be obtained before photographs of students are published on the school website.

Social networking

- The school will control access to social networking sites, and consider how to educate students in their safe use e.g. use of passwords.
- Newsgroups will be blocked unless a specific use is approved.
- Students will be advised never to give out personal details of any kind which may identify them or their location.
- Students must not place personal photos on any social network space provided in the school learning platform. Students and parents will be advised that the use of social network spaces outside school brings a range of dangers.
- Students will be advised to use nicknames and avatars when using social networking sites.
- Staff will be advised on the appropriate use of social networking with students. If staff are networking with students, they will be advised to use a professional login and keep their personal users separate.

Managing filtering

- The school will work to ensure systems to protect students are reviewed and improved.
- If staff or students come across unsuitable on-line materials, the site must be reported to the IT Manager and the DSL.
- Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

Managing emerging technologies

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
- Mobile phones and associated cameras will not be used during lessons or formal school time except as part of a staff sanctioned educational activity. The sending of abusive or inappropriate text messages is forbidden. Mobile phones are prohibited for students Year 11 and below, unless sanctioned by the Principal.
- Staff will use a school phone where contact with students is required.

Authorising Internet access

- All staff must read and sign the 'Staff Code of Conduct for ICT' before using any school ICT resource.
- The school will maintain a current record of all staff and students who are granted access to school ICT systems.
- Any person not directly employed by the school will be asked to sign an 'acceptable use of school ICT resources' before being allowed to access the Internet from the school site.

Assessing risks

- The school will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer.
- The school will audit ICT use to establish if the E-safety policy is adequate and that the implementation of the E-safety policy is appropriate and effective.

Handling E-safety complaints

- Complaints of Internet misuse will be dealt with in the first instance by the IT Manager or the DSL depending on the type of breach.
- Any complaint about staff misuse must be referred to the Principal.
- Students and parents will be informed of the complaint's procedure.
- Students and parents will be informed of consequences for students misusing the Internet.

Community use of the Internet

- All use of the school Internet connection by community and other organisations shall be in accordance with the school E-safety policy.

Communicating the E-Safety Policy to students, staff and parents

Introducing the E-safety policy to students

- Appropriate elements of the E-safety policy will be shared with students
- E-safety Code of Conduct will be posted in all networked rooms.
- Students will be informed that network and Internet use will be monitored.
- Curriculum opportunities to gain awareness of E-safety issues and how best to deal with them will be provided for students

Staff and the E-safety policy

- All staff have access to guidance and training for E Safety and Acceptable Use of ICT.
- Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.
- Staff that manage filtering systems or monitor ICT use will be supervised by senior management and have clear procedures for reporting issues.

Enlisting parents' support

- Parents' attention will be drawn to the School E-safety Policy in newsletters, the school brochure and on the school web site.
- Parents will from time to time be provided with additional information on E-safety.

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- The school will ask all new parents to sign the parent /student agreement when they enter their child at HawleyHurst School.

Roles and Responsibilities

There are clear lines of responsibility for E-safety within the school. The first point of contact for staff should be the IT Manager, who will then communicate issues of concern to the Principal where deemed appropriate to do so.

- All staff are responsible for ensuring the safety of students and should report any concerns immediately to their subject leader and the IT Manager.
- Teaching staff are required to deliver E-safety lessons to classes.
- When informed about an E-safety incident, staff members must take particular care not to guarantee any measure of confidentiality towards either the individual reporting it, or to those involved.
- All students must know what to do if they have E-safety concerns and who to talk to. In most cases, this will be their teacher or tutor in the first instance.
- Where any report of an E-safety incident is made, all parties should know what procedure is triggered and how this will be followed up.
- Where the IT Manager considers it appropriate with a student at possible serious risk, the DSL will be asked to intervene with appropriate additional support from external agencies.

Students

Students are responsible for using the school ICT systems and mobile devices in accordance with the school Acceptable Use Policy and the E-safety Code of Conduct, which they must agree to and sign. Students are responsible for attending e-safety lessons as part of the curriculum. They are expected to seek help and follow procedures where they are worried or concerned, or where they believe an E-safety incident has taken place involving them or another member of the school community. Students must act safely and responsibly at all times when using the internet and/or mobile technologies.

Senior students (age appropriate) will also be made aware of the dangers of adult entertainment and violence on the internet; as well as the danger of extremist views.

