



BEHAVIOUR POLICY

This is a whole-school policy, within the framework of which the Primary School and the Nursery policies operate as appropriate.

Principles

- ◆ Students and staff and all visitors to the School have the right to be respected
- ◆ Good discipline is best promoted by purposeful learning
- ◆ Unacceptable behaviour can usually be changed.

Aims

We aim to provide

- ◆ good adult and peer role models of caring, co-operative behaviour
- ◆ reinforcement of positive attitudes to expectations
- ◆ celebration of a wide range of achievement
- ◆ acceptance by all members of the School of a common responsibility for maintaining good discipline and promoting the School's code.

Practice

School Code

In our large community, everyone is expected to show courtesy and consideration in caring for others, for the School and for our local community. Our expectations are clearly expressed in our School Code:

At
QUEEN ELIZABETH'S GRAMMAR SCHOOL
we all agree to

- ◆ Give of our best at all times
- ◆ Value learning and the right of every pupil to learn
- ◆ Be properly prepared to work and play
- ◆ Treat others with kindness, tolerance and respect
- ◆ Address members of the School community in a courteous and considerate manner
- ◆ Help those who are in difficulty or in need of support
- ◆ Care for our own property, School property and the property of others
- ◆ Act upon the advice and instructions we are given
- ◆ Understand and obey the School Rules
- ◆ Report bullying and any other anti-social behaviour
- ◆ Understand the importance of Health and Safety information
- ◆ Conduct ourselves appropriately as true members of the School community
- ◆ Work together for a safe, ordered and happy School

This is our
SCHOOL CODE

School Rules

The School's expectations are outlined in *The School Code*. At Queen Elizabeth's Grammar School, we believe that pupils develop best when operating within a framework of simple rules. These are laid down for the good of the individual, for the good of the School as a whole and in order to promote good relations between the School and the town. All pupils are obliged to take reasonable care for their own health and safety and the health and safety of others. Specific School Policies are available on request.

1. Failure to exercise common sense or good manners is an offence against School Rules.
2. Pupils will extend common courtesies to members of staff, visitors and each other at all times. Inappropriate, intimate behaviour between pupils is not permitted.
3. Pupils will be punctual in their attendance at registrations, lessons, assemblies and other organised activities.
4. Pupils arriving at School late will report:
 - Junior School to Form Tutors
 - Senior School to Reception.
5. Pupils will honour their commitments to the School, those in the calendar having priority, excepting representative honours previously agreed.
6. Pupils will make themselves aware of, and comply with, the specific rules which apply to particular areas of the School, such as the Design and Technology Department, the ICT Department, Lammack Sports Ground, Library, Queen's Wing, Science Departments, Singleton House, Swimming Pool.
7. Pupils will not take or purchase another's property, including clothes, games kit, mobile phones or other equipment, nor will pupils sell items to another pupil.
8. Pupils will not gamble.
9. Pupils will not drop litter anywhere but will use the bins provided.
10. Pupils may consume tap or unflavoured mineral water carried in a clear, plastic bottle in classrooms where specific local rules allow. Pupils will not consume other food or drink in classrooms or in corridors. Food purchased from the Tuck Shop or breakfast service must be consumed in Big School. Food purchased in Singleton House must be consumed there according to local rules.
11. Pupils may not possess, use or deal in illegal drugs. Pupils will not bring alcohol on to School premises; nor will they consume alcohol whilst under the School's jurisdiction without the specific authorisation of the Head in specific and legal circumstances. Smoking is forbidden at all times (including E-cigarettes, sheesha pens or indeed any other form of smoking or 'vaping') including on school transport, or anywhere when school uniform is worn or at any time when under the school's jurisdiction.
12. All medicines brought to School must be registered with, and administered by Miss Newton (or in her absence, by a Deputy Head).
13. Pupils will not bring onto School premises: organic solvents; laser pens; liquid paper; **spray deodorants (roll-on is allowed)**, knives, or any potentially offensive weapon; fireworks; matches or lighters.
14. Pupils must not bring chewing gum or bubble gum onto School premises.
15. Pupils will leave their books, overcoats and bags in the space allocated to them to avoid congestion in the School and in the interests of security. Pupils may carry bags to lessons 7 and/or 8 if they can be stored appropriately and if staff permission has been given.
16. Pupils will report to their Form Tutor any damage to School property, including books. Damage is liable to be made good.
17. Pupils' expensive items, such as electrical equipment, musical instruments or sports kit, must be stored securely in School, either in lockers or lodged with the Form Tutor or Head of Year (see Rule 39).

18. Pupils' mobile telephones (throughout, other forms of electronic, computer, radio or digital communications devices are included) will not be switched on or used during lessons, nor used in contravention of the separate and specific School Working Policy, unless explicit instructions are given by a member of staff. Pupils must not use these devices to display, transmit, communicate or store information or images that are defamatory, malicious, violent or sexually explicit. Pupils must not take photographs or otherwise record events in School unless specifically instructed by a member of staff. Pupils must not use mobile phones when travelling between lessons or leave their phone unattended in a bag or blazer. Mobile phones are banned from examination rooms and must not be brought into the vicinity of an examination room.
19. Violence against others (bullying), property (theft or vandalism) and self (drug and substance abuse) has no place in the School community and is dealt with according to separate and specific School policies.
20. Pupils will use the playground allocated to them and not those of other year groups. On these designated playgrounds only soft balls or size one footballs are allowed. Ball games are not permitted elsewhere on the School site.

