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**Policy: Behavioural Management Policy**

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**1. Introduction**

- 1.1. West Buckland School aims to encourage pupils to adopt the highest standards of behaviour, principles and moral standards and to respect the ethos of the school. Promoting the emotional well-being of all of our pupils is key to their development. We aim to teach trust and mutual respect for everyone. At West Buckland School we encourage the establishment of positive teacher/ pupil relationships and support for the School's values through a system of rewards and sanctions which are designed to promote a calm, supportive and disciplined learning environment. Expectations of behaviour are high, and respect and tolerance for the needs of other members of the community are paramount. We believe that good relations, good manners and a secure learning environment play a crucial part in the development of intellectually curious pupils, who are motivated to become life-long learners. We develop qualities of team-work and leadership through our extensive programme of extra-curricular activities.
- 1.2 West Buckland School is an inclusive community. We welcome pupils from a wide variety of ethnic and social backgrounds and faiths. We treat everyone as an individual and aim to develop the whole person equipped to take their place in the modern world.
- 1.3 The school rules fulfil our duty of care to all pupils by determining the boundary between acceptable and unacceptable behaviour, the hierarchy of rewards and sanctions and how they will be fairly and consistently applied. We are aware of and will take into consideration issues related to protected characteristics (age, disability, race, religion, sex and sexual orientation), and their impact on the individual needs of pupils when considering any disciplinary issue by fulfilling our legal duties under the Equality Act 2010. Members of staff are expected to set a positive example to pupils and to establish an appropriate tone with regard, for example, to courtesy, dress, punctuality and personal conduct.

**2. Code of Conduct**

- 2.1 West Buckland's school community of Governors, staff, parents and pupils adhere to an established routine and code of conduct. The pupils' code of conduct is available in the pupil handbook.
- 2.2 West Buckland School sees education as a partnership. Our staff are committed to excellence, aiming to achieve a spirit of trust and co-operation. We expect the highest values and standards of behaviour inside and outside the classroom, as well as outside the school and in any written or electronic communication concerning the school.
- 2.3 We expect pupils to treat staff and each other with consideration and good manners and to respond positively to the opportunities and demands of school life. They should follow the School Rules and understand what is expected of them and why sanctions may be imposed for inconsiderate behaviour.

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- 2.4 Everyone has a right to feel secure and to be treated with respect at West Buckland. Harassment and bullying will not be tolerated. Our Anti-Bullying Policy is on our website. The school is strongly committed to promoting equal opportunities for all, regardless of race, religion, culture, sex, gender, special educational needs, disability or learning difficulty, or the fact that a child is adopted or is a carer.
- 2.5 We expect pupils to be ready to learn and to participate in school activities. They should attend school and lessons punctually and follow the school's Absence and Attendance Policy. They should care for the buildings, equipment and furniture. We expect pupils to behave at all times in a manner that reflects the best interests of the whole community.
- 2.6 West Buckland School reserves the right to take disciplinary action against pupils who are found to have made malicious accusations, whether against other pupils, staff or other individuals.

**3. Involvement of Parents and Guardians**

- 3.1 Parents and Guardians who accept a place for their child at West Buckland School undertake to uphold the school's policies and regulations, including this policy, when they sign the Parent Contract. They will support the school's values in matters such as attendance and punctuality, behaviour, uniform/dress and appearance, standards of academic work, extra-curricular activities and homework/private study.
- 3.2 We are always happy to consider suggestions from parents and hope that you find the school responsive and open-minded. The school has a number of support systems in place to meet the needs of all pupils. These include the tutor and house system, support from the Personalised Learning Department, the School Counsellor, and the Chaplain.
- 3.3 In the event of any behaviour management issue the school will liaise closely with parents and, if relevant, other external support agencies.

**4. Unexplained Absences**

We will always telephone parents on the first day of an unexplained absence in order to make sure that your child has not suffered an accident. Please note that it is usually the Governors' policy not to allow holiday to be taken during term unless in exceptional circumstances.

**5. SCHOOL RULES**

- 5.1 The School Rules are designed to encourage positive behaviour and self-discipline. The School Rules are set out in the attached School Rules appendix.
- 5.2 Our aim is to reward and encourage good behaviour through our reward systems. Sanctions help us to set boundaries and to manage challenging behaviour. Copies of the School Rules are set out

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in the appendix and in the Parent and Pupil Handbook; this list is not exhaustive, and may change from time to time. Parents and Guardians agree, when signing the Parent Contract, that their child will comply with the School Rules and undertake to support the authority of the Headmaster in enforcing them in a fair manner that is designed to safeguard the welfare of the community as a whole.