Staff

All staff are responsible for using the school ICT systems and mobile devices in accordance with the school Acceptable Use Policy (AUP) and the E-safety Code of Conduct, which they must actively promote through embedded good practice. Staff are responsible for attending staff training on E-safety and displaying a model example to students at all times. All digital communications with students must be professional in tone and content at all times. All staff should apply relevant school policies and understand the incident reporting procedures. Any incident that is reported to or discovered by a staff member must be reported to the IT Manager and subject leader without delay.

Behaviour

HawleyHurst School will ensure that all users of technologies adhere to the standard of behaviour as set out in the Acceptable Use Policy. The school will not tolerate any abuse of ICT systems. Whether offline or online, communications by staff and students should be courteous and respectful at all times. Any reported incident of bullying or harassment or other unacceptable conduct will be treated seriously and in line with the student and staff disciplinary codes. Where conduct is found to be unacceptable, the school will deal with the matter internally. Where conduct is considered illegal, the school will report the matter to the police. This includes incidents of cyberbullying.

Sanctions

The school will take all reasonable precautions to ensure E-safety. However, owing to the international scale and linked nature of Internet content, the availability of mobile technologies and speed of change, it is not possible to guarantee that unsuitable material will never appear on a school computer or mobile device. Staff and students are given information about infringements in use and sanctions.

Sanctions include:

- Interview, counselling and/or disciplinary action by the teacher or Principal;
- Informing parents;
- Removal of Internet or computer access for a period
- Internal and external exclusion

Any complaint about staff misuse will be referred to the Principal and may result in formal disciplinary proceedings. Complaints of cyber-bullying are dealt with in accordance with our Anti-Bullying Policy with police involvement being the norm. Complaints related to child protection are dealt with in accordance with school Safeguarding Policy.

Monitoring, Review and Impact

The impact of the policy will be monitored regularly with a full review being carried out at annually, undertaken by the senior leadership team, in the event that any concerns are raised in the interim, triggered by incidents or unforeseen circumstances, the review of policy will be brought forward.

Internet and e-mail protocol

We want each pupil to enjoy using the internet, and to become proficient in drawing upon it both during their time at School, and as a foundation for their future education. However, there are some potential drawbacks with e-mail and the internet, both for pupils and for the School.

The purpose of this protocol is to set out the principles which pupils must bear in mind at all times and also the Code of Conduct to be followed in order for all pupils to use the internet safely and securely.

The principles and Code of Conduct set out below apply to all use of the internet, including social media, and to the use of e-mail in as much as they are relevant. Failure to follow this protocol will constitute a breach of discipline and will be dealt with in accordance with the School's Behaviour and Discipline Policy.

Access and security

Access to the internet from the School's computers and network must be for educational purposes only. Pupils must not use the School's facilities or network for personal, social or non-educational use.

Pupils must not knowingly obtain (or attempt to obtain) unauthorised access to any part of the School's or any other computer system, or any information contained on such a system.

No laptop or other mobile electronic device may be connected to the School network without specific consent in writing from a member of staff.

Passwords protect the School's network and computer system. Pupils should not let anyone else know their password. If a pupil believes that someone knows their password they must change it immediately. Pupils should not attempt to gain unauthorised access to anyone else's computer or to confidential information to which they are not authorised to access. If there is a problem with your passwords, pupils should please speak to their class teacher.

The School has a firewall in place to ensure the safety and security of the School's networks. Pupils must not attempt to disable, defeat or circumvent any of the School's security facilities. Any problems with the firewall must be reported to the class teacher.

Viruses can cause serious harm to the security of the School's network and that of others. Viruses are often spread through internet downloads or circulated as attachments to e-mails. If a pupil thinks or suspects that an attachment, or other material to download, might contain a virus, they must speak to their teacher before opening the attachment or downloading the material. Pupils must not disable or uninstall any anti-virus software on the School's computers.

Use of the internet

Pupils must use the School's computer system for educational purposes only and are not permitted to access interactive or networking web sites when using School computers or, if using personal laptops or other devices, on School premises.

Pupils must take care to protect personal and confidential information about themselves and others when using the internet, even if information is obtained inadvertently. Receiving or using this kind of information may be unlawful under data protection legislation and laws relating to confidentiality.

Pupils must not load material from any external storage device brought in from outside the School onto the School's systems, unless this has been authorised by a member of staff.

Pupils should assume that all material on the internet is protected by copyright and such material must be treated appropriately and in accordance with the owner's rights - pupils must not copy (plagiarise) another's work.

Pupils must not bring the School into disrepute through their use of the internet.

