



CHURCHER'S COLLEGE

BEHAVIOUR, REWARDS AND SANCTIONS POLICY

SENIOR SCHOOL

September 2024

BEHAVIOUR, REWARDS AND SANCTIONS POLICY

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Authorised by	Deputy Head (Pastoral)
Date	September 2024

Date of next review	September 2025 or earlier as required
Circulation	Published on the School's website and available from the Senior School Office on request
Status	Complies with <i>The Education (Independent School Standards) Regulations 2014 (SI 2014/3283)</i>

1 Introduction

1.1 This policy relates to all children at Churcher's College Senior School. Throughout this document, the terms "the School", "Churcher's College" and "Churcher's" refer to Churcher's College Senior School.

1.2 This policy has been produced with regard to the following non-statutory DfE guidance:

- *Behaviour in Schools: Advice for Headteachers and School Staff (February 2024)*
- *Use of Reasonable Force (July 2013)*
- *Searching, screening and confiscation (July 2022)*

1.3 Related policies

The following policies, procedures and resource materials are also relevant to the School's Behaviour, Rewards and Sanctions Policy:

- Child Protection and Safeguarding Policy and Procedures
- Smoking, Alcohol and Drugs Policy
- IT Acceptable Use Policy for Pupils
- Online Safety Policy
- Complaints Policy
- General Aims & Philosophy of the School
- Educational/External Visits Policy
- Anti-Bullying Policy
- Exclusion Policy
- Classroom Exclusion Policy
- Mobile Phone Policy

These policies, procedures and resource materials are available to staff on the School's intranet and hard copies are available on request.

2 Promoting Positive Behaviour

2.1 The following extracts from the General Aims and Philosophy of the School reveal the ethos and values that underpin Churcher's College:

- Children at Churcher's thrive in a happy, well-disciplined, safe and caring environment.
- All individuals are respected and their individuality valued.

(c) The development of self-esteem, resilience, tolerance, moral values and leadership are vitally important parts of a child's education.

(d) The pupils of Churcher's College become confident, responsible, respectful and selfless citizens.

In summary, we aim to give all our pupils opportunities to discover and develop their talents to the full - be they academic, artistic, cultural or sporting. We also hope they will grow as human beings, developing a sense of self-discipline alongside a firm ethical, moral and spiritual framework.

2.2 Churcher's College, first and foremost, aims to create a culture that promotes excellent behaviour in order that all its pupils can progress in a calm, safe and well-ordered community which will allow them to achieve success and develop their self-confidence. Churcher's has a whole school approach to behaviour. The School seeks to ensure that high standards and expectations of good behaviour pervade all aspects of school life, including the culture, ethos and values of the School, how pupils are taught and encouraged to behave, the response to misbehaviours and the relationship between staff, pupils and parents.

2.3 Churcher's College provides a comprehensive pastoral support system for all pupils through which good behaviour is taught and exemplified. This system includes but is not limited to Form Tutors, Heads of House, the Senior Teacher (Wellbeing, Inclusion and Safeguarding), the Senior Teacher (Pastoral), the School Nurses, the School Counsellor, the School Chaplain, the Deputy Head (Pastoral), the Headmaster and our Peer Mentors.

2.4 Our rules and routines play a part in helping to achieve these aims and, in so far as they concern sanctions, are an inevitable and agreed constituent of our community. High standards and clear rules reflect the values of the School and outline the expectations and consequences of behaviour for everyone. The rules and Code of Conduct are set out in the Calendar, which is published to all pupils and their parents at the start of each term. All pupils new to the School and those at key transitional points (e.g. those progressing to the Sixth Form), are made aware of the expectations the School has on them regarding behaviour and discipline.

2.5 Pupils can have a voice in the way the school is managed and provide feedback on the School's behaviour culture through their representatives in the School Council. The School Council is a body chaired by the Deputy Captains of College with representatives from each House, and is charged with presenting the views of students of all ages to the Headmaster and through the Headmaster to other staff. The School Council is encouraged to be proactive in bringing ideas or concerns to the table as well as reactive, canvassing opinion and providing a student response to future plans and strategies as outlined by the Headmaster.

2.6 Pupils are encouraged to recognise the importance of good behaviour in various ways including:

- PSHE and R&P classes - where the values of friendship and tolerance are stressed.

