

# Behaviour Management Policy



REVIEW DATE:

SUMMER 2024

NEXT REVIEW DATE

SUMMER 2025

## **Behaviour Management Policy**

This Policy applies to all teaching staff. The senior leadership team (SLT) oversees the application and monitoring of this policy.

**Relevant Middle Leaders will have an overview of behaviour incidents and patterns of behaviour in their areas of responsibility, together with resolutions; they will report regularly to their SLT line-manager.**

*Note that this policy has been constructed in line with guidance from the Department for Education with direct reference to the documents entitled 'Behaviour and Discipline in Schools', 'Searching, Screening and Confiscation in Schools' and 'Ensuring Good Behaviour in Schools'.*

*Please also note that for the purposes of this policy, 'parents' refers to any adults with legal responsibility for children in their care, i.e. biological parents, legal guardians and carers.*

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## **1. Rationale**

Students have a right to learn and teachers to teach and, without good behaviour, neither is possible. We believe that positive behaviour reflects the values of our school, readiness to learn and respect for others. The school has a responsibility both to manage students' behaviour and to encourage students to manage their own behaviour in such a way that learning and teaching can be effective in school, on school visits and on their way to and from school. Whilst it is possible to produce a list of school rules, students' good behaviour is secured in the longer term through modelling very high expectations, respectful relationships and clear boundaries which will support a safe and happy school experience.

The management of students' behaviour in schools is a complex and challenging area for schools' and school leadership and the aim is to ensure that effective learning and teaching can take place in a well-ordered environment. To this end, the school's expectations of student behaviour, of the quality of teaching, of the interactions between students and staff which facilitate positive behaviour for learning and of the supportive involvement of parents and outside agencies in promoting good behaviour are high.

It is our belief that excellent student behaviour is promoted through an engaging and challenging curriculum, and through excellent teaching; to this end, the principles of Behaviour for Learning are promoted in our Learning and Teaching Policy.

We also believe in a restorative approach and want to provide students the platform and opportunity to reflect on unacceptable behaviour in a bid to develop improvements in future behaviour and engage in the school's curriculum effectively.

This policy will also apply at other times when misbehaviour could have repercussions for the orderly running of the school or poses a threat to another student or member of the public or might bring the school into disrepute.

## **2. Purpose**

Our aim is to encourage and support students to adopt values, attitudes and standards which will produce a positive learning environment and a happy and ordered school atmosphere, and to:

- Encourage students to manage their own behaviour.
- Encourage students to reflect on unacceptable behaviour.
- Praise and support positive behaviour.
- Use preventative measures wherever possible to support all students and those with additional needs.
- Involve parents in the support management of their children's behaviour.
- Provide staff, students and parents with common standards and guidelines for behaviour management.
- Provide staff with the necessary support in dealing with incidents of challenging behaviour.
- Identify the set procedures in managing students (in liaison with their parents) who, for whatever reason, choose to disregard the Behaviour Management Policy.

## **3. Principles**

We believe that to enable effective learning and teaching to take place, good behaviour in all aspects of school life is necessary. We therefore seek to create a caring learning environment in the school by:

- ensuring consistency of response to both acceptable and unacceptable behaviour, in the knowledge that the rigorous and consistent application of the Behaviour Management policy will result in overall student well-being and school improvement
- promoting good behaviour and discipline, both within school and beyond the school gate
- promoting self-esteem, self-discipline, proper regard for authority and positive relationships based on mutual respect
- ensuring fairness of treatment for all
- promoting/facilitating/initiating early intervention
- providing a safe environment free from disruption, violence, bullying and any form of harassment
- encouraging a positive relationship with parents / guardians /carers to develop a shared approach to involve them in the implementation of the school's policy and associated procedures
- having due regard to the school's legal duties under the Equalities Act 2010, in respect of students with Special Educational Needs.

We also believe that good behaviour in school must be built on a foundation of solid values – kindness, respect and living without harm.

Finally, we believe that students must have an opportunity to reflect on their behaviour to ensure that students understand the impact of their own unacceptable behaviour on both themselves and others. Students must also have opportunity to reflect on how they can avoid unacceptable behaviour and show improved behaviour in future. All staff play a crucial role in facilitating this process by not only giving students time to reflect, but also by holding conversations to help guide students to successful reflection. It is with this belief in mind, that the school does not use the traditional word 'detention' and instead students will be set periods of 'reflection' as a result of unacceptable behaviour.

#### **4. Roles and responsibilities**

To ensure the principles of this policy are met,

- students will be expected to take responsibility for their own behaviour and understand how this should reflect the principles of the school policy.
- students will be expected to reflect on their own behaviour.
- all staff will be responsible for ensuring that the policy and procedures are followed consistently.
- all staff will be responsible for ensuring that students have the opportunity to reflect on their behaviour and facilitate opportunities for students to discuss unacceptable behaviour (and its impact on themselves and other.
- incidents of unacceptable behaviour may result in a period of reflection being set. All periods of reflections must be recorded in SIMS with details that accurately reflect the nature and seriousness of the incident (for example, any bad language must be recorded fully including the exact words used).
- parents will be expected to take responsibility for the behaviour of their child both inside and outside the school.
- parents will be encouraged and expected to work in partnership with the school to maintain high standards of behaviour.
- parents will be expected to ensure that their child attends any sanctions that have been imposed. This may include re-arranging, cancelling or postponing after school appointments to ensure the child is able to serve the sanction in a timely manner.
- parents will have the opportunity to raise with the school any issues arising from the operation of the policy by communicating in the first instance with the students' teacher/tutor and if necessary, with relevant middle leaders/senior staff.
- the Trust Board will establish, in consultation with the Local Governing Body and Headteacher, the policy for the promotion of good behaviour in the school and will keep it under review.

