



LEIGHTON PARK
FOUNDED 1890

Behaviour and Discipline Policy

Contents

1	Aims.....	2
2	Scope and application.....	2
3	Regulatory framework.....	2
4	Publication and availability	3
5	Definitions	3
6	Responsibility statement and allocation of tasks	4
7	Promoting good behaviour	4
8	Minor breaches of discipline.....	5
9	Serious breaches of discipline.....	5
10	Parent involvement	6
11	Additional needs	7
12	Safeguarding	7
13	Malicious allegations against staff.....	7
14	Use of reasonable force	8
15	Searching students	8
17	Training.....	8
18	Risk assessment.....	8
19	Record keeping.....	8

Appendix

Appendix 1	Rewards and sanctions.....	10
Appendix 2	Investigations into serious breaches of discipline.....	12
Appendix 3	Disciplinary meeting with the Head	13
Appendix 4	Use of reasonable force	16
Appendix 5	Searching and confiscation	17

1 **Aims**

- 1.1 This is the behaviour and discipline policy of Leighton Park School (**School**).
- 1.2 The aims of this policy are as follows:
 - 1.2.1 to promote good behaviour amongst students;
 - 1.2.2 to actively promote and safeguard the welfare of students at the School;
 - 1.2.3 to ensure, so far as possible, that every student in the School is able to benefit from and make his / her full contribution to the life of the School, consistent always with the needs of the School community;
 - 1.2.4 to encourage students to accept responsibility for their behaviour;
 - 1.2.5 to set out the sanctions adopted by the School in the event of student misbehaviour.

2 **Scope and application**

- 2.1 This policy applies to the whole School.
- 2.2 This policy (together with the School rules and all School policies on behaviour and discipline) applies to all students at the School and at all times when a student is:
 - 2.2.1 in or at School;
 - 2.2.2 representing the School or wearing School dress;
 - 2.2.3 travelling to or from School;
 - 2.2.4 on School-organised trips;
 - 2.2.5 associated with the School at any time.
- 2.3 This policy shall also apply to students at all times and places in circumstances where failing to apply this policy may:
 - 2.3.1 affect the health, safety or well-being of a member of the School community or a member of the public;
 - 2.3.2 have repercussions for the orderly running of the School; or
 - 2.3.3 bring the School into disrepute.

3 **Regulatory framework**

- 3.1 This policy has been prepared to meet the School's responsibilities under:
 - 3.1.1 Education (Independent School Standards) Regulations 2014;
 - 3.1.2 *Boarding schools: national minimum standards* (Department for Education (**DfE**), April 2015);
 - 3.1.3 Education and Skills Act 2008;
 - 3.1.4 Children Act 1989;

- 3.1.5 Data Protection Act 2018 and General Data Protection Regulation (GDPR); and
- 3.1.6 Equality Act 2010.
- 3.2 This policy has regard to the following guidance and advice:
 - 3.2.1 Behaviour and discipline in schools (DfE, January 2016);
 - 3.2.2 Use of reasonable force (DfE, July 2013);
 - 3.2.3 Searching, screening and confiscation: advice for schools (DfE, January 2018);
 - 3.2.4 Sexual violence and sexual harassment between children in schools and colleges (DfE, May 2018); and
 - 3.2.5 Keeping children safe in education (DfE, September 2018) (**KCSIE**).
- 3.3 The following School policies, procedures and resource materials are relevant to this policy:
 - 3.3.1 acceptable use policy for students;
 - 3.3.2 anti-bullying policy;
 - 3.3.3 policy on smoking, alcohol and the misuse of drugs and substances;
 - 3.3.4 e-safety policy;
 - 3.3.5 safeguarding and child protection policy and procedures;
 - 3.3.6 risk assessment policy for student welfare;
 - 3.3.7 policy on special educational needs and learning difficulties;
 - 3.3.8 disability policy;
 - 3.3.9 permanent exclusion and removal: review procedure.

4 **Publication and availability**

- 4.1 This policy is published on the School website.
- 4.2 This policy is available in hard copy on request.
- 4.3 A copy of the policy is available for inspection from the Bursar during the School day.
- 4.4 This policy can be made available in large print or other accessible format if required.