Viewing, retrieving, downloading or sharing any material which in the reasonable opinion of the Principal is unsuitable, at any time, is strictly prohibited. Pupils must tell a member of staff immediately if they have accidentally read, downloaded or have been sent inappropriate material, including personal information about someone else.

Pupils must not enter into any contractual commitment using the internet when in the care of the School, or otherwise associated with the School, whether for themselves or on behalf of another (including the School).

Use of e-mail

Pupils must not use any personal web based e-mail accounts such as Yahoo or Hotmail through the School's network.

E-mail should be treated in the same way as any other form of written communication. Pupils should not include or ask to receive anything in an e-mail which is not appropriate to be published generally or which the pupil believes the Principal and/or their parents would consider to be inappropriate.

Pupils must not send, search for or (as far as pupils are able) receive any e-mail message which contains offensive material. Offensive material includes, but is not limited to, content that is abusive, racist, sexist, homophobic, any form of bullying, pornographic, defamatory or criminal activity. If pupils are unsure about the content of a message, they must speak to a member of staff. If a pupil comes across such material, they must inform a member of staff as soon as possible. Use of the e-mail system in this way is a serious breach of discipline. The School will take no responsibility for any offence caused by a pupil as a result of downloading, viewing or forwarding inappropriate e-mails

Trivial messages and jokes should not be sent or forwarded through the School's e-mail system. Not only could these cause distress to recipients (if inappropriate) but could also cause the School's IT system to suffer delays and/or damage.

All correspondence from the School e-mail account must contain the School's disclaimer.

Pupils must not read anyone else's e-mails without their consent.

Mobile electronic devices protocol

"Mobile electronic device" includes without limitation:

- *Mobile phones*
- *Smart Phones*
- *Smart Watches*
- *Tablets*
- *Laptops*
- *MP3 players*

Mobile phones are prohibited for students in Year 11 and below, unless sanctioned by the Principal. **In the EYFS the use of mobile phones is prohibited at all times.**

In emergencies, pupils may request to use the School telephone. Parents wishing to contact their children in an emergency should always telephone the School office and a message will be relayed promptly.

Pupils may not bring mobile electronic devices into examination rooms under any circumstances, except where special arrangements for the use of a tablet or laptop have been agreed with the Principal.

The School does not accept any responsibility for the theft, loss of, or damage to, mobile electronic devices brought onto School premises, including devices that have been confiscated.

Use of electronic devices of any kind to bully, harass or intimidate others will not be tolerated and will constitute a serious breach of discipline, whether or not the pupil is in the care of the School at the time of such use. Appropriate disciplinary action will be taken where the School becomes aware of such use (see the School's Anti-Bullying Policy and Behaviour Policy).

The School reserves the right to confiscate a pupil's mobile electronic device for a specified period of time if the pupil is found to be in breach of this protocol. The pupil may also be prevented from bringing a mobile phone into the School temporarily or permanently and at the sole discretion of the Principal.

Photographs and images

Using photographic material of any kind to bully, harass or intimidate others will not be tolerated and will constitute a serious breach of discipline. Pupils may only use cameras or any mobile electronic device with the capability for recording and/or storing still or moving images with the express permission of the member of staff in charge and with the permission of those appearing in the image.

All pupils must allow staff access to images stored on mobile phones and/or cameras and must delete images if requested to do so.

The posting of images which in the reasonable opinion of the Principal is considered to be offensive on any form of social media or websites such as YouTube etc is a serious breach of discipline and will be subject to disciplinary procedures whatever the source of the material, irrespective of whether the image was posted using School or personal facilities.

Please see searching policy which includes electronic devices.

Protocol for communication between staff and pupils

The School is committed to safeguarding and promoting the welfare of children at the School. As part of our safeguarding policy we expect staff and pupils, and where appropriate, parents, to follow this protocol on communication by mobile phone. Throughout this protocol the term mobile phone includes a PDA or similar device. Please be advised that no mobile phones may be used in the EYFS setting.

On school premises

Staff and pupils should avoid using mobile phones to speak to or send each other personal messages whilst in School. Telephone numbers should not be exchanged or displayed. Any messages that are sent should be brief and courteous.

Emergencies

Staff on supervisory duties in the play ground, on playing fields or in relation to transport may carry and use a mobile phone to seek assistance from colleagues or emergency services.

Where a pupil or group of pupils are involved in an emergency situation they may use a mobile phone to seek assistance.