- the Local Governing Body will ensure that it is: communicated to students and parents/ guardians/carers, is non-discriminatory and that the expectations are clear.
- Local Governors will support the school in maintaining high standards of behaviour.

## 5. General expectations

### Students should:

- comply with all student-related policies.
- show consideration for the feelings, interests and property of others.
- be courteous and well-mannered to staff and students.
- be kind to all other members of the school community and visitors to the school.
- comply quickly with instructions given by staff without argument.
- expect sanctions for non-compliance, i.e. failure to follow reasonable instructions from staff (i.e. instructions related to the application of the behaviour management and other relevant policies).
- show respect for staff, other adults and fellow students and behave in a way which brings credit to themselves, their families and the school.
- switch off mobile phones & other electronic devices including headphones and leave them out of sight when in school.
- keep the school clean and tidy.
- conduct themselves to a high standard on journeys to and from school.
- expect rewards and recognition, via additional stamps and house cup points for meeting expectations and going above and beyond those basic expectations.

### Students will/must not:

- Smoke or vape on the school site nor to and from school or at any time whilst wearing school uniform.
- Use mobile phones whilst in school from 8.40am- 2.55pm including lunch and breaktime.
- Photograph or record students or staff in school at any time.
- Be in possession of banned or prohibited items in school (see a fuller list of these items in Section 10, p. 8, of this policy), such as controlled drugs, non-prescription drugs such as 'legal highs', weapons, fireworks, alcohol, cigarettes or stolen goods, inappropriate materials (such as pornography).
- Bring gum onto the school site or chew gum on the school site.
- Bring valuable possessions to school.
- Leave the school premises at any time without a written request from his/her parents and and/or permission from a senior member of staff (all students leaving must sign in and out).
- Drop litter or damage the fabric of the school or the school premises.
- Bring into school nor consume 'energy' drinks such as Relentless, Monster (i.e. drinks high in caffeine or other similar stimulant chemicals) or any carbonated drinks, including coke and other similar products (carbonated water).
- Eat during lessons, unless for authorised medical reasons drink anything other than still water from a clear plastic bottle during lessons (at the teacher's discretion); any consumption in Science and ICT lessons is not normally permitted.
- Refuse to follow instructions of any staff member.
- Return to lessons until they have complied with instructions and/or relinquished items that have been confiscated in accordance to the behaviour, (e.g. mobile phones) or uniform policy (e.g. jewellery).
- Attempt to avoid the sanctions that have been imposed as a result of unacceptable behaviour.
- Enter/lock themselves in cubicles with other students – toilets should only be used as individuals.

### Staff should:

- Utilise a range of positive behaviour management strategies.

- Engage in professional development to support educational research and effective behaviour curriculum strategies.
- Regularly communicate and model high expectations.
- Support students and guide students to making positive choices about behaviour.
- Endeavour to provide consistency by using sanctions according to the severity of the behaviour and by using the school's escalation system. (opportunity 1, opportunity 2, After School Reflection).
- Maintain consistent expectations at all times.
- Attempt to build positive and productive working relationships with students.
- Understand and be aware of the needs of students and try to look for causes of unacceptable behaviour.
- Adopt both a preventative and restorative approach to behaviour management.
- Provide opportunity for students to discuss their behaviour and guide students towards understanding of positive and improved behaviour.
- Ensure students are supported appropriately in a way that leads to positive and improved behaviour.
- Adhere to support strategies recommended by relevant and agree external agencies such as CAMHS, Children's Services, etc.
- Consider the principle of reasonable adjustments for students who have a SEND need.

## **6. Behaviour in and around the school**

- In movement around the school, students should move in an orderly and quiet fashion and enter and leave all classrooms in a calm manner, as directed by staff.
- Students should keep to the left in corridors.
- All bells are action bells and students should move when informed by the teacher/tutor.
- Students must be on time for school and for lessons and have the necessary equipment and books with them.
- Students should only use the official entrances to the school grounds.
- Students should not leave the classroom without permission from the teacher.

## **7. Rewards**

A school ethos of encouragement is central to the promotion of good behaviour. Rewards have a motivational role in helping students to realise that good behaviour is valued. Our view is success is its own reward, but we also recognise that students respond positively to a system whereby they can earn points for meeting standards of good behaviour. To that end, all students can earn **stamps** from their subject teachers for their conduct and performance in lessons and from their tutors for attendance and punctuality; these **stamps** are collected in the Student Planner. These **stamps** are counted and can be used to earn places on rewards activities.

## **8. Use of mobile phones & other electronic devices (including smart watches)**

At this school, students are normally permitted to bring mobile phones to school for use, if necessary, before and after school. This concession is purely, therefore, a health and safety consideration; students and families should be aware that use of mobile phones and other electronic devices during the school day is **not permitted** unless explicitly permitted by a member of staff.

If mobile phones and other electronic devices are brought into school, these items remain solely the responsibility of the student; they must be kept out of sight and switched off whilst on school site throughout the school day including break and lunchtime.