Bounds

21. All pupils must remain on site unless accompanied by a member of staff and under no circumstances should roads be crossed during the school day unless pupils are instructed to do so.
22. Pupils from Years 7 to 11 will not leave the School bounds during the School day without the permission of their Head of Year, a Deputy Head or the Head. Sixth Form students are allowed off site during the lunch break, although they may not drive or ride in cars (see Rule 27).

Absence

23. Permission to be absent from school must be sought in advance from the Head
24. If a pupil is absent a telephone message must be left with Reception or an e-mail to absence@qegsblackburn.com before 10:00. This must be followed by a note of explanation to the Form Tutor directly upon the pupil's return.

Transport

25. Pupils will comply with the specific rules for behaviour on coaches when making use of the School bus service.
26. Pupils may ride bicycles to School only with their parents' and Form Tutor's permission. Pupils should have passed safety tests for Cycle Proficiency and wear a cycle helmet. Bicycles must have lights and may not be ridden on School grounds.
27. Pupils may drive themselves to School in cars or on motor cycles only if legally qualified and only in vehicles which have been registered with the Head of Sixth Form. Pupils travelling in a vehicle being driven by another pupil must be registered with the Head of Sixth Form. Pupils' cars may not be parked on School grounds and must not be used at any time during the School day without permission from the Head of Sixth Form.

Dress

28. Pupils are expected to be clean and tidy, to conform to the School uniform Rules (35-37) and to take pride in their appearance.
29. Pupils' hair must be clean and tidy. It must be of a reasonable and generally even length and retain an even, natural colour. Bizarre styles are not permitted. Boys' hair must not

be on or below the collar or obscure vision. Boys are not permitted to wear beards and/or moustaches unless the Head has granted in writing a dispensation on religious grounds. Girls' long hair must be fastened back with a school scrunchie for Years 7 and 8, and, for Years 9 to 11, a plain navy or black elastic hair band, or one that tones in with the colour of the hair.

30. For reasons of communication between pupils and between pupils and staff, where facial expression is key to engagement and understanding, and for security and health and safety reasons, pupils' faces must not be obscured. For these reasons, whilst the School permits its pupils to wear the head scarf or hijab, which should be dark blue for Years 7 to 11, the wearing of the niqab or any other item which obscures some or all of a pupil's face, is not allowed.
31. Pupils must travel to and from School and sports fixtures in full School uniform unless any special dispensation has been given.
32. All items of uniform must be clearly labelled with owner's name.
33. School coats must not be worn inside buildings.
34. School kit will be worn for PE, Games and Swimming.
35. No jewellery is permitted other than a wrist watch. Fashion accessories, such as false nails, are prohibited. The wearing of make-up is prohibited, except for the discreet use of foundation where there is a recognised skin complaint. Tattoos or body piercings must not be visible; ears should not be pierced just prior to or during term-time. Pupils must ensure that such marks are covered when School uniform or specified kit for PE, Games and Swimming is being worn. Sixth Formers must refer to their own dress amplification document (applies to rules 36 and 37 also).

Uniform

36. Girls' uniform is:
 - White long-sleeved blouse (tucked inside the skirt) with Katie collar for Years 7 to 11
 - "Business wear" sleeved blouse or round/vee-necked sleeved top/jumper for Sixth Form; white blouse for formal occasions
 - School tie for Years 7 to 11 (the wider end should reach the first blouse button above the waist-band)
 - School or, where appropriate, Prefect lapel badge for Sixth Form
 - School scrunchie for Years 7 and 8. A plain navy or black elastic hair band, or one that tones in with the colour of the hair for Years 9 to 11.
 - Alice bands or clips must be plain and either navy or black.
 - School blazer with appropriate badge for Years 7 to 11
 - Dark, tailored "business wear" suit for Sixth Form
 - School long-sleeved, vee-necked pullover (optional) for Years 7 to 11
 - Long-sleeved pullover or waistcoat (optional) for Sixth Form (no fleeces, hoods or zips)
 - Pleated, knee length check skirt with elasticated waist for Years 7 and 8
 - Knee length check kilt for Years 9 to 11
 - Michaelmas and Lent Terms: Light grey knee-length socks (pulled up neatly) or grey, navy blue or **black** tights for Years 7 to 11.
Trinity Term: White knee-length socks (pulled up neatly) or white ankle socks, or grey, navy blue or **black** tights for Years 7 to 11.
 - Black polished shoes (no boots, training shoe styles, canvas or extremes of fashion) with sensible block heel for Years 7 to 11
 - Dark shoes (no boots, training shoe styles, canvas or extremes of fashion) with sensible heel for Sixth Form
 - Plain navy or black outdoor coat (optional) longer than blazer length. No other colours are permitted. Logos should be avoided or as small as possible. Football scarves are not permitted. Hoodies are not permitted at any time with School uniform.

