

# BEHAVIOUR MANAGEMENT POLICY

(INCLUDING SCHOOL RULES, CONFISCATION, SUSPENSION, PERMANENT EXCLUSION AND REQUIRED REMOVAL)

## Key definitions:

*Headmistress:* Where the Headmistress is unavailable, the Deputy Head or another member of the Leadership Team may make key decisions.

*Parent:* Where appropriate, 'Parent' may be substituted for 'Guardian' or another responsible adult.

## INTRODUCTION

At Downe House (the **School**) our community is based upon the characteristics known as the Downe House DNA: Compassion, Collaboration, Resilience, Creativity, Aspiration, Communication and being Outward Looking.

Accordingly, the School aims to encourage pupils to adopt the highest standards of behaviour, principles and moral standards and to respect the ethos of the school. Promoting the emotional well-being of all of our pupils is key to their development. We aim to teach trust and mutual respect for everyone. We believe that good relations, good manners and a secure learning environment play a crucial part in the development of intellectually curious pupils, who are motivated to become life-long learners. We aim to develop qualities of teamwork and leadership through our extensive programme of extra-curricular activities.

Downe House recognises the importance of the role of the various representative bodies within the School, including the School Council and the House Committees, in promoting the highest standards of behaviour around the School. Service to the community is intrinsic in the ethos of the School and is expected of everyone. It is expected that everyone will take a common responsibility for maintaining only the highest standards of personal conduct in accordance with the aims and objectives of the School.

The School is an inclusive community. We welcome pupils from a wide variety of ethnic and social backgrounds and faiths. We treat everyone as an individual and aim to develop the whole person equipped to take her or his place in the modern world.

We promote the fundamental British Values as defined by the Government of democracy; the rule of law; individual liberty; and mutual respect for and tolerance of those with different faiths and beliefs and those without faith.

This Policy is underpinned by the following fundamental principles:

- **a positive approach: by rewarding our pupils' efforts appropriately, they will be encouraged to conduct themselves with excellent behaviour and a positive attitude;**
- the level of any sanction should be proportionate to the seriousness of the offence;
- sanctions must be fair and seen to be fair by the pupil(s); and
- teachers must at all times be consistent and seen to be consistent by the pupil(s) in their application of School sanctions

This policy should be read in conjunction with the School's other disciplinary and safeguarding policies, listed below, copies of which can be found on includes the Pupil and Parent Portals (SchoolBase).

1. Prevention of Bullying Policy
2. Drug/Substance Abuse Policy
3. Alcohol Policy
4. Safeguarding and Child Protection Policy
5. Equal Opportunities and Valuing Diversity Policy
6. Internet and Social Networking Policy for pupils
7. Information Systems Acceptable Use Policy
8. Permanent Exclusion and Removal Policy and procedure

In addition to the core disciplinary and safeguarding policies, the School has a number of other policies, some of which only apply to particular departments or activities. Pupils should also familiarise themselves with these as failure to comply with them may lead to the imposition of a sanction.

For the purposes of this policy:

- A "Pastoral Sanction" is designed to provide a supportive environment which enables appropriate behaviour to be modified. Further details and examples can be found in Annex 3 (Rewards & Sanctions);
- An "Academic Sanction" is designed to support academic progress where necessary. Further details and examples can be found in Annex 3 (Rewards & Sanctions));
- a "Minor Sanction" is a sanction other than suspension or permanent exclusion;
- a "Major Sanction" is suspension or permanent exclusion;
- "suspension" is fixed term period of exclusion from the School during which time the pupil is expected to maintain their academic work; and
- "permanent exclusion" is the expulsion of a pupil from the School

In the absence of a designated member of staff, any references in this policy shall be to the member of staff to whom they have delegated their authority during their absence.

The School may amend this policy from time to time and without notice. SchoolBase should be checked on a regular basis for updates.

#### **WHEN DOES THIS POLICY APPLY?**

This policy applies to all pupils at the School, whether day or boarding. The policy applies whilst pupils are:

- (a) on the School site;
- (b) off the School site but under the lawful control or charge of a member of staff (for example, whilst on a School trip);
- (c) off the School site or otherwise not under the lawful control or charge of a member of staff but are wearing School uniform or are in some other way identifiable in connection with the School;
- (d) in any circumstances where a pupil is acting in a manner which could adversely affect the reputation of the School, the orderly running of the school or which poses a threat to another pupil or member of the public.