[Telephone communication between parents and students](#)

This must only take place through school staff; this is so that the authority of the school is not undermined, so that learning is not interrupted and so that the safety of students is not compromised. In addition, parents are specifically requested not to send (or respond to) text messages from students during the school day. The school reserves the right to confiscate the mobile phone if it is clear that communication of this nature has taken place during the school day.

[If a member of staff sees or hears a student's mobile phone or other electronic device between 8.40am and 2.55pm \(or in periods of reflection or structured/scheduled revision sessions\),](#)

The device will be confiscated by the member of staff concerned and kept safely until a parent or nominated adult has collected the phone. Schools have the power to confiscate mobile phones or similar devices as a disciplinary penalty. The law protects staff from liability in any proceedings brought against them for any loss or damage to items they have confiscated as a sanction, providing they have acted lawfully.

All such devices will be placed in an envelope marked with the following details: student's name, tutor group, date, name of staff who has confiscated the item, brief description of the item; the device will then be taken by a member of staff to reception, where it will be kept securely in the safe (see Section 10 – Confiscation – for further details) and details of the confiscation logged onto SIMS by the member of staff confiscating it. If a student fails to relinquish his/her mobile phone (or any other similar device or banned item) upon request of a member of staff, then he/she/they will not be permitted to return to lessons until the item in question has been relinquished and placed into the school safe as detailed above.

[Collection by parent/carer/nominated adult](#)

In the event of confiscation, a member of staff (usually reception staff) will, **where possible**, attempt to contact the parent to inform him/her/them of the confiscation and to explain how the device can be recovered at the end of a school day **until 4pm**, by the parent or by a nominated responsible adult by arrangement with the parent. The named parent (on school records according to SIMS) must provide consent and details if a nominated adult is due to collect their child's phone. ID will be required by the parent/nominated adult upon collection. Ultimately, the student involved has the responsibility of explaining the confiscation to his/her parents.

Confiscated items (inc. mobile phones) will **not** be returned to students under any circumstances, e.g. due to an impending weekend or school holiday. Retrieval of the confiscated item within the working hours of the school is the responsibility of the parent.

[The use of mobile phones on school organised trips](#)

The conditions of use will be outlined within the conduct expectations of the trip leader in advance of the trip briefing meeting with students and parents. The trip leader will remain the decision maker on appropriate use and will seek to support safeguarding and appropriate use at all times.

[Students who are found in toilet cubicles with other students](#)

In this scenario students will automatically have their phones confiscated. This is because we would have to assume that, at best, they are doing so (i.e. locking multiple students in the same cubicle) to use mobile phones. Students in this situation should also expect to be searched for other prohibited items – again, due to the suspicion that this type of behaviour can create.

[Students believed to be using smart watches for communicating with others between 8.40am and 2.55pm \(or later if in attendance at a school sanction\)](#)

Students are likely to have the smart watch confiscated. Similarly, students suspected of engaging in any activity other than telling the time (including, but not limited to accessing social media via the watch) during the school day, is likely to have the smart watch confiscated and the same confiscation and collection process as mobile phones will be applied.

Repeated use of an electronic device will be reported to relevant senior staff and a suitable sanction will be issued. A sanction could involve a permanent ban on a student bringing the device into school, or other appropriate sanction, up to and including exclusion.

If the mobile phone contravention involves other related misdemeanours, such as rude, argumentative or obstructive behaviour, then additional appropriate sanctions may be applied.

## **9. Sanctions**

Teachers have statutory authority to discipline students for misbehaviour which occurs in school and, in some circumstances, outside of school (see Section 13 below). At the Headteacher's discretion, the authority to administer sanctions in line with this policy applies to all paid staff with responsibility for students, including by support staff. The principles of reasonable adjustments will be *considered* for student with an identified SEND need. However, the school will *not* assume that because a student has a SEND need that this must have affected their behaviour on a particular incident- this is a case of professional judgment by the school.

### Escalation process

The school will utilise an escalation process which supports effective and positive behaviours. Where appropriate students will be provided with Opportunities which will be clearly communicated and largely linked to low level disruption which seeks to disrupt learning and the associated environment. Students can be provided with two opportunities before progressing to sanctions, e.g. After School Reflection. By providing Opportunities as part of our behaviour curriculum, we believe this guides and support students to make effective decisions and reflect on the impact of their behaviours.

Where disruption persists a student will receive an After School Reflection and may also be temporarily removed from that classroom and allocated in an alternative class / subject to provide continuation of their education, which also will enable other students to learn uninterrupted. Students who refuse to be allocated to another class, due to the impact of their behaviours, could receive a higher-level sanction.

Sanctions are needed to respond to inappropriate behaviour; a sanction serves as a punishment, a deterrent, and an opportunity to reflect. Reasonable penalties can include: confiscation, retention, or disposal of a student's property (see Section 9); periods of reflection, either during the school day (during break and/or lunch times) or after school; internal isolation in the Reflection Room. Headteachers can also decide to exclude a student for a fixed period (suspension) or to permanently exclude them.

The school uses periods of reflection as a form of sanction; whilst home/school communication is important, parental consent is not required with regard to the serving of periods of reflection, and parents are responsible for their children's journey home following an After-School Reflection.

Teachers also have a specific legal power to impose detention (reflection) outside school hours, e.g. Saturday morning detentions.



