



PLYMSTOCK SCHOOL

Behaviour Policy

Lead Officer: Deputy Headteacher (Behaviour)

Date for Review: Autumn 2021

1. Core Beliefs

- 1.1 The quality of learning, teaching and behaviour are inseparable issues and the responsibility of all staff.
- 1.2 Poor behaviour cannot be tolerated as it is a denial of the right of students to learn and teachers to teach. To enable learning to take place, preventative action is most effective, but where this fails, the school has clear, firm and intelligent strategies in place to help students manage their behaviour.
- 1.3 Respect must be given to be received. Parents and carers, students and teachers all need to operate in a culture of mutual regard.
- 1.4 Consistency of approach and a collective responsibility for managing behaviour is likely to lead to high standards.
- 1.5 In this school students behave well because of the positive ethos, climate for learning and excellent relationships between staff and students.
- 1.6 This policy pays full regard to statutory guidance issued by the DfE in September 2016 'Behaviour and discipline in schools: guidance for headteachers and staff', the DfE in September 2017 'Exclusion from maintained schools, academies and pupil referral units in England', and the Education Act 2002 (as amended by the Education Act 2011).

2. Rights and Responsibilities

- 2.1 **Plymstock School – Rights**
 - 2.1.1 To make clear the school's statutory power to discipline students and that students and parents will need to respect this. This includes the legal power to issue detentions after school without giving 24-hours' notice or requiring parental consent (although we always try to work *with* parents in this area).
 - 2.1.2 To enforce the school's behaviour policy – including rules and disciplinary measures.
 - 2.1.3 To expect students' and parents' cooperation in maintaining an orderly climate for learning.

- 2.1.4 To expect students to respect the rights of other students and adults in the school.
- 2.1.5 Not to tolerate violence, threatening behaviour or abuse by students or parents.
- 2.1.6 To take firm action against students who harass or denigrate teachers or other staff on or off the premises, including cyber-bullying – engaging external support services, including the police, as appropriate.
- 2.1.7 The Headteacher can authorise a search of students or their possessions (including bags) without their consent, if there are reasonable grounds for doing so.
- 2.1.8 To confiscate items that are in breach of this behaviour policy or those that pose a health and safety risk to other stakeholders.

2.2 **Plymstock School – Responsibilities**

- 2.2.1 To ensure the whole school community is aware of the principles of the school behaviour policy.
- 2.2.2 To establish and communicate clearly measures to ensure good order, respect and discipline.
- 2.2.3 To ensure the school behaviour policy does not discriminate against any student on grounds of race, religion, gender, disability or sexual orientation, and that it promotes good relations between different communities.
- 2.2.4 To ensure staff are clear about the extent of their disciplinary authority and receive necessary professional development on behaviour strategies.
- 2.2.5 To support, praise and, as appropriate, reward students' good behaviour.
- 2.2.6 To apply sanctions fairly, consistently, proportionately and reasonably – taking account of SEND, disability and the needs of vulnerable children, and offering support as appropriate.
- 2.2.7 To take all reasonable measures to protect the safety and well-being of staff and students, including preventing all forms of bullying including cyber-bullying, and dealing effectively with reports and complaints about bullying.
- 2.2.8 To ensure staff model good behaviour and never denigrate students or colleagues.
- 2.2.9 To promote positive behaviour through active development of students' social, emotional and behavioural skills.
- 2.2.10 To keep parents informed of their child's behaviour.
- 2.2.11 To work with other agencies to promote community cohesion and safety.

2.3 **Families (Students and Parents) – Rights**

- 2.3.1 To make representation about the school behaviour policy.
- 2.3.2 To be kept informed about their child's progress.
- 2.3.3 To expect their child to be safe, secure and respected in school.
- 2.3.4 To have any concern they have about their child being bullied taken seriously by the school and investigated as necessary.

2.4 Families (Students and Parents) – *Responsibilities*

- 2.4.1 To respect the school's behaviour policy and the disciplinary authority of school staff.
- 2.4.2 To read and commit to the Home-School Agreement.
- 2.4.3 To help ensure that their child follows reasonable instructions by school staff and adheres to school rules.
- 2.4.4 To ensure their child understands that bullying and abuse in all its forms, including cyber-bullying, will not be tolerated.
- 2.4.5 To send their child to school each day punctually, suitably clothed, fed, rested, and equipped and ready to learn.
- 2.4.6 To ensure school staff are aware of any SEND-related or other personal factors which may result in their child displaying behaviours outside the norm.
- 2.4.7 To be prepared to work with the school to support their child's positive behaviour.
- 2.4.8 To attend meetings with senior staff or other school staff, if requested, to discuss their child's behaviour.
- 2.4.9 If their child is excluded from the school, to ensure the child is not found in a public place during school hours in the first five days of exclusion and to attend a reintegration interview with the school at the end of a fixed period exclusion.

3. Roles

3.1 Students are expected to:

- 3.1.1 Contribute, through student feedback, to the development of the school behaviour policy and do whatever they can to adhere to it.
- 3.1.2 Report bullying and abuse and severe breaches of discipline.
- 3.1.3 Follow reasonable instructions by school staff, obey school rules and accept sanctions in an appropriate way.
- 3.1.4 Act as positive ambassadors for the school when off school premises.
- 3.1.5 Not bring inappropriate or unlawful items to school.
- 3.1.6 Show respect to school staff, fellow students, school property and the school environment.
- 3.1.7 Never denigrate, harm or bully other students or staff in, out of school or online.
- 3.1.8 Cooperate with, and abide by, any arrangements put in place to support their behaviour, such as Pastoral Support Programmes or Behaviour Agreements.

3.2 All staff are expected to:

- 3.2.1 Promote and model positive behaviour.
- 3.2.2 Intervene and take appropriate action where necessary when a breach of the code of conduct takes place.
- 3.2.3 Report unacceptable behaviour swiftly to an appropriate member of staff.
- 3.2.4 Operate in a culture of mutual respect.