#### **CODE OF CONDUCT**

The School sees education as a partnership. Our staff are committed to excellence, aiming to achieve a spirit of trust and co-operation. We expect our pupils to uphold the highest values and standards of behaviour inside and outside the classroom, as well as outside the School and in any written or electronic communication concerning the School. Parents are expected to support the School in managing expectations of behaviour and the provisions of this Policy, both at home and at School.

We expect pupils to treat members of staff with courtesy and cooperation so that they can learn in a relaxed but orderly atmosphere, and to respond positively to the opportunities and demands of School life. They should follow the School Rules and understand what is expected of them and why sanctions may be imposed for inconsiderate behaviour.

We expect pupils to be ready to learn and to participate in school activities. They should attend school and lessons punctually. They should care for the buildings, equipment and furniture. We expect pupils to behave at all times in a manner that reflects the best interests of the whole School community.

Everyone has a right to feel secure and to be treated with respect at the School, particularly the vulnerable. Harassment and bullying in any form will not be tolerated, including online or outside of school. This policy and our Prevention of Bullying Policy is on SchoolBase as well as on the School's website.

The School takes its duties under the Equality Act 2010 seriously and makes appropriate reasonable adjustments for pupils with special educational needs and disabilities (SEND or certain health conditions). The School is strongly committed to promoting equal opportunities for all, regardless of race, religion, culture, sex, gender, sexual orientation, special educational needs, disability or learning difficulty, or the fact that a child is adopted, looked after or is a carer. Our Equality, Diversity and Inclusion Policy is on SchoolBase as well as on the School's website.

The School reserves the right to take disciplinary action against pupils who are found to have deliberately invented or made malicious accusations, whether against other pupils, staff or other individuals.

#### **INVOLVEMENT OF PARENTS AND GUARDIANS**

Parents and Guardians who accept a place for their child at the School undertake to uphold the school's policies and regulations, including this policy, when they sign the Parent Contract (Terms & Conditions). The School values a close relationship with parents and encourages parents to work in partnership with the School to assist in maintaining high standards of behaviour both inside and outside of School. In particular, the School expects parents to support the School's values in matters such as attendance and punctuality, behaviour and conduct, uniform/dress and appearance, standards of academic work, extra-curricular activities and homework/private study.

In the event of any behaviour management issue, the School will liaise closely with parents where practical and, if relevant, other support agencies including Children's Social Services, CAMHS and the Police. The School has a number of support systems in place to meet the needs of all pupils. These include our Designated Safeguarding team, our pastoral team, the Counsellors, Mental Health First Aiders and our Health Centre.

The School welcomes feedback from parents on the effectiveness of our behaviour management measures and all other aspects of this policy.

#### **UNEXPLAINED ABSENCES**

We will always telephone parents on the first day of an unexplained absence to determine the pupil's whereabouts, in accordance with the School's safeguarding obligations.

Please note that it is usually the Governors' policy not to allow holiday to be taken during term time unless in exceptional circumstances.

#### **INVOLVEMENT OF PUPILS**

The School promotes an ethos of good behaviour where pupils treat each other with respect at all times, inside and outside of School and online.

Our experience shows that the ethos of the School is enhanced by listening to our pupils and by encouraging constructive suggestions from them, in assemblies, and during tutorial time, Learning for

Life (LfL) lessons, project work, the School Council, the School Committees, House Councils and regular meetings with their tutors, the Headmistress and members of the Leadership Team.

The School will ensure that all new pupils are briefed thoroughly on the School's expected standards of behaviour and are regularly reminded of these through House meetings, assemblies and other appropriate gatherings.

### **BREACHES OF DISCIPLINE OFF THE SCHOOL CAMPUS**

The School takes the conduct of its pupils outside of the School's campus extremely seriously as such behaviour can enhance or damage the reputation of both the pupil and the School. Where an incident is reported to the School of a pupil's behaviour outside of the School campus and the incident has not been witnessed by School staff, the School will investigate it and impose a sanction if appropriate.

### **REPORTING TO OUTSIDE AGENCIES**

The School will consider the National Police Chief's Council's Guidance to Schools & Schools and any advice previously given to it by Thames Valley Police in determining whether to report to the police any activity which it believes may amount to a criminal activity which involves School pupils unless the School. Drugs and weapons will be confiscated immediately and held for the police as potential evidence. If the School has reasonable grounds for believing that a pupil may have taken drugs, then the School will seek immediate medical advice and may involve the police.

