

THE HEATHLAND SCHOOL

BEHAVIOUR AND DISCIPLINE POLICY

INTRODUCTION

At The Heathland School, we expect our pupils to maintain the highest standards of behaviour at all times. We believe that all members of the school community are entitled to work in a safe, positive and ordered environment so that learning can take place and everyone can fulfil their potential. The school will ensure that it applies the policy, consistently and fairly through induction of staff, staff meetings and as a result of reviewing and evaluating the policy on an annual basis.

This policy sets out our principles and expectations of our pupils and makes clear the rewards which pupils can expect to receive and the sanctions available to staff, the Headmaster and the Governing Body if pupils breach the Code of Conduct.

GENERAL PRINCIPLES

The Governing Body of The Heathland School require parents, pupils and staff to uphold the following principles:

1. All members of the school community must behave safely, and act with courtesy and mutual respect, to each other, and to the environment so that learning can take place within a well ordered atmosphere and everyone can fulfil his/her potential. This must be apparent both inside and outside the classroom, on trips and visits and on the journey to and from the school.
2. Behaviour must be managed in a clear and consistent way; rewards and sanctions should be known and understood by all and applied consistently.
3. The management of behaviour will be supported by high staff expectations, good teaching and professionalism.
4. Our expectations of good behaviour will be raised explicitly by staff in lessons, around school and in Tutorials and assemblies.
5. Staff, pupils and parents/guardians must share the same expectations of behaviour and work together to support these expectations in a positive way.
6. The curriculum will give the opportunity to discuss the principles that underpin the Behaviour Policy so that in lessons, discipline, care for one another, working together and responsible behaviour are always positively encouraged by teachers.
7. Sanctions will be in place to uphold these principles and to demonstrate that misbehaviour is not acceptable, to express the disapproval of the school community and to deter other pupils from similar behaviour. Governors will support the school to appropriately discipline pupils for misbehaviour taking place beyond the school gates.

8. Governors support the right of staff to search pupils or their belongings where there is suspicion of bringing in unacceptable banned items and in the rare event of extremes of behaviour to use reasonable powers of force.

IMPLEMENTATION

PARENTAL SUPPORT

The school expects all parents/guardians to encourage their son/daughter to support the school's authority. Each pupil and their parent/guardian are expected to sign the school's Home School Agreement, which outlines the school's expectations (pages 16 – 19)

Parents/guardians will take responsibility for the behaviour of their child both inside and outside the school. They will be encouraged to work in partnership with the school in maintaining high standards of behaviour and will have the opportunity to raise with the school any issues arising from the operation of the policy.

THE SCHOOL DIARY

The School Diary is the main method by which concerns about behaviour are initially alerted to parents/guardians. Parents should check and sign the diary each week.












CODE OF CONDUCT


Fundamental to our Behaviour Policy is our Code of Conduct. This is found at the front of pupils' diaries. Tutors and pupils will discuss the Code of Conduct at least once a year, so that pupils understand the reasons for it and are aware of the school's expectations.

The Code of Conduct is designed to make this school a productive and rewarding place for all who choose to work here.

THE HEATHLAND SCHOOL CODE OF CONDUCT

“As a pupil at this school I will

-  carry my School Diary at all times
-  attend school and lessons punctually and properly equipped
-  do my best in class and with homework
-  do as I am asked to by staff, at the first request
-  allow others to work undisturbed
-  wear correct school uniform at all times with pride from the moment I leave home and until the moment I return home
-  show respect and courtesy for others in the way I act and speak, including online and through social media
-  behave in a safe and sensible way around the school and keep to the left in corridors
-  eat and drink only in approved areas
-  behave in ways which will help to keep the school clean and tidy
-  not bring banned items to school or anytime on a journey to and from school or on school trips. Banned items include the following:

alcohol, tobacco, e-cigarettes, shisha pens, ‘vapes’, drugs, aerosols, chewing gum, firecrackers / fireworks, hooded tops or other items of non-school uniform including make-up, hand held games consoles, mobile telephones, SMART watches, USBs, or other electronic devices, stolen items, laser pens, knives, blades or other dangerous or valuable items
-  uphold the reputation of the school on the journey to and from school, and on school trips