- In tutorial sessions where groups and also individuals meet with their Form Tutor and discuss incidents, issues and values.
- In morning assembly – where moral messages about tolerance, mutual support and respect for one another are regularly given. Pupils have the chance to participate in the assembly programme as well as to be the recipients of the messages.

All of these aspects work to support our Anti Bullying Policy by raising standards of behaviour and reducing the likelihood of bullying.

3 Behaviour Issues, Safeguarding and duties under the Equality Act 2010

- 3.1 Churcher's College aims to create a culture in which all members of the school community create a positive, safe environment in which bullying, physical threats or abuse and intimidation are not tolerated, in which pupils are safe and feel safe and everyone is treated respectfully. Any incidents of bullying, discrimination, aggression and derogatory language are dealt with quickly and effectively.
- 3.2 In assessing cases of poor behaviour, consideration should be given as to whether the behaviour under review gives cause to suspect that a child is suffering, or is likely to suffer, significant harm. If so, the School's safeguarding procedures will be followed (**see Child Protection and Safeguarding Policy and Procedures**).
- 3.3 Following any report of child-on-child sexual violence or sexual harassment (offline or online) the school will follow the procedures set out in the Child Protection and Safeguarding Policy and Procedures (which reflect the guidance contained in Part 5 of KCSIE).
- 3.4 Where appropriate, staff should take account of any contributing factors that are identified after a behaviour incident has occurred. Consideration should be given as to whether poor behaviour could be the result of an un-met special educational need or disability or because a pupil is experiencing transitional difficulties (for example, when moving to Churcher's College from another school). Where these causes might be the case, parents and other agencies may be consulted and the appropriate policy should be followed.

4 General Guidance

- 4.1 The Governors determine that the discipline in the School should adhere to the following outline principles:
- Self-discipline and respect is promoted and good behaviour is the norm.
 - Discipline should be based on a system of rewards and incentives, although on occasions it may be necessary to apply the appropriate sanctions.
 - Rewards and sanctions are applied fairly and consistently.

5 Rewards and Incentives

5.1 Pupils respond best to recognition, appreciation and encouragement and, with this in mind, there is a strong emphasis on praise, encouragement and reward at Churcher's. Positive reinforcements and rewards are applied clearly and fairly to reinforce the routines, expectations and norms of the school's behaviour culture. The teaching staff are advised to give praise where it is due both in academic and extra-curricular situations. A word from a Head of House, the Head of Sixth-Form or Form Tutor/Personal Tutor when a pupil does well will often produce a positive and appreciative reaction from the pupil.

5.2 The primary way in which pupils can receive recognition for achievement in the academic sphere is through the Merit and Commendation system.

Merits: Teaching staff can award pupils with merits on a discretionary basis. For example, a pupil could be rewarded with a merit for their attitude to learning, attainment, progress, kindness or helpful behaviour. When a pupil is given a merit, they receive a merit sticker, which they collect on a merit postcard. Each postcard has space for 10 merit stickers. Once a pupil has collected 10 merit stickers, the merit postcard must be signed by the pupil's Form Tutor, at which point it is converted into cash (50p). The pupil can then spend this at school; either in the tuck shop, to buy stationery or to make a donation to the current school charity (in which case the school will match the donation). There is no limit to the number of merit postcards that each pupil can complete and, if a pupil reaches 100 merits within one academic year, they will receive a merit badge from the Headmaster. A central record of merits is maintained by the Assistant Heads of House and the Deputy Head (Staff & Professional Development).

Commendations: Pupils may also be nominated for Commendations each term by subject teachers. Commendations are awarded in recognition of pupils' attainment, effort or progress and will therefore reward a range of pupils. A central spreadsheet is maintained by the Deputy Head (Staff & Professional Development), which includes the names of Commendation recipients for each term.

5.3 In addition, other mechanisms exist for the recognition of positive achievement, as follows:

5.3.1 Recognition for individual or team achievements at House Assemblies

5.3.2 Announcement of particularly prominent individual or team successes at Whole School Assembly on Thursday mornings. This will include the award of cups, trophies and prizes as appropriate.

5.3.3 The award of certificates of achievement - e.g. in Music or LAMDA examinations or in the Maths Challenge - by the Headmaster at Whole School Assembly on Thursday mornings.