Other agencies, for example Children's Social Care, may also be notified where necessary and appropriate to the facts of the case.

### **SCHOOL RULES**

The School Rules are designed to encourage positive behaviour and self-discipline. The School Rules are set out in Annex 1 (School Rules).

Parents and Guardians agree, when signing the Parent Contract (Terms & Conditions), that their child will comply with the School Rules and that they will undertake to support the authority of the Headmistress in enforcing the School Rules in a fair manner that is designed to safeguard the welfare of the School community as a whole.

The School Rules set out the key terms of the School's policy on drugs and drugs testing, smoking, alcohol, sexual relationships and other behaviour that may incur Major Sanctions. Further information may be found in the supporting policies (Drug/Substance Abuse Policy).

The School Rules and the related behaviour and safeguarding policies may change from time to time.

### **PROMOTING GOOD BEHAVIOUR**

At the School we reward and encourage good behaviour, demonstration of the School's DNA and celebrate academic, co-curricular and sporting achievements from our pupils by giving verbal and written praise, by awarding Stars and Commendations, acknowledgement in assembly, termly reports, the awarding of colours or an acknowledgement or the awarding of a prize at end-of-term assemblies and at annual prize giving. A pupil's tutor will usually inform a pupil's parents when this happens.

### **SANCTIONS**

It is hoped that pupils will respond to the School's positive encouragement and rewards and will comply with the School Rules at all times. However, the School acknowledges that from time to time, pupils' conduct may fall below the standards of behaviour reasonably expected by the School. Sanctions assist the School in enforcing the School Rules and help the School to set boundaries and to manage unacceptable or challenging behaviour from pupils.

Any sanctions will be applied fairly, reasonably and proportionately and, where appropriate, after due investigative action has taken place. Sanctions may undergo reasonable change from time to time but will never involve any form of unlawful or degrading activity. Corporal punishment is illegal and is never used or threatened at the School.

In applying sanctions, especially those with serious consequences, the School will take reasonable steps to avoid placing children with SEND or a recognised needs at a particular disadvantage compared to other children, in accordance with the School's obligations under the Equality Act 2010. The School will always treat its pupils as individuals.

The School's Minor, Academic, Pastoral and Other Sanctions may be viewed in Annex 3 (Rewards & Sanctions).

All misbehaviour or disciplinary incidents will be dealt with as soon as practicable. If an incident occurs shortly before the end of a term or half term, it may not be possible to deal with it until the following term or half term.

If a pupil is given a detention, their tutor and HSM are automatically informed.

What items may be confiscated and how those items should be dealt with is set out in Annex 2 (Searching Possessions and Confiscation) of this Policy.

Teachers or any other member of staff with pastoral responsibility for pupils are responsible in the first instance for dealing with minor infringements, such as lateness, casual rudeness or disruption in class, and late or poorly completed work. He/she may impose any of the sanctions above. Repetition of misbehaviour will be reported to the Head of Department and to the pupil's HSM and may lead to further sanctions.

Minor indiscipline in class or other minor misdemeanours are reported to the pupil's HSM.

More serious misdemeanours are reported to the pupil's HSM and may lead to the withdrawal of privileges for a designated period.

Persistent lateness to lessons will be reported to the pupil's HSM and may lead to a Minor Sanction. Repeated lateness (following warning and/or sanction), repeated indiscipline in class, deliberately missing a lesson, or becoming seriously behind in work will be reported to the pupil's HSM and may lead to a Saturday night detention.

For boarding pupils, persistent lateness to bed, disrupting other members of the boarding house, etc may result in the HSM imposing a sanction.

Persistently poor academic performance may result in the HSM requiring a pupil to be placed on academic performance report where the pupil's teachers will make written comments on the pupil's performance at the end of every lesson for a set period of time until sustained improvement is seen.

## **MAJOR SANCTIONS**

The Headmistress may suspend or, in serious or persistent cases, permanently exclude a pupil if they consider their behaviour or conduct is unsatisfactory. Examples of behaviour which may result in Major Sanctions are listed under 'Key Rules' in Annex 1 (School Rules).

Major Sanctions may also be imposed where unsatisfactory behaviour has continued despite previous disciplinary sanctions and/or warnings.