- 3.2.5 Accept guidance and support when given.
 - 3.2.6 Use a range of appropriate strategies for dealing with students.
 - 3.2.7 Wherever possible de-escalate incidents.
 - 3.2.8 Ensure that the school environment and classrooms are in a fit state for use.
 - 3.2.9 Listen to students' perspectives of reported incidents.
- 3.3 Teaching staff are specifically expected to:**
- 3.3.1 Create a positive learning environment.
 - 3.3.2 Plan and deliver lessons which engage and meet the needs of students.
 - 3.3.3 Follow the agreed systems of rewards and sanctions.
 - 3.3.4 Understand their collective responsibility for safe behaviour out of lessons, e.g. at break, lunch and during and after school.
 - 3.3.5 Be punctual for duties and make arrangements for cover where necessary.
 - 3.3.6 Make sure resources are taken care of, including exercise books.
 - 3.3.7 Ensure that systems for managing behaviour are applied consistently.
 - 3.3.8 Seek advice and support with managing behaviour when needed.
 - 3.3.9 Employ a full range of strategies to manage poor behaviour.
 - 3.3.10 Make effective use of Teaching Assistants.
- 3.4 Tutors are expected to:**
- 3.4.1 Establish strong positive relationships.
 - 3.4.2 Support students' learning and personal and social development.
 - 3.4.3 Ensure that students are ready to learn at the start of each day.
 - 3.4.4 Keep informed of behaviour issues which arise with students, monitor patterns and refer and intervene as appropriate.
 - 3.4.5 Work with Heads of Year to support positive behaviour.
 - 3.4.6 Keep parents informed of behaviour concerns and respond swiftly and expediently to parental concerns.
- 3.5 Heads of Department are expected to:**
- 3.5.1 Ensure rewards and sanctions are applied consistently across the team.
 - 3.5.2 Monitor 'Ready to Learn' data relevant to the department.
 - 3.5.3 Identify members of team who need support and provide training.
 - 3.5.4 Support strategies instigated by Heads of Year.
 - 3.5.5 Provide 'front-line' support for team members in managing behaviour.
 - 3.5.6 Ensure prompt flow of information to Heads of Year, tutors and SLT.
 - 3.5.7 Take appropriate action to improve standards of behaviour.
 - 3.5.8 Inform parents of behaviour issues which affect teaching and learning in subject.
 - 3.5.9 Make effective use of information from the SEND team and relay concerns back to them.

3.6 Heads of Year are expected to:

- 3.6.1 Review attitudes to learning, personal wellbeing of students and attainment of cohort regularly and strategically.
- 3.6.2 Work in partnership with teachers, tutors, etc. in promoting positive behaviour
- 3.6.3 Reinforce key messages in assemblies.
- 3.6.4 Keep relevant staff informed of concerns which relate to individual students.
- 3.6.5 Establish and maintain effective relationships with parents.
- 3.6.6 Keep accurate records of interventions with students.
- 3.6.7 Deal promptly and effectively with instances of bullying.
- 3.6.8 Deal effectively with concerns about out-of-lesson behaviour.
- 3.6.9 Ensure appropriate opportunities have been provided to listen to students, including gathering witness statements.
- 3.6.10 Using 'Ready to Learn' data, identify patterns across different lessons with individuals and groups of students and liaise with parents and teachers to address them.
- 3.6.11 Effectively lead a team of tutors to carry out their role.
- 3.6.12 Use progress data effectively to identify underperformance and intervene appropriately.
- 3.6.13 Liaise with the Deputy Headteacher (Pastoral) regarding internal isolations and external exclusions.
- 3.6.14 Monitor attendance, in conjunction with the EWO, and report concerns, including dealing with truancy.
- 3.6.15 Initiate CAFs (Common Assessment Framework) and TAMs (Team Around Me) and early help assessments, where necessary.
- 3.6.16 Conduct a regular Learning Walk to monitor and evaluate the learning and behaviour of year group.
- 3.6.17 Inform parents of behaviour issues which affect teaching and learning in general and work closely with the parents of students requiring intervention.
- 3.6.18 Make effective use of information from the SEND team and relay concerns back to them.

3.7 The Deputy Headteacher (Pastoral) and SLT are expected to:

- 3.7.1 Communicate values which underpin behaviour policy and model them to whole school.
- 3.7.2 Ensure support is provided for all other staff.
- 3.7.3 Ensure that protocols for administering sanctions have been correctly observed and adhered to.
- 3.7.4 Manage external exclusions, including reintegration meetings.
- 3.7.5 Monitor and evaluate 'Ready to Learn' and exclusion data – planning proactively.
- 3.7.6 Keep informed and gather information about behaviour concerns.
- 3.7.7 Conduct regular Learning Walks.

- 3.7.8 Maintain a high visibility and presence about the school.
- 3.7.9 Review the Behaviour Policy regularly.
- 3.7.10 Ensure that relevant training opportunities are provided for staff.
- 3.7.11 Regularly discuss vulnerable and challenging students.

4. Promoting positive behaviour – Rewards

- 4.1 We are proud of the positive learning environment that we create, and we recognise the importance of rewards as an incentive for students to achieve their best.
- 4.2 Staff and students are encouraged to celebrate success at every opportunity and a range of rewards exist for this purpose, including:
 - 4.2.1 Verbal praise;
 - 4.2.2 A House Point for general behaviour, attitude, effort and achievement;
 - 4.2.3 Subject commendations;
 - 4.2.4 Headteacher's 'student of the week' award;
 - 4.2.5 Recognition in the Headteacher's weekly blog;
 - 4.2.6 Positive comments in exercise books, workbooks and the student planner;
 - 4.2.7 Positive comments in reports and during Parents' Evenings;
 - 4.2.8 Letters of congratulation sent to parents (excellent work, attendance, a specific achievement, etc);
 - 4.2.9 Presentation at the school's annual GCSE Awards Evening;
 - 4.2.10 Presentation at the school's annual Sixth-Form Awards Evening;
 - 4.2.11 Presentation at the school's Year Group Celebration Events;
 - 4.2.12 Acknowledgement and congratulations during staff briefings;
 - 4.2.13 Displays of work.

5. Fixed Term Exclusions

- 5.1 **A Fixed-Term Exclusion is the most serious sanction the school can apply.** In a minority of cases, individual students may continue to demonstrate behaviours which do not meet the standards and expectations of the school and may damage the learning and progress of other students or the well-being of other students or staff. In these cases, and in the case of "one-off" serious incidents of unacceptable behaviour, the school will use the higher level sanction of Fixed - Term Exclusions to students.
- 5.2 More serious misbehaviours warrant immediate removal from the lesson and are likely to result in a Fixed-Term exclusion. These include:
 - 5.2.1 Swearing at or about a member of staff.
 - 5.2.2 Violence, aggressive or intimidating behaviour.
 - 5.2.3 Racist, disablist or sexualised incidents.
 - 5.2.4 Bullying or prejudicial language directed at another person.