**6. Rewards**

Recognition of good behaviour is important. Staff will look for informal opportunities to praise individuals and groups for good behaviour and acts of kindness which are seen as a positive contribution to school life. Staff will use the "Good News" section of CPOMS when there is something noteworthy to report for the record. Staff will also use their own systems of informal rewards and incentives. Pupil work is displayed around the school in order to give recognition. Pupils are encouraged to support each other at events such as concerts, school plays, which are promoted school wide, where pupils are performing to a high level so that other members of the community can be seen to value pupils' efforts and performances. House and school assemblies provide occasions for reinforcement and celebration of positive conduct.

**6.1 Our system of rewards includes:**

- 6.1.1 Verbal praise and written praise for good work;
- 6.1.2 Headmaster's Commendations for outstanding work for an individual; Headmaster's commendations are available for an individual piece of work which is judged outstanding by the pupils' own standards. The piece of work concerned should be suitably substantial in terms of the time commitment needed to produce it. The key judge here is the individual subject tutor. The Headmaster will see the pupil and will forward a card to parents to acknowledge this achievement;
- 6.1.3 Annual subject and year group prizes;
- 6.1.4 Posting examples of excellent work in art/design, sports, and drama and concert achievements on the School's web site, so that the community can celebrate success;
- 6.1.5 Good News notifications linked to the school's core character strengths, the 7 Cs;
- 6.1.6 Termly 7 C prize winners;
- 6.1.7 Successes of members of the school community are recognised in the weekly newsletters to parents and on the school's social media platforms;
- 6.1.8 Sport reports are provided, and applauded, in school assemblies on a weekly basis;
- 6.1.9 House badges and ties;
- 6.1.10 Colours for sport, music and drama;
- 6.1.11 Reports to parents.

**7 Disciplinary Procedures and Sanctions**

- 7.1 The purpose of sanctions is to demonstrate that certain behaviours are not acceptable; to express the disapproval of our community; to reinforce the difference between right and wrong; to deter other pupils from similar behaviour.

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7.2 We try to ensure fairness by:

- 7.2.1 Investigating fairly and thoroughly.
- 7.2.2 Telling the pupil the allegations and evidence.
- 7.2.3 Listening and considering.
- 7.2.4 Avoiding bias and prejudice.
- 7.2.5 Considering what is reasonable and proportionate.
- 7.2.6 Taking advice where necessary; consulting with colleagues.
- 7.2.7 Communicating with parents.
- 7.2.8 Keeping records.
- 7.2.9 Taking a decision supported by sound reasons.
- 7.2.10 Allowing a review.
- 7.2.11

7.3 In considering disciplinary procedures, it is important to appreciate that poor behaviour may occur either:

in the classroom; or

outside the classroom.

## **8 Incidents in the classroom**

When poor behaviour is identified sanctions are implemented and the school has a range of disciplinary measures which include:

8.1 Academic Sanctions:

- 8.1.1 a verbal reprimand from a member of School staff;
- 8.1.2 reports to parents
- 8.1.3 Extra work: this may be set in the event of unsatisfactory academic work, or lack of prep;
- 8.1.4 SCS (sixth form);
- 8.1.5 Removal from lesson (to HoD or pupil reception where they will be sent to a senior member of staff);
- 8.1.6 Personal or school detention for inappropriate behaviour in a class or for lack of satisfactory work (please refer to separate documentation regarding detentions);
- 8.1.7 Academic support; to monitor academic endeavour;
- 8.1.8 Academic restriction (academic support, and removal of certain privileges);
- 8.1.9 Contract.

## **9 Disciplinary Incidents Arising Outside the Classroom (including off school site)**

9.1 Such incidents may come to the attention of staff in a number of different ways; issues of this nature will be recorded on CPOMS and followed up by the HsMs/Deputy Head (Pastoral).

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9.2 Teachers may discipline pupils for:

Misbehaviour when the pupil is:

- 9.2.1 taking part in any School-organised or School-related activity;
- 9.2.2 travelling to or from School;
- 9.2.3 wearing School uniform; or
- 9.2.4 in some other way identifiable as a pupil at the School, or

Misbehaviour at any time, whether or not the conditions above apply, that:

- could have repercussions for the orderly running of the School;
- poses a threat to another pupil or member of the public; or
- could adversely affect the reputation of the School.

