

Balby Academy Behaviour for Learning Policy

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1. Policy Statement

Teachers and students at the School should work together to establish and maintain a learning and social environment which emphasises positive behaviour and where care and concern for others are valued. Behaviour management is an integral part of the whole School curriculum, which teaches appropriate and relevant social norms to all students. This enables students to participate fully in the home, School and local community and prepares them for the responsibilities of adult life in a diverse society.

2. Aims

The aim of the whole School behaviour and discipline policy is to:

- Create the most effective conditions for learning and teaching
- Set out a framework for rewarding appropriate and responsible behaviour and the procedures to be followed and sanctions applied should behaviour fall short of these expectations
- Make clear the expectations and conduct as agreed by the Governing Body for Staff, Students and Parent/Carers

Objectives

The objectives of the Behaviour and Discipline Policy are to:

- To develop a culture of mutual RESPECT where staff, students, parent/carers and visitors feel safe
- Recognise and encourage a positive approach to behaviour by teaching the desired behaviour through modelling, reward, praise and routines
- Ensure that the environment, curriculum, others factors within the Academy's control are monitored to ensure promotion of good behaviour
- Ensure that where behaviour falls short of expectations, procedures are followed and sanctions are applied swiftly and consistently
- We also recognise that the success of the policy depends on the full support of parent/carers. The Home Academy Agreement (see appendix A), is integral to this and as such parents/carers and students sign the Home Academy Agreement annually through parents evenings and tutor meetings.

3. Expectations of staff, students and parents

Academy:

- To ensure the whole School community is consulted about the principles of the Schools Behaviour for Learning Policy.
- To establish and communicate clearly measures to ensure good order, respect and discipline.
- To ensure the Schools Behaviour for Learning Policy does not discriminate against any student on, for example, grounds of race, gender disability or sexual orientation, and that it promotes good relations between different communities.
- To ensure teachers' roles in School discipline matters are consistent with the National Frameworks.
- To ensure staff are clear about the extent of their disciplinary authority and receive necessary professional development on behaviour strategies.
- To support, praise and as appropriate reward students' good behaviour.
- To apply sanctions fairly, consistently, proportionately and reasonably – taking into account of SEN, disability and the needs of vulnerable children and offering support as appropriate.
- To make alternative provision from day six for Fixed Period excluded students and, where appropriate, to arrange reintegration interviews for parents at the end of a fixed period exclusion.
- To ensure there is clarity around an Fixed Term Exclusion and the new statutory guidance for straight to Permanent exclusion,
- To take all reasonable measures to protect the safety and wellbeing of staff and students including preventing all forms of bullying and dealing effectively with reports and complaints about bullying. (See Anti-bullying Policy)
- To ensure staff model good behaviour and never denigrate students or colleagues.
- To promote positive behaviour through active development of students' social, emotional and behavioural skills.

- To keep parents informed of their child's behaviour – good as well as bad, use appropriate methods of engaging them and, where necessary, support them in meeting their parental responsibilities.

Students:

- To follow reasonable instructions by Academy staff, obey Academy rules and accept sanctions in an appropriate way.
- To accept their responsibility to sign the Home Academy Agreement and be bound by its terms and conditions.
- To act as positive ambassadors for the School at all times including when off School premises.
- Not to bring inappropriate or unlawful items into the School. (See Search and Confiscation Policy/Ban items)
- To show respect to School staff, fellow students, School property and the School environment.
- Never to denigrate, harm or bully other students or staff. (See Anti-Bullying Policy)
- To co-operate with and abide by any arrangements put in place to support their behaviour such as Student engagement plans or Parenting Contracts.

Parents:

- To respect the Schools Behaviour Policy and the disciplinary authority of Schools staff.
- To help ensure that their child follows reasonable instructions by Schools staff and adhere to School rules.
- To accept their responsibility and duty to sign the Home Academy Agreement and be bound by its terms and conditions.
- To send their child to school each day punctually, suitably clothed, fed, rested and equipped and ready to learn.
- To ensure school staff are aware of any SEN-related or other personal factors that may result in their child displaying behaviour outside the norm.
- To be prepared to work with the school to support their child's positive behaviour.
- To attend meetings with the Principal or other School staff, if requested, to discuss their child's behaviour.
- To adhere to the terms of any parenting contracts or order relating to their child's behaviour.
- To ensure that if their child receives a Fixed Term Exclusion, that they are not found in a public place during school hours in the first five days of exclusion and, if invited, to attend a reintegration interview with the school at the end of a fixed period of exclusion.

4. Code of Conduct

At The Academy we believe that all our students can do well and achieve their full potential. We encourage success by supporting them to meet the following expectations set out in the Schools Code of Conduct. The Schools expectations have been kept to a minimum and have been developed to be meaningful across the School whilst still reflecting the ethos of the School.

The Code of Conduct is to be displayed in all classrooms and areas around the School and regularly revisited by Advisors.