In line with this policy, school staff will base their judgements regarding the appropriateness of a sanction on their professional experience and discretion and in the best interests of the school and its student body.

Where possible, staff will utilise evidence to inform their decisions with regard to issuing sanctions. Evidence might include statements from staff, statements from students (including victims, perpetrators and other witnesses) and, where available, CCTV footage. CCTV is installed in various parts of the school for this purpose, and also to help us keep students safe when on-site. As a result, CCTV is installed in toilet areas, directed at the hand-wash basins and communal areas, but never covering any areas which would be classed as intimate, such as urinals or into toilet cubicles.

Staff will work on the balance of probability when deciding on sanctions.

Staff will also use the behaviour chart detailed in Appendix 1 to support decisions regarding sanctions for unacceptable behaviour. This chart is used to support effective decision making and consistency. However individual circumstances will be considered.

Normally, parents will be notified via the student's planner and with an additional phone call or an email regarding the setting of an After-School Reflection (outside normal school hours) **at least the day** before the Reflection is due to be served. Whilst we want to operate this and all policies with the support of parents (under the Education Act of 2011) a school wishing to detain students outside of normal school hours as a means of sanctioning unacceptable behaviour is not obliged to give 24 hours' notice to parents, only to inform parents on the day. Therefore, students may be kept for a maximum of **10 minutes** at the end of the day if behaviour has been unacceptable during the final lesson of the day.

Sanctions that may be used and the form of communication:

Sanction	Communication
After School Reflection (60mins)	Student Planner <b>and</b> email or phone
Reflection Room	Email, phone or meeting
Reciprocal School Agreement (isolation at another local secondary school)	Email, phone or meeting
Suspension	Phone or meeting, plus written letter
Permanent Exclusion	Phone or meeting, plus written letter

As sanctions are recorded in the student planner, it is essential that all students carry their planners in school every day. It is the parent's responsibility to ensure that all students have a planner; this includes purchasing a replacement planner if their child's planner has been lost or de-faced. If, due to the lack of planner, a sanction cannot be recorded, this does not mitigate against the sanction being completed so long as notice is provided by another means, e.g. phone or email.

Periods of Reflection -Break / Lunch

Students can be asked to wait behind for a maximum period of time at break times, lunch time or at the end of the day (maximum 10 minutes) if their behaviour in the lesson prior is judged, in the opinion of the teacher, to be unacceptable. These periods will provide teachers time to address concerning behaviour as well as providing

students additional opportunity to complete work that was not completed during the lesson time. These periods will not be 'formal' periods of reflection and will be set completely at the teachers' discretion, with no prior notice given to parents. If these occur at a break time or lunchtime, students will be provided with adequate time to eat or drink and visit the toilet.

### [After School Reflections](#)

Teachers may set an After-School Reflection if they feel appropriate. This will be set after school hours and held in a central location which will be supervised by staff. The teachers' decision is final – parental consent or agreement is not required, however, parents will be informed of the After School Reflection, **at least the day before** it is due to take place.

Students must attend these sanctions or further sanctions will be applied (i.e. Reflection Room). If an After School Reflection is missed, the student will spend the following day in the Reflection Room until 4pm.

The After School Reflections are usually held on **Tuesday, Thursday and Friday** evenings from 3-4pm. However, the school reserves the right to set a reflection after school on any day of the week. In addition, the school can impose double or triple After School Extended reflections on a single evening (e.g. a 3-6pm reflection) may be set if the student is accumulating reflections rapidly as a result of unacceptable behaviour. For these extended reflections parents / carers will be informed in order to support safeguarding.

In addition, the school will not re-arrange any After School Reflection unless there is a clash with an emergency medical/hospital appointment or clear safeguarding concern. Parents may be asked to provide medical evidence to support the re-scheduling of any Reflection period that has been set. The easiest way for students to avoid having to sit periods of Reflection is to behave appropriately. Travel arrangements for students leaving an After School Reflection are the responsibility of the parent, even if making alternative arrangements is inconvenient.

### [Designated room](#)

In the event that disruption to learning continues, students may be expected to move to an alternative classroom, the designated room. All students have the 'right' to learn and as such re-rooming the disruptive student to the designated room seeks to ensure access to learning for peers as well as providing the student with the chance to re-focus and continue to learn independently.

### [Reflection Room](#)

Unacceptable behaviour may result in a student needing to be isolated in the Reflection Room. If students are unable to meet the expectations of the Reflection Room, they are likely to be suspended for a fixed term or spend time in isolation at another local school. The student will then be expected to appropriately complete their time in the Reflection Room at The Blue Coat School on their return. Students will be released from the Reflection Room at **3.30pm**.

The only exception will be when students are in the Reflection Room due to missing an After-School Reflection – if this is the case, students will be held **until 4pm**. All missed After School Reflections will result in at least one day spent in the Reflection Room.

Students will be required to bring water and a packed lunch to the Reflection Room as they will be isolated for the entire school day – this includes break and lunch time. Toilet breaks will be permitted at regular intervals throughout the day. Where appropriate some students may be supported with additional movement breaks or support in relation to their EHCP.

Relevant staff will endeavour to meet with students during their time in the Reflection Room to provide opportunity to discuss the incident that led to the sanction, focussing on re-enforcing expectations, outlining the future consequences of repeated behaviour and discussing how future behaviour can be improved. This meeting follows the rationale of restorative behaviour management.