9.3 Sanctions

The range of sanctions for misbehaviour include:

- 9.3.1 the setting of written tasks as punishments, such as writing reflective essays;
- 9.3.2 loss of privileges;
- 9.3.4 missing break time;
- 9.3.5 Dress Card; pupils whose dress does not match the required standard will be given a dress card. Pupils on a dress card are expected to have it signed by tutors to confirm that they are appropriately attired. Continued failure to meet the standard will lead to an escalation in sanctions and pupils will be required to report to the Deputy Head (Pastoral) or Head of Sixth Form.
- 9.3.6 regular reporting, including early morning reporting; scheduled uniform and other behaviour checks; or being identified for behaviour monitoring;
- 9.3.7 suspension of IT access;
- 9.3.8 confiscation of items such as mobile phones;
- 9.3.9 temporary exclusion from a lesson;
- 9.3.10 school detention (after school 4.00-5.00 pm);
- 9.3.11 removal from a school activity or event (for example a sixth form social event);
- 9.3.12 Saturday detention (2 hours);
- 9.3.13 extended Saturday detention;
- 9.3.14 internal suspension;
- 9.3.15 suspension from boarding;
- 9.3.16 suspension from school for one or more days;
- 9.3.17 exclusion.

9.4 The teacher is responsible in the first instance for dealing with minor infringements, such as lateness, casual rudeness or disruption in class, and late or poorly completed work. He/she may

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impose sanctions such as the setting of additional work, detentions, removal from a lesson. Repetition of this behaviour will be reported to the Head of Department and to the pupil's Tutor/ Housemaster/mistress (HsMs), and may lead to an escalation in sanctions.

**10 Serious Misbehaviour**

10.1 The school's policy on Suspension and Exclusions is set out on the school's website, and all parents and pupils should be aware of the more serious sanctions, including suspension and exclusion, that the Headmaster or Deputy Head (Pastoral) can impose for serious breaches of the School Rules, including but not limited to criminal behaviour. Examples of serious breaches of the School Rules which may result in serious sanctions include;

- 10.1.1 drug abuse;
- 10.1.2 alcohol and tobacco abuse, including use of electronic cigarettes;
- 10.1.3 verbal abuse/ threatening behaviour against pupils or adults;
- 10.1.4 abuse on grounds of race, religion/ belief, disability, SENs (etc.);
- 10.1.5 theft;
- 10.1.6 bullying;
- 10.1.7 physical assault/ threatening behaviour;
- 10.1.8 fighting;
- 10.1.9 sexual harassment;
- 10.1.10 racist or sexist abuse;
- 10.1.11 sexual misconduct;
- 10.1.12 damage to property;
- 10.1.13 possession of contraband items such as weapons;
- 10.1.14 persistent disruptive behaviour; or
- 10.1.15 parental behaviour.

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

10.3 In applying sanctions, especially those with serious consequences, we undertake to take reasonable steps to avoid placing children with a disability at a disadvantage compared to children who are not disabled.

**11 Searching, screening and confiscation**

11.1 The school reserves the right to search pupils and their possessions without consent if there is justified cause to do so. Knives or weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, fireworks and pornographic images can be searched for according to law along with 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. A search may also be undertaken for any item banned by School Rules which has been identified in the rules as an item which may be searched for.

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- 11.2 The Headmaster, or staff authorised by them may search a pupil, provided that the staff member is the same sex as the pupil being searched and there is another staff member as witness. The school may carry out a search of a pupil of the opposite sex to the staff member conducting the search and without a witness present but only where the school "reasonably believes that there is a risk that serious harm will be caused to a person if you do not conduct the search immediately and where it is practical not to summon another member of staff" ('Searching, Screening and Confiscation: Advice for Headteachers, School Staff and Governing Bodies', DfE February 2014).
- 11.3 The drugs policy, available on the school website sets out the school's policy on drugs and drugs testing.
- 11.4 The school undertakes to apply any sanctions fairly, and, where appropriate, after due investigative action has taken place. Sanctions may undergo reasonable change from time to time but will not involve any form of unlawful or degrading activity. Corporal punishment is illegal and is never used or threatened at our school. Examples of sanctions include:
- 11.4.1 detention [break time/ after school/ on Saturdays];
  - 11.4.2 withdrawal of privileges;
  - 11.4.3 confiscation of property that is being used inappropriately or without consideration;
  - 11.4.4 assistance with domestic tasks, such as collecting litter;
  - 11.4.5 withdrawal from a lesson, school trip or team event; or
  - 11.4.6 suspension for a specified period, removal or exclusion.