The School believes that no pupil has the right to disrupt the education of others

If I am positive and do as requested I can expect praise

If I fail to follow the School’s Code of Conduct I must accept the consequences

PUPILS’ CONDUCT BEYOND THE SCHOOL GATES

Staff may discipline for misbehaviour when the pupil is:

- taking part in any school-organised or school-related activity or
- travelling to or from school or
- wearing school uniform or
- in some way identifiable as a pupil of the school (including on social media)

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

- could have repercussions for the orderly running of the school or
- poses a threat to another pupil, member of staff, the public or
- could adversely affect the reputation of the school

Under no circumstances are pupils to invite any member of the public to or near the school without obtaining permission from a senior member of staff. Encouraging or condoning unwelcome or troublesome outsiders (this might include family members other than parents) to come to or near the school may result in disciplinary sanctions, including permanent exclusion for this offence.

HARRASSMENT OF STAFF

The school considers harassment, abuse or intimidation of staff by pupils, or coercing or encouraging others to do so, to be a serious breach of the School's Code of Conduct. This includes making comments in person or via social media or circulating photos or videos of staff.

We expect pupils to use all electronic devices, social media and the internet safely, sensibly, legally and appropriately whether in the school or elsewhere.

ANTI BULLYING

Bullying will not be tolerated. It is the responsibility of all staff, both in the classroom and around the school, to do all they can to counteract the effects of bullying. All staff have a vital role to play as they are at the forefront of behaviour management and supporting the pupils' sense of well being.

The Anti-Bullying Policy aims are:

- To assist in creating an ethos in which attending The Heathland School is a positive experience for all members of our community
- To make it clear that all forms of bullying are unacceptable at The Heathland School
- To enable everyone to feel safe and happy while at The Heathland School and encourage pupils to report incidents of bullying
- To deal with each incident of bullying as effectively as possible, taking into consideration the needs of all parties and of our community, and, as a result, to reduce the incidents of bullying
- To support and protect victims of bullying and ensure they are listened to
- To support pupils displaying bullying behaviour to change their attitudes and understand why it needs to change
- To ensure all members of our community feel responsible for helping to reduce bullying
- The school will do what is reasonably practicable to eliminate any such bullying in and outside of school. The school will take a strong stance against bullying of any type (homophobic, racist, sexist or via the internet/mobile telephones).

Note: The Government released new guidance in December 2017 following increases of reported cases of Sexual Violence and Sexual Harassment in the UK.

As part of the approach to prevent bullying at the Heathland School it is important that we reflect this guidance in our policies and practices.

The anti-bullying policy makes it clear that sexual violence and sexual harassment is not acceptable, will never be tolerated and is not an inevitable part of growing up.

For the purpose of this policy, when referring to sexual harassment we mean ‘unwanted conduct of a sexual nature’ that can occur online and offline.

Whilst not intended to be an exhaustive list, sexual harassment can include:

- sexual comments, such as: telling sexual stories, making lewd comments, making sexual remarks about clothes and appearance and calling someone sexualised names;
- sexual “jokes” or taunting;
- physical behaviour, such as: deliberately brushing against someone, interfering with someone’s clothes and
- online sexual harassment, which might include: non-consensual sharing of sexual images and videos and sharing sexual images and videos (both often referred to as sexting); inappropriate sexual comments on social media; exploitation; coercion and threats. Online sexual harassment may be standalone, or part of a wider pattern of sexual harassment and/or sexual violence.