5 **Definitions**

- 5.1 Where the following words or phrases are used in this policy:
 - 5.1.1 References to the **Proprietor** are references to the Board of Governors.
 - 5.1.2 References to **working days** mean Monday to Friday, when the School is open during term time. The dates of terms are published on the School's website. In the event that the application of this definition is likely to introduce excessive delays, due to intervening School holidays, the School's approach is to take sensible and reasonable steps so as to minimise any hardship or unfairness arising from such delays.

- 5.1.3 References to the **Head** may include deputies.
- 5.1.4 References to **Parent** or **Parents** includes one or both of the parents, a legal guardian or education guardian.
- 5.1.5 References to the **Review** are to the review by the panel of the Head's decision in accordance with the permanent exclusion and removal: review procedure.

6 Responsibility statement and allocation of tasks

- 6.1 The Proprietor has overall responsibility for all matters which are the subject of this policy.
- 6.2 To ensure the efficient discharge of its responsibilities under this policy, the Proprietor has allocated the following tasks:

Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with the law and best practice	Head	As required, and at least annually
Monitoring the implementation of the policy, relevant risk assessments and any action taken in response and evaluating effectiveness	Head	As required, and at least annually
Maintaining up to date records of all information created in relation to the policy and its implementation as required by the GDPR	Head	As required, and at least annually
Formal annual review	Proprietor	Annually

7 Promoting good behaviour

- 7.1 Students are educated about good behaviour through the operation of the School's curriculum, PSHE/'Your Life' programme and the School's pastoral support systems. Students are encouraged to act responsibly and, through the operation of this policy, to accept responsibility for their behaviour.
- 7.2 The School understands that rewards can be more effective than punishment in motivating students. The ways in which the School may reward good behaviour are set out in Appendix 1.
- 7.3 The School recognises that where challenging behaviour is related to a student's disability, use of positive discipline and reward methods may enable the School to manage the student's behaviour more effectively and improve their educational outcomes.

8 Minor breaches of discipline

- 8.1 The School has pastoral support systems in place to assist students in managing their behaviour. A range of sanctions are available for those who breach the School rules and policies for behaviour and discipline.
- 8.2 Allegations, complaints or rumours of minor breaches of discipline are dealt with by staff as they occur. Staff may carry out informal interviews with the students involved. Low level sanctions may be given (see Appendix 1 for details of possible sanctions).
- 8.3 When considering the appropriate sanction, the risks posed to student welfare by an individual's behaviour will be assessed. This may include consideration of how any action taken, sanctions applied or inaction may affect that individual's welfare and, where appropriate, how it may affect other students' welfare and / or the School community as a whole.

9 Serious breaches of discipline

- 9.1 Allegations, complaints or rumours of serious breaches of discipline should be referred to the Head.
- 9.2 The main categories of misconduct which are considered to be serious breaches of discipline and for which a student must expect permanent exclusion or a requirement to leave the School include but are not limited to:
 - 9.2.1 supply / possession / use of certain drugs and solvents or their paraphernalia or substances intended to resemble them, or alcohol or tobacco;
 - 9.2.2 theft, blackmail, physical violence, intimidation, racism or persistent bullying;
 - 9.2.3 physical or emotional abuse;
 - 9.2.4 harmful sexual behaviour including sexual violence and sexual harassment;
 - 9.2.5 behaviour in contravention of the School's policies on the acceptable use of technologies or online safety;
 - 9.2.6 supply or possession of pornography;
 - 9.2.7 creating, sending and receiving of youth produced sexual imagery via mobile phone or other technology, irrespective of whether this is produced and shared in or out of school
 - 9.2.8 possession or use of firearms or other weapons;
 - 9.2.9 vandalism or computer hacking;
 - 9.2.10 persistent attitudes or behaviour which are inconsistent with the School's ethos;
 - 9.2.11 other misconduct which affects the welfare of a member or members of the School community or which brings the School into disrepute (single or repeated episodes) on or off School premises;
 - 9.2.12 other misconduct specifically provided for in the School's parent contract and School rules.
- 9.3 Sanctions for serious breaches of discipline include:

- 9.3.1 **Suspension:** a student may be sent or released home for a limited period as a neutral act pending the outcome of an investigation or pending a Review.
- 9.3.2 **Temporary exclusion:** a student may be sent or released home for a limited period as a disciplinary sanction.
- 9.3.3 **Removal:** the parents may be required to remove a student from the School if, after consultation with the Parents and if appropriate the student, the Head is of the opinion that:
- (a) the student has committed a breach or breaches of School rules or discipline for which removal is the appropriate sanction; or
 - (b) by reason of the student's conduct, behaviour or progress, the student is unwilling or unable to benefit sufficiently from the educational opportunities and / or the community life offered by the School; or
 - (c) the Parents have treated the School or members of its staff or any member of the School community unreasonably.