Suspension will usually be served immediately. However, in exceptional circumstances and at its sole discretion, the School may postpone the start date of suspension or decide that the suspension is to be served over two split periods. If a suspension is imposed at the end of term, it will not be served until the beginning of the next term.

Following their permanent exclusion or whilst suspended, a pupil may not:

- enter the School site without the permission of the Headmistress or Deputy Head; or
- join any school trips and will not receive a refund for any monies paid for such trips.

A pupil may be suspended whilst an incident which the Headmistress considers may involve that pupil and which the Headmistress considers may result in the suspension or permanent exclusion of one or more pupils is being investigated. This is a neutral act. During any periods of suspension period, the School will continue to provide the pupil with work and the pupil is expected to maintain their academic work. At the end of the period of the suspension, depending upon the outcome of the investigation, the pupil may return to School and/or a disciplinary sanction may be imposed.

### **CONTEXTUAL SAFEGUARDING**

Staff will always consider the context and motive of a pupil's misbehaviour and consider whether it raises any concerns for the welfare of the pupil. If staff reasonably suspect that a pupil may be suffering, or is likely to suffer significant harm, whether inside or outside of the School, they should follow the procedures set out in the School's Safeguarding and Child Protection Policy and discuss their concerns with the School's Designated Safeguarding Lead (DSL), without delay.

The School will also consider whether any disruptive behaviour might be the result of unmet educational needs, or any other needs, and will discuss concerns with the pupil's parents accordingly.

### **ALLEGATIONS AGAINST STAFF**

The School takes its responsibilities for safeguarding extremely seriously. All members of the School community should be aware that any allegation of improper behaviour or unprofessional conduct made against a member of staff will be treated with the utmost seriousness and will always be managed in accordance with the procedures set out in the appropriate School policies and procedures, in particular the Safeguarding and Child Protection Policy.

Should an allegation made by a pupil against a member of staff be found to be deliberately invented or malicious, the School reserves the right to treat this action as serious misbehaviour by the pupil and manage it in accordance with this policy. Pupils and parents should be aware that deliberately invented or malicious allegations of abuse against staff or other pupils may result in the suspension, permanent exclusion or required removal of the accuser, from the School, and that incidents may also be referred to the Police, where appropriate to do so.

### **REQUIRED REMOVAL**

The Headmistress may require that a pupil is removed in circumstances where she considers in their discretion that the behaviour or conduct of a parent is unreasonable. Examples of unreasonable behaviour which may result in a pupil being required to be removed include but are not limited to:

- Physical assault/ threatening behaviour.
- Racist or sexist abuse.

See guidance in the Drug/Substance Abuse Policy for more detail on the sanctions associated with different types of behaviour.

- Bringing illegal, inappropriate or dangerous items into School;
- Making a deliberately invented or malicious allegation against a member of staff or pupil or the School;
- Communicating with the School in person or in writing (directly or indirectly) in a manner which is deemed voluminous, relentless, confrontational, unreasonable and/or overly aggressive;
- Breaching the School's Parent Contract (Terms and Conditions).

The School reserves the right to impose sanctions for parental behaviour falling short of required removal including but not limited to placing restrictions on a parent's access to the School or School events, communications with the School and/or the imposition of a warning.

As set out in the School's Parent Contract (Terms and Conditions), the School may require the removal of a pupil in circumstances where the Headmistress considers at her discretion that the pupil's attendance, progress or behaviour at the School is unsatisfactory and, in the reasonable opinion of

the Headmistress, the removal of the pupil is in the School's best interests and/or those of the pupil or other children and/or members of the School's staff.

### **APPEALS AGAINST MAJOR SANCTIONS**

If a pupil is suspended or permanently excluded or required to be removed, parents may appeal the decision in accordance with the Permanent Exclusion and Removal Policy. The outcome of the appeal process is final and there shall be no further right to appeal.

If a decision is taken by the parents to withdraw the pupil, the parents will waive any right to an appeal.

Any investigation required for the purposes of this policy will be conducted in accordance with the School's Permanent Exclusion and Removal Policy, a copy of which is available on the Pupil and Parent Portals (SchoolBase).