5.3.4 Recognition of achievement, effort and progress based on the grades awarded in interim and end of term reports at Whole School Assembly on Thursday mornings. Additionally, through Head of House contact with both pupils and their parents.

5.3.5 The award of Prizes on Speech Day and Lower School Prize Giving as a result of achievement and involvement in the activities of the school.

5.3.6 The award of School Colours/Half Colours to individuals who have shown an outstanding contribution to activities at Churcher's.

6 Pupil Leadership

6.1 Pupils are also encouraged to behave well and act as positive role models to each other and to the wider community through a variety of activities. For example:

- In sports and games, where they learn to accept victory and defeat with sportsmanship and a good grace.
- Service in the community (our CAS programme), where they learn to appreciate their own good fortune and the importance of giving willing and consistent support to others in the community.
- In CCF, where older pupils undertake leadership roles.
- Those who are elected as Captains and Vice-Captains of College, Prefects and those senior pupils appointed to a Peer Mentoring role, will be expected to lead by example in setting high standards of behaviour for others to follow. As emphasised in our Anti Bullying Policy, such senior pupils have a significant role in the prevention and reporting of bullying behaviour.

7 The Teacher's Role

7.1 Teachers play a key part in fostering good standards of behaviour, developing good relationships between adults and pupils at the school and thus supporting the school's Anti Bullying Policy. The School's expectations are set out at Staff Induction when a new teacher joins the School. They are also to be found in the Staff Handbook, the Employment Manual and the Staff Code of Conduct. Teachers at Churcher's College are expected to:

- Have high expectations of pupils in their behaviour and achievement in lessons.
- Provide consistent classroom management of the pupils in lesson times.
- Model good behaviour and positive relationships in their own conduct and manner towards the pupils wherever they may come into contact with them. Such behaviour modelling will be a significant factor in preventing pupils from adopting bullying behaviour in their conduct to one another.
- Assert good values of conduct on the sports field.
- Discuss issues with tutees during one to one and group tutorial sessions.

7.2 All new teaching staff are provided with a copy of this policy at induction.

8 Sanctions

8.1 At Churcher's College, we believe that the essence of all discipline is self-discipline: the aim of the teacher must be to develop this quality in pupils. In our Code of Conduct the pupils are asked:

- To exercise common sense
- To be clean and smart in appearance and to follow the school dress code
- To be honest, truthful, courteous and co-operative
- To respect other people and their property
- To be caring and appreciative of the environment
- To be dependable and conscientious in their learning
- To make the best use of their varied abilities and interests

Our aim is to encourage them to follow these precepts.

8.2 Recognising that an important part of growing up is learning to accept that wrong actions attract consequences, we try to keep sanctions to a minimum. When pupils do misbehave, the school will respond promptly, predictably and with confidence to maintain a calm, safe learning environment and then consider how such behaviour can be prevented from recurring. Teachers are encouraged to address any unacceptable behaviour themselves on a direct basis with the pupil(s) who are giving cause for concern. If, having tried personal admonition, further action is necessary, the next step is to write an informal note (e-mail) to the pupil's Head of House and Form Tutor outlining the issues.

8.3 Teachers should be fair, consistent and proportionate in their reactions to pupils who may exhibit aspects of undesirable behaviour. It should be clear from the teacher's actions that it is the behaviour that is unacceptable and not the pupil. Sanctions should be applied in an appropriate and consistent manner. When applying sanctions, the age and gender of the pupil, any religious requirements affecting the pupil, any special educational need or disability that they might have, previous offences, his/her honesty over the incident, attitude to rebuke and other potential contributing factors (eg if the pupil has suffered a bereavement or has mental health needs) would all be relevant in making a decision. Additionally, it is important to:

- Explain clearly why the behaviour was unacceptable.
- Be reluctant to punish groups unless responsibility is quite apparent.
- Explain to the pupil how he/she might put things right and follow up the sanctions meticulously.
- Note that research indicates that detentions are much more effective when a specific task related to the 'offence' is set and not 'lines' or a similar style of punishment.