In these circumstances, and at the sole discretion of the Head, the Parents may be permitted to withdraw the student as an alternative to removal being required.

- 9.3.4 **Permanent Exclusion:** a student may be permanently excluded from the School for a very grave breach of discipline or a criminal offence or for persistent lower level breaches. Permanent exclusion is reserved for the most serious breaches.
- 9.4 An allegation, complaint or rumour of a serious breach of discipline will be investigated in accordance with the procedures set out in Appendix 2.
- 9.5 If the findings of the investigation support the allegation, complaint or rumour of a serious breach of discipline, a disciplinary meeting will be held in accordance with the procedures set out in Appendix 3.
- 9.6 The Head is required to act fairly and in accordance with the principles of natural justice.
- 9.7 If a student is withdrawn from the School before the conclusion of these disciplinary procedures, the School reserves the right to complete the procedures, in the absence of the student and the Parents if necessary, and to make a finding. The School reserves the right to refer to such disciplinary action in references provided for the student. The School reserves the right to involve the Police if criminal activity is suspected.

10 **Parent involvement**

- 10.1 The School seeks to work in partnership with Parents over matters of discipline, and it is part of the Parents' obligations to the School to support the School rules.
- 10.2 Parents will be informed as soon as reasonably practicable after it becomes clear that the student may face disciplinary action for a serious breach of discipline, unless the School is prevented from doing so by the police if they are involved.
- 10.3 Parents will also be notified of disciplinary sanctions for minor breaches of discipline and may be contacted to discuss the matter if it is considered appropriate to do so.

11 **Additional needs**

- 11.1 The School will make reasonable adjustments for managing behaviour which is related to a student's disability. Staff should seek advice from the Deputy Head if they are unsure about how to manage a student's behaviour where this is related to a disability.
- 11.2 If there is a concern that a student's behaviour is as a result of unmet educational or other needs, advice should be sought from the SENDCo and further action in accordance with the School's policy on special educational needs and learning difficulties will be considered.
- 11.3 Where Permanent Exclusion or Removal needs to be considered, the School will ensure that a student with a disability or special educational needs is able to present their case fully where their disability or special educational needs might hinder this.

12 **Safeguarding**

- 12.1 Some behaviour by a student towards another may be of such a nature that safeguarding concerns are raised. Safeguarding issues can manifest themselves via peer on peer abuse. This includes, but is not limited to:
 - 12.1.1 bullying (including cyber-bullying);
 - 12.1.2 physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;
 - 12.1.3 sexual violence and sexual harassment;
 - 12.1.4 sexting (also known as youth produced sexual imagery); and
 - 12.1.5 initiation / hazing type violence and rituals.
- 12.2 The School's policy and procedures with regard to peer on peer abuse are set out in the School's safeguarding and child protection policy. If behaviour and discipline matters give rise to a safeguarding concern, the procedures in the safeguarding and child protection policy will be followed.

13 **Malicious allegations against staff**

- 13.1 Where a student makes an accusation against a member of staff and there is reasonable suspicion that the accusation has been deliberately invented or malicious, the Head will consider whether to take disciplinary action in accordance with this policy.
- 13.2 Where a Parent has made a deliberately invented or malicious allegation the Head will consider whether to require that Parent to remove their child or children from the School on the basis that they have treated the School or a member of staff unreasonably and compromised the requirement for mutual trust and confidence.
- 13.3 The School will consider whether the police should be asked to consider if action might be appropriate against the person responsible for the allegation.
- 13.4 The School will consider a malicious allegation to be one where there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive.

14 Use of reasonable force

- 14.1 Any use of force by staff will be reasonable, proportionate and lawful. Reasonable force will be used as set out in Appendix 4. More detailed guidance about the use of reasonable force is provided to staff in the Staff code of conduct.
- 14.2 Corporal punishment is not used at the School and force is never used as a form of punishment.