### **USE OF REASONABLE FORCE**

Like all schools, we reserve the right for our staff to use reasonable force to control or restrain a pupil in specific circumstances. The School pays heed to government advice as follows: [Use of reasonable force in schools](#)

### **SEARCHING**

The School reserves the right to search pupils and their possessions. More information can be found in Annex 2 (Searching Possessions).

### **TEACHING AND LEARNING**

As outlined in the introduction to this policy, Downe House seeks to develop the attributes outlined in our Downe House DNA in all our pupils: in so far as teaching and learning is concerned, the specific attributes within the DNA are: Collaboration, Resilience, Creativity, Aspiration and Communication.

The School also encourages all pupils to make the most of what is on offer outside the classroom, taking part in a range of co-curricular activities. We celebrate success, emphasise the positive and deal with the negative in a sensitive and tactful way within the School. Our staff offer every child a high level of individual attention, together with consistent and helpful advice. In return, we expect every pupil to cooperate and to work hard.

### **COMPLAINTS**

We hope that parents will not feel the need to complain about the operation of our Behaviour Management Policy, and that any difficulty can be sensitively and efficiently handled before it reaches that stage. However, the School's Complaints Policy is on our website. We will send you copies on request.

### **MONITORING AND REVIEW**

The School will record all behavioural incidents and sanctions in accordance with this policy which will be used to monitor behavioural issues within the School and to evaluate the effectiveness of this policy. The School will consider whether there are patterns of concerning, problematic or inappropriate behaviour among pupils which may indicate that there are possible cultural issues within the School which may be enabling inappropriate behaviour to occur. When patterns are identified, the School will decide an appropriate course of action which may include more staff training, incorporating learning points into pupil's Learning for Life (LfL) lessons, assemblies or tutor times or amending this policy.

This policy is reviewed and updated at least annually by the Governors.

## **Annex 1 – SCHOOL RULES**

### **SCHOOL RULES**

The School Rules are designed to allow all pupils to learn and thrive in an educational environment that is safe and inclusive (the **Rules**). They should be read in conjunction with the School's disciplinary and safeguarding policies and the Parental Contract (Terms and Conditions), copies of which can be found on Pupil and Parent Portals (SchoolBase). The School may amend any of its policies from time to time and without notice. The Pupil and Parent Portals (SchoolBase) should be checked on a regular basis for updates.

The Underlying Principles the Rules (see below) should also be understood.

For the purposes of the Rules, a "Major Sanction" is suspension or permanent exclusion.

### **WHEN DO THE SCHOOL RULES APPLY?**

The Rules apply to all pupils at the School, whether day or boarding. The Rules apply whilst pupils are:

- (a) on the School site;
- (b) off the School site but under the lawful control or charge of a member of staff (for example, whilst on a School trip);
- (c) off the School site or otherwise not under the lawful control or charge of a member of staff but are wearing School uniform or are in some other way identifiable in connection with the School; and
- (d) in any circumstances where a pupil is acting in a manner which could adversely affect the reputation of the School, the orderly running of the school or which poses a threat to another pupil or member of the public.

The Rules apply to all parents whilst their child is a pupil at the School.

### **UNDERLYING PRINCIPLES**

- i) To uphold the School's Values;
- ii) To encourage pupils to show respect, good manners and consideration for others.
- iii) To keep pupils safe; protected from abuse of any kind.
- iv) To encourage the academic, personal and social development of all pupils.
- v) To facilitate effective communication between parents, pupils and School.
- vi) To provide an environment of good discipline in which self-discipline is developed and all pupils can flourish.

### **KEY RULES**

**Any of the following behaviours along with any other act or omission that is criminal and/or illegal is likely to result in the imposition of a Major Sanction:**

- i) Drug, alcohol, tobacco, nicotine or other substance misuse (including supply, possession or use);
- ii) Bullying (including cyber bullying, prejudice-based and discriminatory bullying);
- iii) Physical assault/ threatening behaviour;
- iv) Fighting;
- v) Sexual harassment;
- vi) Racist or sexist abuse;
- vii) Sexual misconduct including sexting and/or the consensual or non-consensual sharing of nudes/semi-nudes;
- viii) Theft;
- ix) Damage to property;
- x) Cheating in examinations including coursework, and not following the code of conduct for examinations;
- xi) Misuse of the School's IT system;
- xii) Bringing Prohibited Items or other illegal, inappropriate or dangerous items into School;
- xiii) Misconduct which adversely affects or is likely to adversely affect the welfare of a member or members of the School community;
- xiv) Misconduct which brings or is likely to bring the School into disrepute;



- xv) Making a deliberately invented or malicious allegation against a member of staff or pupil or the School;
- xvi) Persistent breaches of the School's policies or other disruptive or anti-social behaviour;
- xvii) Refusing to participate in a drugs test or a with consent search when asked to do so by a member of staff in accordance with the relevant policy; and
- xviii) Leaving the School's campus without the permission of an HsM or other relevant member of staff.