The values of the School are embodied in the Code of Conduct, which is based around the word RESPECT

Respect others and the Academy

- always be polite, considerate and fair in your interactions with others
- respect the environment avoid dropping litter

Enter the Academy prepared for learning

- arrive on time in the correct uniform with bag, pen and planner
- actively engage in lessons

Settle quickly in class

- coats off, books, pens and planners out, no mobile phones out

Pay attention to staff instructions

- listen carefully, follow instruction first time
- ask for help if needed

Ensure work is completed

- complete all set task to the best of your ability and hand in all set work on time

Control your behaviour

- work in a way that allows everyone to learn and staff to teach
- remain on site

Try your best

- work hard to reach set targets and achieve your full potential

5. Rewards

The Academy believes that good behaviour is best promoted and developed by drawing attention to and rewarding, well behaved students. The Academy will seek to rewards students for positive behaviour, work, attitude, attendance, punctuality and contribution to Academy life: To be read in conjunction with the Academy Rewards policy.

- Verbal encouragement will be given by all staff at every opportunity.
- Positive written comments will be made on piece of work.
- Public praise in class or in assembly
- Postcards home to parents across a range of subjects
- Elected Student of the month prominently displayed in academy foyer with WHSmith reward voucher.
- Principal's Commendation and postcards – student will be congratulated by the Principal for an action or achievement deserving of praise, followed by a letter to parents.
- Sports trophies and certificates will be presented in assemblies.
- Students chosen as Prefects will wear the Prefects' badge to show they have special responsibilities.

- Students elected as Form Representatives and to the School Council will wear badges to show this.
- At the end of the year prize giving ceremonies will take place for students who have made an outstanding contribution to the life of the school.
- Year 10 and year 11 will wear achievement badges if they have reached target grades in Maths and English
- Year 11 will be given rewards for the prom linked to academic success, attendance and behaviour

6. Taking Into Account Students Individual Needs

The following groups of vulnerable students may at some point require the adults in the Academy to take account of their individual needs and circumstances when applying the Academy's behaviour policy.

- Minority ethnic and faith groups, travellers, asylum-seekers and refugees
- Students who need support to learn English as an additional language (EAL)
- Students with special educational needs
- Children looked after by the local authority
- Sick children
- Young carers
- Children from families under stress
- Pregnant schoolgirls and teenage mothers
- Any other Students at risk of disaffection and exclusion

Unsatisfactory Behaviour

Whilst actively encouraging and rewarding good behaviour, Academy Behaviour Policy makes clear that unsatisfactory behaviour will not be ignored or tolerated. Boundaries are made clear and sanctions are applied when students willfully ignore the rules of conduct.

In order for unsatisfactory behaviour to be dealt with effectively, it is considered important to have the fullest picture of a student's behaviour so that any incident may be seen in the widest possible context. Such information will not only be used in judging what sanction is appropriate but will also inform efforts to identify any underlying cause for the behaviour and to work with the student to improve her/his behaviour in future. The recording of unsatisfactory behaviour is therefore considered important and helpful.

7. Recording of Unsatisfactory Behaviour

If discipline is to be effective it has to be consistent and fair:

- a) Every incident must be logged on DSM system
- b) The decision taken is to be noted, even if no disciplinary action is recommended

Adherence to the above will ensure compliance with the objectives set out in DFE circular 10/94: Exclusions from Academy.

It will ensure:

- that a pattern of behaviour be recognised
- that the staff will be aware when intervention is warranted, thus avoiding more serious consequences
- abnormal behaviour patterns are observed, which may be an indication of underlying factors; appropriate action may then be taken
- in the event of exclusion all supporting material is available

8. The Power to Discipline:

All staff in charge of students in the Academy have the statutory authority to discipline students whose behaviour is unacceptable, who break the Academy rules or who fail to follow reasonable instructions. Section 91 of the Education and Inspections Act 2006.

All members of staff, teaching and non-teaching have the authority to **verbally challenge** any student who is breaking an Academy rule. If the incident requires more than a verbal check then the Academy consequences policy will be followed.

Consequence system

C1 - Informal verbal warning

C2 – Formal warning; as part of the consequences policy within the academy teachers can ask a student to move seats, if the behaviour continues then they may be given a 'Time Out' at this stage a detention will be given at faculty level

C3 – If the student continues to break the Academy rules then they will be removed and sent to heads of subject (C3) if this behaviour continues, on call will occur, and withdrawal will be put in place, alongside a SLT detention.

Any teacher can set written sanctions.

Detention Policy and Procedures

It is no longer a legal requirement that a minimum of 24 hours' notice in writing is given for detentions, which are longer than 20 minutes. We no longer need parental permission to issue a detention. However where possible we will notify the parent/carer by text message for detention longer than 20 minutes.

Detentions may be set for repeated lateness to Academy or lessons, for unsatisfactory work or behaviour, or for work or homework not done.