The Anti-bullying statement can be found in the school diary and summarises the nature of bullying and the school’s approach to it. (See Anti-Bullying Policy)

SCHOOL UNIFORM AND APPEARANCE

All pupils are expected to wear their school uniform correctly at all times, including to and from school. If pupils are not in full school uniform they will not be able to attend lessons. Pupils will work in the school’s internal exclusion room (205G) until the correct uniform is worn. A pupil can be sent home to change.

<u>ITEM</u>	<u>FURTHER CLARIFICATION</u>
Blazer Black with embroidered Heathland badge.	Compulsory- it is to be worn at all times unless given permission by a teacher.
Tie Year 7, 8 and 9 – Clip-on lower school House tie Year 10 – Clip-on upper school House tie Year 11 – Clip on navy Heathland school tie with the Heathland school kestrel print.	Must cover the top button on the shirt
Shirt Plain and white	Shirts must be sufficiently generous to tuck fully into the

Collars must be designed to accommodate a tie and have a top button which fastens.	skirt/trousers. Top button must be done up and shirts must be tucked in.
Trousers Plain black straight cut trousers which are sufficiently tailored to keep the shirt tucked in.	Trousers must not be skin tight or boot cut and must have a natural hang Belts must be plain black and without large distinctive buckles
Skirt Black formal - knee length.	Skirts must be formal with no slits – A line design. Fitted / tight skirts of a stretchy material are not permitted
Jumper Black school V neck jumper with Heathland logo.	The jumper is optional; it cannot be worn in place of a blazer. Cardigans are not to be worn and hoodies are not permitted.
Socks/Tights Plain black socks or Plain black tights.	No 'leg warmers' or to the knee socks. No coloured socks of any kind. White socks should only be worn in PE lessons and activities.
Shoes Black (upper and sole) Smart, plain and can be polished.	Ballerina pumps, trainer style shoes (even if leather), canvas style footwear, boots and 'Kickers' are not permitted as they are not formal school footwear.
Scarf and Gloves Must be plain black.	These can be worn to and from school but must be removed upon entering the school building.
Outdoor coats Must be either black or dark blue (some reflective detail is permitted for safety reasons).	These can be worn to and from school but must be removed upon entering the school building. Leather jackets or sports jackets including hoodies are not permitted
Hair Hair bands, ribbons, clips and any other item used in the hair should be plain black.	Hair should be smart and formal. No distinctive flowers, frills or large bows. Dyed hair of any type or any other type of distinctive/extreme hairstyles are not permitted. No shaved designs or lines are allowed in hair or eyebrows.
<u>ITEM</u>	<u>FURTHER CLARIFICATION</u>
Jewellery One small single plain stud earring may be worn in each ear lobe Rings, necklaces, bracelets must not be worn	No other piercing is acceptable e.g. cartilage of ear, eyebrow, nose or lip. Excuses that they cannot be taken out because they have only just been done will not be accepted and students will be instructed to remove them. All jewellery must be removed for PE lessons and clubs.
Make up Make up of any form is not permitted	No mascara, foundation, coloured lip-balm or false eye lashes. Artificial nails or nail varnish are not permitted and students will be instructed to remove them. Coloured contact lenses are not permitted.

Bags Must be dark blue or black in colour	Large logos, which cover more than 50% of the bag, are not acceptable nor are handbags for girls. Bags should be big enough to hold equipment and school books up to A4 size.
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Students should expect detentions or confiscation of an item if they wear the uniform incorrectly

SIXTH FORM DRESS CODE

Students should dress as they would in a formal environment. Extremes of fashion are not acceptable.

Male sixth form students are expected to wear:

- A formal suit and tie; jacket and trousers
- A collared shirt
- Formal shoes
- Hair should be of a style that is acceptable in business / professional life e.g no excessive colouring or shaved patterns
- Jumpers should be V Neck

Female sixth form students are expected to wear:

- A formal jacket
- A collared shirt, blouse or formal top
- A tailored dress, skirt or trousers
- Formal shoes
- Hair should be of a style that is acceptable in business / professional life e.g no excessive colouring
- Casual knitwear is not permitted

Tight fitting: skirts, trousers, or dresses are not permitted nor are three quarter cut trousers

The following are not acceptable:

Casual footwear, Kickers or Dr Martin type boots; short skirts and dresses; jeans; jeggings; heavily patterned trousers or hoodies.