- 8.4 Where a pupil or a group of pupils behaves poorly outside the School grounds and that behaviour is likely to bring the School into disrepute or to cause repercussions for the orderly running of the School, then Churcher's College reserves the right to take punitive action against that pupil or group of pupils. Examples of such circumstances could include behaviour while travelling to and from School, while at away matches or while off site but in School uniform in Petersfield or another local town. The full range of sanctions may be considered for use in responding to such cases.
- 8.5 Churcher's College is clear that the same standards of behaviour are expected online as apply offline. The School may also sanction pupils when their behaviour online poses a threat or causes harm to another pupil and/or could have repercussions for the orderly running of the school, if the pupil is identifiable as a member of the school and/or if the behaviour could adversely affect the reputation of the School. This is the case if the behaviour incident in question occurred outside the school day and off the school premises.
- 8.6 The School will use both general and targeted interventions to improve pupil behaviour and will provide all pupils with support, where necessary, to help them meet behaviour standards, making reasonable adjustments for pupils with a disability as required. Preventative measures which the School may put in place include seating plans to allow a pupil with a visual or hearing impairment to sit in sight of the teacher.
- 8.7 The following sanctions are available at Churcher's:

Poor work sanctions

- 8.7.1 **Departmental detentions:** given by a member of staff for failure to hand in written work, lack of effort, persistent lateness. At break time/lunchtime, supervised in academic departments.
- 8.7.2 **Faculty Detentions:** given by the Head of Faculty to a pupil who has already undertaken a Departmental Detention, but who continues to produce sub-standard work, demonstrates a lack of effort and application etc. At lunchtime, supervised in Faculties.
- 8.7.3 **Daily Academic Report:** given by the Head of House / Head of Sixth-Form to monitor the effort and progress made by a pupil in each lesson and for prep.
- 8.7.4 **Head of House Detention** (see below)

Poor behaviour sanctions

- 8.7.5 **Uniform Detention:** given by a member of staff for disregarding the school's uniform regulations. At lunchtime in Room 94, supervised by the Heads of House.
- 8.7.6 **Daily Uniform Report:** given by the Head of House to closely monitor a pupil's standard of dress. This sanction is applied if a pupil attends three lunchtime uniform detentions within a term.

8.7.7 **Chewing Gum Detention:** given by a member of staff to any pupil who is caught chewing gum on the School site. A first offence will result in a lunchtime detention, in Room 94, supervised by the Heads of House. Repeat offenders will be given an after school detention, supervised by the Deputy Head (Pastoral).

8.7.8 **Head of House Detention:** given by a Head of House for a more serious breach of discipline, such as rudeness, disruptive behaviour, foul language etc. or for on-going academic concerns following a Head of Faculty Detention. The detention takes place once a week for one hour after school and is supervised by the Head of House.

More serious sanctions

In more serious cases a Deputy Head will become involved. Either in consultation with the Head of House or directly, the following sanctions may be taken:

8.7.9 **Senior Detention:** this takes place once a week on Friday for two hours after school and is supervised by a Deputy Head.

8.7.10 **Deputy Head's Detention:** this is the most serious detention and takes place on Saturday mornings in School for two hours and is supervised by a Deputy Head.

8.7.11 **Suspension:** given by the Headmaster for serious or repeated offences. Parents will be consulted and suspension is to be seen as a warning that exclusion may follow unless the situation improves.

8.7.12 **Exclusion:** for a very serious offence, or following written warnings by the Headmaster to parents that further offences will result in exclusion of the offender. The School has a procedure for cases where parents are seeking a Governors' Review of a decision made by the Headmaster to exclude a pupil from the School. Please see the School's Pupil Exclusion Policy for further details.

8.8 There is no corporal punishment at Churcher's.

8.9 Following a sanction, the School will consider strategies to help all pupils to understand how to improve their behaviour and meet the behaviour expectations of the school eg a targeted discussion with the pupil, including explaining what they did wrong, the impact of their actions, how they can do better in the future, what will happen if their behaviour fails to improve and, if appropriate, advising them to apologise to the relevant person.

9 **Record Keeping**

9.1 An electronic record of disciplinary incidents and sanctions imposed is maintained by the Heads of House, Head of Sixth Form and the Deputy Head (Pastoral). This record is used to evaluate the effectiveness of the approach adopted and to enable identification of any patterns in poor or unacceptable behaviour so that appropriate remedial actions can be taken. In addition, the Deputy Head (Pastoral) will monitor the proportion of sanctions issued to pupils on the SEND register and, if necessary, follow up accordingly with the Head of House and Head of Curriculum Support.