- 5.2.5 Unsafe or dangerous behaviour.
 - 5.2.6 A suspected drug or alcohol-related incident.
 - 5.2.7 Hitting furniture, walls, doors, etc.
 - 5.2.8 Deliberate damage to school property.
 - 5.2.9 Setting off fire alarms.
 - 5.2.10 Persistent disruptive behaviour.
 - 5.2.11 Exam/Test misconduct.
 - 5.2.12 Smoking/vaping - smoking or vaping is not permitted anywhere on the school site.
 - 5.2.13 Defiance (refusal to carry out a reasonable request/walking away from a member of staff).
- 5.3 This list is not exhaustive and each incident will be considered to put into place an appropriate course of action.
- 5.4 Fixed-Term Exclusions are the responsibility of the Headteacher but may be delegated to any of the Deputy Headteachers.
- 5.5 When a serious incident occurs for which a Fixed-Term Exclusion might be considered, the member of staff reporting the incident should refer it to the Head of Year who will liaise with the Deputy Headteacher (Pastoral). If the incident happens at lunchtime, it should be referred to the Leadership member on duty. The member of the Leadership Team/Head of Year considering the exclusion must do the following:
- 5.5.1 Telephone the parents/carers to inform them a serious incident has occurred and that the school is investigating.
 - 5.5.2 Consider the evidence, including speaking to the student, and if necessary, gathering witness statements.
 - 5.5.3 Allow the student the opportunity to present his/her view of events.
 - 5.5.4 If the incident was witnessed by a member of staff, their version of events must be gathered.
 - 5.5.5 Use any other evidence deemed appropriate as part of the investigation, e.g. CCTV.
 - 5.5.6 Inform parents/carers of outcome of serious incident, including sanctions applied.
 - 5.5.7 Evidence to be shared with the Deputy Headteacher (Pastoral), where a decision will be made regarding the length of the fixed term exclusion.
 - 5.5.8 Pass the details on to Headteacher's PA for the official exclusion letter and for filing.
 - 5.5.9 Telephone the parents to inform them of the exclusion and the reasons for it.
 - 5.5.10 Arrange a reintegration meeting with the student, parents and Deputy Headteacher (Pastoral).
- 5.6 It is imperative that accurate documentary evidence of the events leading up to Fixed-Term Exclusion is kept. This needs to be filed as evidence in the student's file or via SIMS Linked Documents. Incidents, including sanctions applied will be recorded on SIMS Behaviour.

- 5.7 In the case of Fixed-Term Exclusion, parents/carers will be informed as soon as possible following the incident/investigation. The student and parents/carers will attend a reintegration meeting following the exclusion. It is expected that parents/carers attend these meetings, as strategies to support the student will be discussed. **The student will not be re-admitted to the school until a reintegration meeting has been attended.**

6. Serious Incidents

6.1 Defiance (refusal to carry out a reasonable request made by, or walking away from, a member of staff)	Students should be asked explicitly, "I have asked you to ... This is a reasonable request. Are you refusing to do as I have asked?" There must be no negotiation. If a student does not immediately comply with your request, he or she should be sent straight to IR .
6.2 Verbal or Physical abuse of staff	This may include: <ul style="list-style-type: none"> • Pushing past staff • Swearing at staff • Rudeness and name calling This will result in immediate Fixed Term Exclusion .
6.3 Exam/Test misconduct	Students will be sent to IR .
6.4 Truancy or wandering for 10 minutes or more during a lesson	Students may only be out of lessons with a note from a member of staff. If a student breaks this rule, this will immediately result in a referral to the IR .
6.5 Violent or dangerous behaviour	This may include: <ul style="list-style-type: none"> • Fighting • Threatening behaviour Violence will not be tolerated and will usually result in an immediate Fixed Term Exclusion .
6.6 Possession or use of alcohol or drugs	This is against the law, and is likely to result in a Permanent Exclusion . Students may not refuse to be searched if a member of staff has reason to believe that they may be in possession of banned substances.
6.7 Possession or bringing a weapon or dangerous item on to the school site	This is against the law, is extremely dangerous, and is likely to result in a Permanent Exclusion .
6.8 Unacceptable behaviour travelling to and from school	This includes: <ul style="list-style-type: none"> • Swearing or being offensive in public • Being loud/shouting/playing music on the bus • Forcing members of public into the road by taking up the pavement This will result in being sent to the IR or in some cases a Fixed Term Exclusion .
6.9 Deliberate damage to or theft of property	The following will result in a Fixed Term Exclusion : <ul style="list-style-type: none"> • Deliberate vandalism of display boards, walls, doors and windows • Deliberate vandalism to the school toilets • Setting off fire alarms

6.10 Smoking or vaping	Smoking or vaping is NOT permitted anywhere on the school site. If a student is seen smoking/vaping, in possession of smoking/vaping equipment or is present with others smoking/vaping on the school site or travelling to and from school in uniform, this will result in being sent to the IR or in some cases a Fixed Term Exclusion .
6.11 Bullying or prejudicial language directed at another person	This may include: <ul style="list-style-type: none"> • Physical or verbal abuse of others • Discriminatory language/abuse • Offensive text messages or misuse of social networking or other internet sites This will result in being sent to the IR or in some cases a Fixed Term Exclusion .

7. Permanent Exclusion

- 7.1 **For persistent unacceptable behaviour or for one-off offences that are serious breaches of discipline, a student might be referred to the PEEP or be recommended for permanent exclusion.** One-off offences include:
- 7.1.1 serious physical assaults;
 - 7.1.2 actual or threatened violence against another student or member of staff;
 - 7.1.3 sexual abuse or assault;
 - 7.1.4 bringing potentially dangerous weapons into the school, threatening to use them or using them. This is against the law, is extremely dangerous, and is likely to result in a Permanent Exclusion.
 - 7.1.5 theft and bringing illegal substances (e.g., drugs and other substances) onto the school site with intent to use/supply to others/‘dealing’. This is against the law, and is likely to result in a Permanent Exclusion.
 - 7.1.6 Attempted or actual arson.
- 7.2 **This list is not exhaustive.**
- 7.3 Occasionally a student who has received a number of fixed term exclusions may be brought before the Governors’ Disciplinary Committee for a warning or a final warning to indicate that they are heading towards a permanent exclusion.
- 7.4 Students who are recommended for permanent exclusion need to attend a Governors’ Disciplinary Committee. This consists of three governors who will consider the reasons leading to the exclusions and the role of the school. The committee will decide whether or not to uphold the permanent exclusion.

8. Off-rolling

- 8.1 Plymstock School is aware that off-rolling is unlawful. Ofsted defines off-rolling as: *"the practice of removing a pupil from the school roll without a formal, permanent exclusion or by encouraging a parent to remove their child from the school roll, when the removal is primarily in the interests of the school rather than in the best interests of the pupil."*
- 8.2 We are committed to following all statutory exclusions procedures to ensure that every child receives an education in a safe and caring environment.