No facial piercings are permitted apart from either nose or ear studs. Large hoop earrings are not permitted due to health and safety issues.

If sixth formers break the dress code they should be referred to the relevant Head of Year.

Only SMT, and Heads of Year 12 and 13 have the authority to send students home.

Teachers can discipline students for breaching the school's rules on appearance and uniform. The Headmaster or a person authorised by the Headmaster may ask a pupil to go home briefly to remedy a breach of the school's rules on appearance or uniform.

'This is not an exclusion but an authorised absence. However, if the pupil continues to breach uniform rules in such a way as to be sent home to avoid school, or takes longer than is strictly necessary to effect the change, the pupil's absence may be counted as an unauthorised absence. In either case the pupil's parents will be notified' pg 7 Department for Education (DfE) Guidance September 2013 'School Uniform'

EQUAL OPPORTUNITIES

The school celebrates the diverse communities that are represented within the school and is sensitive and considerate towards the culture, race and religion of all its pupils.

All pupils must wear the school uniform to maintain equal opportunities. Religious wear such as the Hijab, Turban and Patka can be worn and must be plain black. The hijab must be safely tied for work in certain areas such as labs, workshops or PE. Headscarves must be fastened discretely and not with jewellery.

Sikh pupils who have been baptised can wear the five 'articles of faith' that must be carried at all times. Pupils are permitted to wear a thin Kara for health and safety reasons. Christian pupils are permitted to wear a crucifix or a cross. For health and safety reasons these items cannot be worn during PE lessons.

Other religious items and symbols which are not obligatory are **not allowed**. The Khanda on a chain, for example, is not allowed. Religious items which serve as jewellery are also prohibited.

REWARDS

Where pupils work within the school's Code of Conduct, their effort in school will be celebrated by:

1. Praise by a member of staff
2. Good Comments in pupils' diaries
3. Work displayed or read
4. Commendations in tutorial session and year assemblies
5. Achievement certificates
6. Letters/emails and postcards home to parent/carers to celebrate success
7. Subject Award certificate
8. Prizes at Prize Giving and Celebration Assemblies

At the end of each term, pupils with the highest 'attitude to learning' grades will be invited to a reward trip. The Tutor Group with the highest attendance, punctuality, good comments, attitude to learning grades and the least negative comments will be rewarded by their Head of Year (see Appendix 1)

SANCTIONS

As an outstanding school, we have high regard for the educational progress, personal development and the well-being of every pupil. Effective teaching and learning can only take place within an orderly environment.

All incidents will be investigated with the civil standard of proof applied. The investigating member of staff will decide if it is more probable than not that the pupil did what he or she is alleged to have done. During an investigation a pupil can be isolated in the school's internal exclusion room (205G) to gather evidence.

Where instances of unacceptable behaviour occur for example: not having their shirt tucked in, unsatisfactory work, not having a diary, arriving regularly late to school or lessons, calling out in class, not being fully equipped, the following sanctions can be applied:

- A verbal reprimand and a comment in the pupil's diary
- Being placed on Tutor or Head of Year report
- Detention with the class teacher – 15 minutes on the same day. 24 hours' notice may be given for longer than 15 minutes if the detention is after school. Pupils can be detained during lunch – without giving notice to parents - staff must ensure pupils have an opportunity to eat lunch.
- Detention with the Head of Department or Head of Year - 15 minutes on the same day. 24 hours' notice may be given for longer than 15 minutes if the detention is after school. Pupils can be detained during lunch and break – without giving notice to parents - staff will ensure pupils have an opportunity to eat lunch.
- The school may also use community service for example: helping clear up the dining hall for pupils who intentionally leave their dishes / cutlery, steal from the dining hall or by bringing the school's name into disrepute.
- Heads of Years in conjunction with the Deputy Head (Pupil Support) can also move pupils to different bands and tutor groups to manage pupil behaviour.