Where detentions of 20 minutes or more are given, the parents/carers will be notified via a detention slip or a telephone call home/Text message. It is the student's responsibility to ensure that his/her parent/carers are made aware of the detention date and time.

If a student is issued with a lunchtime detention they must be allowed to have their lunch

Heads of Faculty detentions may be set by any Faculty lead in instances such as where a student's behaviour is having a negative impact on other students or if the student is disrespectful to any member of the Academy community and has been referred to the Faculty Leader (C3). Head of subject detentions are 60 minutes a yellow detention slip will be issued and information input onto Behaviour Watch.

SLT detention may be given in response to more serious infringements of the Academy rules. SLT detention slips (pink) must be completed by the member of staff issuing the detention and be submitted to John by Thursday 3.30pm who will regulate the number of students on detention on each session. SLT detentions will be held between 2.40pm and 4.30 pm on Friday evenings. (the academy reserves the right to change when SLT detention is held) Failure to attend the SLT detention will result in a 2 hour detention the following Monday evening. Further sanctions will be put in place (such as twilight schooling) if students fail to adhere.

Referrals

Faculty Leaders have the right throughout the consequences policy (C3) to send students who have disrupted the learning of others to the "withdrawal" for the duration of his/her lesson in response to a significant "one-off incident." The member of staff should phone their SLT link who will escort the student to the remove room with work. It is the responsibility of the class teacher and head of subject to record the incident on DSM, SLT will ensure the Friday night detention is served.

Internal Exclusion Unit

Referrals will come from the Principal and child protection leader, this area of school is for students subject to external intervention and exclusion may not be the right course of action. Duration will be determined on an individual case basis and will be for instances of the most serious nature.

Fixed Term Exclusion (FTE)

In extreme cases a student may be given a Fixed Term Exclusion (FTE) by the Principal or the designated person (s)

Principal
Vice Principals

Permanent Exclusion

The Principal reserves the right to Permanently Exclude any student if circumstances dictate that it is the most appropriate course of action to take. Please see the policy for valid reason to permanently exclude.

In applying our disciplinary policy the following procedures would normally apply:

The punishment must be reasonable and reflect the seriousness of the misconduct, it must take into account the pupil's age, any special educational needs or disability they may have, and any religious requirements affecting them

Incidents of misconduct are dealt with in the following way:

Step 1

The member of staff on hand (classroom, yard etc.) deals with the incident and imposes a sanction and records incident on DSM- following the schools consequences policy.

Step 2

The member of staff may refer the incident to Faculty Leader (class, subject incident)

Step 3

If issue is still unresolved refer incident to SLT

Step 4

In extreme cases the SLT link will refer matters to the principal.

Regulating Students' Conduct and Disciplining them for Misbehaviour Outside the Academy Gates

The Academy will respond to and set sanctions for students reported to have been involved in misbehaviour anywhere off the Academy premises if the student is:

- taking part in any Academy-organised or Academy-related activity
- traveling to or from the Academy
- wearing the Academy uniform
- in some other way is identifiable as a student of the Academy.

Or if the student's behaviour:

- could have repercussions for the orderly running of the Academy
- poses a threat to another student or member of the public
- could adversely affect the reputation of the Academy.

In certain situations the Principal or Designated persons may feel it appropriate to notify the local neighborhood police officers or other external agencies to support the student. If the student's behaviour is criminal or poses a serious threat to a member of the public, the police will always be informed.

9. Sanctions

Where a Student's attendance, behaviour or work is unsatisfactory, there should be a response appropriate to the offence.

Principles

- Whole groups should not be punished for the activities of individuals unless there are very exceptional circumstances. Every effort should be made to identify individuals or ringleaders.
- Sanctions should not be humiliating or degrading ,
- Punishments should be in proportion to the offence
- Students should be clear about why they are being punished and how

Ranges of sanctions exist, and care is taken to apply the sanction most appropriate to the Student concerned and the nature of the misdemeanour.

Any student that is found to have made a malicious accusation against a member of the Academy staff will incur a disciplinary penalty/sanction (Appendix). All allegations will be subject to a full investigation, should there be no case to answer (False Allegation) a 5 day exclusion will be applied, and on return a series of educational sessions around the impact of false allegations, and how this can affect people/families ect.

Behaviour	Sanction
Violence	Conflict resolution Seclusion Internal Exclusion unit Police Involvement Fixed Term Exclusion Permanent Exclusion

Weapons;- any person who brings onto Academy premises an weapon	Police involvement Permanent Exclusion
Malicious allegation about a member of staff (Proven to be false)	5 day Fixed Term Exclusion Behaviour Contract Information on file (red flagged) Attendance before Trust Board
Obscene Language directed towards individual	Seclusion Internal Exclusion Unit Fixed Term Exclusion Behaviour Contract
Defiance/ Disrespect	SLT Detention Seclusion Internal Exclusion Unit Fixed Term Exclusion
Theft of academy property	Police involvement Permanent Exclusion
Theft	Seclusion Internal Exclusion Unit Police Involvement Fixed Term Exclusion
Vandalism	Seclusion Internal Exclusion Police/ Criminal damage charges 5 day Fixed Term Exclusion
Smoking	SLT detention Letter Home Smoking Seccession (Run by)
Truancy	SLT Detention Attendance & Punctuality report Seclusion Twilights Parenting contract
Off Site Without Permission	1 day Fixed Term Exclusion Meeting parents Vice Principal
Classroom Disruption	Academy Consequence system Detention Report Remove room Home contact/meeting Withdrawl
Lateness	Range of Detentions