Students will only return to lessons once they have successfully completed their time in the Reflection Room – this includes behaving appropriately (in accordance to the rules of the Reflection Room) and completing all work set to a satisfactory standard. Failure to meet these expectations will result in additional time spent in the Reflection Room.

Incidents relating to child-on-child abuse will almost always be sanctioned at this level, as a minimum. Staff will refer incidents of child-on-child abuse to senior leaders who will make the final decision regarding sanctions, taking into account multiple factors such as severity, context, frequency, etc. The school operates a zero-tolerance policy to all forms of sexual homophobic and racial abuse. For high levels of sexual abuse/violence, the school will utilise external services, such as the police, alongside in school sanctions.

### [Reciprocal School Agreement](#)

If students fail to meet the expectations of the Reflection Room, they may also be required to spend time in isolation at another local secondary school. This sanction is an alternative to a suspension. This sanction is also not negotiable – schools have the right to direct any student to an alternative educational establishment when they feel necessary. Students who commit level 15 behaviours are also likely to spend time on a Reciprocal School Agreement.

On the first day of the Reciprocal School Agreement, a member of staff from The Blue Coat School (usually the Assistant Headteacher, Head of Year or pastoral support staff) will meet with the parent, the student and a representative from the host school to discuss the behaviour leading to the sanction, and the expectations whilst serving the sanction. Work will be supplied by the school for the student to complete whilst on the Reciprocal School Agreement.

On return to The Blue Coat School, the student will be met by a member of staff, to discuss the behaviour incident and the sanction; the purpose of this discussion is to reinforce expectations, re-build relationships (between the school and the student) and to provide a ‘fresh-start’ message in hope that the student can avoid similar poor behaviour in future.

All sanctions will be set as soon after the event as possible. In addition, if a student is absent, they will be expected to complete the sanction on the next day that they are present in school. This includes times were sanctions and ‘next day’ are punctuated by weekends, INSET days, bank holidays, school holidays and any other school closure.

## Suspension

Students may face suspension for more serious behaviour incidents or for failure to meet the expectations of the Reflection Room. All parents must attend a reintegration meeting following a period of suspension before the child can return to lessons.

## Permanent Exclusion

A student is highly likely to be permanently excluded if they are found to be carrying a weapon or drugs on school site. Students are also highly likely to be permanently excluded if they physically assault or display excessive levels of violent and aggressive behaviour to a member of staff. Finally, students who display persistent and ongoing unacceptable behaviour and disregard to the school's behaviour policy may be permanently excluded if appropriate levels of improvement are not evident, despite rigorous support from the school as documented in related student support plans.

## **10. Screening, Searching and Confiscation**

### **Screening:**

- Schools can require students to undergo screening by a walk-through or hand-held metal detector (arch or wand) even if they do not suspect them of having a weapon and without the consent of the students.
- Any member of staff may screen students.
- If a student refuses to be screened, the school may refuse to have the student on the premises and/or in lessons. If the student continues to fail to comply and the school does not allow the student on the premises, the school has not excluded the student and the student's absence will be treated as unauthorised.

### **Principles of Searching**

- The Headteacher, or a member of staff authorised by the Headteacher, can carry out a search.
- An appropriate location for the search will be found. Where possible, this should be away from other students. A search must only take place on the school premises or where the member of staff has lawful control or charge of a student, for example on a school trip.
- The member of staff conducting the search must be of the same sex as the pupil being searched. There must be another member of staff present as a witness to the search. In exceptional circumstances, there is a limited exception to this rule: a member of staff can search a student of the opposite sex and/or without a witness present only: if the member of staff carrying out the search reasonably believes there is risk that serious harm will be caused to a person if the search is not carried out as a matter of urgency; and in the time available, it is not reasonably practicable for the search to be carried out by a member of staff who is same sex as the pupil or it is not reasonably practicable for the search to be carried out in the presence of another member of staff. When a member of staff conducts a search without a witness, they will immediately report this to another member of staff, and ensure a record of the search is kept.
- A member of staff may search a student's outer clothing, pockets, possessions, desks or lockers. The person conducting the search must not require the pupil to remove any clothing other than outer clothing.

### **Searching with the student's consent: banned items**

- School staff can search students with their consent for any item which is **banned by the school** rules and/or prohibited by law (see list in Section 10). Schools are not required to have formal written consent from the student for this sort of search – it is enough for the teacher to ask the student to turn out his or her pockets, or look in the student's bag, or through outer clothing when removed, or locker.

- Searches will always be conducted with safeguarding in mind and students will always be informed of the reason for the search. Searches will not be conducted if the search would put the student at risk and searches will only ever be conducted on outer garments (e.g. bags, pencil cases, pockets, coats etc.). For more intimate searches, police will be involved, but a member of staff from the school will remain with the student and act as an advocate for the student (and their well-being) throughout the process, and certainly until another responsible adult (i.e. parent, other nominated close relative or social worker) can be present.
- Searches will always be conducted with at **least 2 members of staff in attendance**, one of which will be of the same biological gender as the student being searched.
- Whilst there is no legal requirement to make or keep a record of a search – good practice means that we, at the School, will always record searches via CPOMS. Details will include time and date of the search, staff conducting the search (there will always be 2 members of staff present), the reason for, and outcome of the search.
- The school will always look to work in partnership with parents and therefore parents will always be informed of any search for a prohibited item, the reason for the search and the outcome of the search as soon as is practicable.