See appendix 2, page 14. The list is not exhaustive.

Detentions can be issued without parental consent in line with guidance set out by the DfE February 2014 'Behaviour and discipline in schools'. The school reserve the right to apply this power.

INTERNAL EXCLUSION

For more serious breaches of the School's Code of Conduct for example:

Breaches of the school's code of conduct including uniform and appearance, defiant behaviour towards a member of staff, refusing to hand over their diary, disrupting lessons, theft, fighting, bullying, truanting lessons, being dishonest, forging comments / signatures, poor behaviour during detentions, failing targets on Head of Year or Senior Leadership Report a pupil can be internally excluded for up to 5 days in the school's internal exclusion room (205G).

A letter will be sent to parents/carers stating the reason why their son / daughter was placed in the room. Parents will not be telephoned during the day as the pupil is in school.

Poor behaviour in 205G will result in the pupil serving a detention until 5pm on a Friday afternoon.

EXCLUSION FROM SCHOOL

The decision to exclude a pupil will be taken in the following circumstances:

- In response to a breach of the school's Code of Conduct
- If allowing the pupil to remain in school would seriously harm the education or welfare of pupils or others in the school

The Headmaster may exclude a pupil for one or more fixed periods not exceeding a total of 45 days in any one school year. Exclusions exceeding 15 days in one term will be referred to the Governors' Pupils' Disciplinary Committee.

If an exclusion exceeds 5 days, the pupil will be sent to an Interim Education Centre (IEC) from the 6th day of exclusion.

Incidents that may warrant an exclusion from school can include:

fighting, threatening behaviour, inciting violence, bullying, defiant behaviour including swearing at staff, malicious allegations against school staff, bringing the school's name into disrepute off site, theft/stealing, harassment of staff or pupils, inappropriate use of IT, persistent disruptive behaviour including breaches of the School's rules on uniform and appearance.

This list is not exhaustive.

PERMANENT EXCLUSION FROM SCHOOL

The decision to permanently exclude a pupil will be taken in the following circumstances:

- In response to a breach, or persistent breaches, of the school's behaviour policy; and
- where allowing the pupil to remain in school would seriously harm the education or welfare of the pupils or others in the school

This could include a 'one off' offence. This may include:

possession or supplying and or use of an illegal drug on school premises, harassment of staff or pupils, extortion, damage to school property, theft/stealing, encouraging others to fight, serious actual or threatened violence against another pupil or a member of staff, sexual abuse or assault, bullying, persistent disruptive behaviour, carrying or the use of an offensive weapon.

This list is not exhaustive.

The Headmaster's decision will be informed by an investigation and the civil standard of proof will be applied when decisions are made to exclude and that on the balance of probabilities the pupil was responsible for the particular behaviour. This means that the Headmaster decides that it is more likely than not that the pupil did what he or she is alleged to have done; the school is not required to 'be sure beyond doubt' in determining when to apply exclusion or any other sanction.

The Headmaster need not postpone taking a decision on an exclusion solely because a police investigation is underway and / or any criminal proceedings may be brought. In such circumstances the Headmaster will take a decision on the evidence available to him at the time.

EDUCATION OFF SITE TO IMPROVE BEHAVIOUR

In accordance with section 29A of the Education Act 2002 (amended by Section 154 of the Education and Skills Act 2008), the Governing Body have delegated the power to the Headmaster to direct a pupil to be educated off-site to receive education provision which is intended to improve their behaviour.

This is not an exclusion and is to address the pupil's behaviour with additional support from the Local Authority.