Outside school

Any messages that are sent should be brief and courteous.

The leader of an educational visit will carry a mobile phone supplied by the School and, as part of the preparations for the visit, will ensure that other adults taking part in the visit are equipped with mobile phones and that relevant numbers are exchanged.

Staff and pupils taking part in such visits should avoid using mobile phones to speak or send messages to each other except in emergencies. Any messages that are sent should be brief and courteous.

Inappropriate communications

If there are reasonable grounds to believe that inappropriate communications have taken place, the Principal will require the relevant mobile phones to be produced for examination. The usual disciplinary procedures will apply. Pupils may expect to have mobile phones confiscated if there has been a breach of this protocol.

EXCLUSION AND REVIEW POLICY

Introduction

Scope

This policy contains guidelines, which will be adapted as necessary, explaining the circumstances under which a pupil may be excluded from the School, or required to leave permanently for misconduct or other reasons. The policy applies to all pupils at the School but does not cover cases when a pupil has to leave because of ill-health, non-payment of fees, or withdrawal by their parents.

Interpretation

The definitions in this clause apply in this policy.

- (a) **Principal:** references to the Principal may include deputies.
- (b) **Parent:** includes one or both parents, a legal guardian or education guardian.
- (c) **Exclusion:** means the dismissal of a pupil from the School following serious misconduct, formally recorded.

Policy statement

Aims

The aims of this policy are:

- to support the School 's behaviour policy
- to ensure procedural fairness and natural justice
- to promote co-operation between the School and parents when it is necessary for the School that a pupil should leave earlier than expected.

Misconduct

The main categories of misconduct which may result in exclusion include but are not limited to:

- supply/possession/use of certain drugs and solvents or their paraphernalia or substances intended to resemble them, or alcohol or tobacco
- theft, blackmail, physical violence, intimidation, racism or persistent bullying
- misconduct of a sexual nature; supply or possession of pornography
- possession or use of unauthorised firearms or other weapons
- vandalism or computer hacking
- persistent attitudes or behaviour which are inconsistent with the School 's ethos
- other serious misconduct which affects the welfare of a member or members of the School community or which brings the School into disrepute (single or repeated episodes) on or off School premises.

Equality

The School will make reasonable adjustments for managing behaviour which is related to a pupil's special educational need or disability. Where exclusion needs to be considered, the School will ensure that a pupil with a disability or special educational needs and/or their parents are able to present their case fully where their disability or special educational needs might hinder this. Any religious requirements affecting the pupil will also be considered.

Other circumstances

A pupil may be required to leave if, after all appropriate consultation, the Principal is satisfied that it is not in the best interests of the pupil, or of the School, that they remain at the School.

Procedure

The procedure followed by the School in cases where a sanction of temporary or permanent exclusion or required may be imposed by the Principal. There are three stages of this procedure as follows:

1. Investigation

- i. **Complaints:** Investigation of a complaint or rumour about serious misconduct will normally be co-ordinated by one of the Deputy Heads, and its outcome will be reported to the Principal. Parents will be informed as soon as reasonably practicable if a complaint under investigation is of a nature that could result in the pupil being expelled or removed from the School.
- ii. **Suspension:** A pupil may be suspended from the School while a complaint is being investigated or while an investigation is suspended (see paragraph 6 below). Should a suspension continue for a period of more than five School days, the School will take reasonable steps to put in place arrangements to ensure the continuing education of the pupil. Parents or guardians 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, the pupil may be placed under a segregated regime on School premises.
- iii. **Search:** We may decide to search a pupil's space and belongings and ask them to turn out the contents of pockets or a bag, if we consider there is reasonable cause to do so. Clothing will not be searched until it has been removed from the wearer and care will be taken to ensure reasonable privacy. This policy does not authorise an intimate search or physical compulsion in removing clothing. Only outer clothing will be searched. If necessary, the police would be called to initiate a screen. See also Appendix 3 of the School's Behaviour Policy for guidance on searching, screening and confiscation.

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- iv. **Interview:** A pupil may be interviewed informally by a member of staff to establish whether there are grounds for a formal investigation. If the pupil is then interviewed formally about a complaint or rumour, arrangements will be made for them to be accompanied by a member of staff of their choice and/or by a parent (if available at the relevant time). Minutes of the interview will be recorded in writing by the interviewing member of staff.
 - v. **Ethos:** An investigation and any subsequent meeting will be conducted fairly and in a way which is appropriate to a school, without formal legal procedures.
 - vi. **Suspension of an investigation:** It may be necessary to suspend an investigation, for example where external agencies such as the police or social services are involved and have advised that this is necessary. A decision to suspend an investigation will take into account advice from an appropriate external agency and will be subject to periodic review.