#### **Searching without the student's consent: prohibited items\*\*.**

- The Headteacher (and staff authorised by them) has a statutory power to search a student or his/her possessions, without the student's consent, where there is a suspicion that the student has certain **prohibited items\*\***. If this is the case the DSL will always be informed given the risk or harm to others with any prohibited item. This will be undertaken via completion on CPOMS.
- Searches can be carried out where staff have reasonable suspicion that items have been used to cause an offence, harm to a student or damage to property.
- Parents will always be informed of any search relating to **prohibited items\*\***.
- If the student refuses to be searched or have his/her belongings searched for suspected prohibited items, the school can ask the parents and/or the police to carry out the search.
- Searches will always be conducted with safeguarding in mind. For example, searches will not be conducted if the search would put the student at risk and searches will only ever be conducted on outer garments (e.g. bags, pencil cases, pockets, blazers). For more intimate searches, police will be involved, but a member of staff from the school will remain with the student and act as an advocate for the student (and their well-being) throughout the process, and certainly until another responsible adult (i.e. parent, other nominated close relative or social worker) can be present.
- Searches will always be conducted with at least 2 members of staff in attendance, one of which will be the same biological gender as the student being searched.
- Searches for **prohibited items\*\*** will always be recorded via CPOMS. Details will include: time and date of the search, staff conducting the search (there will always be 2 members of staff present), the reason for, and outcome of the search.
- The school will always look to work in partnership with parents and therefore parents will always be informed of any search for a prohibited item, the reason for the search and the outcome of the search as soon as is practicable.

#### **Other issues pertaining to searches**

- Electronic devices including mobile phones can be searched and their data/files searched if there is good reason to do so. This will usually be undertaken in collaboration with parents.

- In exceptional circumstances members of staff may dispose of an image or data on an electronic device if there is a 'good reason' to do so. In determining a 'good reason' to examine or erase the data or files, the member of staff must have regard to the DfE guidance issued by the Secretary of State, which states:
  - In determining whether there is a '**good reason**' to examine the data or files, the member of staff should reasonably suspect that the data or file on the device has been, or could be used, to cause harm, undermine the safe environment of the school and disrupt teaching, or be used to commit an offence.
  - In determining whether there is a '**good reason**' to erase any data or files from the device, the member of staff should consider whether the material found may constitute evidence relating to a suspected offence. In those instances, the data or files should not be deleted, and the device must be handed to the police as soon as it is reasonably practicable. If the data or files are not suspected to be evidence in relation to an offence, a member of staff may delete the data or files if the continued existence of the data or file is likely to continue to cause harm to any person and the pupil and/or the parent refuses to delete the data or files themselves.
- If the member of staff conducting the search suspects, they may find an indecent image of a child the member of staff should never intentionally view the image, and will never copy, print, share, store or save such images. When an incident might involve an indecent image of a child and/or video, the member of staff will confiscate the device, avoid looking at the device and refer the incident to the designated safeguarding lead.
- If a member of staff finds any image, data or file that they suspect might constitute a specified offence, then they must be delivered to the police as soon as is reasonably practicable.
- If the student refuses to be searched or have his/her belongings searched, this refusal will be treated as 'refusing to follow an instruction' and incur the appropriate sanction.
- If a student refuses to attend school because they will not allow himself/herself/themselves to be searched, it will be recorded as an unauthorised absence, not a suspension.

#### **Confiscation:**

- The member of staff who has conducted a search for a prohibited or banned item, or an item which they consider harmful or detrimental to school discipline, can use his/her discretion to confiscate, retain and/or destroy any item found as a result of a 'with consent' search, as long as it is reasonable in the circumstances. Where any item is thought to be a weapon, controlled drugs or a stolen item, it must be passed to the police, unless there is good reason not to do so, as a result of a 'with consent' or 'without consent' search. The Headteacher will decide when and if to return other confiscated items, in line with the Education Act 2011.
- Students found in possession of prohibited items may face suspension from the school. Furthermore, any student found in possession of an offensive weapon and/or illegal drugs should expect permanent exclusion as a result.
- Students who do not relinquish banned or prohibited items (inc. mobile phones) will not be allowed to return to normal lessons until the item in question has been confiscated. Students will remain in school during this time and will be isolated with an appropriate member of staff/in an appropriately supervised area. Students who do not come to school during this period are not excluded and their absence will be marked as unauthorised.
- Where mobile phones are confiscated, the school will attempt to make contact to report this to the parents so that they can collect the phone. However, all other items that are confiscated, including jewellery will be placed in the school safe and, like the mobile phones can only be collected by parents. However, it will be the responsibility of the child to inform the parent if an item (other than a mobile phone) is confiscated.
- The school reserves the right to only return any confiscated item to the parent and not to the child.

**\*Banned items at The Blue Coat School:**

- cigarettes/tobacco products, including e-cigarettes or other simulated cigarette/nicotine related products
- chewing gum
- carbonated drinks and energy drinks high in caffeine content, e.g. Monster, Relentless
- matches/lighters
- water pistols or any toy that resembles a weapon;
- chemical substances other than controlled drugs, e.g. 'legal highs'
- laser pens; also any other items or materials that are prohibited for children under the age of 16 if the student in question is under the age of 16 that do not appear in the 'Prohibited items' list.

