

Queen's College London



Behaviour management and discipline policy

Reviewed September 2017
Next review July 2018

POLICY STATEMENT

Queen's College prides itself on having a relaxed but disciplined atmosphere. What parents notice most on open days and former pupils remember best about the College, is its friendliness; an unquantifiable and intangible quality which really does set Queen's College apart from many other schools. Friendly and relaxed relationships must not however be seen as synonymous with an indulgent, *laissez-faire* régime. Firm and clear discipline is a primary duty of a genuinely caring institution and is necessary in any civilised community. The pupils at Queen's College are expected to respect themselves, other people, and their own and other people's property, and firmly and consistently-applied disciplinary measures have an important educational function in working towards the goal of shaping responsible, self-disciplined adults.

The following **Principles of Conduct** are written in the pupils' student planners and have their counterpart in the principles of educational policy:

At Queen's we create an environment where we can enjoy our learning and leisure by:

- Showing respect to each other
- Maintaining an atmosphere where there can be effective teaching and learning
- Behaving in a kind and courteous way
- Respecting each other's beliefs
- Looking after personal belongings and College property
- Being thoughtful in what we do and say
- Explaining and talking things through
- Helping and supporting each other

Care

- For the College, the people in it and all the equipment.
- Always use a litter bin for litter
- Help to create an environment which is acceptable to all

Courtesy

- Listen to other people's views
- Do not use language which is abusive or rude
- Do not shout, callout, interrupt or answer back
- Be punctual, settling quietly to the task in hand

Consideration

- Complete all work on time so that you do not inconvenience someone else
- Be aware that we need to live in harmony with our neighbours and show consideration to visitors to the College

SCOPE

The Council of Queen's College and the Principal intend that the Principles of Conduct, along with this Behaviour Management and Discipline policy and the rewards and sanctions contained within it, shall also, in appropriate circumstances, be capable of regulating the conduct of pupils when they are away from College premises and outside the jurisdiction of the College, for example during half term and in the holidays.

This will normally be where the conduct in question could have repercussions for the orderly running of the College, or if it affects the welfare of a member or members of the College community or a member of the public, or if it is judged to bring the College into disrepute.

BEHAVIOUR MANAGEMENT POLICY

It is important not to see behaviour as a separate issue, but within the wider context of the College, as an integral part of the learning taking place and the overall organisation of lessons and other activities. Discipline is about having order within the community. It is not about orders mindlessly followed, but about helping children understand right from wrong and helping them learn to behave in appropriate, socially acceptable ways for the rest of their lives.

Our agreed rules are clearly explained to pupils through Form Tutors, the assembly programme ('Prayers'), and lessons and as part of our day-to-day communication. Parents are informed, so that they can support our procedures at home, if appropriate or necessary.

Positive procedures for encouraging good behaviour include:

- Lessons and activities having a clear plan and structure
- Staff having high expectations of pupils
- The use of praise and rewards for good behaviour (e.g. turn-taking, cooperation, sharing, listening) and drawing attention to the good rather than the bad
- Prevention, anticipation and removal of potential problems (e.g. making sure children have sufficient understanding and enough space to do what is asked of them)
- Interaction and plenty of adult attention (so that there is no need to misbehave to attract attention)
- Adults leading by positive example

Ways in which staff may typically manage inappropriate behaviour include:

- Direction to another activity or adult joins in with activity
- A firm 'no' and a clear explanation of why the behaviour is unacceptable
- Speaking firmly, calmly and clearly to gain control of the behaviour
- Giving a warning of the consequence if the behaviour does not stop

- Use the consequence e.g. Reflection (staff should never threaten a sanction and not follow through)
- A fresh start afterwards; the pupil needs to know that she will have a chance to behave well in future.

Staff recognise that pupils' behaviour is also influenced by wider social, emotional and cultural factors. How children behave will depend on how the class is organised, the planning of the daily routine, the quality of the learning activities available, the choices on offer and the quality of interaction between the adults and children and between the children themselves. Children's behaviour is closely related to relationships.

Other factors, such as partnership with parents and carers, will also have an impact on the children's behaviour at school. It is, therefore, vital that the College and parents work together in a trusting relationship to manage children's behaviour. If adults are clear, consistent and fair, the children will benefit.

REWARDS

For good behaviour or worthy citizenship any member of staff can praise a pupil for her behaviour. Contacting parents to praise such behaviour via an e mail, postcard, phone call is always to be encouraged and is usually highly effective.

Note that in the case of excellent work a teacher may decide to award a pupil with 'Show Form Tutor' or 'Show Principal' as detailed in the *Marking, Assessment & Testing Policies and Procedures* (below).

Rewards are recorded on school management system (currently SchoolBase).

MODIFYING INAPPROPRIATE BEHAVIOUR

The Principal may prescribe and authorise the use of any sanctions as comply with good education practice, to promote good behaviour and modify inappropriate behaviour.