	Parenting contract
Mobile phone / MP3 devices	Confiscated and parent/carer to pick up from main office at end of day Refusal to hand over results in search and confiscation Persistent offenders banned from bringing phones in to Academy
Jewellery	Confiscated and handed into the office for adult collection
Uniform (see separate uniform policy)	Home Contact Sent home to change (short period of time marked as authorised absence) Defiance – detentions Persistent breaches may result in FTE (in accordance with DFE guidance September 2012)
Make up	Asked to remove where it is not subtle Detention for persistent offenders

Where students are persistently unable to comply with core expectations, a period away from the main classroom maybe required. The Academy currently provides the following;

- Learning centre
- Nurture group placements
- Referral to the Pupil Referral Unit (Doncaster LEA)
- External agency involvement
- Exploration of statementing/EHC
- Governor’s Behaviour Panel
- Other alternative strategies as required bespoke to the particular needs of the child

N.B. All the above are time limited interventions with an expectation that the student will return to mainstream classrooms after a period of intervention.

Seclusion

Sometimes students may be placed in Seclusion for a day or even longer for persistent misbehaviour or for an isolated serious incident. In Seclusion students work alone out of lessons in a separate room supervised by staff. The purpose of Seclusion is to provide a serious punishment before exclusion but also to offer an opportunity for students to reflect on and to modify their attitudes and behaviour.

From November 2017 a day in seclusion will look like

8.30am					

The seclusion room will contain standalone laptops, exercise books and resources from each department and will have a clear focus on reviewing and improving behaviour, as well as continuing the learning and progress of all subjects.

Head of Year run Seclusion on a half termly basis following the same expectations. It is the role of the Head of Year to make sure room is setup and organised for the day, including the returning of work to subject teachers and filing of seclusion reports in each students log (scanned into SIMS via the office).

These sanctions are not used in rank order but are adopted to correspond to the seriousness and frequency of the behaviour

Behaviour Contract

Students who persistently choose to ignore the Code of Conduct may be placed on a Behaviour Contract. A Behaviour Contract is signed by all three interested parties and clearly spells out what is expected from all, if a student breaches this contract the sanction is a 3 to 5-day Fixed Term Exclusion. The number of days is determined by the Principal or Vice Principal.

The following are banned from the Academy premises:

- Weapons of any kind as outlined in the Offensive Weapons Act 1996. Any person who brings onto Academy premises an offensive weapon is guilty of an offense under section 139 of the Act (e.g. knives, airguns, laser pens, etc.)
- Drugs
- Alcohol
- Cigarettes, matches and lighters
- Chewing Gum
- Fizzy drinks
- Mobile Phones - personal electronic equipment, (excluding calculators)

The academy reserves the right to search and confiscate these banned items under government legislation (2011) See separate Search and Confiscation Policy

Gambling

This is not allowed in school.

Drugs

Disciplinary sanctions will be imposed on students involved in drug-related incidents on the Academy premises or during off-site Academy activities.

The Academy regards the issue of drugs as being extremely serious and is determined to do all in its power to ensure that the Academy is a 'drug-free zone'.

Consequently students **WILL BE PERMANENTLY EXCLUDED** if they are involved in any drug related incidents.

Definition 1: 'Drug related incidents' include:

- Being in possession of any amount of drugs
- Selling or passing of drugs to others
- Using drugs

*Definition 2: **Drugs means illegal drugs or controlled drugs Prescribed Drugs***

The Academy regards the carrying, passing on or using of prescription drugs illegitimately as a very serious matter this will lead to **permanent exclusion**.

Non Prescription Drugs

Some drugs that are available 'over the counter' too the general public can be harmful if misused, Paracetamol and Aspirin are examples. Students should not carry these into the Academy any misuse of these drugs could lead to permanent exclusion. All prescription drugs should be located at the school office with the office manager.

Medication

If it is necessary for a student to take medication during the school day, the parent/carer should:

- inform the academy and bring the medication to main reception
- **have the medication placed in safe-keeping with the First Aider in the Academy's medical room.**
- The student should report to the medical room and take the medication under supervision.

Students must **never** carry a drug, prescribed or other, on their person in the Academy.

Alcohol

All those liquids normally sold in an off-licence or public licensed premises, spirits, beers, cider etc, which cannot legally be sold to anyone under the age of 18 years.

Any student possessing alcohol, selling or passing on alcohol to others or using alcohol **may** be permanently excluded.