**12 Physical Restraint**

- 12.1 Like all schools, we reserve the right for our staff to use reasonable force to control or restrain a pupil in specific circumstances. The Education and Inspections Act 2006 enables school staff to use "such force as is reasonable in the circumstances to prevent a pupil from doing or continuing to do" any of the following:
- 12.1.1 *"Committing any offence (or, for a pupil under the age of criminal responsibility, what would be an offence for an older pupil)"*
  - 12.1.2 *"Causing personal injury to any person (including the pupil themselves)"*
  - 12.1.3 *"Causing damage to the property of any person (including the pupil themselves)"*
  - 12.1.4 *"Prejudicing the maintenance of good order and discipline at the school, and among any pupils receiving education at the school, whether during a teaching session or otherwise"*
- 12.2 The Act also defines to whom the power applies as follows:
- 12.2.1 *"Any teacher who works at the school"*
  - 12.2.2 *"Any other person whom the head teacher has authorised to have control or charge of pupils"*

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12.3 All of our staff are trained in the circumstances in which reasonable minimum force may be used, both as part of their induction and regular refresher training on managing pupil behaviour.

12.4 Every member of staff will inform the Deputy Head (Pastoral) immediately after s/he has needed to restrain a pupil physically, and will provide a written account of the incident. We will always inform a parent when it has been necessary to use physical restraint, and invite them to the school, so that we can, if necessary, agree a protocol for managing their child's behaviour. Parents of children who are in the school's nursery/EYFS setting will be informed of the incident on the same day or as soon as is reasonably practicable.

**13 Related documents**

Safeguarding policy  
Parents' Handbook  
Detentions, Extra Work and Academic Concern policy  
IT policy  
Anti-Bullying Policy and procedures  
Mobile phone policy

**14 Appendices**

School Rules  
Restraint Policy  
Policy on Searching and Confiscation of Prohibited Items

Author/Updated by: Mr A N Calder  
Date: Autumn 2016  
Reviewed: Autumn 2016  
Updated by: Mrs C Pettingell  
Reviewed: Summer 2018  
Next Review Date: Summer 2019

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**Appendix 1:**

## Main rules

- Activities-if a pupil signs up to an activity, they are expected to attend.
- All students are expected to be committed to their academic work, to work to the best of their ability. Pupils must not do anything to disrupt the learning of others in the classroom. They should concentrate, listen to the instructions of the teacher and only talk when invited to by the teacher. Disruptive behaviour will not be tolerated.
- Alcohol – see policy for details.
- Absence from lessons must be authorised if the pupil is not recorded as out of school.
- Assemblies - pupils must attend all assemblies.
- Birthday (and other) Parties - Parents of boarders should seek the permission of the Houseparent. Larger parties are only permitted on Saturday evenings (there must be supervision by a responsible adult and prior arrangement through Houseparents). Numbers must not be excessive. These rules also apply to Day pupils who are inviting boarders. Parents are expected to be present throughout, and pupils cannot return to school until the following day. See also rules on alcohol.
- Boarders' Weekend Leave-on all weekends students may leave on Friday after 16:30, be at home on Friday and Saturday nights and return either on Sunday evening by 21:30 or by 08:30 on Monday morning. However if they are selected for a team, they will be required to attend Saturday fixtures. Similarly if they have been placed in Saturday detention (09:00 – 11:00/12:00) they must be in School for that commitment. Weekend leave requires a Houseparent's permission and the agreement of all parties. Houseparents must know where students are and when to expect them back. Please give as much notice as possible to the Houseparents, and no later than Thursday.
- Books & Possessions- should not be left lying around the School, particularly in the Quad. They will be removed in the interests of health and safety, and tidiness.
- Boarders are not allowed to visit the house of a day pupil unless they have permission from their Houseparent.
- Bullying is a serious matter - see the anti-bullying policy.
- Cars and motorcycles are only allowed at school for pupils who have obtained permission from the Deputy Head (Pastoral). Pupils are not allowed to use their cars during the school day (i.e. use for home to school and return journeys only). Pupils may only take lifts with other pupils if permission has been granted by the Deputy Head (Pastoral). Failure to observe the rules on cars/ motorcycles may have serious consequences.
- Campus –
  - Belongings should be stored in the designated areas, such as the locker rooms making sure that valuable items are secured.
  - Bounds - pupils must stay within the identified boundary, and may only go onto the fields beyond this boundary for supervised lessons, or if they have received express permission from their Housemaster/mistress, sports coach, or Houseparent if a boarder.
  - Cycling is only allowed following permission from the Deputy Head (Pastoral).