Most examples of inappropriate behaviour can be dealt with by a quiet word and a system of minor sanctions. As with rewards for good behaviour, sanctions are designed to be fitting to the age group at which they are aimed.

SANCTIONS POLICY

Sanctions are in place should they be needed to remind pupils of their responsibilities and to ensure they learn appropriately about right and wrong. Individual teachers may use measures as appropriate to ensure good conduct and personal achievement. Sanctions should be carried out as swiftly as possible. For sanctions outside the school day, at least 24 hours' notice is required.

There are five levels of pastoral care at Queen's. There are different levels of sanction depending upon the seriousness of the offence. In each case, should the sanctions imposed at one level not be effective, the College may decide to proceed to the next level.

Examples of offences (NB: This list is not exhaustive)	Possible sanctions / action	Sanctions imposed and recorded by
<ul style="list-style-type: none"> • Inappropriate chatting during lessons/ activities • Not following classroom procedures • Low level disruption • Lateness • Incorrect uniform • Continued late homework (having first followed the late homework procedure outlined in the Homework Policy) 	<ul style="list-style-type: none"> • 10 minute reflective work 	<ul style="list-style-type: none"> • Class teacher refers to Year Tutor who imposes sanction • <i>Head of Section informed</i>
<ul style="list-style-type: none"> • Continuous low level disruption • Rudeness towards others 	<ul style="list-style-type: none"> • 20 minute reflective work • Parents informed • Improvement targets set via discussion with Form Tutor 	<ul style="list-style-type: none"> • Year Tutor • <i>Parents informed by Year Tutor</i> • <i>Head of Section informed</i>
<ul style="list-style-type: none"> • Refusal to co-operate 	<ul style="list-style-type: none"> • Parents asked to attend a meeting with the Head of Year and Section Head • 30-minute formal lunchtime detention • Behaviour report card • Formal letter from Head of Section to parents 	<ul style="list-style-type: none"> • Head of Section: • <i>Parents informed by Head of Section</i> • <i>Deputy Head Pastoral informed</i>

<ul style="list-style-type: none"> • Persistent bad behaviour where sanctions have not made a noticeable difference 	<ul style="list-style-type: none"> • Deputy Head and Head of Section meet with parents and pupil • Removal of privileges such as lunchtime free time • Formal letter from Deputy Head Pastoral to parents after meeting • Deputy Head Pastoral formal 45 minutes detention after school • Report Card with Deputy Head Pastoral – weekly review until significant improvement 	<ul style="list-style-type: none"> • Pastoral Deputy Head: • <i>Parents informed by Pastoral Deputy Head</i> • <i>Principal informed</i>
<ul style="list-style-type: none"> • Serious breach of College rules or policies • Risk of harm to the education or welfare of other pupils • Pupil not benefitting academically, or performing to the standards required 	<ul style="list-style-type: none"> • Acceptable Behaviour Contract • Temporary Exclusion • Permanent Exclusion 	<ul style="list-style-type: none"> • Principal • In cases of permanent exclusion Principal and Council.

Recording poor behaviour

It is the duty of the member of staff who issues the sanction to record it on the pupil's record in SchoolBase.

TEMPORARY EXCLUSION

A temporary exclusion should be for the shortest time necessary; 1-3 days is usually enough to secure benefits without serious adverse educational consequences.

Persistent or cumulative problems

Exclusion for a period of time from half a day to 3 days for persistent or cumulative problems would be imposed only when the College had already offered and implemented a range of support and management strategies. These could include:

- Discussion with the pupil
- Mentoring (Tutor support)
- Discussions with parents
- Checking on any possible provocation
- Detention
- Removal of privileges

Exclusion will not be used for minor incidents (e.g. missing registration, low level classroom misbehaviour, lateness) except where these are persistent and defiant.

SERIOUS BREACHES OF DISCIPLINE

More serious matters such as the use of foul and abusive language, violence towards another pupil or a teacher or other adult on the College's staff, theft, deliberate damage or vandalism, could lead to the isolation of the perpetrator until the pupil can be collected by their parents or guardians. Such matters will be thoroughly investigated by an appointed member of staff and it may be necessary to require the pupil to remain at home while this is done. The incident will be discussed fully with parents and a sanction could be imposed.

This sanction could take the form of either:

- a) a formal warning that a repeat of such serious misbehaviour could lead to a period of temporary exclusion from the College; or
- b) a period of temporary exclusion.

In the most serious cases, the pupil may be asked to leave the College permanently. Where permanent removal from the College is a possibility, the procedures in the College's Expulsion, Removal and Review Policy will be followed.

