

THE HEATHLAND SCHOOL
BEHAVIOUR AND DISCIPLINE POLICY

INTRODUCTION

The Heathland School prides itself on the quality of education it provides. The policy aims to clarify the expectations of behaviour whilst ensuring that all of our students are happy and safe and are able to learn within a supportive environment.

We expect our pupils to maintain the highest standards of behaviour and conduct 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.

We are proud that we have a student and staff population of a wide range of different races, ethnicities, genders, identities, ages, social economic circumstances, abilities, specific learning needs and personal circumstances. Our inclusive ethos promotes recognition and support for this and we work hard to prevent and challenge any behaviours and attitudes that may impede a student from achieving their potential.

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 Headteacher and the Governing Body if pupils breach the Code of Conduct.

GENERAL PRINCIPLES

The Governing Body of The Heathland School expects parents, pupils and staff to reinforce 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.

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.

Whilst pupils are at school, the school acts in loco parentis, assuming the rights and responsibilities of parents in relation to the pupil. Staff are able to speak to pupils without the permission of a parent.

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. Parents should also sign up to the Sims parent App for frequent updates on attendance, CBS Detentions, behaviour points and achievement points.












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. Pupils should keep their hands, feet and unkind words to themselves.

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 to school or anytime on a journey to and from school or on school trips the following banned items:

knives, blades or other harmful / dangerous, drugs, alcohol, ‘vapes’, tobacco, e-cigarettes, shisha pens, aerosols, firecrackers / fireworks, laser pens, stolen items, mobile telephones, SMART watches, other electronic devices or valuable items, hooded tops or other items of non-school uniform, make-up, chewing gum
-  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).

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)

SEXUAL VIOLENCE AND SEXUAL HARASSMENT

Note: The Government released guidance in 2021 following increases of reported cases of Sexual Violence and Sexual Harassment in the UK

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.

The Heathland School does not tolerate sexual violence and sexual harassment. It can occur between two children of any sex. They can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children. This Key Procedure Appendix F – 302B of the Whole School Policy for Child Protection and Safeguarding takes into account guidance provided by the DfE in 'Sexual Violence and Sexual Harassment' and KCSIE 2022.

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.

Sexual violence

It is important that staff are aware of sexual violence and the fact children can, and sometimes do, abuse their peers in this way. When referring to sexual violence in this advice, we do so in the context of child on child sexual violence. For the purpose of this advice, when referring to sexual violence we are referring to sexual offences under the Sexual Offences Act 2003.

Further detail is outlined in Whole School Policy for Child Protection and Safeguarding takes into account guidance provided by the DfE in 'Sexual Violence and Sexual Harassment' September 2021 and KCSIE 2022 and is available on the school website.

A child under the age of 13 can never consent to any sexual activity; the age of consent is 16; taking and sharing nude photographs of U18s is a criminal offence.

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 may work in the school's internal exclusion room (205G) until the correct uniform is worn.

ITEM	FURTHER CLARIFICATION
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 and 11 – Clip-on upper school House tie	Must cover the top button on the shirt
Lanyard and ID badge Year 7 - Orange Year 8 - Light Green Year 9 - Yellow Year 10 - Teal Year 11 - Grey Year 12 - Dark Green Year 13 - Burgundy	To be worn at all times
Shirt Plain and white Collars must be designed to accommodate a tie and have a top button which fastens.	Shirts must be sufficiently generous to tuck fully into the skirt/trousers. The top button must be done up and shirts must be tucked in. Blouses and polo shirts are not permitted.
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 be of a formal fit. Black jeans and jeggings are not permitted. Belts must be plain black and without large distinctive buckles.
Skirt Black formal - knee length.	Skirts must be formal with no slits. 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, zip up sports tops and hoodies are not permitted.
Socks/Tights Plain black socks or Plain black tights.	Footless tights are not permitted, socks should be ankle length. No coloured socks of any kind. White socks should only be worn in PE lessons and activities.
Shoes	Shoes must be smart and formal.

ITEM	FURTHER CLARIFICATION
Black (upper and sole) Smart, plain and be able to be polished.	Ballerina pumps, trainer style shoes (even if leather), canvas style footwear are not permitted as they are not formal school footwear. Boots may be worn with trousers only
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. Hair including braids, weave should only be coloured to natural hair shades. The following colours are not appropriate: Red, Pink, Green, Purple, Blue or Magenta. No distinctive flowers, frills or large bows. No shaved designs or lines are allowed in hair or eyebrows.
Jewellery One small single plain stud earring may be worn in each ear lobe (small diamond or pearls are acceptable) Rings, necklaces, bracelets must not be worn. With the exception of religious items (see page 8 of the school Behaviour and Discipline policy)	No other piercing is acceptable e.g. cartilage of ear, eyebrow, nose or lip. Reasons 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. Hoops or dangling earrings are not permitted. 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 and spot stickers 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. Inappropriate small bags or hand bags are not permitted.