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- Evenings. Campus is out of bounds outside the normal school day (i.e. from 7.30p.m.) unless attending a specific school event or approved activity. Recreational period (after prep) is subject to restrictions which are published on house noticeboards and in the diary.
- Food and drink should not be removed from the dining hall.
- Locker Rooms have set opening times. Lockers should be used and kept padlocked. Pupils should avoid bringing valuable possessions to school.
- Chewing Gum is not allowed.
- Classroom code of conduct; each teacher will outline their individual classroom expectations, but in general, pupils should:
  - Arrive punctually for lessons
  - Complete homework on time
  - Be correctly dressed
  - Have the necessary equipment
  - Focus and engage in lessons
- Classrooms - pupils should not be in a classroom unsupervised except with the express permission of a teacher.
- Dress (and Hair) - see dress code.
- Drugs are not allowed (see policy). All prescription and non-prescription medication must be discussed with Houseparents.
- Eating and Drinking- all pupils are expected to attend all school meals without exception. Pupils may eat and drink in the Tuck Shop area, or Parker's (Sixth Form only). They should not eat publicly, whilst walking around School.
- False Identification- it is illegal to use false identification. Pupils must not be in possession of any such documents or cards.
- Gambling is not allowed. Pupils are forbidden to take or place bets (including telephone or internet gambling).
- Games - pupils must attend all their scheduled games sessions and be punctual. If selected for a school team pupils are expected to honour the fixture.
- Internet - pupils must follow the acceptable user policy when accessing the internet through the school system. Pupils must also follow the rules / guidance in the anti-bullying policy on cyber bullying.
- Karslake:
  - Dining Hall Queuing should be orderly. Food should not be taken from the Karslake.
  - Normal School dress must be worn for lunch from Monday to Friday, and coats should be removed once in the dining hall.
  - Shorts and leggings are not permitted at lunchtime.
  - Dress at supper may include shorts when the weather allows (at Deputy Head (Pastoral) discretion).
  - At breakfast pupils must finish by 8.30 a.m.; serveries close at 8.25 a.m.
  - Singing happy birthday, is not permitted at lunchtime.

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- Mobile phones - may not be used in lessons without permission from the teacher  
Pupils may not use phones in the Karlsake, or whilst walking around school.
- Malicious accusations against school staff or pupils will be treated most seriously and may lead to a suspension or removal from the school.
- Music Department Rehearsal rooms may be used by arrangement with the Music Department. Any group practices must be done with the approval of music staff.
- Off games - pupils can only be put off games by their Houseparent or medical centre staff. If a pupil has to miss games for any other reasons they must ensure they have permission from their Housemaster/mistress and their games tutor.
- Offensive weapons - pupils are not allowed to bring such weapons or similar dangerous Articles, including imitation weapons, to school or to keep them in boarding houses. Use of any item to threaten or cause harm is a serious offence.
- Prohibited items: alcohol, chewing gum, cigarettes (including e-cigarettes and tobacco), drugs (as defined in the school drugs policy), pornography, fireworks and explosives, weapons (including imitation weapons which do not meet police regulations), stolen items, lighters and matches, any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property.
- Pornography - accessing from the internet, possession or distribution in any form is not allowed.
- Punctuality - pupils must arrive in time for lessons.
- Parker's is open to Sixth Form pupils only during the school working day. If using for a private study period, pupils must stay in for the whole period and should not wander out or go onto the pitches during lesson time. Pupils are expected to keep it tidy.
- Registration-all pupils must register with their tutor at 8.50 am each day. A day pupil may not go home during the school day without the express permission of their Housemaster/mistress.
- Sanctions - all pupils will be notified when issued a sanction, and it is their responsibility to attend; failure to do so will result in an escalation in sanctions.
- Sexual conduct/ relations-
  - The school seeks to promote normal relationships between pupils. Dangerous and harmful relationships can form when there is an imbalance of power in the relationship. Pupils should be aware that this might lead to coercion, intimidation and enticement, for example sexting, and they should report any concerns they have to a member of staff.
  - Students found engaged in any form of intimate sexual activity must expect to be excluded from school. Public and private displays of affection are not allowed.
- Sixth Form Day pupils may return home after lunch or following pm registration if they do not have lessons or games/activities later in the day, providing specific permission is given by the Head of Sixth Form.