**\*\*Prohibited items:**

- Weapons, knives, alcohol, illegal/controlled drugs, stolen items, fireworks/firecrackers, pornographic images.
- Any article that the member of staff reasonably suspects has been, or is likely to be used to commit an offence, or to cause personal injury to, or damage to property of any person.

Items of inappropriate uniform, e.g. jewellery, hoodies, etc, will also be confiscated.

Any item deemed inappropriate for a child to have in school, i.e. by having no purpose for a child in a school setting and/or that has potential to distract teaching and learning, or, in extreme cases, could cause harm to others, is likely to be confiscated. The final decision on this, including the setting of appropriate sanctions, lies with the Senior Leadership Team and Headteacher.

### **11. Use of restrictive physical intervention**

We do all we can within our school to manage behaviour positively. However, there are times when we may need to use force to keep a child or children safe, or to maintain good order within the school. In such cases, we would always act within the principle of reasonable force; 'reasonable' means using no more force than is necessary.

The Children Services department acknowledges that there may be times when restrictive physical intervention is an appropriate response to the risks present in a given situation. The intervention must be reasonable and proportionate in relation to the situation. The force used needs to be in proportion to the risks present and the minimum needed to achieve the desired result. All school staff may use physical control or restraint when a student is: (a) committing an offence (or, for a student under the age of criminal responsibility, what would be an offence for an older student); (b) is causing personal injury to, or damage to the property of, any person (including the student himself/herself/themselves); (c) prejudicing the maintenance of good order and discipline at the school or among any students receiving education at the school, whether during a teaching session or otherwise.

Further details of the use of physical intervention can be found in the Physical Intervention Policy.

### **12. Malicious allegations/accusations by students against school staff**

Allegations of abuse of students by school staff are taken seriously and we will deal with any allegation quickly in a fair and consistent way that provides effective protection for the child and supports the person who is the subject of the allegation. Students who are found to have made false allegations will/are likely to be sanctioned.

### **13. Discipline beyond the school gate**

- Where instances of non-criminal unacceptable behaviour by students are reported to have occurred whilst the students are on the way to/from school/a school activity, they will be dealt with in line with the Behaviour Management policy. The responsibility for administering the appropriate sanction may be delegated by the Senior Leadership Team to a relevant middle leader.
- Where instances of bullying occur, either verbal or using social media, students can be sanctioned in the same way as if it occurred within school. The school will support parents with evidence, where available, should they wish to pursue prosecution when bullying and intimidation fails to cease after intervention strategies.
- Where instances of anti-social behaviour have taken place outside school which are clearly associated with and/or threaten the good order/reputation of the school, the Headteacher may take action, up to and including suspending the student. This also includes the conduct of students in relation to school organised trips and after school activities.

### **14. Child-on-child abuse, sexual violence and sexual harassment**

Child-on-child abuse can come in many forms and can take place both in and out of school, in person and/or online; these include (but are not limited to):

- Bullying and Intimidation
- Homophobic abuse
- Racist abuse
- Sexual abuse

The school operates a zero-tolerance approach to child-on-child abuse. The school takes all allegations of child-on-child abuse seriously. The school will ensure that all incidents of child-on-child abuse, including those examples listed above, are met with a suitable response and never ignored. Students will always be believed and never blamed. The school will continue to promote the message that abuse of this kind can never be accepted as a joke or banter; indeed, incidents of this nature can never be accepted even where both perpetrator and victim claim that the behaviour was a 'joke'. As such, all incidents will be sanctioned strongly in line with the school's sanction system.

Incidents of sexual harassment might include: making sexual comments, jokes, remarks or taunting towards another, interfering with another's clothing (e.g. pinning bra straps, lifting skirts, pulling shorts down, etc), making unwanted physical contact, upskirting, sexting, etc).

All of these incidents will never be dismissed as 'banter' and students will be regularly reminded that being subjected to this type of harassment is not a normal part of growing up. These behaviours are level 10 and 15 behaviours and will be dealt with in line with the sanctions chart in appendix 1.

Incidents of sexual violence/assault include: rape and other forms of non-consensual penetration are also never acceptable. Where disclosures like this are made, the school will always work with the victim, the victim's family and other external agencies (including the police, Early Help, Children's Social Care, etc), to ensure the best possible support for the victim.

Incidents of homophobia and racism will always be reported. Perpetrators will always be sanctioned in line with policy. Use of discriminatory/prejudicial language sits as a level 10 behaviour. Whilst using this kind of language



to directly abuse another is a more extreme behaviour and sits at level 15. These behaviours are not acceptable in our school, and we will never tolerate this type of child-on-child abuse.

In summary, the school's response will be proportionate, considered, supportive, judged on a case-by-case basis, but using the behaviour chart in appendix 1 as the starting point when considering appropriate sanctions. Both victims and perpetrators will be supported – perpetrators will reflect, facilitated by staff, on their behaviour and how their behaviour affects their peers and students of all other ages. All incidents of child-on-child abuse will be reported to parents.

## **15. Training**

The Local Governing Body will ensure that the Senior Leadership Team will provide appropriate high-quality training on all aspects of behaviour management to support the implementation of the policy.

The senior leadership team will ensure all staff are aware of different forms of child-on-child abuse and understand their responsibility to report this and support victims of this abuse.