Summer Uniform

Summer uniform will be called on a weekly basis. Pupils can remove their blazers, jumpers must not be worn in replacement of the blazer

- Shirt tucked in
- Tie
- Lanyard
- Diary in bag

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.

Students are expected to wear:

- Lanyard and ID card around their neck
- A formal suit and tie; jacket / blazer
- Trousers must be of a formal fit
- Skirts and dresses must be of knee length and of a formal fit
- A collared shirt, blouse or formal top
- Formal jumper (no cardigans)
- Smart / professional footwear (trainers are not acceptable)

Summer dress code

Students are able to remove their jacket / blazer, jumpers are not permitted to be worn in replacement of the jacket / blazer. Shoes must remain smart and professional, sandals, flip – flops or open toed shoes are not appropriate

The following are not acceptable:

Short skirts and dresses; jeans; jeggings; or hooded tops.

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

If Sixth Formers break the dress code they should be referred to the relevant Head of Year.

Heathland staff can discipline students for breaching the school's rules on appearance and uniform.

The Headteacher or Deputy Headteachers (authorised by the Headteacher) 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'

This may lead to disciplinary action or an exclusion if there are persistent breaches of the school's Behaviour and Discipline Policy.

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. Achievement points on SIMs
3. Work displayed or read
4. Shout outs 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 behaviour points 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.

Centralised Behaviour System (CBS)

The CBS system is for all unacceptable or inappropriate behaviour both inside and outside of the classroom. It is based on a same day detention system which allows pupils to be sanctioned efficiently with the ability to move on and make the necessary changes to their behaviour. All behaviour detentions are held afterschool in the dining hall for a maximum 100 minutes (5.00pm).

Parents are informed via text message that their son/daughter has been given a detention and will be held back afterschool by 3.00pm on the day. The CBS detention system works on a 24 hour period of lunch, Periods 5 & 6 of one day and registration and periods 1 to 4 of the next day. This allows time to collate the detention list and inform the parents.

Within lessons the CBS system works with all members of staff following the procedure below

1. Warning – verbal or written in diary / whiteboard
2. Behaviour Point in SIMs
3. CBS Detention

A behaviour pyramid has been stuck to all teacher desks (Appendix 2)

If a pupil is issued with two curriculum CBS detentions in the 24 hour period the member of staff issuing the 2nd will see in SIMs that the pupil already has a detention and will call on call for the pupil to be removed for the rest of the day to internal exclusion. The pupil will then complete the CBS detentions .for both lessons afterschool.

Tutors & Heads of Year can issue pastoral CBS detentions for forgetting things like their diary, tie or lanyard. They can also issue a pastoral CBS for Persistent poor uniform and 10 behaviour points.

All members of staff can issue a pastoral CBS outside of the classroom for unsafe or poor behaviour or for using the wrong toilets or stairs

A list of pastoral CBS detentions is provided in Appendix 3 – this list is not exhaustive.

Every Minute Matters (EMM)

Every time a pupil is late to registration and or lessons the minutes of lateness are recorded into the registers in SIMs. The minutes late in the 24 hour period are added up and pupils owe that number of minutes afterschool within the CBS detentions.

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.

- 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.

As a means of monitoring persistent poor behaviour a pupil can be placed on Tutor, Head of Year or Heathland Leadership Report. See appendix 3.

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 Heathland 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 CBS detention until 5pm on the day or a suspension from school

SUSPENSION FROM SCHOOL

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

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

Incidents that may warrant a suspension 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 on or off site, theft/stealing, harassment of staff or pupils, inappropriate use of technology or social media, persistent disruptive behaviour including breaches of the School's rules on uniform and appearance, refusal to go to the school's internal exclusion room (205G) or leaving 205G without permission, bringing a banned item into school that is harmful or dangerous

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, assault or harassment, bullying, persistent disruptive behaviour, carrying or the use of an offensive weapon, bringing a banned item into school that is harmful or dangerous e.g a knife or blade.

This list is not exhaustive.

The Headteacher'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 Headteacher 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 Headteacher 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 Headteacher 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 Headteacher 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

Ensuring school staff and pupils feel safe and secure is vital to establishing calm and supportive environments conducive to learning. Using searching, screening and confiscation powers appropriately is an important way to ensure pupil and staff welfare is protected and helps schools establish an environment where everyone is safe. Searching can play a critical role in ensuring that schools are safe environments for all pupils and staff. It is a vital measure to safeguard and promote staff and pupil welfare, and to maintain high standards of behaviour through which pupils can learn and thrive.