37. Boys' uniform is:
- White shirt (tucked inside the trousers) for Years 7 to 11
 - School tie for Years 7 to 11 (the wider end should reach the first shirt button above the waist-band)
 - "Business wear" shirt and tie for Sixth Form; Sixth Form School or Prefect tie for formal occasions
 - School or, where appropriate, Prefect lapel badge for Sixth Form
 - School blazer with appropriate badge for Years 7 to 11
 - Dark, tailored "business wear" suit for Sixth Form
 - School long-sleeved, vee-necked pullover (optional) for Years 7 to 11
 - Long-sleeved, vee-necked pullover or waistcoat (optional) for Sixth Form (no fleeces, hoods or zips)
 - Plain black/dark grey trousers (no jeans, canvas or corduroy material) for Years 7 to 11
 - Plain black/dark grey socks for Years 7 to 11
 - Black polished shoes (no boots, training shoe styles, canvas or extremes of fashion) for Years 7 to 11
 - Dark polished shoes (no boots, training shoe styles, canvas or extremes of fashion) for Sixth Form
 - Plain navy or black outdoor coat (optional) longer than blazer length. No other colours are permitted. Logos should be avoided or as small as possible. Football scarves are not permitted. Hoodies are not permitted at any time with School uniform.
38. Non-School badges are not permitted unless authorised by the Head.

Insurance

39. Please note that whilst the School will take every possible care, it is not possible for the Governors to assume liability in the case of loss of, or damage to, personal possessions of pupils. When valuable items are brought into School, such items should be covered by parents' own insurance.

The School Rules are kept under constant review and may be revised by the Head at any time. The Head reserves the right, in his absolute discretion, to refuse entry to the School to any pupil failing to observe Dress and Uniform Rules, and to rule on the acceptability of variations not explicitly covered by the Rules.

MOBILE TELEPHONES and other forms of electronic, radio or digital device

The School recognises that advances in electronic devices and their use makes it necessary to update the policy on the use of mobile phones in School. That said, the simplest rule by far is that mobile phones must be switched off in lessons in order to avoid disruption.

Principles

- Pupils' mobile phones (or other electronic, radio or digital communications devices) must not be switched on or used during lessons **without the express instruction of a member of staff.**

- Pupils must not use mobile phones to display, transmit or communicate information or images that are defamatory, malicious, violent or sexually explicit. (qv. Child Protection and Anti-Bullying policies)
- Pupils must not take photographs or otherwise record events in School unless specifically instructed to do so by a member of staff.

Policy

- Pupils' mobile phones must be carried on the person at all times, except for PE and games lessons, when they must be deposited with members of teaching staff for safe keeping. A mobile phone must never be left unattended in a bag or blazer. The School's insurance policy does not cover the loss of mobile phones.
- Mobile phones must be switched off during lessons.
- If the phone rings or receives a text during a lesson the punishment for the disruption and distraction caused will be confiscation of the phone until the end of the day.
- If a pupil uses the phone during a lesson (to call, text, play games etc) it will be confiscated until the end of the day and, for a first offence, a lunchtime detention will be awarded.
- If a pupil uses the phone to record or to take photographs during a lesson the phone will be confiscated until the end of the day and a Deputy Head's detention will be awarded. The Deputy Head (Pastoral) will contact the parents of the pupil.
- Confiscated phones must be collected at the end of the day from Reception.
- In the event that a pupil is suspected of "sexting", ie sending inappropriate images, the Child Safeguarding Officer (**Mr N Vyse**) will be informed and the Police will be made aware so they can advise about removal of the image. The image(s) must not be removed until local police have agreed to it. See Child Protection and Anti-bullying policies for further information.

The JCQ public examinations authority states that candidates found to be in possession of a mobile phone in an examination, whether or not it is switched on, could be disqualified from that paper. Any candidate whose phone rings while in his/her possession in an examination will be disqualified from that subject. Consequently, mobile phones are banned from examination rooms. Phones must not be brought into the vicinity of an examination room. Contravention of this rule will result in the phone being confiscated and further serious disciplinary measures are likely to be taken.

ALCOHOL AND TOBACCO

General statement

The school has:

- a duty of the school to give young people information which will enable them to make informed judgements about alcohol consumption, and

- a duty of the school to have its own rules which promote good behaviour and discipline in the interests of the whole community.

It acknowledges that alcohol is

- widely available
- increasingly consumed by young people, legally and also contrary to law, and
- commonly abused.

Consumption of alcohol, contrary to law and in excess, is regarded as a significant issue by the school, and is a source of worry to parents and staff. The School's approach stems from the school's explicit commitment to promoting supportive family values good health and self-discipline. That being so, whilst the policy refers principally to pupils, it applies to every member of the school community: teaching staff, support staff, and pupils

The presence on site of pupils or staff whose capacity to work or study is impaired owing to consumption of alcohol will be regarded as a serious disciplinary offence.