Staff will also be trained to use the policy effectively, to provide consistency within the school's behaviour management process.

## **16. Involvement of outside agencies**

The school works inclusively with external agencies and seeks appropriate support from them to ensure that the needs of all students are met by utilising the range of external support available.

If a student is continuously disruptive and fails to respond positively to the support structure offered within school and, in the relevant Middle Leaders' professional judgement, the students' parents are not able/willing to provide the necessary support, the relevant external agency will be contacted and the matter discussed. Relevant Middle Leaders will then discuss the student and the support available from the external agency with the Assistant Headteacher who will decide how to proceed.

## **17. Review**

The Headteacher will undertake an annual systematic monitoring and review of the behaviour management policy and procedures in order to evaluate it and ensure that the operation is effective, fair and consistent. The Headteacher will keep the Trust and Local Governing Body informed. The Trust Board will regularly review this policy and associated procedures to ensure its continuing effectiveness and impact.

# Appendix 1 – Sanction Process Chart



# TBCS Sanction Process Chart

Principles of reasonable adjustments made for students with SEN / Safeguarding concerns.

The final decision on all sanctions is at the Headteachers/SLT discretion.

	Negative behaviour	Sanction	Communication to parent	Repeat offence sanction	Communication to parent
1	Chewing gum/eating/drinking in class	Escalation Process to After School Reflection/confiscation of banned items	Teacher communicates ASR via planner and/or email and/or phone call	Escalation Process continued. Further After School Reflections or Reflection Room for multiple repeat offenses	Planner followed by phone call/meeting to discuss if necessary/deemed appropriate by the member of staff. HoF/HoY may attend meeting. SSP considered.
	Disruption/disruptive behaviour				
Inadequate work					
Incorrect / missing equipment (e.g. planner, pens, calculator, PE kit, etc) / uniform worn incorrectly					
Late to lesson / tutor time					
3	Silly behaviour, insolence and/or defiance				
	Inappropriate language				
	Unkind behaviour/comments to another student				
	Throwing Equipment				
	Dishonesty				
5	Possession/Use of banned items - inc. mobile phones, headphones, energy drink, wearing incorrect uniform (see uniform policy for further details)*	After School Reflection	Teacher communicates ASR via planner and/or email and/or phone call	After School Reflection/ Reflection Room	Planner followed by phone call/meeting to discuss if necessary/deemed appropriate by the member of staff. HoF/HoY may attend meeting. Support plan considered.
	Missing school shoes without an explanation note from home in planner				
	Damage to property**				
	Refusal to follow instruction***, including waiting behind as instructed				
	Bullying (all types)				
	Abuse of ICT/social media - inc. making inappropriate internet searches on school computers, and using social media to bully another student outside of school hours				
	Plagiarism / cheating				
	Intimidating behaviour/inciting others				
	Swearing / verbal abuse towards another student				
	Truancy from lesson/tutor time/leaving class without permission / willingly walking corridors and unaccountable.				
Aggressive behaviour towards another student					
Off-site without permission/out of bounds					
Dangerous behaviour					
10	Missed After School Reflection	Reflection Room	A) HoY/HoF or SLT LM make contact re: Reflection Room B) Email from Reflection Room manager confirming incident details, time and date, and teacher setting. Teachers must contact parents who request more information	Reflection Room (extended period)/Suspension/Reciprocal School Behaviour Support Agreement	HoY/SLT LM to meet with parents. Support plan considered. Risk assessment considered where appropriate
	Smoking/Vaping/Paraphernalia				
	Discriminatory language (including use of racist/homophobic/transphobic terms, including dead-naming)				
	Sexual Harassment (in person or online), e.g. sexual jokes/taunting, unwanted sexual remarks, interfering with another's clothing.				
	Fighting (inc. filming such actions) / excessive violent behaviour towards another student				
	Truancy from school site				
	Refusal to leave the room / refusal to attend alternative classroom / continued disruption in designated classroom				
	Swearing in communication with staff (e.g. through anger, but not specifically aimed at abusing the member of staff)				
Theft					
15	Failure to meet the expectations of the Reflection Room	Suspension or Reciprocal School, Behaviour Support Agreement	HoY/HoF or SLT LM make contact re: Personal Reflection Room	Reciprocal School Behaviour Support Agreement/Extended suspension/PEX	HoY/SLT to meet parents. PEX/AP considered
	Verbally assaulting/abusing/ swearing at a member of staff/prejudicial remarks (including malicious accusations) or threatening/intimidating behaviour towards staff				
	Racist/homophobic/transphobic abuse of another student				
	Sexual harassment/assault (e.g. unwanted physical contact/touching of another, upskirting, non-consensual sharing of indecent images)				
	Persistent failure to adhere to school rules				
	Alcohol (possession and/or consumption)				
	Actions that bring the school into disrepute				
20	Physical assault on/violent behaviour towards a member of staff	Permanent Exclusion (PEX)	SLT LM/HT discusses with parents / relevant LA	n/a	n/a
	Carrying drugs in school				
	Carrying a weapon in school				
<p>* Students will not be returned to lessons until instruction has been followed the item has been changed, removed and/or confiscated</p> <p>** Students will be charged for any criminal damage to school or other student properties</p> <p>*** Student removed from lessons until instruction has been followed (with member of staff who was involved in the refusal)</p>					