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- Smoking is not allowed, nor are electronic cigarettes.
- Sports Halls - pupils may not use the sports halls unless they have permission from a member of staff.
- Sport and Activities- the Extra-Curricular Activity programme at West Buckland School is an integral part of the School curriculum. It is in place to give students access to a wide range of both sporting and cultural activities. Students are expected to engage fully with the comprehensive ECA programme that is on offer, which allows the aims of the School to be upheld. It is essential that if students are selected to represent the school that they are available to play in fixtures. Team lists are placed on the sports website several days prior to the fixtures. If students are not available to play on a Saturday for whatever reason then parental written request must be submitted to the Director of Sport.
- Swimming Pool - pupils must not be poolside if there is no member of staff present and cannot enter the water unless there is a lifeguard on duty.
- Taxis (for boarders) must be booked through the Houseparent. Only approved firms can be used.
- Theft – is a serious matter. See section on Serious Misbehaviour.
- Training off campus - runners should remain on campus unless supervised.
- Vandalism- we expect pupils to respect property belonging to the school, and we will take serious action against pupils who damage it.
- Visitors - West Buckland School always has visitors coming into School; they are identified by a visitor's badge. If students come across them, they are expected to greet them and make them feel welcome; if they are lost please escort them to their destination or show them where the main Reception area is. If they are not wearing a badge, please direct them to reception, and/or notify a member of staff.

**Behaviour outside school**

Pupils are expected to adhere to the school rules whenever they are off campus as part of a supervised school group. We may take action in certain situations when there is no supervision or such as:

- Public behaviour in the local area.
- Criminal behaviour.
- Behaviour which brings the school into disrepute.
- Behaviour which shows an overt support for the drug culture.



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- Behaviour whilst travelling to and from school. (Smoking and consumption of alcohol are expressly forbidden)
- Bullying, especially cyberbullying.

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**Appendix 2:**

Possible sanctions

Break time detention	Personal detention	After school detention	Saturday detention
10.25 am daily	Time convenient to teacher	4.00pm- 5.00pm Monday and Thursday after school	
15 minutes	Up to 35 minutes	1 hour	2 hours
Late to lesson, poor dress	No homework, poor behaviour in class	Very poor, or persistently poor behaviour/ attitude to work. Repeatedly failing to submit homework	Serious offences: Out of Bounds, smoking, missing a lesson

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**Appendix 3:****Academic Support and incline in academic support/sanctions**

Academic Support can be used to more closely monitor a pupil's academic performance and progress as it is an effective way of managing a pupil who is struggling in areas of their academic work across more than one subject.

A pupil may volunteer to be on Academic Support if they feel that this will assist in keeping them focused and up-to-date with their academic work. Monitored daily/weekly by the tutor as agreed/appropriate.

It may also be issued by the tutor (in conjunction with the (As) HsMs to monitor performance in one or more subjects). The Academic Support Book is monitored daily/weekly by the tutor/(As)HsMs. Parents will be informed when the pupil is placed on Academic Support by the tutor; further parental communication will take place during the period of monitoring as necessary.

The pupil will be made fully aware (by the tutor/(As)HsMs) of the reasons why they are being placed on Academic Support and specific targets will be agreed. This will be entered on the first page of the Academic Support Book so that this information can be referred to by the pupil's teachers.

It should be emphasised to the pupil that this process is aimed at supporting them through their difficulties and should not be seen as a punishment. However, the pupil should also be made aware of the consequences should they fail to respond appropriately (i.e. progression towards Academic Restriction).