Staff and pupils must be aware that unacceptable conduct which may be alcohol related will be subject to normal school disciplinary procedures. The influence of alcohol will not be seen as an excuse under such circumstances.

The School is, in accordance with current law, a non-smoking site and all staff and pupils are aware of this. Adults who smoke on site will be liable to a disciplinary response or, in the case of pupils those who smoke in the vicinity of the site or anywhere while wearing school uniform (including Sixth Form and equivalents) will be subject to a disciplinary response in accordance with school rules and the infringement charts.

Health Education

It is the school's belief that alcohol abuse is detrimental to the development and education of young people. It can undermine their health, safety, independence, opportunities and respect for the law.

The consumption of alcohol is a curriculum issue, addressed principally in Complementary Studies as part of a comprehensive programme of health education (*q.v.*). It is directed at pupils throughout the School, beginning in Early Years. The aim is to develop an informed and responsible attitude towards alcohol consumption amongst the whole school community.

Anyone seeking help will be provided with it so far as the School is able. Provision may include a recommendation that professional help be sought from a third party. If an individual has concerns about any other member of the community, advice as to how they might help should be sought from the senior pastoral staff.

School Rules

The School adheres to the law of the land relating to the supply and consumption of alcohol. The relevant School Rule, Rule 11 is: Pupils will not bring alcohol onto School premises; nor will they consume alcohol whilst under the School's jurisdiction without the specific authorisation of the Head.

The rule is intended to safeguard the interests of the whole school community by removing exposure to alcohol and the attendant risk of disciplinary action. A breach of the School Rule on the supply and consumption of alcohol will be regarded as very serious.

School trips

On trips away from school, normal School Rules apply unless otherwise determined by the Teacher in Charge after consultation with the Head. In the event of a breach, the Teacher in Charge will decide on a sanction. *In extremis*, this may include sending a pupil home or requiring parents to collect their child as per the School's Trips Policy (*q.v.*). In such a case and when reasonably practicable, the decision to send a pupil home will be taken only after consultation with the on-call member of SMT. Breaches by members of staff will be dealt with under the disciplinary procedures as appropriate and should always be reported to the Head.

Reporting breaches of the School Rules on the possession, consumption or supply of alcohol

In the event of a teacher identifying a breach, s/he will report the facts of the incident in writing:

- ◆ name of member of staff
- ◆ date of the incident
- ◆ names of pupil(s) involved
- ◆ witnesses
- ◆ where the incident took place
- ◆ description of the incident
- ◆ the pupil's response
- ◆ the outcome
- ◆ [on school trips: details of any sanction imposed at the time; details of contact with on-call member of SMT; details of contact with parents]

The teacher will present the facts to the Deputy Head (Pastoral).

The Deputy Head will review the facts and then either (a) apply sanctions or (b) refer the facts to the Head.

For a breach of the School Rule on the possession, consumption or supply of alcohol, the sanction to be applied will relate to the circumstances of the case. They may encompass:

- ◆ Thursday Detention
- ◆ Community service
- ◆ **Head's** Detention
- ◆ temporary exclusion (suspension)
- ◆ permanent exclusion

Previously imposed sanctions will not automatically debar a pupil from participation in future visits or activities. Staff considering whether or not to include on an optional school trip a pupil who has been subject to sanctions will consult the background documentation and, where possible, the teachers previously involved. A risk assessment will be conducted and judgement reached about the pupil's participation.

Continued breaches of the School Rules will call into question the pupil's continuing education at the School. In such a situation, the Head will maintain close contact with parents.

This policy should be read in conjunction with others, in particular the School's separate policy on Substance Use and Misuse, and specifically those sections entitled: *Managing a drug-related incident*, pp.4-6 and *Guidance for staff delegated to investigate*, pp.7-9.

REWARDS AND SANCTIONS

REWARDS

Good work and behaviour are recognised by:

- ◆ verbal praise
- ◆ written comments on work
- ◆ signed credits on work, to be recorded with the Form Tutor
- ◆ an accumulation of 10 credits is referred to and signed by the Head of Year who awards a bonus credit
- ◆ an accumulation of 20 credits is referred to the Head who awards a Head's Credit which is signed by the Head and by the Head of Year
- ◆ gold, silver and bronze awards are made for the best credit accumulations at the end of the year
- ◆ commendation on Grade Sheet
- ◆ award of certificates of achievement, athletic and sporting
- ◆ all awards, including credits and certificates of achievement, should be included in the pupil's Record of Achievement
- ◆ award of School Colours for sporting achievement
- ◆ prizes at Prize Giving.

SANCTIONS

A member of staff may apply the following sanctions if a pupil fails to comply with the requirements made:

- ◆ verbal reprimand or warning
- ◆ change of seat
- ◆ repetition of work
- ◆ withdrawal of any privileges associated with working in class
- ◆ setting appropriate extra work
- ◆ use of homework diary notes to parents
- ◆ detaining a pupil in at break or lunchtime
- ◆ referral slip to Form Tutor.

A member of staff may apply sanctions if a pupil fails to comply with the *School Rules*:

- ◆ breach of Rule 33: the offending item is removed where appropriate and corrected for next day.
- ◆ offence-related punishments as appropriate: for example, removal of graffiti or clearing litter on school premises.