- 8.3 ***Plymstock School has adopted the WeST Exclusions Policy. For the full policy, please visit <https://plymstockschool.org.uk/wp-content/uploads/2020/12/WeST-Exclusion-Policy-2020-FINAL.pdf>***

9. School rules around the site

- 9.1 At Plymstock School, we expect everyone to behave with respect for each other and the school site at all times. That means walking around the school calmly and quietly, respecting each other's space and looking out for each other.
- 9.2 **Defiance**
- 9.2.1 If a member of staff asks a student to do something reasonable, they must do it. If they do not immediately do what has been asked, the member of staff may say ***"This is a reasonable request. Are you choosing not to follow it?"***
- 9.2.2 **If they refuse, or walk away, they will be sent straight to the IR.**
- 9.3 **Red Cards**
- 9.3.1 Students will receive a 'Red Card' for any of the following:
- Late to school without a valid reason or extenuating circumstance.
 - Missing equipment **vital for the current lesson** with no sticker from their tutor.
 - Failure to meet a homework deadline without a valid reason or extenuating circumstance.
 - Running, eating or drinking in the corridors.
 - Taking hot food/hot drinks out of the Galley (*N/A to Post-16*).
 - Shouting indoors.
 - Leaving/dropping litter anywhere other than in the bins.
 - Pushing/shoving in corridors or the Galley queue.
 - Being in another year group's designated area at break/lunch (*N/A to Post-16*).
 - Incorrect uniform with no note from the Head of Year (*N/A to Post-16*).
- 9.3.2 If a student in Years 7-11 breaks one of these rules, an adult will tell them that they have a 'Red Card', and that they must serve a 20-minute lunchtime detention the following day. Students will need to check the 'Red Card' list, which is on the wall outside the Hub. The list will be updated at the end of each day. ***The teacher will need to email the RTL Team to alert them that a 'Red Card' has been given, the student's name and the reason for the 'Red Card'***. If they fail to attend, they will complete a one-hour detention from 3:10pm until 4:10pm that day, and their parents or carers will be contacted.
- 9.3.3 **For Post-16 students, if you have any of the above concerns with a Post-16 student, it should be referred straight away to Mrs Littler and Miss Monelle.**

9.4 Mobile phones

- 9.4.1 Whilst students are on the school site, mobile phones should be switched off and kept in their bags. They must hand over to a member of staff any phone that is seen or heard. If confiscated more than once during a term, an adult will be required to collect it from the Hub. If a student refuses to hand it over, they will be sent to the IR for one school day. If they refuse to hand it over whilst in the IR, they will be fixed term excluded. **Post-16 students are not to use their phones/ headphones around the site** – the only exception is in the Sixth Form Centre.
- 9.4.2 If you see a post-16 student using a phone, ask them to put it away immediately. Any concerns, please inform Mrs Littler or Miss Monelle in the Sixth Form Centre.

9.5 Uniform

All students must be in the correct uniform, unless carrying a pass issued by a Head of Year; passes are only issued for medical reasons or if they have lost or broken the article in the previous 24 hours. If a student arrives in school without the correct uniform, they will be offered a replacement. If they refuse to wear the replacement, they will be placed in IR until a parent or carer brings in the missing article.

10. Standard Operating Procedure for dealing with an alleged assault

- 10.1 Any alleged assault must be given priority as it is a safeguarding issue (it cannot wait until the following day).
- 10.2 Reassure the student (and their parent if present) who is alleging the assault. Check they are okay. Involve the nurse where appropriate.
- 10.2.1 *Please be aware that the child may not have reported it until they get home. Whilst we actively encourage students to report any issues to the Hub, occasionally they might not. When talking to the child (and parent if present), do not express frustration that it was not reported at the time.*
- 10.2.2 *Be aware, that if the parent turns up with their child (before we are aware), the parent may be very upset (a normal reaction to something happening to someone's child). Let the parent say what they want to say without interrupting (this potentially de-escalates the heightened emotions). However, if the parent is being aggressive or threatening – end the conversation and report it to a member of SLT.*
- 10.3 Get a statement from the victim. Alert their parents – informing them that an incident has occurred and that it is being investigated (outline the process). Inform them of their right to report it to the Police and that we would support any investigation by the Police.
- 10.4 Determine who the perpetrator(s) and witnesses (including independent witnesses) are and get statements from each. The alleged perpetrator(s) will need isolating during the investigation.
- 10.5 Determine whether CCTV covers the area. If so, contact Premises to download footage.

- 10.6 Evaluate all the evidence gathered and make a decision on appropriate actions/sanctions.
- 10.7 ***Appropriate actions/sanctions (depending on circumstances) could include one or more of the following (list is not exhaustive):***
 - 10.7.1 Contact with parents;
 - 10.7.2 Fixed Term Exclusion;
 - 10.7.3 Internal Exclusion;
 - 10.7.4 Supervised break/lunch;
 - 10.7.5 Banning from certain areas of the school;
 - 10.7.6 Warnings about further threats, intimidation, etc;
 - 10.7.7 Signed behaviour agreement.
- 10.8 Inform the victim and their parents of actions taken (encourage them to report any further issues).
- 10.9 Decide what support is needed for the victim. Catch up with them to check they are okay within one week of resolution.

11. Confiscation

- 11.1 **Students have to attend detentions and we would expect parent/carers to support school with this important sanction.** The Department for Education cites the following in the *Behaviour and discipline in schools. Advice for headteachers and school staff - January 2016* document.
 - 11.1.1 Teachers have statutory authority to discipline students 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).
 - 11.1.2 The power also applies to all paid staff (unless the Headteacher says otherwise) with responsibility for students, such as teaching assistants.
 - 11.1.3 Teachers can discipline students at any time the student is in school or elsewhere under the charge of a teacher, including on school visits.
 - 11.1.4 Teachers can also discipline students in certain circumstances when a student's misbehaviour occurs outside of school.
 - 11.1.5 Teachers have a power to impose detention outside school hours.
 - 11.1.6 Teachers can confiscate students' property.
- 11.2 As with other sanctions, the sanction of confiscation must be applied in a reasonable and proportionate way. The aim pursued in confiscating property is maintaining an environment conducive to learning - one which safeguards the rights of other students to be educated with regard to health and safety, threats to good order, uniform violation and the ethos of the school.
- 11.3 At Plymstock School, all staff have the **authority to seize, retain or dispose** of items such as:
 - 11.3.1 Chewing gum;
 - 11.3.2 Paper ball;

- 11.3.3 Foodstuffs.
- 11.4 All staff have the right to seize and retain but **not** dispose of the following items:
- 11.4.1 Mobile phones;
 - 11.4.2 Music devices and headphones;
 - 11.4.3 Clothing such as hats, scarves and coats/jackets/hoodies;
 - 11.4.4 Jewellery;
 - 11.4.5 Any unauthorised or banned item.
- 11.5 Exceptions to the above include material that is inappropriate or illegal for a child to have, such as a cigarette lighter, smoking/vaping equipment, racist or pornographic material, youth produced sexual imagery – in this instance, mobile phones may be seized by the school Safeguarding Team and the Police / Children’s Services contacted. This material should be referred to the Head of Year or member of the Leadership Team who will decide on the most appropriate action to take.
- 11.6 It should also be noted that, while confiscation of a mobile phone is legitimate if reasonably and appropriately done so, searching through a phone or accessing text messages without the student’s permission is not.
- 11.7 In some circumstances it may be reasonable for a member of staff to ask a student to reveal a message for the purpose of establishing whether cyber-bullying has occurred, for instance, but if the student refuses then the member of staff should not enforce the instruction. The member of staff can then refer the issue to a senior member of staff who may, if appropriate, involve the Police.
- 11.8 A student might reasonably be asked to turn out their pockets or to hand over an item and the school might use its legal power to discipline if the student unreasonably refuses to cooperate.
- 11.9 **Considerations in confiscating items of clothing or jewellery**
- Staff should take care when deciding whether to confiscate items of clothing or jewellery. They should have appropriate regard to whether the item in question has religious or cultural significance to the student and should avoid physical contact or interference with students’ clothing of a kind that might give rise to abuse allegations. In order to minimise such risks, if an item of clothing or jewellery is confiscated, this is done with another staff member present, if possible. Confiscation of any item that would leave the student inappropriately dressed must be avoided.