9.2 Likewise iSAMS, the School's data management system, maintains a record of each pupil's disciplinary record.

9.3 An electronic record of serious incidents and the disciplinary sanctions imposed (suspension and exclusion) are kept by the Headmaster's Executive Assistant (**see Exclusion Policy**). This record is used to evaluate the effectiveness of the approach adopted, to enable the identification of any patterns with respect to serious misbehaviour and enable remedial actions to be taken where necessary. As a matter of course, the Headmaster will inform the Governing Body when a pupil is either suspended or excluded from Churcher's College.

10 Use of Physical Force

10.1 Any use of force by staff will be reasonable, proportionate and lawful. Reasonable force will be used in accordance with the DfE guidance "*Use of Reasonable Force*" (July 2013) and only when immediately necessary and for the minimum time necessary to prevent a pupil from doing or continuing to do any of the following:

- Committing a criminal offence
- Injuring themselves or others
- Causing damage to property, including their own
- Engaging in any behaviour prejudicial to good order and discipline at the School or among any of its pupils, whether that behaviour occurs in a classroom or elsewhere.

10.2 In deciding whether reasonable force is required, the needs and specific vulnerabilities of individual pupils (including SEND, mental health needs or medical conditions) will be considered and reasonable adjustments will be made for pupils with special educational needs or disabilities.

10.3 In cases where staff may find themselves dealing with a difficult pupil, they are encouraged to use the following strategies:

- Remain calm and measured.
- Do not antagonise, or humiliate, or insult a pupil.
- Give clear reasons why the pupil's conduct is unacceptable.
- Explain the consequences of the pupil's refusal to co-operate.
- Avoid any action which might exacerbate the situation.
- Allow the pupil to give his or her version of the incident.
- Disagree agreeably: prevent the incident from escalating.
- Summon the support of a nearby colleague if necessary.
- Ensure there are witnesses where possible.

- Keep talking to defuse the situation.
 - Use physical intervention only when all other methods have failed.
 - The older the pupil, the less appropriate is the resort to force.
- 10.4 Where restraint is used by staff, this is recorded in writing and the pupil's parents will be informed about serious incidents involving the use of force. Force is never used as a form of punishment.
- 10.5 Immediately following an incident involving the use of force the member of staff concerned should tell the Headmaster and provide a written report as soon as possible afterwards. The report should include:
- 10.5.1 The name(s) of the pupil(s) involved and when and where the incident took place.
 - 10.5.2 The names of any other staff or pupils who witnessed the incident.
 - 10.5.3 The reason that force was necessary (e.g. to prevent injury to the pupil, another pupil or member of staff).
 - 10.5.4 How the incident began and progressed, including details of the pupil's behaviour, what was said by each of the parties, the steps taken to defuse or calm the situation, the degree of force used, how that was applied, and for how long.
 - 10.5.5 The pupil's response and the outcome of the incident; details of any injury suffered by the pupil, another pupil, or a member of staff and of any damage to property.
- 10.6 The Headmaster will inform parents, as appropriate, of the incident.
- 11 **Confiscation of pupil property**
- Please see **Appendix 1** for further details of the School's policy on searching and confiscation.
- 12 **Malicious Allegations against Staff**
- 12.1 In accordance with the School's Complaints Policy, Churcher's College will investigate all allegations against staff and will follow appropriate procedures in doing so. Where allegations are safeguarding related then the procedures in the Safeguarding policy will be followed (**see Child Protection and Safeguarding Policy and Procedures**).
- 12.2 Where investigation reveals that a pupil has made malicious or unfounded allegations against a member of staff, the School will take disciplinary action against that pupil and the full range of sanctions will be considered in such cases.

APPENDIX 1

SEARCHING AND CONFISCATION

All schools have a general power to impose reasonable and proportionate disciplinary measures on pupils (Education and Inspections Act 2006). This enables a member of staff to confiscate, retain or dispose of a pupil's property as a disciplinary penalty where it is reasonable to do so. The School's policy on searching and confiscation has regard to guidance published by the Department for Education (DfE), *Searching, screening and confiscation (July 2022)*.