15 Searching students

- 15.1 **Informed consent:** school staff may search a student or their possessions or accommodation with their consent for any item. If a member of staff suspects that a student has a banned item in their possession, they can instruct the student to turn out their pockets or bag. If the student refuses, sanctions will be applied in accordance with this policy.
- 15.2 **Searches without consent:** in relation to prohibited items, the Head, and staff authorised by the Head, may search a student or a student's possessions, without their consent, where they have reasonable grounds for suspecting that a student has a prohibited item in their possession. Please see Appendix 5 for the School's policy on searching and confiscation.

16 Training

- 16.1 The School ensures that regular guidance and training is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles.
- 16.2 The level and frequency of training depends on role of the individual member of staff.
- 16.3 The School maintains written records of all staff training.

17 Risk assessment

- 17.1 Where a concern about a student's welfare is identified, the risks to that student's welfare will be assessed and appropriate action will be taken to reduce the risks identified.
- 17.2 The format of risk assessment may vary and may be included as part of the School's overall response to a welfare issue, including the use of individual student welfare plans (such as behaviour, healthcare and education plans, as appropriate). Regardless of the form used, the School's approach to promoting student welfare will be systematic and student focused.

18 Record keeping

- 18.1 All records created in accordance with this policy are managed in accordance with the School's policies that apply to the retention and destruction of records.
- 18.2 All rewards and sanctions issued by a classroom teacher should be entered into Day book on the School's Management Information System. The Deputy Head and the Deputy Head, Academic Studies will, through the Heads of Section, monitor entries to ensure consistency across academic departments. Data collected from here will help form future approaches to rewards and sanctions. Rewards and sanctions relating to boarders will also be logged and records maintained in each House.
- 18.3 The record of sanctions, maintained by the Deputy Head, imposed for serious misbehaviour includes the following information:

- 18.3.1 the name and year group of the student concerned;
 - 18.3.2 the nature and date of the offence;
 - 18.3.3 the sanction imposed and reason for it; and
 - 18.3.4 the name of the person imposing the sanction.
- 18.4 This record is reviewed regularly by the Deputy Head so that patterns in behaviour can be identified and managed appropriately and to ensure consistent use of sanctions.
- 18.5 The records created in accordance with this policy may contain personal data. The School has a number of privacy notices which explain how the School will use personal data about students and parents. The privacy notices are published on the School's website. In addition, staff must ensure that they follow the School's data protection policies and procedures when handling personal data created in connection with this policy. This includes the School's data protection policy.

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<http://www.leightonpark.com/About/Policies>

Appendix 1 Rewards and sanctions

1 Rewards

- 1.1 Methods of rewarding students' progress will range from praise through to awards or prizes.
- 1.2 Rewards specific to the academic side of school life will include:
 - 1.2.1 classroom praise from staff
 - 1.2.2 academic merits
 - 1.2.3 termly effort and achievement grades
 - 1.2.4 merit certificates
 - 1.2.5 Deputy Head merits
 - 1.2.6 letters home to parents from the Deputy Head
 - 1.2.7 Head merits
 - 1.2.8 commendation prizes
 - 1.2.9 scholarships for academic achievement
 - 1.2.10 Sir David Lean Scholarships
- 1.3 Rewards on the co-curricular side include:
 - 1.3.1 team photographs or dinners
 - 1.3.2 sports cups and other trophies (e.g. we give a bat to any player scoring 100)
 - 1.3.3 letters home to parents
 - 1.3.4 Head's commendation
 - 1.3.5 awards: Paul Dowdell Art Award, the Mary Triddon Music Award, Jorge Hortal Award
 - 1.3.6 scholarships (sport, art, music, drama)
- 1.4 Other means of rewarding students to include:
 - 1.4.1 mention in house meetings
 - 1.4.2 mention in school collect
 - 1.4.3 mention in 'the Park' magazine
 - 1.4.4 letters or telephone calls home to parents from tutors or HMs
 - 1.4.5 appointment as house reps or prefects
 - 1.4.6 other awards e.g. OL awards, travel scholarships, Jorge Hortal Award
- 1.5 Merits awarded are tallied at the end of each term and the house with the most merits, academic, co-curricular and community, is awarded the Merit Cup.