The possible sanctions are:

- a) **Removal:** a pupil may be Removed from the College if after consultation with the parents and if appropriate the pupil, Principal, is of the opinion that:
 - i. by reason of the pupil's conduct or progress, the pupil is unwilling or unable to benefit sufficiently from the educational opportunities offered by the College; or
 - ii. a parent has treated the College, members of its staff or any member of the College unreasonably.

In these circumstances, the parents may be permitted to withdraw the pupil as an alternative to Removal being required.

- b) **Permanent Exclusion:** a pupil is liable to Permanent Exclusion for a grave breach of College discipline or a serious criminal offence. Permanent Exclusion is reserved for the most serious breaches.

A pupil or her parents may request a Review by the Council of a decision to expel or remove a pupil from the College. See the College's separate Expulsion, Removal and Review Policy for details of this process. A pupil may be suspended pending the outcome of an investigation or a Review by the Council.

Our ethos firmly believes in supporting young people in understanding fully the error of their actions and supporting them in putting it right for the future. We also, however, recognise the Equality Act 2010 and the College will make reasonable adjustments for managing behaviour which is related to a pupil's special educational need or disability. Where Permanent Exclusion needs to be considered, the College will ensure that a pupil with a disability or special educational needs is able to present their case fully where their disability or special educational needs might hinder this.

Any religious requirements affecting the pupil will also be considered. Parents should be notified of concerns at the earliest opportunity through the planner, by phone or email. Should there be need for external agency involvement this will be discussed with the relevant Head of Section and the Pastoral Deputy Head, who is also the Designated Safeguarding Lead for Child Protection.

MALICIOUS ALLEGATIONS AGAINST STAFF

Where a pupil makes an accusation against a member of staff and there is reasonable suspicion that the accusation has been deliberately invented or malicious, the Principal will consider whether to take disciplinary action in accordance with this policy.

Where a parent has made a deliberately invented or malicious allegation the Principal will consider whether to require that parent to remove their child or children from the College on the basis that they have treated the College or a member of staff unreasonably and compromised the requirement for mutual trust and confidence.

In accordance with the DfE's guidance *Keeping Children Safe in Education* (September 2016), the College will consider a malicious allegation to be one where there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive.

USE OF REASONABLE FORCE

Any use of force by staff will be reasonable, proportionate and lawful. Reasonable force will be used in accordance with the DfE guidance *Use of Reasonable Force* (July 2013) and as set out in Appendix 1.

Corporal punishment is not used or threatened at the College and force is never used as a form of punishment.

SEARCHING PUPILS

Informed consent: The College staff may search a pupil or her possessions or with their consent for any item. If a member of staff suspects that a pupil has a banned item in her possession, they can instruct the pupil to turn out her pockets or bag. If the pupil refuses, sanctions will be applied in accordance with this policy.

Searches without consent: In relation to prohibited items, the Principal, and staff authorised by the Principal, may search a pupil or a pupil's possessions, without their consent, where they have reasonable grounds for suspecting that a pupil has a prohibited item in their possession. Please see Appendix 2 for the College's policy on searching and confiscation. Such action will be taken in accordance with the DfE guidance *Searching Screening and Confiscation* (February 2014).

RECORDS

Major punishments are recorded, with the name of the pupil concerned, the reason for the punishment including relevant dates, and the name of the person administering the punishment. This log is kept in the Pastoral Deputy Head's office and is reviewed regularly so that patterns in behaviour can be identified and managed appropriately.

APPENDIX 1: USE OF REASONABLE FORCE

All members of staff have a legal power to use reasonable force for the purpose of preventing pupils from committing a criminal offence, hurting themselves or others, damaging property, or causing disorder. The decision on whether or not to physically intervene is down to the professional judgement of the staff member concerned and should always depend on the individual circumstances. Physical intervention is allowable (for example to avert immediate danger of personal injury).

The term 'reasonable force' covers a broad range of actions that involve a degree of physical contact with pupils, such as:

- To remove disruptive children from the classroom where they have refused to follow an instruction to do so;
- To prevent a pupil behaving in a way that disrupts a College event or trip or visit;
- To prevent a pupil leaving the classroom where allowing the pupil to leave would risk their safety or lead to behaviour that disrupts the behaviour of others;
- To prevent a pupil from attacking a member of staff or another pupil, or to stop a fight in the playground;
- To restrain a pupil at risk of harming themselves through physical outbursts.

In addition, reasonable force may be used to conduct a search for certain "prohibited items" (see Appendix 2 below). In deciding whether reasonable force is required, the needs of individual pupils will be considered and reasonable adjustments will be made for pupils with special educational needs or disabilities.

Force may never be used as a punishment, to do so is unlawful.

Any member of staff who is involved in an incident involving the use of force will provide a written report to the Pastoral Deputy Head as soon as practicable after the event. The Pastoral Deputy Head will advise parents of any serious incident involving the use of force.