Solvents and Other Substances

Solvents and a range of substances can be misused and consequently harmful. Although these may not be “illegal” or “prescribed”, if the school has evidence that they are being misused in any way by a student which could lead to harm to his or herself or others then that student may be permanently excluded.

To and From the Academy

These rules apply while travelling to and from the Academy. The Academy will act on reports of misconduct of students journeying to and from school if they are identified as members of the academy (Student conduct outside of school DfE September 2012)

10. Bullying

“Bullying is a form of intimidation in which a more dominant individual abuses the power he or she has over a less dominant individual systematically over a period. More than one bully and more than one victim may be involved in a bullying incident”.

Bullying can be:

- Physical from deliberate pushing and jostling to assault. It can also involve theft or damage to the victim's property.
- Verbal this often takes the form of name-calling, which can be face to face or by mobile phone calls, texts or e-mails or social media. Students should keep and pass on any such texts or e-mails to a member of staff .

Those who bully others tend to:

- be assertive and aggressive
- not understand how others feel and lack a sense of guilt.

Bullies can be individuals or in groups. Members of groups can become bullies to be accepted by group members. It is acknowledged that bullying can occur amongst adults also.

Prevention:

- The Academy regards bullying as a serious breach of the Academy's standards of behaviour and will aim to maintain a high profile on the issue through regular references to it in Assemblies, the Staff Bulletin, IT campaign and Prospectus.
- Advice and help to parents/carers through parental communications.
- Staff will aim to raise the awareness of bullying among students.
- Teachers will take every opportunity to reassure students that the Academy cares and will help all students.
- The role of the bystander will be a focus of Assemblies at least once a year.
- Opportunities will be provided in the curriculum to define and discuss acceptable behaviour and encourage coping mechanisms.
- Staff will:
 - encourage self-confidence and assertiveness.
 - encourage a supportive and caring attitude amongst students.
 - encourage students to talk to someone when bullying occurs.
- All staff, especially Advisors should maintain a vigilant and proactive attitude to possible bullying situations.

Staff will:

- Take all reports of bullying seriously.
- Act as quickly as possible.
- Establish the facts.
- Record on DSM system any incident of bullying under the bullying and racist tab.
- Reassure the victim, give support and advice.
- Ensure the “bully” is aware of disapproval. If a group is involved speak to each individual and also to the group.
- Involve parents as necessary.
- If a sanction is used, it should be in relation to the seriousness of the incident and the “bully” should know why it has been given.
- Follow up by checking that no subsequent bullying has occurred.
- Repeated involvement in bullying could be punished by a Fixed Term Exclusion.
- Further exemplification on bullying can be found in the academy's anti- bullying policy.

- Ensure the SLT link/Year Leader is informed.
- **Supply Teachers**
- Supply teachers will be provided with a copy of the behaviour policy when they attend the Academy to support their work. Curriculum leaders will make contact with supply teachers on their arrival to inform them of on call procedures and provide support for their day.
- **Training**
- Staff and Associate Staff will receive yearly refresher training. New staff will receive an induction which will include a session on the behaviour policy and expectations at the Academy

11. Search and Confiscation

Reference:

*Behaviour and Discipline in schools. Advice for headteachers and school staff. February 2014 (Dfe)
Screening, Searching and Confiscation – advice for headteachers, staff and governing bodies*

Search

Searching for inappropriate items/material:

The Department for Education states that from 31st August 2011 Academy staff have the right to search students with their consent for any suspected item banned by the Academy rules. Students might reasonably be asked to turn out their pockets or to hand over an item such as a personal music-player or MP3 device that is causing disruption, and the Academy might use its legal power to discipline if the student unreasonably refuses to cooperate.

Academy SLT staff duly authorised by the Principal, can search students without their consent for any items banned by the Academy rules or for suspected knives, weapons, alcohol, illegal drugs and stolen items (from now on referred to as prohibited items). The Academy will ensure that an SLT member of the same sex is present when search takes place.

When and where can a search take place?

A search can take place if there are reasonable grounds for suspecting that a student is in possession of a prohibited or banned item. The search may be of the student's clothing, footwear, bags or locker. Wherever possible a search should take place in private. This may not be possible for example if searching a locker in a corridor which is a public place.

Who is authorised to search students?

On the Academy premises and grounds, the Principal/ SLT have ongoing authorisation to search students in the Academy on occasions where consent is not given.

During an offsite activity or educational visit, the Group Leader is authorised to search students at that location. All staff have ongoing authorisation to be the witness of a search. Also during an offsite activity or educational visit, temporary authorisation is given to non-employees of the Academy who are adults named as being supervisors of the students, to be a witness to a search. This temporary authorisation is only valid during the hours of the activity or visit and can only be used when an employee of the Academy is not present to deal with the situation. If deemed necessary, the Principal will provide appropriate training for staff.

