



## **STUDENT BEHAVIOUR POLICY**

### **Introduction**

The purpose of the policy is to encourage self-discipline and an awareness of the positive contribution that the individual can make to college life and the wider community. Students are expected to conduct themselves with courtesy and common sense at all times. The college believes that each individual has a right to live in peace within the community and the college acknowledges its obligations under the terms of the variety of Health and Safety and Child Protection Legislation. The college aims to provide a moral framework for students' personal development so that they may become courteous and tolerant members of the community. Bullying, racist, sexist and other anti-social behaviour will not be tolerated.

Students learn of these expectations through a number of communication channels individual conversations with staff, particularly Personal Tutors, in PSHE lessons and through the general ethos of the college. The importance of self-discipline and the positive contribution that an individual can make are stressed wherever appropriate. The highest standards of work and behaviour are expected and staff will take whatever actions are needed to ensure those high standards. College Management will ensure there is no differential application of the policy on any grounds, particularly ethnic or national origin, culture, religion, gender, disability or sexuality. College Management will also ensure that the concerns of students are listened to and appropriately addressed.

Parents will be expected to take responsibility for the behaviour of their child both inside and outside the college. They will be encouraged to work in partnership with the college to assist the college in maintaining high standards of behaviour and will have the opportunity to raise with the college any issues arising from the operation of the policy. Students have a responsibility to ensure that incidents of disruption, violence, bullying and any form of harassment are reported, as stated in the college's Anti-Bullying Policy. The Principal in consultation with all staff will develop the procedures arising from this policy. This Behaviour and Discipline Policy makes it clear to students how acceptable standards of behaviour can be achieved, in addition to having a clear rationale, which is made explicit to staff, students and parents. The procedures will be consistently and fairly applied and will promote the idea of personal responsibility and that every member of the college has a responsibility towards the whole community.

## **Aims of Policy**

1. To make the college's expectations of behaviour clear to all students
2. To provide positive adult role models of caring, considerate and co-operative behaviour
3. To promote good behaviour and a proper regard for authority
4. To encourage the development of self-discipline and a sense of responsibility for one's own actions
5. To create an orderly atmosphere conducive to learning and effective teaching
6. To create an environment based upon mutual respect
7. To ensure that all adults in the college share a common responsibility for maintaining good discipline and promoting the college's guidelines on behaviour.

## **Practice**

1. All teaching staff will practise consistent classroom organisation and management;
2. Teachers will make every effort to motivate and encourage students by providing an appropriate curriculum;
3. All students will be made aware of what is appropriate and inappropriate behaviour through discussion and clarification of college rules with staff;
4. Teaching staff and members of the College Management will enforce the expected standards around the college generally and outside;
5. Bad behaviour both in and outside the college will be responded to according to the college's disciplinary procedure.
5. Good behaviour will be recognised, encouraged, praised and rewarded;
6. Inappropriate or unacceptable behaviour will be punished in a fair and consistent manner
7. There will be a hierarchical system of responsibility and of support for staff;
8. Incidents of inappropriate or unacceptable behaviour may be recorded. Parents may be informed about poor behaviour of their child, and their support enlisted and expected;
9. Every effort will be made to identify and support students with behavioural and/or learning difficulties.
10. Physical restraint must not be used by any member of staff (unless in the case of an emergency).

## **Relevant legislation and guidance**

- Behaviour in schools, Advice for headteachers and school staff (2022)
- Behaviour and Discipline in Schools (2016)
- Equality Act (2010)
- Keeping Children Safe in Education (2022)
- Searching, screening and confiscation at school (2022)
- Use of reasonable force in schools (2013)
- Special Educational Needs and Disabilities Code of Practice (2015)

## **Discipline**

The fundamental assumption underlying the college's approach to discipline is that of trust and respect between individuals. Formal rules are therefore kept to a workable minimum while conventions about conduct are, as in any good family, stressed. Only when the relationship breaks down or the conventions are flouted will disciplinary

procedures be invoked. The Principal, who lays down broad principles, is responsible for the promulgation of college rules and makes specific decisions on particular occasions relating to serious issues of discipline. He also delegates the routine overview of day-to-day discipline to the Vice-Principals and the various disciplinary codes to the teaching staff. He acts as a Court of Appeal where necessary. Routine discipline is exercised by staff on a day-to-day basis as the need arises. Particular rules apply to laboratories and other specialist teaching rooms. There is no fixed scale of punishment, however, there is a procedure for the recording and intervention in cases of underachievement, which is appended to this policy. Sanctions are decided by the severity of the offence and by what is customary. They are usually imposed at the level at which they arise, but may be referred upwards as deemed necessary. Those who consider that they have been unjustly punished may appeal upwards through the Vice-Principals.