It is mandatory that any proposed escalation of sanctions beyond this point be referred as follows:

Referral to:

- ◆ Form Tutor, in the first instance in all cases.
- ◆ Head of Department for academic insufficiency including failure to produce homework
- ◆ Head of Year for pastoral and behavioural breaches.

Thereafter, additional sanctions may include:

- ◆ Thursday Detention
- ◆ Weekly Report for behavioural or academic shortcomings
- ◆ referral to a Deputy Head
- ◆ referral to the Head
- ◆ Head's Detention
- ◆ suspension
- ◆ expulsion

Pastoral Infringement Chart (Years 7 -11)

Sanctions are graduated according to the nature of the offence. The table that follows is illustrative, not exhaustive. In the first instances staff should use their professional judgement/strategies to tackle issues in their classroom.

| Degree | Infringement | Sanction | Points | Sanction set and recorded on SIMS by | Message sent via SIMS to | Parental contact |
|--------------------------------------|--|---|--------|--------------------------------------|--------------------------|--------------------|
| Level 1 Yellow | • Uniform | • Warning | 0 | N/A | N/A | No |
| | • Eating/Drinking/Litter | • Warning | 0 | N/A | N/A | No |
| | • Lack of attention to the School Code | • Warning | 0 | N/A | N/A | No |
| | • No planner | • Warning | 0 | N/A | N/A | No |
| | • 2 nd offence of the above | • Demerit | 0 | N/A | N/A | No |
| Level 2 Amber | • 10 Demerits in a term | • Lunchtime detention | 1 | Form Tutor | HoY | Detention sheet |
| | • Wilful acts against the Code of Conduct | • Lunchtime detention | 1 | Form Tutor/ Head of Year | HoY/FT | Detention sheet |
| | • Lateness for registration more than once in a week | • Lunchtime detention | 3 | Form Tutor | DHP/HoY | Detention sheet |
| | • Damage to property | • Lunchtime detention | 3 | Form Tutor | DHP/HoY | Detention sheet |
| | • 20 demerits in a term | • Thursday detention | 4 | Head of Year | DHP/HoY | Thursday Detention |
| | • 3 Lunchtime Detentions in one term | • Thursday detention | 4 | Head of Year | DHP/FT | Thursday Detention |
| | • Out of Bounds | • Thursday detention | 4 | All staff | HoY/FT | Thursday Detention |
| | • Dangerous Behaviour | • Thursday detention | 4 | All staff | HoY/FT | Thursday Detention |
| | • Fighting | • Thursday detention | 4 | All staff | HoY/FT | Thursday Detention |
| | • Insolence | • Thursday detention | 4 | All staff | HoY/FT | Thursday Detention |
| | • Defiance | • Deputy Head's Mid-Week detention | 5 | Deputy Pastoral Head | HM/HoY/FT | DHP Letter |
| | • 30 demerits in one term | • Deputy Head's Mid-Week detention | 5 | Deputy Pastoral Head | HM/HoY/FT | DHP Letter |
| | • 3 Thursday detentions in a one term | • Deputy Head's Mid-Week detention | 6 | Deputy Pastoral Head | HM/HoY/FT | DHP Letter |
| Level 3 Red | • Smoking/Vaping | • Deputy Head's Saturday detention | 6 | Deputy Pastoral Head | HoY/FT | DHP Letter |
| | • 40 demerits in one term | • Deputy Head's Saturday detention | 6 | Deputy Pastoral Head | HoY/FT | DHP Letter |
| | • Vandalism | • Internal suspension/temporary exclusion | 7 | Deputy Pastoral Head | HM/HoY/FT | DHP Letter |
| | • Intimidatory Behaviour | • Internal suspension/temporary exclusion | 7 | Deputy Pastoral Head | HM/HoY/FT | DHP Letter |
| | • Assault | • Internal suspension/temporary exclusion | 8 | Deputy Pastoral Head | HM/HoY/FT | DHP Letter |
| | • Illegal substances | • Usually permanent exclusion | 10 | Head | DHP/HoY/FT | HM Letter |
| | • Theft | • Usually permanent exclusion | 10 | Head | DHP/HoY/FT | HM Letter |
| | • Extreme cases of bullying/verbal/physical | • Usually permanent exclusion | 10 | Head | DHP/HoY/FT | HM Letter |
| • Bringing the School into disrepute | • Usually permanent exclusion | 10 | Head | DHP/HoY/FT | HM Letter | |

Academic Infringement Chart (Years 7 -11)

Sanctions are graduated according to the nature of the offence. The table that follows is illustrative, not exhaustive.