APPENDIX 2: SEARCHING AND CONFISCATION

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 pupil's property as a disciplinary penalty where it is reasonable to do so. The College's policy on searching and confiscation has regard to guidance published by the DfE in *Searching, Screening and Confiscation* (February 2014).

1. **Prohibited items**

1.1 The following are "prohibited items" under Section 550ZA (3) of the Education Act 1996 and Regulation 3 of the Schools (Specification and Disposal of Articles) Regulations 2012:

1.1.1 knives or weapons, alcohol, illegal drugs and stolen items

1.1.2 tobacco and cigarette papers, fireworks and pornographic images

1.1.3 any article that a member of staff reasonably suspects has been, or is likely to be used:

(a) to commit an offence or

(b) to cause personal injury to, or damage to the property of, any person (including the pupil) and

2 **Searching with consent**

2.1 Before any search is undertaken the pupil will usually be asked to consent. In seeking consent, the age and maturity of the pupil will be taken into account together with any special needs the pupil may have. Written consent will not usually be required.

2.2 The consent of the pupil must be obtained for searches for items that are not "prohibited items" as listed in section 1 above. The consent of the pupil must be sought even if she is not at the College at the time. If a member of staff suspects that a pupil has an item that is banned by the College, they can instruct the pupil to turn out her pockets or bag.

2.3 If the pupil refuses to provide consent disciplinary action may be taken in accordance with this Behaviour Policy.

3 **Searching for prohibited items**

3.1 Where the Principal or an authorised member of staff have reasonable grounds to suspect that a pupil may have a prohibited item, consent is not required and the search will be carried out, using reasonable force if necessary (such force may not be used in searches for items included in 1.1.4 above).

3.2 Searches will be carried out only on College premises or, if elsewhere, where the member of staff has lawful control or charge of the pupil, for example on an educational visit or in training settings.

- 3.3 If it is believed that a pupil has a prohibited item, it may be appropriate for a member of staff to carry out:
 - 3.3.1 a search of outer clothing and / or
 - 3.3.2 a search of College property (e.g. pupils' lockers)
 - 3.3.3 a search of personal property (e.g. bag or pencil case).
- 3.4 Searches will be conducted in such a manner as to minimise embarrassment or distress. Any search of a pupil or their possessions will be carried out in the presence of the pupil and another member of staff. Where a pupil is searched, the searcher and the second member of staff present will be the same gender as the pupil.
- 3.5 Where it is reasonably believed that serious harm may be caused if the search is not carried out immediately and it is not practicable to summon another member of staff, a member of staff may carry out a search of a pupil of the opposite sex and / or in the absence of a witness.
- 3.6 Where the Principal, or staff authorised by the Principal, 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.

3 Confiscation

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

4 Searching electronic devices

- 5.1 An electronic device such as a mobile phone or a tablet computer may be confiscated in appropriate circumstances in accordance with this policy. If there is good reason to suspect that the device has been, or could be used to cause harm, to disrupt teaching or break College rules, any data or files on the device may be searched and, where appropriate, data or files may be erased before the device is returned to its owner. Any search of an electronic device should be conducted in the presence of a member of the IT staff.
- 5.2 Any data or files will only be erased, if there is good reason to suspect that the data or files have been, or could be used to cause harm, to disrupt teaching or break College rules.
- 5.3 If inappropriate material is found on an electronic device, the member of staff may delete the material, retain it as evidence of a breach of College discipline or criminal offence or hand it over to the police if the material is of such seriousness that police involvement is required.

5 Disposal of confiscated items

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

when it can be claimed by its owner, unless the Principal considers it necessary to retain the device for evidence in disciplinary proceedings in accordance with 6.12 below.

- 6.12 **Electronic devices:** if it is found that a mobile phone, laptop or tablet computer or any other electronic device has been used to cause harm, disrupt teaching or break College rules, including carrying out cyberbullying, the device will be confiscated and may be used as evidence in disciplinary proceedings. In serious cases, the device may be handed to the police for investigation

7 **Communication with parents**

- 7.1 There is no legal requirement for the College to inform parents before a search for banned or prohibited items takes place or to seek their consent to search their child and it will not generally be practicable to do so. In appropriate cases the College will inform parents on how the College will dispose of certain items.
- 7.2 The College will keep a record of all searches carried out, whether the search is with or without the consent of the pupil, and the record may be inspected by the parents of the pupil(s) involved subject to any restrictions under the Data Protection Act 1998. The record will include details of any disposal of items confiscated.
- 7.3 Complaints about searching or confiscation will be dealt with through the College's Complaints Policy. A copy of the policy is posted on the College website and hard copies are available on request.
- 7.4 The College will take reasonable care of any items confiscated from pupils. However, unless negligent or guilty of some other wrongdoing causing injury, loss or damage, the College does not accept responsibility for loss or damage to property.