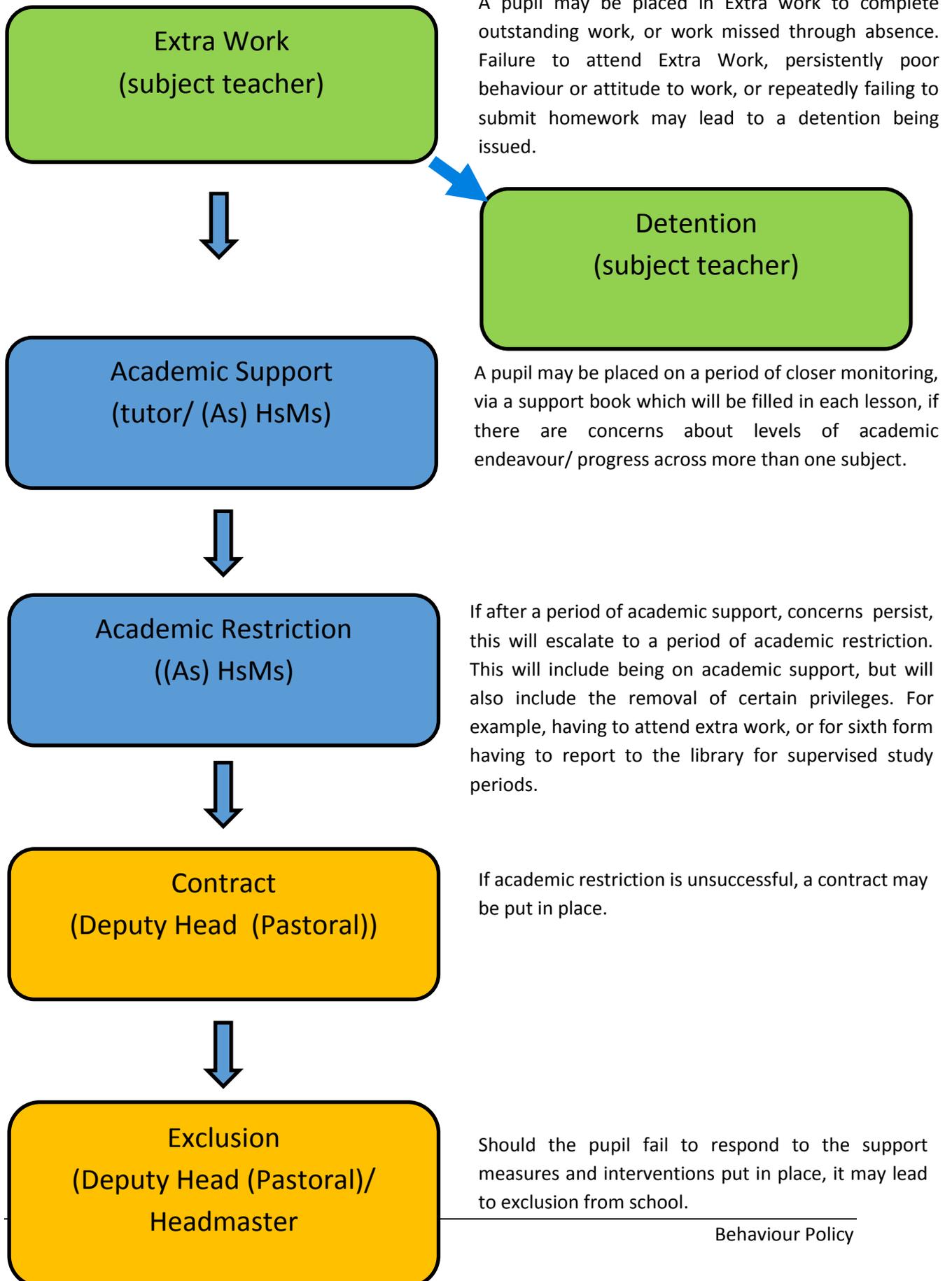
It is the responsibility of the tutor to make the relevant staff aware of any particular strategies that can be used to support the pupil; this will include reinforcing the expectation that staff familiarise themselves fully with the SEN information that is available in iSAMS.

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Possible incline in academic sanctions/support



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**Appendix 4:****Restraint Policy**

All staff should be aware that they may use reasonable force to control or restrain students in order to prevent them from:

- a) committing a crime;
- b) causing injury or damage to themselves, others or property;
- c) causing disruption.

It is important to note that there is no requirement for staff to attempt restraint if they lack the confidence or skills to successfully intervene or if in doing so they are putting their own safety or health at risk.

This provision applies for a teacher or other authorised person who has lawful control or charge of students, on school premises or elsewhere e.g. on a field trip or other authorised activity.

**Reasonable Force**

There is no legal definition of reasonable force. It will always depend on the circumstances. However there are two relevant considerations:

- the use of force can be regarded as reasonable only if the circumstances warrant it. The use of any degree of force is unlawful if circumstances do not warrant its use;
- the degree of force must be in proportion to the seriousness of the behaviour. It should always be the minimum needed to achieve the desired result.

Provided staff follow these guidelines, they can expect the full backing of the school. It is important that there is a detailed, contemporaneous written report of any where restraint is needed and used. This report should be given to the Deputy Head (Pastoral) who maintains records of such incidents for review purposes.

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**Appendix 5:****Policy on Searching and Confiscation of Prohibited Items****Scope**

This policy has been authorised by the Governors and is available to parents and students on request. The policy relates to the power of authorised staff to search students and the retention and disposal of items that have been confiscated in accordance with the School Rules, the School's 'Behaviour Policy' and the 'Anti-Bullying Policy'. This policy applies whenever students are in the care of the school, including on school trips or in training settings.

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. This policy also has regard to guidance published by the Department for Education (DfE), *Searching, screening and confiscation* (January 2018).

**Aims**

The central aim of this policy is to enable the school to carry out its duties to safeguard and promote the welfare of children by ensuring that dangerous, illegal or disruptive items are removed from students and disposed of safely and lawfully.

This policy also aims to ensure that the students and parents understand the circumstances in which searches will take place, what will happen to items confiscated by staff and to discourage students from bringing such items into school or on school trips.