12. Dealing with racist incidents

The legal position

- 12.1 Under the Race Relations Act 1976 the school has a duty to ensure that it eliminates unfair racial discrimination and to promote equality of opportunity and good community relations.
- 12.2 Under the Act it is illegal to discriminate directly or indirectly against an individual on grounds of racial origin or to stir up racial hatred. “Racial grounds” are defined as race, colour, nationality – including citizenship – or ethnic or national origins.

- 12.3 Under the Criminal Justice and Public Order Act (1994) intentional racial harassment is a criminal offence. The Definition of a Racist Incident Home Office advice and the recommendation of the Stephen Lawrence Inquiry is that: “*A racist incident is any incident which is perceived to be racist by the victim or any other person*”. This definition is designed to take account of the possibility of a racist dimension to a situation and to ensure uniformity of reporting.
- 12.4 **Examples include...**
- 12.4.1 verbal abuse of any kind, including name calling (terms that are designed to undermine the dignity of the individual concerned and must be seen as more serious than name calling in general);
 - 12.4.2 physical assault;
 - 12.4.3 physical threat, intimidation or harassment (including attacks on possessions);
 - 12.4.4 racist jokes (including jokes about other nations or particular groups);
 - 12.4.5 graffiti which is racially offensive;
 - 12.4.6 wearing of racist badges, insignia or clothing;
 - 12.4.7 distribution of racist literature, including jokes, cartoons, drawings, etc.

13. The Curriculum and Race Equality

So that all pupils in the school will learn about their rights and responsibilities in a multicultural society, the curriculum is designed to include:

- 13.1 teaching about the entitlement of each individual to basic human rights, using themes, units of work, books and materials which raise, explore and value issues of similarity and difference; and which challenge prejudice, racism and discrimination as well as promoting equal opportunity and justice;
- 13.2 availability of books and other materials in the classroom, the library and the school; displays which reflect a positive image of minority and ethnic groups in Britain and the wider world;
- 13.3 offering a global dimension to the curriculum which introduces pupils to the achievements of people in the wider world and issues of world history and development;
- 13.4 involving people from a range of backgrounds to share their experiences with pupils and pass on their knowledge and skills (e.g. Year 7 Community Cohesion Week);
- 13.5 examining viewpoints and lifestyles and how they can be influenced by religious, social, cultural and economic factors;
- 13.6 providing opportunities for pupils to work co-operatively and collaboratively, to listen to each other and to discuss different viewpoints in a calm and rational manner;
- 13.7 developing the critical skills and knowledge of pupils so that they are able to detect and challenge examples of bias, prejudice, stereotyping and racism;
- 13.8 encouraging pupils to discuss openly examples of conflict and prejudice so that they are enabled to deal effectively with racist incidents and counter racial harassment.

14. Dealing with the Perpetrator(s) of a Racist Incident

- 14.1 All racist incidents will be considered as serious and dealt with accordingly. The member of staff who first encounters the incident must express firm disapproval and take positive action to deal with the situation. Failing to do this will could be seen as condoning the behaviour and thus discourage pupils and parents from reporting incidents.
- 14.2 Prompt, appropriate and consistent responses from staff will encourage pupils and parents to report incidents and share their concerns and worries. As far as the perpetrator is concerned, it is the behaviour the school disapproves of and not the pupil.
- 14.3 **Effective action could include:**
 - 14.3.1 investigating the incident to ascertain the facts, together with the background which led up to the incident;
 - 14.3.2 drawing the perpetrator to one side and explaining clearly and calmly why the behaviour was wrong, hurtful or offensive;
 - 14.3.3 seeking an assurance that the pupil understands why the behaviour was wrong and that it will not be repeated;
 - 14.3.4 where an assurance is forthcoming, asking the pupil to apologise for his/her action;
 - 14.3.5 referring the incident, where appropriate, to a pastoral/senior member of staff for disciplinary action in accordance with the school's Behaviour Policy;
 - 14.3.6 contacting the parents to make it clear to them that such behaviour is unacceptable and that further disciplinary action will be taken if there is a repetition;
 - 14.3.7 in appropriate cases, considering the use of positive strategies other than sanctions and punishment which might help and encourage the pupil to overcome his/her prejudices and to desist from engaging in similar behaviour in the future.

15. Supporting the Victim of a Racist Incident

- 15.1 Action taken to deal with a racist incident must include support for the victim. A caring, sensitive approach that includes reassurance will help demonstrate the school's commitment to combating racism.
- 15.2 **Effective action could include:**
 - 15.2.1 speaking separately to the victim, giving him/her support and reassurance;
 - 15.2.2 offering the pupil an opportunity to talk about the incident and say how he/she feels;
 - 15.2.3 asking whether the pupil has been subject to racism on previous occasions;
 - 15.2.4 recognising that the pupil might rather talk about the incident at a later stage;
 - 15.2.5 explaining to the pupil the action that has and/or will be taken;
 - 15.2.6 reassuring the pupil, the school's commitment to combating racism and encouraging him/her to report incidents in the future;

- 15.2.7 informing the parents of the incident; explaining what has happened and what action has been taken by the school; reassuring them that the school will take steps to try to prevent any repetition of the incident and supporting parents if they wish to make a complaint to the police.
 - 15.2.8 contacting the local authority should an interpreter be required or if the family requires further support.
- 15.3 Care needs to be taken where an allegation of racial harassment is proven, on investigation, to be groundless, the complainant needs to have the situation explained with due sensitivity to ensure that they are not discouraged from expressing any similar concerns.