2. Disciplinary meeting with the Principal

- i) **Preparation:** Documents available at the disciplinary meeting before the Principal will include:
 - a statement setting out the points of complaint against the pupil
 - written statements and notes of the evidence supporting the complaint, and any relevant correspondence
 - the Deputy Head's Investigation Report
 - the pupil's school file and (if separate) conduct record
 - the relevant School policies and procedures.
- ii) **Attendance:**
 - The pupil and their parents (if available) will be asked to attend the disciplinary meeting with the Principal at which the Deputy Head will explain the circumstances of the complaint and their investigation.
 - The pupil may also be accompanied by a member of staff of their choice. The pupil and their parents will have an opportunity to state their side of the case. Members of staff will be on hand to join the meeting if needed, and their statements will be disclosed but, in most cases, the anonymity of pupils will be preserved.
 - 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 Deputy Head so that appropriate arrangements can be made.
 - 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.

iii) **Proceedings:** There are potentially three distinct stages of a disciplinary meeting:

- **The complaints:** The Principal will consider the complaint(s) and the evidence, including statements made by and/or on behalf of the pupil. Unless the Principal considers that further investigation is needed, they will decide whether the complaint has been sufficiently proved. The standard of proof shall be the civil standard, i.e. the balance of probabilities. Appropriate reliance may be placed on hearsay evidence but the Principal will not normally refer to the pupil's disciplinary record at this stage.
- **The sanction:** If the complaint has been proved the Principal will outline the range of disciplinary sanctions which they consider are open to them. The Principal will take into account any further statement which the pupil and/or others present on his behalf wish to make. The pupil's disciplinary record will be taken into account. Then, or at some later time, normally within 24 hours, the Principal will give their decision, with reasons.
- **Leaving status:** If the Principal decides that the pupil must leave the School, they will consult with a parent before deciding on the pupil's leaving status (see below).

iv) **Delayed effect:** A decision to expel or remove a pupil shall take effect seven days after the decision was first communicated to a parent. Until then, the pupil shall remain suspended and away from School premises. If within seven days the parents have made a written application for a Review of the decision, the pupil shall remain suspended until the Review has taken place and either the sanction is upheld or a reconsidered decision made.

v) **Leaving status**

- **Explanation:** If a pupil is temporarily (for a fixed period) or permanently excluded (to be removed from Role)
- **Detail:** Additional points of leaving status include:
 - the form of letter which will be written to the parents and the form of announcement in the School
 - the form of reference which will be supplied for the pupil
 - the entry which will be made on the School record and the pupil's status as a leaver
 - arrangements for transfer of any course and project work to the pupil, their parents or another school
 - whether (if relevant) the pupil will be permitted to return to School premises to sit public examinations
 - whether (if relevant) the School can offer assistance in finding an alternative placement for the pupil
 - whether the pupil will be entitled to leavers' privileges
 - the conditions under which the pupil may re-enter School premises in the future

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- financial aspects: payment of any outstanding fees and extras; whether the deposit will be returned or credited; refunded of prepaid fees.

3. Review

Request for review

A pupil or their parents may request a Review of the Principal's decision to temporarily or permanently exclude a pupil. The application must be made in writing using the Request Form and received by the School within seven days of the Principal's decision being notified to the parents, or longer by agreement. If the parents or the pupil have any special needs or disabilities which call for additional facilities or adjustments, these should be made known to the School so that appropriate arrangements can be made.

Grounds for review

In their application the parents must state the grounds on which they are asking for a Review and the outcome which they seek. For the avoidance of doubt, a mere disagreement with the decision of the Principal will not of itself be grounds sufficient for a Review.

Review Panel

The Review will be undertaken by a three-member panel. The panel members will have no detailed previous knowledge of the case. Parents will be notified in advance of the names of the panel members. Fair consideration will be given to any bona fide objection to a particular member of the panel.

Role of the Panel

The role of the Panel is to consider the documentation provided by the parties and representations made and to decide whether to uphold the Principal's decision or refer the decision back to them with recommendations so that they may consider the matter further.

Review meeting

The meeting will take place at the School premises, normally within ten school days after the parents' application has been received. A Review will not normally take place during school holidays. The parents and the Principal will be asked to submit any documents they wish to refer to at the meeting and a single bundle will be circulated to the Panel and the parties at least three days before the meeting.