| Degree | Infringement | Sanction | Points | Sanction set and recorded on SIMS by | Message sent via SIMS to | Parental contact |
|--|---|--|--------------------|--------------------------------------|--------------------------|------------------|
| Level 1 Yellow | • Lateness for a lesson | • Demerit | 0 | All staff | N/A | No |
| | • Lack of Books/ Equipment | • Demerit | 0 | All staff | N/A | No |
| | • Inadequate Work | • Demerit | 0 | All staff | N/A | No |
| | • Talking out of turn in class after warning | • Demerit | 0 | All staff | N/A | No |
| | • Homework 1 | • Demerit | 0 | All staff | N/A | No |
| Level 2 Amber | • Repeated lateness for a lesson | • Staff detention | 2 | All staff | HoD/HoY/FT | Note in planner |
| | • Repeated lack of Books/ Equipment | • Staff detention | 2 | All staff | HoD/HoY/FT | Note in planner |
| | • Repeated Inadequate Work | • Staff detention | 2 | All staff | HoD/HoY/FT | Note in planner |
| | • Repeated talking out of turn in class | • Staff detention | 2 | All staff | HoD/HoY/FT | Note in planner |
| | • Homework 2 | • Staff detention | 2 | All staff | HoD/HoY/FT | Note in planner |
| | • Persistent lateness for lessons | • Department detention | 3 | Head of Department | HoY/FT | HoD Letter |
| | • Persistent lack of Books/ Equipment | • Department detention | 3 | Head of Department | HoY/FT | HoD Letter |
| | • Persistent Inadequate Work | • Department detention | 3 | Head of Department | HoY/FT | HoD Letter |
| | • Disruptive Behaviour in a Lesson | • Department detention | 3 | All staff | HoY/FT | HoD Letter |
| | • Persistent Homework defaults | • Department detention | 3 | Head of Department | HoY/FT | HoD Letter |
| | • Non-Attendance at Department Detention | • Thursday Detention | 4 | Head of Department | DHA/HoY/FT | HoD Letter |
| | • 2 Department Detentions in one term | • Thursday Detention | 4 | Head of Department | DHA/HoY/FT | HoD Letter |
| • Repeated Disruptive Behaviour in Lessons | • Thursday Detention | 4 | Head of Department | DHA/HoY/FT | HoD Letter | |
| Level 3 Red | • 4 Department Detentions in one term | • Deputy Head's Mid-Week Detention | 6 | Deputy Head Academic | HoD/HoY/FT | DHA Letter |
| | • Failure to respond to HoD's intervention | • Deputy Head's Mid-Week Detention | 6 | Deputy Head Academic | HoD/HoY/FT | DHA Letter |
| | • Non-Attendance at a lesson | • Deputy Head's Mid-Week Detention | 6 | Deputy Head Academic | HoD/HoY/FT | DHA Letter |
| | • Persistent Disruptive Behaviour in Lessons | • Deputy Head's Saturday Detention | 8 | Deputy Head Academic | HoD/HoY/FT | DHA Letter |
| | • Repeated Non-Attendance at Lessons | • Deputy Head's Saturday Detention | 8 | Deputy Head Academic | HoD/HoY/FT | DHA Letter |
| | • Failure to respond to Deputy Head Academic's intervention | • Internal suspension/ temporary exclusion | 9 | Deputy Head Academic | HM/HoY/FT | DHA Letter |

EXCLUSION

The school adheres strictly to the Law in relation to exclusion and it has regard to appropriate guidance issued by the Secretary of State. The Head or Deputy Head is legally responsible, following investigation and guidance from other senior staff, for the exclusion of particular students and for gathering and preparing all exclusion documentation. Following exclusion a meeting between the School, the student and the parent(s) is arranged in which a contract regarding re-admission agreement is signed.

The Governors' Panel is involved in all exclusions as laid down by the law on Exclusion. This is made up of three governors and will be convened when a student has been excluded in excess of fifteen days in any one term or has been permanently excluded. The Governors' Panel will also be convened in relation to any fixed term exclusions which would lead to a student being excluded from between 6 and 15 days but only when the student's parent(s) express a wish to make representation.

PHYSICAL RESTRAINT OF A PUPIL

Please see Annex A for the school's policy on physical restraint and reasonable force.

ANNEX A

PHYSICAL RESTRAINT OF PUPILS

Since the advent of the School Standards and Framework Act 1998 corporal punishment has been banned in all schools. Corporal punishment is defined in S548 of the Education Act 1996.

However, it is made clear in the same section that anything done to avert immediate danger of personal injury (including physical restraint), or damage to property, would not be considered corporal punishment. It is important to note that even in such circumstances there must not be any element of punishment in the restraint.

Physical restraint

S550A of the Education Act 1996 (inserted into that Act by S4 of the Education Act 1997), the Education and Inspections Act 2006 and guidance in the Screening and Searching of Pupils for Weapons 2007 and the Use of Force to Control or Restrain Pupils 2007 give teachers the right to use reasonable force to prevent a pupil from doing any of the following:

- committing a criminal offence
- injuring themselves or others
- damaging property, including their own
- being in possession of an offensive weapon
- behaving in a way which is prejudicial to the good discipline and order of the school whether in the classroom or elsewhere where the teacher has lawful control of the pupil.

The Use of Force to Control or Restrain Pupils 2008.

A copy of the Circular is available in the box-file in Common Room. The main issues are summarised here.