16. Following up a Racist Incident

- 16.1 **Effective action could include:**
- 16.1.1 considering the actions of the perpetrator to see if there were any underlying reasons which might have made him/her behave in this way;
 - 16.1.2 monitoring the perpetrator's future behaviour;
 - 16.1.3 considering whether any other members of staff need to be informed;
 - 16.1.4 encouraging staff to keep an eye on the victim, building up his/her trust over time;
 - 16.1.5 consider whether the topic needs to be part of a class discussion or year group assembly;
 - 16.1.6 staff to be alert for pupils who may be suffering in silence.
- 16.2 **Please note - repeated racist incidents or a single serious incident may lead to consideration under child protection/safeguarding procedures.**

17. Recording and Reporting Procedures for Racist Incidents

- 17.1 All incidents should be reported and will be recorded on the School Racist Incident Log, including action taken by the school.
- 17.2 The Deputy Headteacher (Pastoral) is responsible for overseeing the reporting procedure and will monitor the incidence of racial harassment on a regular basis.
- 17.3 All racial incidents recorded will be reported to the Local Authority up to three times per academic year.
- 17.4 Governors will receive regular updates and information of all racial incidents recorded.

18. Searching

- 18.1 The Education Act 2011 grants authorised school staff the power to search. Authorised staff can search a student for any item if the student agrees. The ability to give consent may be influenced by the child's age or other factors. Headteachers and staff authorised by them have a statutory power to search students or their possessions, **without consent**, where they have reasonable grounds for suspecting that the student may have a prohibited item (this includes

members of the school Safeguarding Team and Heads of Year). Prohibited items are:

- 18.1.1 knives or weapons;
 - 18.1.2 alcohol;
 - 18.1.3 illegal drugs and psycho-active substances;
 - 18.1.4 stolen items;
 - 18.1.5 tobacco and cigarette papers / e-cigarettes/vapes and vape liquids;
 - 18.1.6 fireworks;
 - 18.1.7 pornographic images;
 - 18.1.8 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 the property of, any person (including the student).
- 18.2 A student that refuses to co-operate with a search will be treated as any other student who refuses to comply with the school Behaviour Policy and a sanction will be imposed.
- 18.3 Wherever practically possible, searches will be carried out by a named member of staff of the same sex as the student being searched. There must also be a witness (also a staff member) and again, if possible, they should be the same sex as the student being searched.
- 18.4 On no account, should any other adult attempt to carry out a search of a student's property or clothing without permission for any reason. Suspected students should be referred to those listed above, who will then decide on the most appropriate action to take.
- 18.5 At Plymstock School the following adults are authorised to search for these items without consent:
- (a) Mr R Pearsall (Headteacher)
 - (b) Ms A Perry (Senior Deputy Headteacher)
 - (c) Mr A Yendell (Deputy Headteacher)
 - (d) Mr W Sprenkel (Deputy Headteacher)
 - (e) Any other member of SLT is authorised by the Headteacher to carry searches in the absence of the named staff listed above.

19. Searching electronic devices

- 19.1 Where the person conducting the search finds an electronic device that is prohibited by the school rules or that they reasonably suspect has been, or is likely to be, used to commit an offence or cause personal injury or damage to property, they may examine any data or files on the device where there is a good reason to do so. They may also delete data or files if they think there is a good reason to do so, unless they are going to give the device to the police. This power applies to all schools and there is no need to have parental consent to search through a young person's mobile phone if it has been seized in a lawful 'without consent' search and is prohibited by the school rules or is reasonably suspected of being, or being likely to be, used to commit an offence or cause personal injury or damage to property.

- 19.2 The member of staff must have regard to the following guidance issued by the Secretary of State when determining what is a “good reason” for examining or erasing the contents of an electronic device:
- 19.2.1 In determining a ‘good reason’ to examine or erase the data or files, the staff member should reasonably suspect that the data or file on the device in question has been, or could be, used to cause harm, to disrupt teaching or break the school rules.
- 19.3 If an electronic device that is prohibited by the school rules has been seized and the member of staff has reasonable grounds to suspect that it contains evidence in relation to an offence, they must give the device to the police as soon as it is reasonably practicable. Material on the device that is suspected to be evidence relevant to an offence, or that is a pornographic image of a child or an extreme pornographic image, should not be deleted prior to giving the device to the police.
- 19.4 If a staff member does not find any material that they suspect is evidence in relation to an offence, and decides not to give the device to the police, they can decide whether it is appropriate to delete any files or data from the device or to retain the device as evidence of a breach of school discipline.

20. Responding to drug related incidents

- 20.1 Plymstock School believes it has a duty to inform and educate young people on the consequences of drug use and misuse. We recognise that there will always be young people who choose to take risks. However, at no time will the school knowingly permit or tolerate possession, consumption, supply or offer to supply any restricted drugs. If any of these offences are committed they will be fully investigated and dealt with ensuring that drug use or misuse is challenged.
- 20.2 The legal definition of school premises includes everything within the property boundaries including buildings, outbuildings, playgrounds, fields and also extends to travelling to and from school, whilst wearing school uniform, and includes other settings such as vehicles or any venue managed by the school at the time e.g. premises of a school trip or visit.
- 20.3 A drug incident may be any of the following:
- 20.3.1 Finding drugs, or related drug paraphernalia, on school premises;
- 20.3.2 Possession of drugs by an individual on school premises;
- 20.3.3 Use of drugs by an individual on school premises;
- 20.3.4 Supply of drugs on school premises;
- 20.3.5 Individuals disclosing information about their drug use;
- 20.3.6 Rumours of parents, staff or pupils using drugs;
- 20.3.7 Reports of parents, staff or pupils using drugs;
- 20.3.8 Hiding drugs in or around the school premises for later collection (by themselves or by third parties);
- 20.3.9 Glamourising or encouraging the use of drugs and other substances.
- 20.4 Plymstock School is aware of its legal responsibilities regarding drug-related incidents and in responding to incidents, seeks to work in line with local and national guidance. A member of the senior leadership team will normally be

responsible for co-ordinating the management of drug-related incidents, offering sources of support and liaising with outside agencies.

- 20.5 Incidents will be dealt with after assessing the situation and will be reported to the Headteacher. All incidents and responses will be recorded within 24 hours. Appropriate support will be offered to those with substance-related problems. Talking with an individual about a drug-related incident will have as its purpose to confirm or reject suspicions or allegations, rather than conduct a wider investigation.
- 20.6 If any pupil or adult on school premises is found in possession of an unauthorised drug it will be confiscated, if possible. If the drug is suspected to be illegal, the school will contact the police for discussion. Illegal substances will be legally destroyed or handed to the police as soon as possible and not stored long-term.
- 20.7 ***Plymstock School has adopted the WeST Drugs Policy. For the full policy, please visit <https://plymstockschool.org.uk/wp-content/uploads/2020/12/WeST-Drugs-Policy-2020-FINAL.pdf>***