2 Sanctions

- 2.1 In addition to the particular sanctions set out in this Appendix 1, the Head may prescribe and authorise the use of such other sanctions as comply with good education practice and promote good behaviour and compliance with the School rules.
- 2.2 The range of sanctions for breaches of discipline include:
 - 2.2.1 a verbal reprimand from a teacher
 - 2.2.2 a sincere apology made from student to student
 - 2.2.3 a quick word outside the classroom or after the lesson
 - 2.2.4 missing break
 - 2.2.5 new deadline negotiations for incomplete work
 - 2.2.6 repeating unsatisfactory work at lunchtime
 - 2.2.7 loss of free time and privileges
 - 2.2.8 removal from the classroom
 - 2.2.9 School or House based community service
 - 2.2.10 letter of apology
 - 2.2.11 report cards
 - 2.2.12 voluntary report cards
 - 2.2.13 Gatings
 - 2.2.14 House Gatings
 - 2.2.15 detentions (lunchtime, after school, Friday evening, Saturday morning)
- 2.3 The range of sanctions for serious breaches of discipline are set out in section 9 of this policy.

Appendix 2 Investigations into serious breaches of discipline

- 1 The Head will appoint a senior member of staff to carry out an investigation.
- 2 Parents will be informed as soon as reasonably practicable after it becomes clear that the student may face disciplinary action for a serious breach of discipline, unless the School is prevented from doing so by the police if they are involved.
- 3 An investigation and any subsequent meetings/ interviews will be conducted fairly and in a way which is appropriate to a school, without formal legal procedures. If a student is to be interviewed as part of the investigation, this will be done sensitively and always with two adults in the room. A minute of the interview will be recorded in writing by the interviewing member of staff. The student may be asked to confirm any statement made or minute taken to be true and accurate.
- 4 A student may be suspended from the School while a complaint is being investigated or while an investigation is on hold (see paragraph 6 below). This will always be done in the best interest of those involved. Should a suspension continue for a period of more than five School days, the School will take reasonable steps to put in place arrangements to ensure the continuing education of the student. Parents should note that there may be a delay in providing work whilst teaching staff are given the opportunity to determine what work should be set
- 5 A student's space or belongings may be searched during the course of the investigation. See Appendix 5 of this policy for the School's policy on searching and confiscation.
- 6 It may be necessary to delay an investigation or put it on hold, for example where external agencies such as the police or social services are involved and have advised that this is necessary. A decision to suspend an investigation will take into account advice from appropriate external agencies and will be subject to periodic review. If considered necessary, the School may make arrangements for legal representation for the student to be funded entirely at the Parents' expense. Regardless of delays caused by a police or other external agency investigation, the School will provide appropriate pastoral and other support for all students affected by the allegations under investigation.
- 7 The outcome of the investigation will be reported to the Head. If the findings of the investigation appears to support the allegation, complaint or rumour, a disciplinary meeting will be held in accordance with the procedures in Appendix 3 of this policy.

Appendix 3 Disciplinary meeting with the Head

1 Where the findings of the investigation into an allegation, complaint or rumour of a serious breach of discipline appears to support the allegation, complaint or rumour, a disciplinary meeting with the Head will take place.

2 Attendance

2.1 The student and his / her Parents (if available) will be invited to attend the disciplinary meeting with the Head. The student may also be accompanied by a member of staff of his / her choice. Where the complaint concerns the behaviour of the Parents, the student will not generally be expected to attend the meeting and this procedure applies to the Parents only.

2.2 The person who undertook the investigation will be in attendance to explain the circumstances of the complaint and his / her investigation and an additional member of staff will be present to minute the meeting.

2.3 If the Parents or the student have any special needs or disability which call for additional facilities or adjustments (e.g. parking or the provision of documents in large print or other accessible format) those requirements should be made known to the Head so that appropriate arrangements can be made.

2.4 If a Parent is unable to attend because of, for example, travel and working commitments, the School will make reasonable alternative arrangements to ensure the Parent can be involved, remotely if necessary, with the disciplinary process and their child's education.

3 Meeting

3.1 Documents available at the disciplinary meeting with the Head may include:

3.1.1 a statement setting out the allegations regarding the student or, where applicable, the Parents;

3.1.2 written statements and notes of the evidence supporting the allegations, and any relevant correspondence;

3.1.3 the investigation report;

3.1.4 the student's school file and (if separate) conduct record;

3.1.5 the relevant School policies and procedures.