### **Teachers' powers**

- Teachers have statutory authority to discipline pupils whose behaviour is unacceptable, who break the school rules or who fail to follow a reasonable instruction (Section 90 and 91 of the Education and Inspections Act 2006).
- The power also applies to all paid staff (unless the Principal says otherwise) with responsibility for pupils, such as teaching assistants.
- Teachers can discipline pupils at any time the pupil is in school or elsewhere under the charge of a teacher, including on school visits.
- Teachers can also discipline pupils in certain circumstances when a pupil's misbehaviour occurs outside of school.
- Teachers can confiscate pupils' property.
- Corporal punishment is illegal in all circumstances.

### **Confiscation of inappropriate items**

#### **What the law allows:**

There are two sets of legal provisions which enable school staff to confiscate items from pupils:

- 1) The **general power to discipline** (as described in the bullets under the heading "Discipline in Schools – Teachers' Powers" on pages 3 and 4) enables a member of staff to confiscate, retain or dispose of a student's property as a punishment, so long as it is reasonable in the circumstances. The law protects them from liability for damage to, or loss of, any confiscated items provided they have acted lawfully<sup>s</sup>. The legislation does not describe what must be done with the confiscated item and the school behaviour policy may set this out; and
- 2) **Power to search without consent** for "prohibited items" including:
  - knives and weapons
  - alcohol
  - illegal drugs

- stolen items
- tobacco and cigarette papers
- fireworks
- pornographic images
- any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property; and
- any item banned by the school rules which has been identified in the rules as an item which may be searched for.

Weapons and knives and extreme or child pornography must always be handed over to the police, otherwise it is for the relevant Vice-Principal to decide if and when to return a confiscated item.

### **Rewards and Sanctions**

A college ethos of encouragement is central to the promotion of good behaviour. Students will thus achieve recognition for a positive contribution to college life. Such a contribution includes sound academic work and effort, good behaviour and enthusiastic participation in extracurricular activities. As a college, attention should not be limited to those whose behaviour is consistently poor. Sanctions are needed to respond to inappropriate behaviour. Students have a right to expect fair and consistently applied sanctions. An appropriate sanction is one which is designed to put matters right and encourage better performance or behaviour in the future.