21. Expectations for positive behaviour off the school site

- 21.1 At Plymstock School we have high expectations of the behaviour of our students when off the school premises. This includes behaviour on activities arranged by the school, such as work experience placements, educational visits and sporting events; behaviour on the way to and from school; and behaviour when wearing school uniform in a public place.
- 21.2 **As such this policy has the following objectives in regulating behaviour off the school premises:**
- 21.2.1 To maintain good order on transport, educational visits or other placements such as work experience or college courses;
- 21.2.2 To secure behaviour which does not threaten the health or safety of pupils, staff or members of the public;
- 21.2.3 To provide reassurance to members of the public about school care and control over pupils and thus protect the reputation of the school;
- 21.2.4 To provide protection to individual staff from harmful conduct by pupils of the school when not on the school site.
- 21.3 **To that extent, the school will:**
- 21.3.1 Work with transport providers to agree how behaviour on public transport should be addressed;
- 21.3.2 Make explicit statements about how rewards and sanctions (including loss of access to transport) can improve behaviour;
- 21.3.3 Make our expectations of out-of-school behaviour clear through the assembly programme;
- 21.3.4 Work with work experience providers and colleges to ensure the school and provider have clear expectations of standards of behaviour and procedures to use in the case of poor conduct;
- 21.3.5 Liaise with members of the local community such as, retail staff, local residents and the police to establish clear communication routes and operational strategies, particularly to manage complaints by individuals in the community;

- 21.3.6 Ensure that all parents and students are clear about behaviour standards on school trips through letters and formal meetings.

22. The use of reasonable force

22.1 Reasonable force covers the broad range of actions used by most teachers at some stage in their careers that involve a degree of physical contact with students. Force is usually used either to control or to restrain. 'Control' means either passive physical contact such as standing between students or blocking a student's path. 'Restraint' means to hold back physically, for example to break up a fight. 'Reasonable' means using no more force than is necessary. The definition of physical force also includes the use of forcible seclusion or locked doors. It is important for staff to note that, although no physical contact may be made in these latter situations, this is still regarded as a restrictive physical intervention.

22.2 Minimising the need to use force:

Plymstock School manages behaviour successfully in a number of ways in order to reduce the number of situations where teachers may need to use force for the safety of students. These include:

- 22.2.1 Creating a calm orderly environment in the classroom (and around the school);
- 22.2.2 Establishing strong positive relationships between staff and students;
- 22.2.3 Helping staff to develop skills of positive behaviour management and managing conflict;
- 22.2.4 Ensuring a sufficient number of staff are on duty at break, lunch and other times of free movement;
- 22.2.5 Meeting the needs of students with SEND, including through appropriate training for staff.

22.3 Who may use reasonable force

All members of the school staff may use reasonable force. This right may also apply to people whom the Headteacher has put in charge of students temporarily, e.g. unpaid volunteers or parents accompanying students on school trips. The power may be used where the student (including a student from another school) is on the premises or elsewhere in the lawful control or charge of the staff member (for example on a school visit).

22.4 Deciding whether to use force

Reasonable force should be the last option, but staff should not hesitate to act in an emergency providing they follow the guidance below. Staff are not expected to place themselves in danger. The decision on whether to physically intervene is down to the professional judgement of the staff member and should always depend on the individual circumstances.

22.5 Reasonable force may be used when:

- 22.5.1 The potential consequences of not intervening are sufficiently serious to justify considering use of force;
- 22.5.2 The chances of achieving the desired result by other means are low;
- 22.5.3 The risk associated with not using force outweighs those of using force;

- 22.5.4 The degree of force must be in proportion to the circumstances of the incident and the seriousness of the behaviour or consequences it is intended to prevent;
- 22.6 Circumstances when staff may use reasonable force may include:
- 22.6.1 To prevent a student from committing a criminal offence;
 - 22.6.2 To prevent a student from causing injury to himself/herself or others;
 - 22.6.3 To prevent or stop a student from causing serious damage to property;
 - 22.6.4 To stop the student from engaging in any behaviour which is prejudicial to the maintenance of good order and discipline at the school or elsewhere when the students are in the care of the school;
 - 22.6.5 To prevent a student leaving a classroom where allowing the student to leave would risk their safety or lead to behaviour which disrupts the behaviour of others;
 - 22.6.6 To remove the student from a classroom where they have refused to follow an instruction to do so.
- 22.7 Reasonable force may never be used as a punishment.
- 22.8 ***For further information please see the Use of Reasonable Force Policy. <https://plymstockschool.org.uk/wp-content/uploads/2019/09/Use-of-Reasonable-Force-Policy.pdf>***

23. Taking account of individual student needs

- 23.1 Plymstock School recognises its legal duties under the Equality Act 2021 and we are keen to ensure that we do not discriminate – through application of the Behaviour Policy - against students whose apparent inappropriate behaviour may be a function of their SEN, disability, racial and/or cultural background.
- 23.2 Staff should be aware that blanket policies, such as policies that provide a fixed sanction for a particular offence, e.g. an automatic exclusion for a student who swears at a teacher, might put the school at risk of discriminating against disabled students. The policy might appear to have the advantage of consistency, but may discriminate because it fails to make reasonable adjustments for the disabled students for whom the swearing may be 'related to their disability'. Therefore, when intervening with apparent inappropriate behaviour all staff must accept that there will be circumstances in which some students may be treated differently from others and are expected to take account of those individual student needs when applying sanctions.
- 23.3 Therefore, when intervening with apparent inappropriate behaviour all staff must accept that there will be circumstances in which some students may be treated differently from others and are expected to take account of those individual student needs when applying sanctions.

24. Trauma-Aware Approaches

- 24.1 As a school, we fully recognise the impact that the COVID-19 pandemic has had on individuals, families, communities and the wider population. The circumstances that many would have experienced may have caused significant

trauma and therefore recognising and responding to this is a key approach to actively supporting individual recovery.

24.2 We will uphold our high standards and expectations within Plymstock School, specifically around rules that have been applied to keep everyone safe, but at the same time we will work closely with students and their families to support and signpost if they have experienced any form of trauma.

24.3 The transition back to school will look and feel very different for every single individual that walks back through the school gates. This will include a lack of other year groups and additional rules being implemented by the school to ensure everyone is kept safe. The first step towards supporting this transition process is to work together, and we ask parents and carers to inform the school if their child is experiencing any of the following:

24.3.1 Reluctance or refusal to attend school;

24.3.2 Increased clinginess;

24.3.3 Increased tearfulness;

24.3.4 Poor sleep, especially the night before school;

24.3.5 Temper tantrums on school mornings;

24.3.6 Feeling sick; especially stomach aches, headaches or muscle tension;

24.3.7 Low mood, leading to a lack of eating or engagement.

24.4 Colleagues have been made aware of a trauma-informed approach through CPD sessions and sharing of information, and we also have a number of colleagues who are Trauma-Informed practitioners. Our approach to student behaviour will focus on being proactive and addressing problematic behaviours with good faith, for example:

24.4.1 Supporting students to acclimatise back into the school environment;

24.4.2 Plan activities that help students reconnect with adults and peers;

24.4.3 Spend time going over new rules and routines;

24.4.4 Move slowly back into assessment tasks, using low stakes assessments;

24.4.5 Seek additional internal or external support for any trauma;

24.4.6 Support students to develop coping strategies;

24.4.7 Personalised approach;

24.4.8 Multi agency approach.

25. Multi Agency Approach

25.1 Any school with an inclusive ethos will experience times when some children and young people need a more personalised approach to address their specific behavioural or emotional needs. In some cases, this will mean that sanctions and rewards are not the most appropriate means of dealing with behaviour, and other programmes of intervention and support may be used in conjunction with external agencies. Whatever the systems used, the way they relate to the overall policy should be seen to be fair. The importance of taking a multi-agency approach to behaviour management is central. Taking a student-centred approach, we recognise the lead we may be required to take in consulting and communicating with other agencies.