See list below for details of Prohibited Items

**To ensure the safety and wellbeing of pupils, the following policies are important. Persistent breach of these is likely to result in the imposition of a Major Sanction; individual breach of these is likely to result in the imposition of a Minor Sanction:**

- i) Observance of the out of bounds rules
- ii) Observance of health and safety rules in Houses, classrooms, during sport and other activities and around the campus
- iii) Observance of our e-safety and acceptable use of IT policies and mobile phone policy
- iv) Observance of policies relating to specific Departments or activities
- v) Avoiding damage to School property and buildings
- vi) Avoiding gambling, betting or trading
- vii) Not bringing a drone or other pilotless aircraft into School
- viii) Rules related to driving a car, other motorised vehicles or bicycles either in the School grounds or outside them, during term time

#### **PROHIBITED ITEMS**

- i) knives or weapons;
- ii) alcohol;
- iii) illegal drugs;
- iv) stolen items;
- v) tobacco & cigarette papers;
- vi) fireworks;
- vii) pornographic images;
- viii) any articles that the member of staff suspects has been or is likely to be used to commit an offence or to cause personal injury or damage to the property of any person (including the pupil);
- ix) replica knives and weapons;
- x) ammunition;
- xi) drugs which lead to legal highs;
- xii) equipment relating to illegal drugs or drugs which lead to legal highs;
- xiii) vapes and e-cigarettes; and
- xiv) steroids

## Annex 2 – SEARCHING POSSESSIONS AND CONFISCATION

### SEARCHING POSSESSIONS

Where the School has reasonable grounds to believe there is a need to search a pupil's possessions (including digital devices) e.g. to safeguard a pupil's welfare, or search for stolen goods it will (where appropriate, but not in all cases) ask for the pupil's consent to do so.

Staff may search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item or in cases of suspected theft. DH Staff wanting to undertake a search will normally seek authorisation to do so from a member the LT. Once authorised, staff may also search for any item banned by the School rules (see list of 'Prohibited Items' in this policy).

The search will be undertaken by two members of staff normally with the pupil present although this may not always be appropriate. If possible, the pupil herself should do the searching under close supervision of the staff.

The fact that a search has taken place should be recorded in the House Day Book along with information on the outcome.

Appropriate action will be taken, if necessary, in accordance with this policy.

Please also see the note about searching Electronic Devices below.

The School pays heed to government advice as follows: [Searching, screening and confiscation](#)

### CONFISCATION

#### 1. Items other than Prohibited Items, Evidence in relation to an Offence and Electronic Devices

A member of staff may confiscate any item which, in their professional judgment, is or may be harmful to the School community or detrimental to school discipline. If in doubt, guidance can be obtained from the Deputy Head. The member of staff may decide whether to return the item to the pupil (and, if so, the appropriate length of time to retain the item) or dispose of it.

#### 2. Prohibited Items/ Evidence in relation to an Offence

Any item must be confiscated if a member of staff has reasonable grounds for suspecting it is a Prohibited Item or evidence in relation to an offence. Such items cannot be returned to the pupil. In addition, appropriate disciplinary penalties can be applied.

**Any knives, weapons, illegal drugs, pornographic images of which possession constitutes an offence and other items which are evidence of an offence** must be passed to the Headmistress as soon as possible who will hand them to the Police where appropriate (and following the guidance of the Police or Children's Social Services if relevant) or otherwise safely dispose of them or, in the case of stolen items which do not need to be handed to the police, return them to the owner.

The Headmistress will determine whether any **alcohol, tobacco and cigarette papers, fireworks, replica knives and weapons, ammunition, drugs which lead to legal highs, equipment relating to illegal drugs or drugs which lead to legal highs, vapes and steroids** will be retained or disposed of.