3.2 The Head will consider the allegations and the evidence, including statements made by and / or on behalf of the student or, where applicable, the Parents.

3.3 The student and his / her Parents will have an opportunity to state their side of the case.

3.4 The Head will inform the student and his / her Parents of the range of disciplinary sanctions which the Head considers are open to him / her if the allegation, complaint or rumour is sufficiently proved.

3.5 Unless the Head considers that further investigation is needed, he / she will close the meeting and inform the student and the Parents that they will be notified of his / her decision in writing or verbally inform them.

4 **Decision**

- 4.1 The Head will consider whether the allegation, complaint or rumour has been sufficiently proved. The standard of proof shall be the civil standard, i.e. the balance of probabilities. The student's disciplinary record will be taken into account where the complaint concerns the conduct of the student.
- 4.2 The Head may permanently exclude or remove a student or impose any other sanction he / she considers to be appropriate in accordance with this policy.
- 4.3 The Head will notify the Parents of his / her decision in writing, with reasons, within three working days of the disciplinary meeting.
- 4.4 A decision to permanently exclude or remove a student shall take effect after five working days of the date of the Head's letter confirming his / her decision. Until then, the student shall remain suspended and away from School premises.

5 **Review**

- 5.1 The Parents or the student may request a Review of the Head's decision to permanently exclude or remove a student from the School, or where the student is temporarily excluded from the School for 11 working days or more or where a temporary exclusion would result in the student missing a public examination. The request must be made within three working days of the date of the Head's letter confirming his / her decision.
- 5.2 If such a request is made, the student shall remain suspended until the Review has taken place and either the sanction is upheld or a reconsidered decision made.
- 5.3 See the permanent exclusion and removal: review procedure for further information about requesting a Review and the detail of the procedure.

6 **Leaving status**

- 6.1 If a student is permanently excluded or removed, his / her leaving status will be one of the following: permanently excluded, removed or, if the offer is made by the Head and accepted by the Parents, withdrawn by parents.
- 6.2 Additional points of leaving status may include:
 - 6.2.1 the form of letter which will be written to the Parents and the form of announcement in the School;
 - 6.2.2 the form of reference which will be supplied for the student;
 - 6.2.3 the entry which will be made on the School record and the student's status as a leaver;
 - 6.2.4 arrangements for transfer of any course and project work to the student, his / her Parents or another school;
 - 6.2.5 whether (if relevant) the student will be permitted to return to School premises to sit public examinations;
 - 6.2.6 whether (if relevant) the School can offer assistance in finding an alternative placement for the student;
 - 6.2.7 whether the student will be entitled to leavers' privileges;

- 6.2.8 the conditions under which the student may re-enter School premises in the future; and
- 6.2.9 **financial aspects:** payment of any outstanding fees and extras; whether the deposit will be returned or credited; refunded of prepaid fees.

Appendix 4 Use of reasonable force

- 1 There are circumstances when it is appropriate for staff to use reasonable force to safeguard students. Any use of reasonable force will be in accordance with the DfE guidance Use of reasonable force (DfE, July 2013).
- 2 Reasonable force may be used to prevent a student from doing or continuing to do any of the following:
 - 2.1 committing a criminal offence;
 - 2.2 injuring themselves or others;
 - 2.3 causing damage to property, including their own;
 - 2.4 engaging in any behaviour prejudicial to good order and discipline at the School or among any of its students, whether that behaviour occurs in a classroom or elsewhere.
- 3 In these circumstances, force will be used for two main purposes: to control students or to restrain them. Reasonable force may be used, for example, to restrain a student at risk of harming themselves or another individual or to prevent a student leaving a classroom where allowing them to do so would risk their safety or lead to behaviour that disrupts the behaviour of others.
- 4 In addition, reasonable force may be used to conduct a search for certain "prohibited items" (see Appendix 5 below).
- 5 In these circumstances, 'reasonable' means using no more force than is needed.
- 6 In deciding whether reasonable force is required, the needs and particular vulnerabilities of individual students will be considered and reasonable adjustments will be made for students with special educational needs or disabilities. The School will establish proactive and positive behaviour support strategies for students with particular needs, in consultation with their parents, to reduce the occurrence of challenging behaviour and the need to use reasonable force.
- 7 Where reasonable force is used by a member of staff, the Deputy Head must be informed of the incident and it will be recorded in writing. The student's Parents will be informed about serious incidents involving the use of force.