Extent of the search

When a search is required, there must be two members of staff present. The first member of staff conducting the search must be the same sex as the student being searched. The witness (second person) must where possible be a member of staff and should be, again wherever possible, the same sex as the student being searched.

During an offsite activity or educational visit, the Group Leader where possible should lead the search but if this is not possible due to gender, the Group Leader has the authority to delegate the search to a member of staff of the same gender.

There is no legal requirement to make or keep a record of the search. However, it is the Academy's policy that the member of staff leading the search complete the 'Conducting a Search Pro-forma' which must be passed to and retained by Principal. (Appendix B)

A search of a student's possessions must take place in the student's presence with the witness present. The staff conducting the search may conduct a "personal search" which requires the student to remove any outer clothing (outer clothing means clothing that is not worn next to the skin or immediately over a garment that is being worn as underwear and includes sweatshirt, hats, shoes, boots, gloves and scarves).

Staff are not authorised to conduct an "intimate search" which requires the removal of non-outer clothing. The Police must always be called if an intimate search is required as they have the legal powers required.

A student's possessions (any goods over which the student has or appears to have control such as bags and lockers) may be searched.

Force must **not be** used when conducting a search. If there are any concerns that the student to be searched may become aggressive then the search should not take place and the Police called.

The searcher should avoid touching the student's clothing or property to reduce the risk of injury from sharp objects. The student should turn out pockets, empty bags etc. Staff should only touch items which are visible and the risk of sharp items being present can be assessed by the searcher.

After the search

Staff must seize any prohibited or banned item found during a search. Any item seized which is prohibited (with the exception of alcohol) or a controlled drug must be delivered to the Police by the Principle or other authorised Academy personal as soon as is possible.

Items which are evidence of an offence must be passed to the police as soon as possible. Any seized substance whose legal status is unsure should be treated as a controlled drug. Any substance believed to be a 'legal high' will be confiscated.

It would not be reasonable or desirable to involve the Police in dealing with low value stolen items such as pencil cases. The Police will be involved in higher value stolen items.

Alcohol which has been seized should be disposed of by pouring it down the sink. Any seized banned item (other than alcohol) should be handed into the school office immediately where it will be recorded in a log book(SLT) and then locked away in the safe under the control of the Principle.

Student punishment will be according to the level of incident and may involve detention, seclusion, internal exclusion, fixed or in extreme cases permanent exclusion. Any student who refuses to cooperate with a search will be considered to have refused a reasonable staff instruction and will be punished accordingly.

Parent/Carer involvement

There is no legal requirement to inform the parent/carers, however good practice denotes that parent/carers should be informed when their child has been searched. (Appendix C)

The Academy will inform a parent/carers where a seized item is prohibited unless this would compromise the student's safety.

When a banned item has been confiscated, a parent/carers will then have to come into the Academy to collect any item not delivered to the police or disposed of by staff.

Confiscation

The rights of staff to confiscate items:

A member of staff may only seize, retain or dispose of a student's property if he or she has authority to do it. It is for the staff member confiscating to show the legality of the confiscation since he or she has made the decision to interfere with the property. If authority can be shown, the staff member has a defence to all proceedings against him or her and is not liable for any damage or loss arising.

In the Academy the Principal has delegated to all staff the authority to confiscate items from students as a lawful disciplinary penalty. The use of confiscation as a sanction should be accompanied by a clear indication of when and where the item will be returned, and by whom. An item that has been confiscated by the class teacher will be returned at the end of the school day/week. However mobile phones, for example, are treated differently at the Academy (see below).

Reasons for confiscation may include:

- An item poses a threat to others: for example, a laser pen is being used to distract and possibly harm other students or staff.
- An item poses a threat to good order for learning: for example, a student uses a personal music-player in class.

- An item is against school uniform rules: for example, a student refuses to take off a baseball cap on entering a classroom.
- An item poses a health or safety threat: for example, a student wearing large ornate rings in PE may present a safety threat to other students.
- An item which is counter to the ethos of the Academy: for example, material which might cause tension between one community and another.
- An item which is illegal for a child to have: for example, racist or pornographic material. Protocols for how to deal with such items can be agreed with local police.

The secure storage of confiscated items:

Students have a right to expect that confiscated items, especially those of monetary or emotional value, will be stored safely until they can be returned. Staff should take confiscated items of obvious value to the school office, for storage in the school safe. If similar items have been confiscated from several pupils, such as mobile phones or personal music-players for example, the member of staff must ensure that they are clear which item belongs to which student before placing them in the office safe.

Mobile Phones/ MP3 Devices / Headphones:

Mobile phones etc will be confiscated if they are used for any reason in the Academy building. The word 'use' in this context includes receiving and sending calls, texts and data, as well as using functions on the phone such as music player software, operating an MP3 device and using headphones for same.

Staff should note that, while confiscation of a mobile phone or other such devices is legitimate, searching through a phone or accessing text messages without the student's permission is not. 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 the use of the phone involved cyberbullying. However if the student refuses then the member of staff should not enforce the instruction. The staff member can, however, legitimately issue a disciplinary sanction for failure to follow a reasonable instruction.