#### 3. Electronic Devices

Any electronic device must be seized and given to the Headmistress or the Designated Safeguarding Lead if any member of staff reasonably suspects it has been, or is likely to (i) be used to commit a criminal offence or cause personal injury or damage to property; (ii) contain evidence in relation to a criminal offence (for example, certain pornographic material including nudes or semi-nudes of a pupil or another child); (iii) be prohibited by or contain evidence in relation to a breach of the School Rules; or (iv) contain material which has been or could be otherwise used to cause harm.

Upon receipt of such device, the Headmistress and Designated Safeguarding Lead may examine any data or files on the device if they reasonably suspect that the data or file on the device in question has been or is likely to be used for one of the purposes set out in points (i) to (iv) in the paragraph above.

Parental consent to search through the electronic devices is not required but they will be informed after the event unless doing so presents a further risk to any child.

If, during a search, the Designated Safeguarding Lead or the Headmistress finds material which they reasonably suspects falls within:

(a) points (i) or (ii) in the paragraph above, unless guidance issued by the Police from time-to-time states otherwise, they should not delete the material but retain it as evidence and pass the device to the Police immediately;

(b) points (iii) or (iv) in the paragraph above, unless guidance issued by the Police from time-to-time states otherwise, they can decide whether to delete the material or retain it as evidence.

If, following a search, it is determined that the device does not contain any material of the type referred to above, the DSL and Headmistress can decide whether it is appropriate to delete any files or data from the device and/or may confiscate the device as evidence of a breach of the School's disciplinary and safeguarding policies and may discipline the pupil in accordance with those policies.

Any decision to search a pupil's device, or, following such a search, to take any action in respect of any material found will be based on the professional judgement of the Designated Safeguarding Lead working in conjunction with the Headmistress and will be done in compliance with the School's safeguarding and disciplinary policies. If they are in doubt, they will seek advice from Children's Social Services or the Police as appropriate. The School will document the decision, including times, dates and reasons for decisions made in its safeguarding records. In the event that the search highlights a safeguarding concern in respect of any pupil, the School will follow the procedures set out in the School's Safeguarding Policy.

## Annex 3 – REWARDS AND SANCTIONS

### IMPORTANCE OF PRAISE AND REWARD

Sanctions are an important part of managing expectations; however, pupils should also be praised, whenever appropriate, for work, effort and any other actions both orally in House, in class and in writing. There should be written praise on all appropriate pieces of written work, together with clear targets of how further improvements could be made. A member of staff may bring any pupil who performs well in any area of school life to the attention of her Head of Department (HoD) or the Tutor, or the HsM of the pupil, or the Headmistress depending on whatever appears to be the most appropriate. Praise from any staff related to a pupil should always be encouraged and entered on the School's MIS (SchoolBase) when possible and appropriate.

The following list (which is not exhaustive) shows ways in which pupils' work and effort can be rewarded:

- **Merit Stickers**
- **Commendations**
- **Stars**
- **Presentations of vouchers** in assembly and in Houses at the end of term
- **Spontaneous book prizes**
- **School prizes** (awarded annually after consultation with the Staff)
- **Colours: PE** (awarded for the different sporting disciplines on a termly basis)
- **Colours: Drama and Music** (awarded termly or annually to celebrate personal achievement)

### SANCTIONS

The sanctions listed below are not exhaustive, and staff may consider other measures or sanctions as appropriate.

#### MINOR SANCTIONS

Any minor sanction can be imposed by any teacher or any other member of staff with pastoral or academic responsibility for pupils. Poor behaviour witnessed by any other member of staff should be reported to an appropriate teacher or other member of staff with responsibility for pupils who can follow it up if they consider it appropriate. Examples of minor sanctions that are used in the School include but are not limited to:

- Verbal reprimand from a member of staff;
- Letter or email to parents to advise of the misbehaviour;
- Repeating unsatisfactory work until it meets the required standard;
- Withdrawal of privileges;
- Confiscation of property that is being used inappropriately or without consideration;
- Regular reporting to a member of staff: including academic performance reporting, early morning reporting, scheduled uniform and other behaviour checks, or being identified for behaviour monitoring;
- Withdrawal from a lesson, school trip or team event.

#### ACADEMIC SANCTIONS

The academic sanctions detailed below are designed to provide a supportive environment that enables inappropriate classroom behaviour and/or academic practices to be modified. Use of sanctions must be clear, proportionate and consistent and full details of their imposition and the justification must be recorded on the Management Information System (MIS).