SEARCHES

School staff may conduct same-gender* searches of pupils or their belongings where they have reasonable grounds for suspecting that they may be in possession of prohibited or banned items not allowed in school, as per the Code of Conduct and school uniform regulations. For example, a member of staff may have heard other pupils talking about the item or they might notice a pupil behaving in a way that causes them to be suspicious.

Schools are not required to inform parents before a search takes place or to seek their consent to search a child. However parents may be informed and explained the reason for the search if the school considers that there is substantial and good reason for informing them. (*Department for Education – Searching, screening and confiscation January 2018*)

The school will make use of hand-held metal detectors to screen pupils for prohibited items.

Pupils can be searched for any item if they give their agreement.

(a) With consent search:

Pupils will be made aware of the allegation and be instructed to empty their pockets/bags and hand over their blazers and other items of outer clothing for checking. This should normally be done with a second member of staff present, where possible.

(b) Without consent searches:

If a pupil refuses to co-operate with a search, the pupil should be kept isolated and the Head of Year and Deputy Head [Pupil Support] should be alerted. Some circumstances (for example, where there is reasonable suspicion that a prohibited item is being concealed) may justify the use of reasonable force and/or the involvement of the police.

Any pupil who refuses to co-operate with a personal search would lead to the application of disciplinary penalties in the same way as refusal to follow any reasonable instruction or request.

Where there is suspicion of knives or weapons, alcohol, fireworks, illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images (this would include any indecent image of a child/pupil under 18 years of age including themselves or other pupils), 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 the pupil may be searched without their consent. Without consent searches must be carried out with two members of staff present, one of whom must be the same gender as the pupil.

Where a pupil has a history which makes it more probable they may bring prohibited or banned items to the school in the future and thus may, for example, create an on-going risk to the health and safety of pupils or staff, the Headmaster may impose, as a condition of admittance, a period in which quasi-random (i.e. occasional, no notice) searches will be carried out, referred to as 'random' searches.

*There is a limited exception to this rule. Staff can carry out a search of a pupil of the opposite sex and without a witness present, but only where the member of staff reasonably believes that there is a risk that serious harm will be caused to a person if the search was not conducted immediately and where it is not reasonably practicable to summon another member of staff DfE Guidance January 2018 'searching, screening and confiscation'

As part of the School's home school agreement, if a pupil uses the school's locker they agree to have it searched for banned items, without consent and whether or not the pupil is present.

Where any article is thought to be a weapon, illegal drug, stolen item it must be passed to the police.

There is no legal requirement to make or keep a record of a search. (*Department for Education – Searching, screening and confiscation January 2018*) Where items are found however, the pupil's parents or guardians should be contacted where what is found constitutes a significant breach of the school rules, and especially where a banned item is found.

Where the person conducting the search finds an electronic device they may examine data or files on the device if they think there is a good reason to do so for example pornographic images or photos taken of staff without their consent. They may also delete data or files on the device if they think there is a good reason to do so, unless they are going to give the device to the police. In determining a 'good reason' to examine or erase data or files the staff member should reasonably suspect that the data or file on the device has been, or could be, used to cause harm, to disrupt teaching or to break the school rules.

All incidents involving youth produced sexual imagery should be responded to in line with the school's safeguarding and child protection policy. If as the result of a search of a device a member of staff suspects the possibility of youth produced sexual imagery, the incident should be referred to the DSL (Deputy Head Pupil Support) as soon as possible.

Adults should not view youth produced sexual imagery unless there is good and clear reason to do so. The decision to view imagery should be based on the professional judgement of the DSL and should always comply with the child protection policy and procedures of the school Imagery should never be viewed if the act of viewing will cause significant distress or harm to the pupil.

If a member of staff seizes an electronic device and has reasonable grounds to suspect that it contains evidence in relation to an offence or that it contains a pornographic image of a child or an extreme pornographic image they will give the device to the police as soon as it is reasonably practicable. For other material found on the device, it is up to the Headmaster or DSL to decide whether the information is deleted or to retain the device as evidence of a breach of school discipline.