The Extended Heathland Leadership Team may conduct bag searches of pupils or of their belongings by gaining consent from the Headteacher (or in the absence of the Headteacher, Deputy Headteachers), where they have reasonable grounds for suspecting that a pupil may be in possession of prohibited or banned items not allowed in school, as per the Code of Conduct.

The list of prohibited items are:

- knives and weapons; • alcohol; • illegal drugs; • stolen items; • any article that the member of staff reasonably suspects has been, or is likely to be used: to commit an offence, or to cause personal injury to, or damage to property of any person (including the pupil).
- cigarettes, tobacco and cigarette papers; vapes • fireworks; and • pornographic images.

Banned items are listed on page 3 of this policy.

The law states the member of staff conducting the search must be of the same sex as the pupil being searched. There must be another member of staff present as a witness to the search. One must be a member of the Extended Heathland Leadership Team.

There is a limited exception to this rule. This is that a member of staff can search a pupil of the opposite sex and/or without a witness present only:

- if the member of staff carrying out the search reasonably believes there is risk that serious harm will be caused to a person if the search is not carried out as a matter of urgency; and
- in the time available, it is not reasonably practicable for the search to be carried out by a member of staff who is same sex as the pupil or it is not reasonably practicable for the search to be carried out in the presence of another member of staff.

In these exceptional or extreme circumstances, where a member of staff has conducted a search without a witness, they should immediately report this to The Deputy Head [Pupil Support], and ensure a record of the search is kept on CPOMS.

The school will notify parents if a search was made and a prohibited item was found.

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.

The school will make use of hand-held metal detectors to screen pupils for prohibited and banned 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. If the pupil refuses to co-operate, the member of staff should assess whether it is appropriate to use reasonable force to conduct the search. The decision to use reasonable force should be made on a case-by-case basis, for example if the pupil is self-harming or a risk to themselves and/or others.

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, cigarette, tobacco and cigarette papers, vapes, 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.

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 Headteacher 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.

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. Where a prohibited item is found, 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 (Assistant Headteacher Inclusion) and the 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 Headteacher or DSL to decide whether the information is deleted or to retain the device as evidence of a breach of school discipline.

Use of knife arches

Working in conjunction with the school's attached Police officers a knife arch will be set up once a term in the sports hall. Parents will receive a letter from the Headteacher informing them of the knife arch and a one week window of when it will take place. A system of selecting random students will be agreed prior to the knife arch searches starting.

CONFISCATION

School staff can seize any prohibited [banned] item found as a result of a search or knife arch search. They can also seize any item which they consider harmful or detrimental to school discipline.

Banned items include: knives, blades or other harmful / dangerous, drugs, alcohol, 'vapes', cigarettes, tobacco, e-cigarettes, shisha pens, aerosols, firecrackers / fireworks, laser pens, stolen items, mobile telephones, SMART watches, other electronic devices or valuable items, hooded tops or other items of non-school uniform, make-up, chewing gum.

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 matter. The law protects members of staff from liability in any proceedings brought against them for any loss of, or damage to, any item they have confiscated, provided they acted lawfully. Searching, Screening and Confiscation Department for Education July 2022.

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 they might have or cause an accident likely to injure themselves or others
- a pupil attempts to leave a classroom or the school in a way which he or she might have or cause an accident likely to injure themselves or others

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

- physically standing between pupils and using reasonable force to push them apart
- 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

It is for the school to decide whether it is appropriate to report the use of force to parents. *DfE Guidance '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 September 2023

Next review June 2024

APPENDIX 1
REWARDS PYRAMID

Yearly
Awards

These events
happen once a
year:

- Prize Giving
- End of Year
Celebration Assembly
- Charity Week rewards trip
- Medal for 100% attendance
for the year

Termly Awards:

Each term will end with the following:

Celebration Assemblies

5* Award (Pizza Meal)

Reward Trips

You will receive awards for the following reasons:

- | | |
|--|--|
| • A raffle draw for 100% termly attendance | • Tutor Award |
| • A raffle draw for pupils with no negative comments | • Head of Year Award |
| • Certificates for Excellent attendance | • Special Progress Award |
| • Subject Awards | • Tutor group with the highest attendance |
| | • Tutor group with the highest good comments |
| | • Rewards trip for PIP data |

Weekly Rewards

Pupils can be rewarded for;
Academic achievement, Club attendance, excellent attainment, excellent effort, excellent homework, excellent classwork, helping others, positive contribution, sporting representation, winning year challenge award.