Definition of Reasonable Force

The circumstances surrounding a particular incident may make the use of force reasonable and may warrant its use only as a last resort. The kind and degree of force used also has to be proportionate to the offence and the minimum necessary to bring the misbehaviour under control. Force is not reasonable in cases of trivial misbehaviour. The use of force should be preceded by a warning that force may be used.

The Circular gives examples of situations where reasonable force might be justified. These include:

- a pupil fighting another
- a pupil attacking a teacher
- acts of vandalism, rough play, running in a corridor, or misuse of objects which might cause personal injury or damage to property
- a pupil on the verge of acting in the above ways
- a pupil needing to be searched for a suspected offensive weapon
- refusal by a disruptive pupil to leave the classroom

Staff must exercise caution in the use of force and always try other strategies to resolve a situation, particularly if there is no immediate threat of personal injury and damage. The use of any force to achieve compliance with instructions becomes increasingly inappropriate as pupils get older. Individual pupils react differently to the use of force; staff must consider this before using it.

Degree of Force

The Circular is careful to point out that staff should not use any force that might inflict pain such as striking a pupil, or holding them by the neck, or pulling hair, or acting in any way that might be considered indecent.

Comment

If a matter came to a court, the court would have to determine whether the particular force used in the circumstances came within a reasonable range of responses to the situation. In order to determine this, it is likely that the court would listen to the views of expert witnesses, and consider any similar cases and judgements.

SCHOOL POLICY AND PRACTICE

S550A of the Education Act 1996 and S93 of the Education and Inspections Act 2006 state that where necessary, reasonable force can be used to control or restrain pupils. **Section 550A does not in any way authorise the use of corporal punishment. It forbids the use of any degree of physical contact which is deliberately intended to punish a pupil, or which is primarily intended to cause pain or injury or humiliation.** This may include striking, cuffing, shaking or other forms of physical violence towards a pupil.

PHYSICAL RESTRAINT ~ POLICY

The Staff Handbook states:

“In very rare circumstances, it may be necessary to restrain a pupil physically. Such circumstances might include where a pupil is committing a criminal offence, injuring themselves or others, causing damage to property or engaging in serious misbehaviour prejudicial to maintaining good order and discipline. Physical contact with a child is not unlawful; however there is no legal definition of reasonable force. If, after all other options have been considered, physical restraint be unavoidable, force should be kept to a minimum and should be reported immediately to the Deputy Head (Pastoral). “

PHYSICAL RESTRAINT ~ PRACTICE

No policy can anticipate every situation in which reasonable force might be appropriate or necessary to control or restrain a pupil. Such situations will fall into three broad categories:

- where action is necessary in self-defence or because there is an imminent risk of injury;
- where there is a developing risk of injury or significant damage to property;
- where a pupil is misbehaving so as to compromise good order and discipline.

Any intervention must always be preceded by clear verbal instructions and warnings of the consequences of ignoring them, accompanied by attempts to defuse the situation until any risk has passed. A calm and measured approach is needed and teachers should never give the impression that they have lost their temper, or are acting out of anger or frustration, or to punish the pupil. Teachers should consider whether or not to summon assistance from other members of staff.

Physical intervention should only be used when required by the particular circumstances prevailing. Three types of physical intervention are permissible and are shown here in increasing order of seriousness. They are intended to be progressive but the failure of one method should not necessarily lead automatically to the next. The method of intervention will always depend upon – and be appropriate to – the circumstances, including the age, competence and nature of the child and the potential risks involved.

Four permissible types of physical intervention are:

1. Obstructing

Purpose: to obstruct or restrict a child's movement. This will involve using the teacher's physical presence to obstruct or restrict without touching.

Application: a teacher may physically interpose between pupils or block a pupil's path. The teacher may stand in the way of a child who is ignoring instructions or losing control, or obstruct an exit and thereby create an opportunity to express concern and remonstrate and reinforce the instruction. The effect of the obstruction may be to restrict a child's movement around the room or building.

If the child physically resists, obstruction should be discontinued and a decision will have to be made as to whether some other form of permissible intervention is justified and necessary.

2. Holding

Purpose: to discourage unwanted behaviour This will involve holding, pushing or pulling by no more than a hand placed on an arm or shoulder, or leading a child by one or both hands or possibly by the flat of one hand placed against a child's back in order to guide him/her to some other place or activity.

Application: this may be necessary to avoid external danger, such as holding a child's hand while crossing the road. It may be necessary to divert a child from disruptive or destructive behaviour by leading the pupil away by the hand or arm or by means of a hand on the shoulder. Children having an argument or a fight which in itself is not likely to cause serious harm but which is nonetheless disruptive and detrimental to the well being of other children, may be successfully separated by being held firmly and guided away.

If the child forcibly resists or demonstrably objects, then holding should no longer be used in that particular case. Physical restraint may be considered.

Holding is distinguished from physical restraint largely by the manner and degree of force applied. Whereas holding is intended to discourage, physical restraint is intended to prevent misbehaviour.

3. Physical restraint

Purpose: to prevent a child doing harm to him/herself, to other children or significant damage to property. It is defined as the positive application of force with the intention of preventing a child from doing harm to him/herself or others or significant damage to property.