Where mobile phones or other such devices are confiscated, staff must place the device in an envelope, seal it and clearly mark the student's name on the outside plus year group. The device is then to be placed in the office safe, log book completed by reception (held in the main school office) and the parent/carer informed. The phone or device is only to be returned to a parent/carer. Where a parent/carer believes that safety is a concern, he/she may come to the Academy at 2.40pm in order to collect the phone from the office.

Instances when the Academy chooses not to return an item to the student:

- Items of value which the student should not have brought into the Academy, or has misused in some way, might, if the Academy judges this appropriate and reasonable, be stored safely at the Academy until a responsible family adult can come to retrieve them at 2.40pm. For example, there is no acceptable reason why a student should bring a cigarette lighter to school. In such circumstances retention is a reasonable step both to protect property, and to enable discussion about whether the student is smoking and how this can be addressed.
- Other items which the student should not have in their possession, particularly of an unlawful or hazardous nature, may be given by the Academy to an external agency for disposal or further action as necessary. This must always be followed by a letter to the parent/carer confirming that this has taken place and the reasons for such action.
- There may be some items of no value such as an inappropriate message scrawled on a piece of paper, which may simply be disposed of. However, staff should keep in mind that some items of which may appear of no value may have emotional value to the child; staff should establish if this is the case before deciding whether or not to dispose of the confiscated item.

Recording the confiscation:

Staff must record any items they confiscate and the grounds for confiscation, in the log book located in the office in order that they may justify the action later if challenged.

Complaints and Allegations

Any complaint or allegation of misconduct arising from an incident should be put in writing to the Principal using the Academy's Complaints Procedure.

12. Hands On and Use of Force

The Academy believes that physical contact with pupils is at times, proper and necessary, especially given the age of some of our pupils. This would be in line with staff's role 'in loco parentis'- in place of parents during a child's day. Examples, when comforting a distressed child, when congratulating or praising a pupil, to demonstrate a technique such as how to use a musical instrument, to demonstrate or support exercises in PE/Sports and to give First Aid, shaking of students hands.

The Education and Inspections Act 2006 enables school staff to use "such force as is reasonable in the circumstances to prevent a student from doing or continuing to do" any of the following:

"A member of the staff of a school may use... such force as is reasonable in the circumstances for the purpose of preventing the Student from...."

- Committing any offence (or, for a Student under the age of criminal responsibility, what would be an offence for an older Student)
- Causing personal injury to any person (including the Student themselves)
- Causing damage to the property of any person (including the Student themselves)
- Prejudicing the maintenance of good order and discipline at the school, and among any Students receiving education at the school, whether during a teaching session or otherwise.

The decision on whether or not to physically intervene is down to the professional judgment of the staff member concerned and should always depend on the individual circumstances.

Staff may physically separate students found fighting or that if a student refuses to leave a room when instructed to do so, they may be physically removed.

ALL SUCH INCIDENTS MUST BE REPORTED AS SOON AS POSSIBLE TO THE PRINCIPAL AND RECORDED IN THE ACADEMY'S POSITIVE HANDLING LOG (Appendix D), Kept with the Principals PA

Students with Special Needs or Disabilities

Staff must always be aware of the reasonable adjustments that needs to be made for students with Special Educational Needs or/and needs related to other Disabilities. The SENCo needs to be involved in such decisions. The SENCo also needs to make individual risk assessments where it is known that force is more likely to be necessary to restrain an individual pupil where their need is associated with extreme behaviour, or their impairment leads to, making them less responsive to communication. The Academy will ensure that a personalized positive handling plan is in place for such students.

Conducting a Student Search

Appendix B

Student Name: _____ TG: _____

Date: _____ Time: _____ Location: _____

Staff Present: _____

(Two members of staff must be present. The member of staff carrying out the search must be the same gender as the student being searched. In the case of a 'without consent' search if at all possible, both members of staff must be the same gender as the student being searched).

Reasonable grounds for search noted below and explained to student

Student reminded about criminal nature of certain items Yes No

Student agreement sought and student comments noted below

Student requested to empty all pockets, bags and remove shoes

Items found	Items confiscated

Metal detector/wand used Yes No

Student complies with above request

Yes No

If no, explain to student seriousness of refusal to comply with request and consequences of refusal, i.e. Principal or Vice Principal requested to support, Police called and parent/carer contacted.

Staff signatures: _____

Student signature: _____

Outcome and follow-up action:

Parent/Carer informed	Yes / No
Academy disciplinary sanction	Yes / No
Police involvement	Yes/ No
FCAF	Yes / No
Other, please specify	

Appendix C

Letter to Parent/ carer following search

Dear parent/ carer

I am writing to inform you that today (date), (name) was searched by Academy staff with their consent. The search was undertaken, as staff believed (child's name) had in his/her possession banned items.