Appendix 5 Searching and confiscation

- 1 All schools have a general power to impose reasonable and proportionate disciplinary measures (Education and Inspections Act 2006). This enables a member of staff to confiscate, retain or dispose of a student's property as a disciplinary penalty where it is reasonable to do so.
- 2 The School's policy on searching and confiscation has regard to the DfE guidance Searching, screening and confiscation: advice for schools (DfE, January 2018).
- 3 **Prohibited items**
 - 3.1 The following are "prohibited items" under Section 550ZA(3) of the Education Act 1996 and Regulation 3 of the Schools (Specification and Disposal of Articles) Regulations (SI 2012/951):
 - 3.1.1 knives or weapons, alcohol, illegal drugs and stolen items;
 - 3.1.2 tobacco and cigarette papers, fireworks and pornographic images;
 - 3.1.3 any article that a member of staff reasonably suspects has been, or is likely to be used:
 - (a) to commit an offence; or
 - (b) to cause personal injury to, or damage to the property of, any person (including the student); and
 - 3.1.4 any item banned by the School rules that are identified as being items which may be searched for.
 - 3.2 The School has banned items that are reasonably believed to be likely to cause harm or disruption. Students must not have these items in their possession on School premises or at any time when they are in the lawful charge and control of the School (for example on an educational visit).
- 4 **Searching with consent**
 - 4.1 Before any search is undertaken the student will usually be asked to consent. In seeking consent, the age and maturity of the student will be taken into account together with any special needs the student may have. Written consent will not usually be required.
 - 4.2 The consent of the student must be obtained for searches for items that are not "prohibited items" as listed in section 3 above. The consent of the student must be sought even if he / she is not at the School at the time. If a member of staff suspects that a student has an item that is banned by the School they can instruct the student to turn out his / her pockets or bag.
 - 4.3 If the student refuses to provide consent disciplinary action may be taken in accordance with the School's behaviour and discipline policy.
- 5 **Searching for prohibited items**
 - 5.1 Where the Head or an authorised member of staff has reasonable grounds to suspect that a student may have a prohibited item, consent is not required and the search will be carried out, using reasonable force if necessary (such force may not be used in searches for items included in 3.1.4 above).

- 5.2 Searches will be carried out only on School premises or, if elsewhere, where the member of staff has lawful control or charge of the student, for example on an educational visit or in training settings.
- 5.3 If it is believed that a student has a prohibited item, it may be appropriate for a member of staff to carry out:
- 5.3.1 a search of outer clothing; and / or
 - 5.3.2 a search of School property (e.g. students' lockers or desks, bed studies or dormitories); and / or
 - 5.3.3 a search of personal property (e.g. bag or pencil case).
- 5.4 Searches will be conducted in such a manner as to minimise embarrassment or distress. Any search of a student or their possessions will be carried out in the presence of the student and another member of staff. Where a student is searched, the searcher and the second member of staff present will be the same sex as the student.
- 5.5 Where it is reasonably believed that serious harm may be caused if the search is not carried out immediately and it is not practicable to summon another member of staff, a member of staff may carry out a search of a student of the opposite sex and / or in the absence of a witness.
- 5.6 Where the Head, or staff authorised by the Head, find anything which they have reasonable grounds for suspecting is a prohibited item, they may seize, retain and dispose of that item in accordance with this policy.

6 Confiscation

- 6.1 Under the School's general power to discipline, a member of staff may confiscate, retain or dispose of a student's property as a disciplinary penalty where it is reasonable to do so.
- 6.2 Confiscation of an item may take place following a lawful search, as set out above, or however the item is found if the member of staff considers it to be harmful or detrimental to School discipline.

7 Searching electronic devices

- 7.1 An electronic device such as a mobile phone or a tablet computer may be confiscated in appropriate circumstances in accordance with this policy. If there is good reason to suspect that the device has been, or could be used to cause harm, to disrupt teaching or break School rules, any data or files on the device may be searched and, where appropriate, data or files may be erased before the device is returned to its owner. Any search of an electronic device should be conducted in the presence of a member of the IT staff.
- 7.2 Any data or files will only be erased, if there is good reason to suspect that the data or files have been, or could be used to cause harm, to disrupt teaching or break School rules.
- 7.3 If inappropriate material is found on an electronic device, the member of staff may delete the material, retain it as evidence of a breach of School discipline or criminal offence or hand it over to the police if the material is suspected to be evidence relevant to an offence.
- 7.4 Staff should not view or forward illegal images of a child. When viewing an image is unavoidable staff should [follow the School's policy on sexting as

set out in the [Safeguarding and Child Protection Policy] / consult the advice set out in the Searching screening and confiscation advice (for schools) and UKCCIS sexting advice (for schools and colleges)].