### **Behavioural expectations and students with SEND**

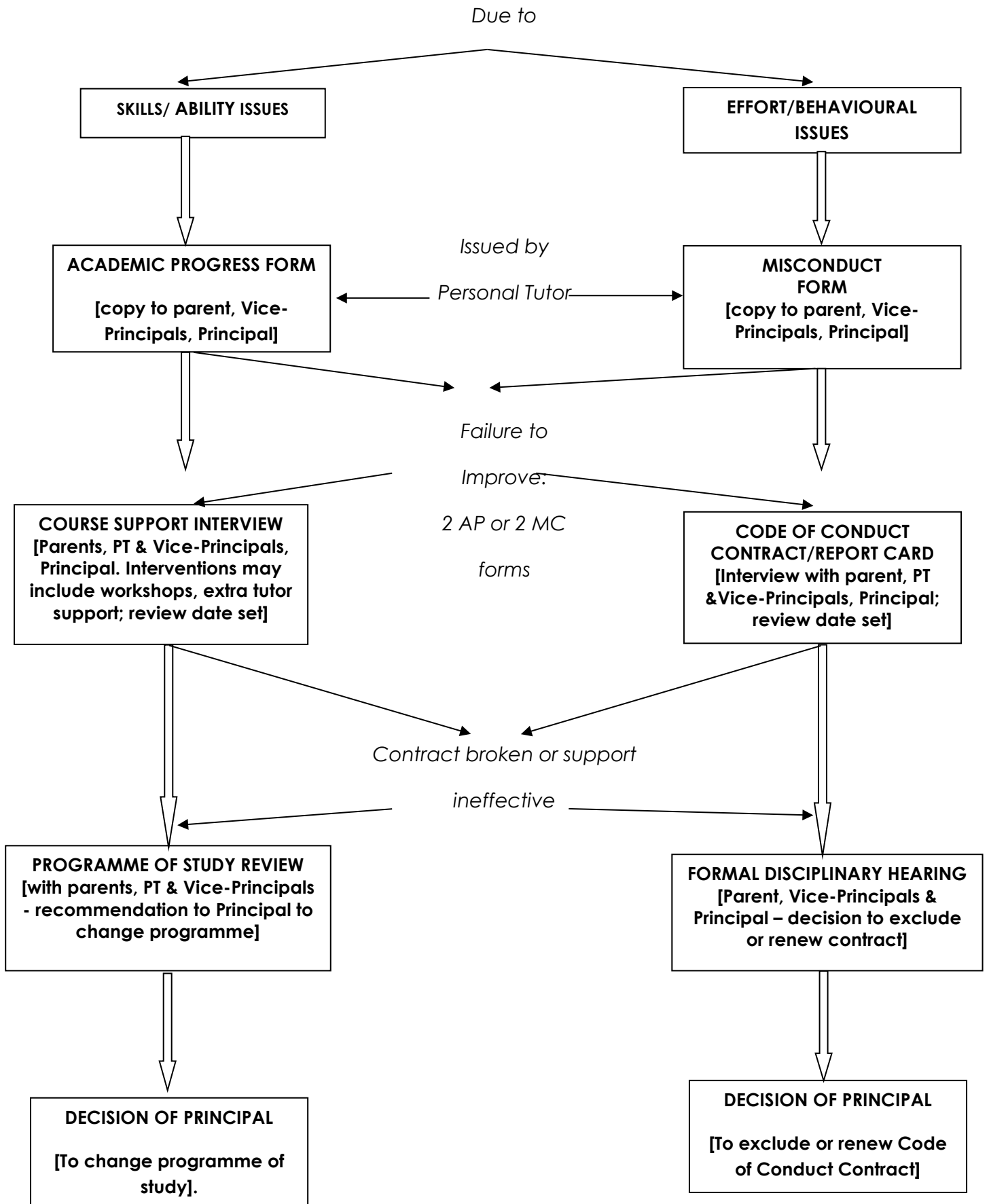
Students with Special Educational Needs and Disabilities (SEND) are supported by our Designated Safeguarding Lead and SEND team. Attendance registers will indicate whether teachers should be aware of SEND. Where appropriate, the support team will liaise with and advise teachers and other members of staff on how to manage behavioural issues and offer support for students to help them cope with similar situations in future.

The SEND team will determine whether a student's SEND has contributed to any misbehaviour and whether sanctions are appropriate and lawful, as set out in the Equality Act and other guidance for schools. It will not be assumed, however, that poor behaviour is attributable to a SEND; each incident will be assessed on the facts and sanctions meted out accordingly. If any student, regardless of SEND, cannot abide by the code of conduct they may need to find alternative educational provision.

### **Interrelationship with other College Policies**

In order for the Behaviour and Discipline Policy to be effective, a clear relationship with other college policies, particularly Equal Opportunities, and Anti-Bullying, has been established.

# UNDERACHIEVEMENT





## Misconduct Form

STAFF .....

STUDENT .....

PERSONAL TUTOR .....

*Concern regarding [please tick]*

☐

PUNCTUALITY

☐

ATTENDANCE

☐

DEADLINES

☐

EFFORT

☐

DISRUPTIVE BEHAVIOUR

☐

OFFENSIVE BEHAVIOUR

☐

INAPPROPRIATE BEHAVIOUR

☐

OTHER

***Details***

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***Any action taken***

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***Signed.....***



## Academic Progress Form

STAFF: ..... SUBJECT.....

STUDENT.....

PERSONAL TUTOR.....

*Concern regarding [please tick]*

☐ UNDERPERFORMING IN TIMED ASSIGNMENTS/ HOMEWORK

☐ POOR STANDARD OF CLASS WORK

☐ STANDARDS OF LITERACY

☐ NON-COMPLETION OF COURSEWORK

☐ OTHER

***Details***

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***Any action taken***

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***Signed.....***

*Reviewed: September 2022*

*Next Review: September 2023*

*Responsible Officer: Tim Naylor*