The search was carried out in accordance with the Department for Education guidance 31st August 2011 and as stipulated in the Academy's Behaviour and Discipline Policy.

The nature of the search, staff involved and items found has been logged and I am hereby informing you that (items confiscated) have been confiscated as a result of the search.

*Item that can be returned

- The confiscated item/s have been placed in the Academy safe/ office and I am requesting that you come up to the Academy to collect them. I have outlined below banned items in the Academy and I would ask that you speak with (child's) about bring such items into the Academy.

Alcohol

- Unfortunately I have to inform you that (item) was/were found in the search and has been disposed of by pouring down the drain. I am sure you are as disappointed as we are that (child's name) has brought alcohol into the Academy and will address the matter at home. I have outlined below banned items in the Academy and I would ask that you speak with (child's) about bring such items into the Academy.

Drugs/ Weapons

- Unfortunately I have to inform you that (item) was/were found in the search and as such we have no alternative cause of action other than to inform the police and pass to them the confiscated item. Your child's details have also been passed to the police and I have been informed they will be in touch with you.

I appreciate that this news will be very distressing and if you wish to discuss the matter further please get in touch with the relevant SLT member.

The following are banned from the Academy premises:

- Weapons of any kind as outlined in the Offensive Weapons Act 1996. Any person who brings onto Academy premises an offensive weapon is guilty of an offense under section 139 of the Act (e.g. knives, airguns, laser pens, etc.)
- Drugs
- Alcohol
- Cigarettes, matches and lighters
- Chewing Gum
- Fizzy drinks
- Mobile Phones - personal electronic equipment, (excluding calculators)

and will be confiscated.

The academy reserves the right to search and confiscate these banned items under government legislation (2011) See separate Search and Confiscation Policy

support us in ensuring that your child completes the sanction imposed for bring a banned item into the Academy. If you wish to discuss this matter further please do not hesitate to get in touch with your child's Head of Year.

Yours sincerely

Appendix D

Positive Handling Log

Student's Name		Class/ Group	
Date & Time of Intervention		Time Span	
Location		Report Compiler	

Parent Informed	Y / N	By Whom	
-----------------	-------	---------	--

Name of staff involved	
Name of witnesses (staff)	
Name of witnesses (C/YP)	

Reason for Intervention	Please tick
Prevent personal injury or injury to others	
Prevent or disrupt criminal offense	
To prevent damage to building or property	
To prevent disruption of learning and good order	

Antecedents (a concise description of events leading up to incident and intervention)

De-escalation techniques used			
Tactical ignore		Reminder consequences	
Verbal advice/ support		Language of choice	
Distraction		Time out	
Humour		Time out directed	
Rule reminder		Support from additional adult	
Other techniques (details)			

Nature of physical intervention (Academy to insert language relevant to training)

Behaviour Policy Academy Uniform

Academy Uniform

The uniform rules are clearly laid out in students' planners and the Parent Handbook and comprises:

Jewellery is restricted to:

- One pair of small plain silver or gold coloured studs (no hooped or diamante earrings may be worn)
- One small plain silver or gold coloured ring

No facial piercing are permitted (Health and Safety)

Hair styles should be appropriate for a business setting.

Head scarves can be worn but should be plain black (no logos, embroidery, fringing or beading) and should be secured with a safety pin. Other pins used to secure head scarves will be confiscated. Any Mosque/Prayer hats worn must be plain black.

Non-compliance:

- Students can be disciplined in line with the Academy Behaviour Policy for breaching rules on appearance or uniform.
- Initially any uniform infringement will lead to parental contact to ensure future compliance with uniform rules. Repeated failure to comply with uniform rules will result in a detention. Parents are requested to note in the Student Planner when and why uniform rules are being impinged.
- In exceptional circumstances the Principal or another member of the senior leadership team may direct a student to go home briefly to remedy a breach of the Academy's rules on appearance or uniform.

When making this decision the child's age and vulnerability, the ease and time it will take and the availability of the child's parents. The child's parent/ carer will be notified in advance.

- The Principal reserves the right to isolate or exclude a student who repeatedly ignores the uniform rules. This will be very rare and will only be carried out as a last resort where the persistent noncompliance interferes with the smooth running of the Academy.

Financial Considerations:

- The Academy provides all students with a blazer and tie on their entry into the Academy a proportion of which is funded through Pupil Premium funding. Other items of uniform are easily available for parents to purchase cheaply through the main uniform supplier or other low cost clothing suppliers.
- The Academy and its Governing body regularly considers and reviews the cost and availability of uniform when making contracting decisions.
- The Academy has set aside a specific financial hardship budget to support families provide items of uniform where financial constraints are preventing the purchase of these items. The Principal or other

designated senior staff can access this budget to help provide this support. In addition Year 11 students are encouraged to donate items of uniform when they leave.

Reference:

School Uniform. Guidance for governing bodies, school leaders, school staff and local authorities. September 2013 (Dfe)