On receipt of new information not previously available to the Principal before his decision was made, the Panel will decide whether:

- to include the new information in the bundle; or
- to omit the information if not relevant to the grounds for Review; or
- to make further enquiries of the parents or the pupil about the information; or
- to refer the information to the Principal for their consideration as to whether the decision should be revisited.

A Review meeting is a private procedure and all those who are concerned in it are required to keep its proceedings confidential, subject to law. The requirement is without prejudice to the parties' right to refer to the Panel's decision in any subsequent legal proceedings.

Attendance

Those present at the Review meeting will normally be:

- members of the Review Panel and an appointed Clerk
- the Principal and any relevant member of staff whom the pupil or their parents have asked should attend and whom the Principal considers should attend in order to secure a fair outcome
- the pupil together with their parents and, if they wish, a member of the School staff who is willing to speak on the pupil's behalf. The parents may be accompanied by a friend or relation. The meeting is not a legal proceeding and so legal representation is not necessary. Seven days' notice must be given if the friend or relation is legally qualified and the parents should note that the Review Panel will wish to speak to them directly and this person will not be permitted to act as an advocate.

Conduct of meeting

The meeting will be chaired by one member of the Review Panel and will be conducted in a suitable room and in an informal manner. All statements made at the meeting will be unsworn. The meeting will not be recorded but the Clerk will be asked to keep a hand-written minute of the main points which arise at the meeting. All those present will be entitled, should they wish, to write their own notes. The meeting will be directed by the Chair who will conduct it so as to ensure that all those present have a reasonable opportunity of asking questions and making appropriate comment. Everyone is expected to show courtesy, restraint and good manners. The Chair may at their discretion adjourn or terminate the meeting. If the meeting is terminated, the original decision will stand.

Procedure

The Principal will provide the parents with a copy of the current Review procedure if requested. The Panel will consider each of the points raised by the pupil or their parents and any documentation they wish to rely on so far as relevant to:

- **whether the decision was fair procedurally and / or substantively** - whether the facts of the case were sufficiently proved when the decision was taken to expel or require the removal of the pupil. The civil standard of proof, namely, "the balance of probability", will apply and;
- **whether the sanction was proportionate** - that is whether it was warranted in respect of the breach of discipline or the other events which are found to have occurred and to the legitimate aims of the School's policy in that respect.

The requirements of natural justice will apply. If for any reason the pupil or their parents are dissatisfied with any aspect of the meeting they must inform the Chair at the time and ask the Clerk to note their dissatisfaction and the reasons for it.

Decision

When the Chair decides that all issues have been sufficiently discussed and if by then there is no consensus, he / she may adjourn the meeting; alternatively, the Chair may ask those present to withdraw while the Panel considers its recommendations. The Panel's decision and any recommendations will be notified in writing, with reasons, to the Principal and the parents by the Chair of the Review Panel within three days of the meeting. The Principal will provide their response to those recommendations, if appropriate, in writing within 24 hours. In the absence of a significant procedural irregularity, the Principal's decision will then be final.

Appendix 4

Form for requesting a Review

To

Subject

Pupil Name

I/we request a Review of the Principal's decision to expel or require the removal of the above named pupil. I/we agree that the Review will be carried out in accordance with the Review Procedure supplied to us with this form and I/we agree to abide by the terms of that Procedure and in particular that the proceedings are and will remain confidential subject to law and that the Principal's decision following consideration of the recommendations made by the Panel will be final, subject to such legal rights (if any) as may exist.

I/we confirm that I/we have parental responsibility for the above named pupil and that I/we have consulted the pupil who wishes the Review to be undertaken.

I/we understand that the Panel will be concerned with the fairness and proportionality of the Principal's decision in accordance with the School's existing policies (where applicable and relevant) on educational, pastoral care and administration matters.

I/we understand that we may be accompanied at the Review meeting by a friend or relation and that I/we may ask up to two members of the School staff to attend the meeting and speak on behalf of the pupil if they are willing to do so. If I/we wish to bring a friend or relation who is legally qualified I/we will provide seven days' notice as required.

I/we will inform you if I/we have any special needs or disabilities requiring additional facilities or adjustments.

The grounds upon which I/we seek a Review and the matters which I/we wish to discuss at the Review and to ask the Panel to take into account are as set out in a statement attached to this sheet.