CONFISCATION

'School staff can seize any prohibited [banned] item found as a result of a search. They can also seize any item which they consider harmful or detrimental to school discipline' pg 4 DfE Guidance January 2018 'Screening, searching and confiscation guidance'

Banned items include: alcohol, tobacco, e-cigarettes, shisha pens, non-prescribed drugs, aerosols, chewing gum, firecrackers / fireworks, hooded tops or other items of non-school uniform including

make-up, hand held games consoles, mobile telephones, SMART watches, USBs, iPods or other electronic devices, stolen items, knives, blades or other dangerous or valuable items.

Prohibited items will not be returned and may be safely disposed of or given to the police. If an item is seized (confiscated) from a pupil as a disciplinary penalty, the school will not be liable if they retain or dispose of it, or if any damage or loss occurs in relation to it (provided they have acted reasonably) – Section 550Z Section 94 Education and Inspections Act 2006.

THE USE OF REASONABLE FORCE

All staff have the legal power to use reasonable force. The term ‘reasonable force’ covers a broad range of actions that involves a degree of physical contact with pupils to control or restrain. This can range from guiding a pupil to safety by the arm through to more extreme circumstances such as breaking up a fight or where a pupil needs to be restrained to prevent violence or injury. ‘Reasonable’ means using no more force than is needed to resolve the situation and normally where other strategies such as instructing the pupil have been tried and failed.

‘Schools do not require parental consent to use force on a student...It is not illegal to touch a pupil’ pg 6 Dfe Guidance July 2013 ‘Use of reasonable force’

Examples of situations that may require the use of reasonable force are:

- preventing a pupil from attacking a member of staff or another pupil, or to stop a fight
- restrain a pupil at risk of harming themselves through physical outbursts
- a pupil is engaged in, or is on the verge of committing, deliberate damage or vandalism to property
- a pupil is causing, or at risk of causing, injury or damage by accident, by rough play or by misuse of dangerous materials or objects
- a pupil is running in a corridor or on a stairway in a way in which he or she might have or cause an accident likely to injure him or herself or others
- a pupil absconds from a class or tries to leave school [N.B. this will only apply if a pupil could be at risk if not kept in the classroom or at school]
- a pupil persistently refuses to obey an order to leave a classroom
- a pupil is behaving in a way that is seriously disrupting a lesson

Physical intervention can take several forms. It might involve staff:

- physically standing between pupils and using reasonable force to push them apart
- blocking a pupil's path
- holding
- pushing
- pulling
- leading a pupil by the hand or arm
- shepherding a pupil away by placing a hand in the centre of the back
- [in extreme circumstances] using more restrictive holds

It is for the school to decide whether it is appropriate to report the use of force to parents. *DfE Guidance July 2013 'Use of reasonable force'*

MANAGING PUPIL TRANSITION AND PROVIDING SUPPORT

Prior to admitting a pupil to the school the Deputy Head (Pupil Support) will ask for information from their previous school to support his/her transition. If there is a concern regarding his/her behaviour the Head of Year and Assistant Head (Inclusion) will put support systems in place to ensure their needs are met to support good behaviour, which may include a meeting with parents, if necessary. If a safeguarding concern is made known to or by the school, the Deputy Head (Pupil Support) will ensure steps are put in place to meet any educational or other needs.

SPECIAL EDUCATIONAL NEEDS

If the behaviour of a child with SEN is of concern, an emergency review meeting will be held involving a multi-agency approach to consider whether continuing disruptive behaviour might be the result of unmet educational or other needs and to ensure an action plan for support is put in place

REVIEW AND EVALUATION

The Behaviour & Discipline Policy will be reviewed and evaluated annually by the Deputy Head (Pupil Support) in conjunction with the Heads of Year and will be discussed at one meeting of the Governors' Pupils' Committee. A termly audit of internal, external and permanent exclusions will be reported to the Governors' Pupils' Committee.

Reviewed May 2018
Next Review May 2019