**Prohibited Items**

At West Buckland School 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 2012:

- knives or weapons, alcohol, illegal drugs and stolen items
  
- tobacco and cigarette papers, fireworks and pornographic images
  
- 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)
  
- any item banned by the School rules

**Banned Items**

In addition to the Prohibited Items listed above, the following items are banned by the School:

- cigarettes, cigars, e-cigarettes, smoking paraphernalia
  
- drugs or substances as detailed by the Drugs Policy

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**Searching with consent**

Before any search is undertaken the student will usually be asked to consent verbally; schools are not required to have written 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.

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 or her pockets or bag. If the student refuses, this refusal will be deemed a breach of school discipline and disciplinary action may be taken in accordance with the school's student Behaviour Policy.

The school will also search for any items that are deemed by staff likely to cause harm or disruption. Students must not have such items in their possession on school premises or at any time when they are in the lawful charge and control of the school (for example on a school trip). This includes boarders' bedrooms.

**Searching for prohibited items**

Where the Headmaster or an authorised member of staff have 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 where appropriate.

Members of staff can use such force as is reasonable given the circumstances when conducting a search for knives or weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images or articles that have been or could be used to commit an offence or cause harm. Such force cannot be used to search for items banned under the school rules.

The Headmaster has authorised all teaching staff to carry out searches and retain or dispose of items in accordance with this policy.

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

CCTV footage may be utilised in order to make a decision as to whether to conduct a search.

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

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

- a search of outer clothing; the person conducting the search may not require the pupil to remove any clothing other than outer clothing (clothing that is not worn next to the skin or immediately over a garment that is being worn as underwear);
- a search of school property (e.g. students' lockers or desks);

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- a search of a boarders' bedroom;
- a search of personal property (e.g. bag or pencil case).

Searches will be conducted in such a manner as to minimise embarrassment or distress. Any search of a student or their possessions, including a boarder's bedroom, will be carried out in the presence of the student and another member of staff. Where a student is searched, the searcher will be the same gender as the student.

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.

Where the Headmaster, or staff authorised by the Headmaster, 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.

**Confiscation**

Under the school's general power to discipline, a member of staff may confiscate, retain or, after consultation with the Deputy Head (Pastoral), dispose of a student's property as a disciplinary penalty where it is reasonable to do so.

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.

**Searching electronic devices**

In accordance with the school's 'ICT Acceptable Use Policy' and 'Mobile Phone Policy' 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 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.

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 of such seriousness that police involvement is required.

**Disposal of confiscated items**

**Alcohol:** alcohol which has been confiscated will be destroyed.

**Controlled drugs:** controlled drugs must be delivered to the police as soon as possible. In exceptional circumstances and at the discretion of the Headmaster the drugs may be destroyed without the involvement of the police if there is good reason to do so.

**Other substances:** substances which are not believed to be illegal drugs but which are harmful or detrimental to good order and discipline (for example "legal highs") may be confiscated and

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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.

**Stolen items:** must be delivered to the police as soon as reasonably practicable – but may be returned to the owner (or may be retained or disposed of if returning them to their owner is not practicable) if the person thinks that there is a good reason to do so.

**Tobacco or cigarette papers:** tobacco or cigarette papers will be destroyed.

**Fireworks:** fireworks will not be returned to the student. They will be disposed of safely at the discretion of the Headmaster or other authorised member of staff.

**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.

Other pornographic images will also be discussed with the School's Designated Safeguarding Lead. The images may then be passed to the LADO (Local Authority Designated Officer) 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.

**Article used to commit an offence or to cause personal injury or damage to property:** such articles may be delivered to the police, returned to the owner, retained or disposed of.

**Weapons or items which are evidence of an offence:** where any article is reasonably suspected to be an offensive weapon, it must be passed to the police.

**Electronic devices used to carry out cyberbullying, or devices that have been, or are likely to be, used to commit an offence or cause personal injury or damage to property-** schools may examine any data or files on the device where there is a good reason to do so. They may also delete data or files if they think there is a good reason to do so, unless they are going to give the device to the police.

if it is found that a mobile phone, laptop or tablet computer or any other electronic device has been used to carry out cyberbullying, or to commit an offence (such as sexting) the device will be confiscated and any data or files on the device may be searched and may be used as evidence in disciplinary proceedings. The student may be prohibited from bringing such a device onto school premises or on school trips. In serious cases, the device may be handed to the police for investigation.

**Communication with parents**

There is no legal requirement for the School to inform parents before a search for banned or prohibited items takes place or to seek their consent to search their child and it will not generally be practicable to do so. However, the school will inform parents of any search that takes place and provide details of any items that have been found. In appropriate cases the school will consult parents on how the school will dispose of certain items.



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

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.