Weekly rewards include:

- Postcards home
- Phone calls home
- Work displayed or read in class

Vouchers and prizes will be reviewed annually

Classroom Pyramid

APPENDIX 2

**5 GOOD
COMMENTS PER
LESSON**

On Call

CBS

Late to school / lesson (EMM)
Being disrespectful to staff
Being disrespectful to other pupils
Fighting, homophobic or racist
comments
Repeat of poor behaviour that has
already received a warning and
behaviour point

Behaviour point

This is where the student has already received a
warning but have not improved their behaviour and
the teacher is issuing a final warning prior to a
centralised detention being issued
or
chewing gum, eating in lesson, swearing, using wrong
stairs, persistent poor uniform (PU on same day), lack

Warning

Verbal warning/take diary/name on board can be given for wasting the
opportunity to learn and/or for stopping others from learning

E.G. PU in diary for poor uniform, chatting in lesson, shouting out, failing to follow
teacher's instructions, talking over teacher, use of slang/inappropriate language,
water bottle on desk, drinking without permission, turning around, wandering around
the room, sucking teeth, not getting on with the work when asked

Are pupils ready to learn?

Diaries and pencil cases on desks

Exercise / text books ready

Are you ready to start the lesson?

Quick starter ready on the board / desks?

Resources organised?

Seating plan followed?

Register taken?

Appendix 3

Please use the following as guidance for Pastoral reasons for a Centralised Behaviour System Detention. All detentions given must be on the same day unless 12.40pm onwards in which case it is the next day. Detentions must be recorded in MS Teams by 12.40pm of each day

<https://theheathlandschool365.sharepoint.com/:f:/s/TheHeathlandSchoolWholeStaffTeam2/EI3xpBabXaZBvwZOeISVFJ4BSMYhip7BkWI07pGxD7hWCQ?e=3E2pKI>

For DEAR tutors will give out behaviour point and then CBS for no book during tutorial. Teachers do not need to sanction during the lesson.

MISDEMEANOUR	SANCTION
Late to registration and or lessons	Record minutes late in SIMs for the Every Minute Matters (EMM) detention
No reading book	Behaviour Point → 20 minutes CBS
No diary – collect diary slip from office	20 minute CBS from HOY
Diary not signed	Warning → Behaviour Point → 20 minutes CBS
No pencil case or multiple missing items – if missing a single item a warning, if no actual pencil case (just pens etc in pockets) warning to buy one and then 20 minutes per day having not purchased one)	Warning → Behaviour Point → 20 minutes CBS
Poor Uniform	PU in diary with reason 2 x PU in diary 20 minutes 3 X PU in diary uniform report
Missing a piece of uniform i.e Lanyard, tie, blazer	20 minute CBS from HOY Tutor to write PU in diary
Poor behaviour around the school	40 minutes
Using the wrong toilets	40 minutes
Misbehaving in a fire drill	40 minutes
Poor behaviour in corridors including eating, pushing, shoving, screaming	40 minutes
Defiance when using wrong stairs	40 minutes
Persistently Chewing gum	20 minutes

Serious breaches of the code of conduct are referred to the HOY, this includes on the way to and from school, and may lead to an Internal or Fixed Term Exclusion. These include (but are not limited to):

- Invasion of staff privacy and personal space
- Repeated failure to follow rules
- Smoking
- Graffiti
- Vandalism
- Online abuse
- Bringing the school's name into disrepute
- Rudeness to staff
- Fighting
- Racial abuse
- Homophobic abuse
- Sexual harassment
- Sexual violence
- Bullying
- Persistent disruption

APPENDIX 4

Pupil Monitoring

As a means of monitoring the achievement and behaviour points the following system is used every Wednesday morning with tutors and tutor groups

The achievement and behaviour points for the week are added to the year group spreadsheet in teams, pupils then get rewards and sanctions based on the number given to them

Rewards

Number of Achievement Points	Rewards
10	Postcard Home
20	Shout out
30	Bronze Certificate in assembly
40	Phone call home (Tutor, DHOY, HOY, HLT)
50	Silver Certificate in assembly
60	Heathland gift
70	Heathland gift
80	Gold Certificate & end of year reward trip

Sanctions

Number of Behaviour Points	Sanctions
10	40 CBS detention
20	Tutor Report
30	Phone call home
40	Head of Year Report
50	Parent meeting
60	HLT report
70	Internal exclusion (205G)
80	Suspension

Pupils will also be monitored through the following systems

MISDEMEANOUR	SUPPORT
Repeated poor uniform / make-up	Tutor Report
Poor organisation	Tutor Report
No improvement on Tutor Report	HOY Report
Return from exclusion	HOY or SLT Report
Several incident forms / concerns from staff	HOY Report

Reviewed September 2023
Next review June 2024