1 Prohibited items

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

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

1.1.2 tobacco and cigarette papers, fireworks and pornographic images

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

(a) to commit an offence; or

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

1.1.4 any items banned by the School Rules (including as set out in the Smoking, Alcohol and Drugs Policy) that are identified as being items which may be searched for.

1.2 The School has banned items that are reasonably believed to be likely to cause harm or disruption. Pupils must not have these items in their possession on School premises or at any time when they are in the lawful charge and control of the School (for example on a School trip).

2 Before searching

2.1 Where the Headmaster or an authorised member of staff have reasonable grounds to suspect that a pupil may have a prohibited item, the pupil's agreement is not required and the search will be carried out.

2.2 However, before any search is undertaken the co-operation of the pupil will be sought and they will be asked to agree to the search. The member of staff should ensure that the pupil understands the reason for the search and how it will be conducted so that their agreement is informed. The pupil will also be given an opportunity to ask questions. In seeking agreement, the age and maturity of the pupil will be taken into account together with any special needs the pupil may have.

2.3 If a member of staff suspects that a pupil has an item that is banned by the School, they can instruct the pupil to turn out his or her pockets or bag. If the pupil refuses, the member of staff will consider why this is. Reasons could include that they are in possession of a prohibited

item or they do not understand the instruction. If a pupil continues to refuse to co-operate, disciplinary action may be taken in accordance with the School's Behaviour, Rewards and Sanctions Policy. If the member of staff still considers a search to be necessary (but it is not required urgently) then, as appropriate, they will seek the advice of the Headmaster, DSL (or Deputy) or pastoral member of staff, who may have more information about the pupil. During this time the pupil will be supervised and kept away from other pupils. If the pupil still refuses to co-operate the member of staff will assess whether it is appropriate to use reasonable force to conduct the search. Reasonable force may be used during searches for prohibited items, with the exception of searches for items banned by the School Rules.

3 Searching for prohibited items

- 3.1 The Headmaster has authorised the following staff to carry out searches and retain or dispose of items in accordance with this policy:
- (a) the Deputy Heads; and
 - (b) the Senior Teacher (Pastoral).
- 3.2 Searches will be carried out only on School premises or, if elsewhere, where the member of staff has lawful control or charge of the pupil, for example on a School trip or in training settings.
- 3.3 If it is believed that a pupil has a prohibited item, it may be appropriate for a member of staff to carry out:
- 3.3.1 a search of outer clothing and / or
 - 3.3.2 a search of School property (eg pupils' lockers or desks) and / or
 - 3.3.3 a search of personal property (eg bag or pencil case)
- 3.4 Searches will be conducted in such a manner as to minimise embarrassment or distress. Any search of a pupil or their possessions will be carried out in the presence of the pupil and another member of staff. Where a pupil is searched, the searcher and the second member of staff present will be the same gender as the pupil.
- 3.5 Where it is reasonably believed that serious harm may be caused if the search is not carried out immediately and it is not practicable to summon another member of staff, a member of staff may carry out a search of a pupil of the opposite sex and / or in the absence of a witness. On the rare occasion that a member of staff conducts a search without a witness, they should immediately report this to the Deputy Head (Pastoral) and ensure a record of the search is kept.
- 3.6 Where the Headmaster, or staff authorised by the Headmaster, find anything which they have reasonable grounds for suspecting is a prohibited item, they may seize, retain and dispose of that item in accordance with this policy.
- 3.7 The DSL (or Deputy DSL) should be informed of any searching incidents where the member of staff had reasonable grounds to suspect a pupil was in possession of a prohibited item. The

staff member should also involve the DSL (or Deputy DSL) without delay if they believe that a search has revealed a safeguarding risk.

4 Confiscation

- 4.1 Under the School's general power to discipline, a member of staff may confiscate, retain or dispose of a pupil's property as a disciplinary penalty where it is reasonable to do so.
- 4.2 School staff can seize any prohibited item found as a result of a lawful search, as set out above. They can also seize any item they consider harmful or detrimental to school discipline.

5 Searching electronic devices

- 5.1 An electronic device such as a mobile phone may be confiscated in appropriate circumstances in accordance with this policy. 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 (for example, "upskirting") 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.
- 5.2 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 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 extreme pornographic image, should not be deleted prior to giving the device to the police.
- 5.3 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.