- 25.2 At Plymstock School we aim:
 - 25.2.1 to have clear plans for students presenting with challenging behaviours and ensure staff are aware of them and;
 - 25.2.2 to put in place suitable support for students with behavioural difficulties;
 - 25.2.3 to build strong positive relationships with the parents of students with behaviour difficulties.

26. Abuse or intimidation of staff outside school

- 26.1 Plymstock School will not tolerate abuse or intimidation of staff by students or parents when not on the school site, and when the student is not under the lawful control or charge of a member of staff of the school.
- 26.2 **Staff are made aware that:**
 - 26.2.1 They have the same rights of protection from threat as any citizen in a public place;
 - 26.2.2 They should use their professional judgement about immediate action to take in circumstances where a number of young people are present and displaying intimidating behaviour;
 - 26.2.3 Their first concern must be for their own personal safety;
 - 26.2.4 They should make clear that the student has been recognised, even if in a group of young people;
 - 26.2.5 They should then use their judgement about how to leave a difficult situation without provoking further confrontation;
 - 26.2.6 Staff who feel that they have been subject to abuse or intimidation by students outside of school should refer the issue in the first instance to a senior member of staff;
 - 26.2.7 The school will apply disciplinary sanctions and restorative justice procedures as appropriate, at a suitable time when the student is in school.

27. Allegations of abuse made against one or more students (Peer on Peer Abuse)

- 27.1 Peer on peer abuse occurs when a young person is exploited, bullied and / or harmed by their peers who are the same or similar age. Peer on peer abuse can manifest itself in many ways and this may include:
 - 27.1.1 sexual violence and harassment;
 - 27.1.2 physical abuse such as hitting, shaking, biting, hair pulling, or otherwise causing physical harm;
 - 27.1.3 sexting (also known as youth produced sexual imagery);
 - 27.1.4 initiation/hazing type violence and rituals.
- 27.2 If an allegation of peer on peer abuse is made against one or more students, immediate consultation is required with the Designated Officer (LA). This consultation must take place prior to any form of investigation being undertaken by the school.

- 27.3 There will be three possible types of investigation:
- 27.3.1 By Children's Services and the police under Section 47 of the Children Act 1989;
 - 27.3.2 By the police under criminal law;
 - 27.3.3 By the school in line with its Behaviour Policy.
- 27.4 The initial consultation with the Designated Officer (LA) will determine whether the allegation reaches the threshold of significant harm to justify a referral to Children's Services. If the consultation discussion determines that the allegation does meet the criteria for referral to Children's Services as a child protection concern, then the referral is made using the school's Child Protection procedures.
- 27.5 If it is deemed that the allegation does not meet the threshold for a child protection referral to Children's Services, then it will be investigated internally by the school in line with the school's Behaviour Policy.

28. Allegations of abuse made against a member of staff or other adult at school

- 28.1 If an allegation of abuse is made against a member of staff the allegation must be passed immediately to the Headteacher. Consultation is required with the Designated Officer (LA) must take place within one working day. The consultation with the Designated Officer (LA) must take place prior to any form of investigation being undertaken by the school. Where there are concerns about the Headteacher the matter must be referred to the Chair of Governors.
- 28.2 The school must consider carefully the possibility of abuse if a member of staff has:
- 28.2.1 Behaved in a way that has harmed, or may have harmed a child;
 - 28.2.2 Possibly committed a criminal offence against or related to a child;
 - 28.2.3 Behaved in a way that indicates he/she is unsuitable to work with children.
- 28.3 When a complaint of abuse is made against a member of staff on behalf of a pupil, there should be immediate consideration of whether the child is at risk and in need of protection.
- 28.4 Any employee who becomes aware of a possible allegation or concern of a child protection nature must take immediate steps to ensure that the matter is reported to the Headteacher. It is important that the member of staff reporting the concern acts quickly and, in the event that the Headteacher is not available, the matter should be reported to the most senior person available at the time. An investigation may be impeded if a concern is reported late.
- 28.5 There will be three possible types of investigation:
- 28.5.1 By Children's Services and the police under Section 47 of the Children Act 1989;
 - 28.5.2 By the police under criminal law;
 - 28.5.3 By the school in line with staff disciplinary procedures.
- 28.6 The Local Authority is responsible for managing child protection issues and any allegations against a member of staff must be reported immediately to the Designated Officer (LA). This initial consultation will determine whether the

allegation reaches the threshold of significant harm to justify a referral to Children’s Services. In cases of serious harm, the police will be informed from the outset.

- 28.7 If the consultation discussion determines that the allegation does meet the criteria for referral to Children’s Services as a child protection concern, the Designated Officer (LA) will provide support to the school in making the referral and throughout the subsequent process as required.
- 28.8 The school undertakes to report to the Disclosure and Barring Service (DBS) within one month of leaving the school any person whose services are no longer used because he or she is considered unsuitable to work with children. The school will also consider making a referral to the National College for Teaching and Leadership (NCTL) where a teacher has been dismissed (or would have been dismissed had he/she not resigned) and where a prohibition order may be deemed appropriate.
- 28.9 Should it be determined in the consultation discussion that the allegation does not meet the threshold for a child protection referral to Children’s Services, then the Designated Officer (LA) will advise on further action that may be taken by the school in investigating the matter internally in line with the staff disciplinary procedures.
- 28.10 Where a staff member feels unable to raise the issue with the Headteacher or Chair of Governors, or feels that their genuine concerns are not being addressed, other whistleblowing channels are open to them – please refer to the Whistleblowing Policy for further information.

29. Linked Documentation

Attendance Policy
 Anti-Bullying Policy
 Anti-Racism Policy
 Children in Care Policy
 Home School Agreement
 Use of Reasonable Force Policy
 Ready to Learn Policy
 Drugs Policy (WeST)
 Exclusions Policy (WeST)

30. Monitoring and evaluation

- 30.1 The Deputy Headteacher (Pastoral) will annually review behaviour data and trends to see if this policy needs amending. The pastoral team will regularly evaluate and update their approach to behaviour management.
- 30.2 This policy will be reviewed by governors every two years.

Policy / Version Date	Summary of change	Contact	Implementation Date	Review Date