The following are not permissible sanctions: sending a pupil out of class and back to House, setting lines, deliberate humiliation of a pupil either privately or in front of her peers, any form of physical or verbal abuse. Corporal punishment is forbidden.

The following sanctions may be applied in accordance with the severity of the poor behaviour or work practice:

a) **Departmental Detention** – each department may run a detention of at least 20 minutes as required. Pupils will be asked to complete tasks as directed by the teacher or Head of Department.

b) **Subject Report** – a pupil may be placed on a subject report by the HoD or Assistant Head (Sections). They will have to present a subject report card to the subject teacher each lesson for comment. This will be reviewed regularly by the HoD or Assistant Head (Sections).

c) **Supervised Study Session** – a pupil may be required to undertake a supervised work session. Study sessions are used for completing or redoing prep or class work. Study sessions are to be seen as a supportive measure. Pupils may sign up to a study session of their own accord.

d) **Progress Book** - a pupil may be sent to her Tutor or Housestaff and be put on a period of Progress Book. The pupil must present the book to her teacher at the start of each lesson and collect, with a comment, at the end of each lesson. Each night this must be discussed with her HsM and at the end of the period must be shown to the Tutor and/or Assistant Head (Section).

### **PASTORAL SANCTIONS**

The measures below are designed to provide a supportive environment which enables inappropriate behaviour to be modified. Use of sanctions must be recorded on the Management Information System (MIS).

The following are not permissible as sanctions: sending a pupil out of class and back to house, setting lines, deliberate humiliation of a pupil either privately or in front of her peers, and any form of physical or verbal abuse. Corporal punishment is forbidden.

The following sanctions may be applied in accordance with the severity of the inappropriate behaviour:

a) **Community Service** – to be used by HsMs alone or as a part of a period of gating. It may include picking up of litter (gloves will be supplied), sorting laundry, tidying bookcases or similar tasks.

b) **Gating** – to be used by an HsM or LT and will involve a pupil being detained in House for a period of time and denied privileges.

c) **Weekend Gating** – to be used by an HsM or LT and will involve a pupil being detained in house over a Saturday and Sunday. Parents will be informed by the HsM as appropriate.

d) **House Report** – to be used by an HsM, and will involve the pupil reporting to her HsM at set times through the day for a period of time. This may be used in conjunction with gating or weekend gating. Parents will be informed by the HsM as appropriate.

### **OTHER SANCTIONS**

The measures below may be used as either Academic or Pastoral Sanctions and are designed to provide a supportive environment which enables inappropriate behaviour to be modified. Use of sanctions must be recorded on the Management Information System (MIS).

a) **Assistant Head (Sections) Report** - a pupil may be sent to the relevant Assistant Head and be put on Head of Section (Assistant Head (Sections)) report.

b) **On Report** – to be used by the Deputy Head, Deputy Head Pastoral or Assistant Head (Sections) and involves a pupil reporting to the relevant member of staff at set points in the day for a period of time. This may be given in conjunction with other sanctions i.e., weekend gating.

c) **Headmistress's Report** – to be used by the Headmistress and involves a pupil reporting to the Headmistress at set points in the day for a period of time. This may be given in conjunction with other punishments i.e., weekend gating/Deputy Head detention. Parents will be informed by the HsM or a member of LT

**Revision History:**

<b>Revision</b>	<b>Date</b>	<b>Description of changes</b>	<b>Requested By</b>
	August 2015	Reviewed	Areti Bizior
	November 2016	Amalgamation of the Behaviour Policy with the Discipline Policy	Areti Bizior
	November 2017	Update of Appendix C	Areti Bizior
	November 2018	Reviewed	Areti Bizior
	March 2019	Amendments to point 9.5 (highlighted in yellow)	Areti Bizior
	January 2020	Layout and references changed. Staff to review.	Areti Bizior
	October 2020	Updated Poster on Page 22	Genevieve Ford
	January 2021	Fully reviewed updated	Michelle Scott
	September 2021	Responsibility of policy transferred to new Deputy Head Mr M Godfrey – review due Jan 22	Matthew Godfrey
	June 2022	Policy completely revised, updated and renamed: Behaviour Management Policy (Prev: Behaviour and Discipline Policy)	Matthew Godfrey

**Review Leader: Deputy Head****Reviewed: June 2022****Next Review: January 2023**