6 Disposal of confiscated items

- 6.1 **Alcohol:** alcohol which has been confiscated will be destroyed.
- 6.2 **Controlled drugs:** controlled drugs will usually be delivered to the police as soon as possible. In exceptional circumstances and at the discretion of the Headmaster or authorised member of staff, the drugs may be destroyed without the involvement of the police if there is good reason to do so. All relevant circumstances will be taken into account and staff will use professional judgment to determine whether the items can be safely disposed of. They will not be returned to the pupil.
- 6.3 **Other substances:** substances which are not believed to be controlled/illegal drugs but which are harmful or detrimental to good order and discipline (for example "legal highs") may be confiscated and destroyed. Where it is not clear whether or not the substance seized is a controlled/illegal drug, it will be treated as though it is controlled/illegal and disposed of as above.

- 6.4 **Stolen items:** stolen items will usually be delivered to the police as soon as possible. However, if in the opinion of the Headmaster or authorised member of staff, there is good reason to do so, stolen items may be returned to the owner (or may be retained or disposed of if returning them to their owner is not practicable) without the involvement of the police. This is likely to apply to items of low value.
- 6.5 **Tobacco or cigarette papers:** tobacco or cigarette papers will be destroyed.
- 6.6 **Fireworks:** fireworks will not be returned to the pupil. They will be disposed of safely at the discretion of the Headmaster or other authorised member of staff.
- 6.7 **Pornographic images:** pornographic images involving children or images that constitute "extreme pornography" under section 63 of the Criminal Justice and Immigration Act 2008 will be handed to the police as soon as practicable. As possession of such images may indicate that the pupil has been abused, the School's Designated Safeguarding Lead will also be notified and will decide whether to make a referral to Children's Services.
- 6.8 Other pornographic images will also be discussed with the School's Designated Safeguarding Lead. The images may then be passed to Children's Services for consideration of any further action. If no action is to be taken by the local authority the images will be erased after a note has been made for disciplinary purposes, confirming the nature of the material.
- 6.9 **Article used (or likely to be used) to commit an offence or to cause personal injury or damage to property:** such articles may, at the discretion of the Headmaster or authorised member of staff taking all the circumstances into account, be delivered to the police, returned to the owner, retained or disposed of.
- 6.10 **Weapons or items which are evidence of a suspected offence:** such items will be passed to the police as soon as possible.
- 6.11 **An item banned under the School Rules:** such items may, at the discretion of the Headmaster or authorised member of staff taking all the circumstances into account, be returned to its owner, retained or disposed of.
- 6.12 **Electronic devices:** if it is found that a mobile phone or any other electronic device has been used to cause harm, disrupt teaching or break School rules, including carrying out cyberbullying, the device will be confiscated and may be used as evidence in disciplinary proceedings. Once the proceedings have been concluded the device must be collected by a parent or carer and the pupil may be prohibited from bringing such a device onto School premises or on School trips. In serious cases, the device may be handed to the police for investigation.
- 7 Communication with parents**
- 7.1 There is no legal requirement for the School to inform parents before a search for banned or prohibited items takes place or to seek their consent to search their child and it will not generally be practicable to do so. However, we will inform parents of any search that takes place and provide details of any items that have been found. We will also inform parents of any resulting action the School has taken, including any sanctions applied. In appropriate cases we will consult parents on how the School should dispose of certain items.

7.2 Complaints about searching or confiscation will be dealt with through the School's complaints procedure. A copy of the School's Complaints Policy is posted on the School website.

7.3 The School will take reasonable care of any items confiscated from pupils. However, unless negligent or guilty of some other wrongdoing causing injury, loss or damage, the School does not accept responsibility for loss or damage to property.

8 **Record keeping**

8.1 The School will keep a record of all searches by a member of staff for a prohibited item as set out in paragraph 1 of this Appendix. The record of each search will include the following information:

- (a) The date, time and location of the search;
- (b) Which pupil was searched;
- (c) Who conducted the search and any other adults or pupils present;
- (d) What was being searched for;
- (e) The reason for searching;
- (f) What items, if any, were found; and
- (g) What follow-up action was taken as a consequence of the search.