Physical intervention intended to restrain a child will, therefore, be appropriate only when required to prevent the immediate possibility of harm to the child or others, or significant damage

Application: Staff will need to demonstrate that physical restraint was used as a last resort, all other options having been attempted and that the force used was reasonable in the circumstances.

Restraint should only continue for the minimum time for it to be effective and, in any event, should be discontinued after a maximum of two minutes. Restraint should be gradually relaxed to allow the child to regain self-control and its use should be accompanied by talking to the child to encourage this.

No technique which may reasonably be expected to cause injury or inflict pain is acceptable. These include:

- holding around the neck or by the collar or in any other way which might restrict the airway
- slapping, punching or kicking
- twisting or forcing limbs against a joint
- tripping
- holding or pulling by the hair or ear
- holding face down on the ground

4. Searching

Purpose: to establish whether a pupil has possession of a weapon whose use has been threatened or whose existence has been reported or is suspected. Searches may be conducted under other appropriate circumstances, for example the suspicion of possession of drugs or other forbidden substances.

Application: Staff must use force to search with extreme caution. There is a greater risk of injury when a weapon may be used. Calling for assistance before intervention is strongly advocated. Assistance may be requested from the Police.

Keeping Records

When force has been used, the Deputy Head (Pastoral) or another member of SMT must be informed as soon as is reasonably practicable. Detailed, up-to-date, written records of all incidents where force of any kind has been used must be made and kept. The Deputy Head

(Pastoral) will issue a form (these do not currently exist) to a staff member who has used force for completion.

The record should include:

- name of member of staff
- date of the incident
- names of pupils involved
- witnesses
- where the incident took place
- description of the incident
- any steps taken to calm the situation before force was considered necessary
- reason why the use of force was necessary
- nature of the force used
- the pupil's response
- the outcome
- details of any injury suffered or damage to property

Where appropriate, parents of a pupil on whom restraint has been used will be informed on the day of the incident or as soon as is reasonably possible.

Complaints

Parents can complain about the policy and its implementation via the School's normal complaints procedure and according to statutory guidance in Safeguarding Children in Education and safer Recruitment 2007.

All situations involving physical restraint must be reported to the Deputy Head (Pastoral) and fully recorded.

No document can cover every situation in which a teacher may use reasonable force. For example, everyone has the right to defend themselves against attack provided they do not use disproportionate force to do so. Similarly, in an emergency, for example, if a pupil were at immediate risk of injury or on the point of inflicting injury on someone else, a teacher would be entitled to intervene. The purpose of this policy is to make it clear that teachers and other authorised staff are also entitled to intervene in other, less extreme situations.

There are many situations in which reasonable force may be appropriate or even necessary to control or restrain a pupil: examples of graduated responses are shown below. There is no suggestion that progression from one response to a more serious response is automatic.

| Serial | Situation | Response 1 | Response 2 | Response 3 | Response 4 | Response 5 |
|--------|-------------------------------|----------------|--------------------------|---------------------------|--------------------------------------|---|
| 1 | A pupil attacks another pupil | Verbal warning | Summon another member of | Interpose between the two | Physically restrain the pupil, using | Take pupil to Deputy Head (Pastoral) or |

| | | | | | | |
|---|--|----------------|---|---|--|--|
| | or a member of staff | | staff, using a pupil runner if necessary | | the minimum force necessary | on call member of SMT |
| 2 | Pupils are fighting | Verbal warning | Summon another member of staff, using a pupil runner if necessary | Interpose between the pupils | If a second member of staff is present, hold or physically restrain the pupil, using the minimum force necessary | Take pupil(s) to Deputy Head (Pastoral) or on call member of SMT |
| 3 | A pupil is engaged in – or is on the verge of committing – deliberate damage or vandalism to property | Verbal warning | Interpose or confiscate as appropriate | Summon Head of Year, using a pupil runner if necessary | | |
| 4 | A pupil is causing – or is at risk of causing – injury or damage by accident, rough play, or by misuse of dangerous materials or objects | Verbal warning | Interpose or confiscate as appropriate | Summon Head of Year, using a pupil runner if necessary | | |
| 5 | A pupil is running in a corridor or on a stairway in such a way as to risk an accident likely to injure him/herself or others | Verbal warning | Interpose | | | |
| 6 | A pupil persistently refuses to obey an order | Verbal warning | Summon Head of Department, using a pupil | Summon on call member of SMT, using a pupil runner if necessary | | |

| | | | | | | |
|---|---|-------------------|----------------------------------|---|---|--|
| | to leave a classroom | | as runner if necessary | | | |
| 7 | A pupil is misbehaving in such a way as seriously to disrupt a lesson | Verbal warning | Interpose | Summon Head of Department, using a pupil as runner if necessary | Summon on call member of SMT, using a pupil runner if necessary | |
| 8 | A pupil is suspected of carrying an offensive weapon | Ask for surrender | Escort to Deputy Head (Pastoral) | Call for SMT assistance, using a pupil runner if necessary | Call Police | |

Approved by Board of Governors: March 2016