8 Disposal of confiscated items

- 8.1 **Alcohol:** alcohol which has been confiscated will be destroyed.
- 8.2 **Controlled drugs:** controlled drugs will usually be delivered to the police as soon as possible. In exceptional circumstances and at the discretion of the Head or authorised member of staff, the drugs may be destroyed without the involvement of the police if there is good reason to do so. All relevant circumstances will be taken into account and staff will use professional judgement to determine whether the items can be safely disposed of. They will not be returned to the student.
- 8.3 **Other substances:** substances which are not believed to be illegal drugs but which are harmful or detrimental to good order and discipline may be confiscated and destroyed. Where it is not clear whether or not the substance seized is an illegal drug, it will be treated as though it is illegal and disposed of as above.
- 8.4 **Stolen items:** stolen items will usually be delivered to the police as soon as possible. However, if, in the opinion of the Head or authorised member of staff, there is good reason to do so, stolen items may be returned to the owner without the involvement of the police. This is likely to apply to items of low value, such as pencil cases.
- 8.5 **Tobacco or cigarette papers:** tobacco or cigarette papers will be destroyed.
- 8.6 **Fireworks:** fireworks will not be returned to the student. They will be disposed of safely at the discretion of the Head or other authorised member of staff which may include donation to an appropriate charity.
- 8.7 **Pornographic images:** pornographic images involving children or images that constitute "extreme pornography" under section 63 of the Criminal Justice and Immigration Act 2008 will be handed to the police as soon as practicable. As possession of such images may indicate that the student is at risk of harm, the Designated Safeguarding Lead will also be notified and will decide whether to make a referral to children's social care.
- 8.8 Other pornographic images will also be discussed with the Designated Safeguarding Lead. The images may then be passed to children's social care for consideration of any further action. If no action is to be taken by the local authority the images will be erased after a note has been made for disciplinary purposes, confirming the nature of the material.
- 8.9 **Article used to commit an offence or to cause personal injury or damage to property:** such articles may, at the discretion of the Head or authorised member of staff taking all the circumstances into account, be delivered to the police, returned to the owner, retained or disposed of.
- 8.10 **Weapons or items which are evidence of an offence:** such items will be passed to the police as soon as possible.
- 8.11 **An item banned under School rules:** such items may, at the discretion of the School or authorised member of staff taking all the circumstances into account, be returned to its owner, retained or disposed of. Where staff confiscate a mobile electronic device that has been used in breach of School

rules to disrupt teaching, the device will be kept safely until the end of the school day when it can be claimed by its owner, unless the Head considers it necessary to retain the device for evidence in disciplinary proceedings in accordance with 8.12 below. If a student persists in using a mobile electronic device in breach of School rules, the device will be confiscated and must be collected by a Parent.

- 8.12 **Electronic devices:** if it is found that a mobile phone, laptop or tablet computer or any other electronic device has been used to cause harm, disrupt teaching or break School rules, including carrying out cyberbullying, the device will be confiscated and may be used as evidence in disciplinary proceedings. Once the proceedings have been concluded the device must be collected by a Parent and the student may be prohibited from bringing such a device onto School premises or on educational visits. In serious cases, the device may be handed to the police for investigation.

9 **Communication with Parents**

- 9.1 There is no legal requirement for the School to inform Parents before a search for banned or prohibited items takes place or to seek their consent to search their child and it will not generally be practicable to do so. In appropriate cases we will inform Parents on how the School will dispose of certain items.
- 9.2 We will keep a record of all searches carried out, including whether the search is with or without the consent of the student. The record will include details of any disposal of items confiscated.
- 9.3 Complaints about searching or confiscation will be dealt with through the School's parental complaints policy and procedures.
- 9.4 The School will take reasonable care of any items confiscated from students. However, unless negligent or guilty of some other wrongdoing causing injury, loss or damage, the School does not accept responsibility for loss or damage to property.