



## **Cardinal Griffin Catholic College**

### **Policy on Behaviour of Pupils**

Reference: CGCCPOL003

#### **Statement of Intent and purpose**

Correct behaviour for learning is paramount. An orderly and well behaved learning community is more likely to be effective; and the pastoral care of pupils depends on effective management of pupil behaviour. Establishing a framework for the management of behaviour is therefore an essential requirement of facilitating both good learning and pastoral support for pupils. Consistency in the application of the principles is also essential in ensuring pupils appreciate the principles of justice which are fundamental to British values.

#### **Development of this policy**

The governing body has consulted the Headteacher, college staff, parents and pupils when developing the Behaviour Policy.

It has followed the principles of the Education Act 1996, the School Standards and Framework Act 1998, the Education Act 2002, the Education and Inspections Act 2006, the Education (Pupil Information) (England) Regulations 2005, the Equality Act 2010, the Education (Independent School Standards) Regulations 2014, the Schools (Specification and Disposal of Articles) Regulations 2012, , the School Behaviour (Determination and Publicising of Measures in Academies) Regulations 2012, the Mission Statement of the College, "Ensuring Good Behaviour in Schools" published in 2012 and "Behaviour and Discipline in Schools", published in 2016.

The Government expects that the Headteacher must set out measures in the Behaviour policy which aim to:

- promote good behaviour, self-discipline and respect;
- prevent bullying;
- ensure that pupils complete assigned work;

and which:

- regulate the conduct of pupils.

The Behaviour Policy of Cardinal Griffin Catholic College is to be read in conjunction with these expectations and the Behaviour Written Principles Statement. The Headteacher is responsible for developing the Behaviour policy in the context of this framework. He must decide the standard of behaviour expected of pupils at the college and how that standard will be achieved, the college rules, any disciplinary penalties for breaking the rules and rewards for



good behaviour. The Behaviour Policy includes measures to prevent all forms of bullying among pupils. The Headteacher must publicise the Behaviour policy, in writing, to staff, parents and pupils at least once a year.

The purpose of the Behaviour Policy is to ensure:

- That pupils and staff care and value for each other, for ourselves and for our environment;
- That all have the opportunity to make the most of their talents;
- That all feel safe and free to get on with the work of teaching and learning;
- That wrong-doers take responsibility for and make amends for their failings, leading to reconciliation and a fresh start.

The mechanisms of the Behaviour Policy are designed to promote:

- An insistent, consistent and persistent response;
- Strategies for containment and support;
- Opportunities for counselling and guidance;
- A chance for other agencies to be consulted;
- Shared action and responsibility with parents as defined in the home-college partnership agreement.

The role of the teacher is to accept and implement his/her responsibilities for:

- Good classroom management;
- Oversight and control of pupil behaviour when on duty at break, lunchtime (where applicable) and after college;
- Intervention when the college's Behaviour Policy and related codes (eg uniform) are breached, whether in or outside the classroom;
- To support each other as well as the college as a whole by accepting these professional responsibilities and acting on them consistently and promptly;
- The implementation of appropriate behavioral strategies.

### **Powers to discipline**

The statutory role of the governing body in formulating behaviour policy is to produce a written statement of behaviour principles. The governing body delegates the detail of behaviour management to the head teacher, and what is required from pupils on a day-to-day basis.

Teachers, teaching assistants and other paid staff with responsibility for pupils have the power to discipline pupils whose behaviour is unacceptable, who break the college rules or who fail to follow a reasonable instruction. Their power to discipline applies to pupil behaviour in college and outside college, in certain circumstances.



## **Punishment**

Teachers, teaching assistants and other paid staff with responsibility for pupils can impose any reasonable disciplinary penalty in response to poor behaviour dependent on the relevant circumstances. Reasonable penalties may include, but are not limited to: confiscation, retention or disposal of a pupil's property; and detention. For a more comprehensive list please refer to the sanctions, in ascending order of seriousness below. The Headteacher can also decide to exclude a pupil for a fixed period (to suspend) or to permanently exclude them.

Disciplinary intervention should be staged and proportionate. In most cases staff will have no difficulty in assessing the level of intervention to be applied. Where advice is required, staff should approach the Raising Standards Leaders, Head of House, the Leadership Team, the Assistant Headteacher, the Deputy Head, or Headteacher, as appropriate.

Typical sanctions used in the college in ascending order of seriousness include:

- Verbal reproof/reprimand/request to comply with the college's expectations;
- Reprimand formally recorded through SIMS;
- Break detention;
- Withdrawal of privileges;
- Telephone call to parents;
- Message in day books;
- Pupil Report;
- After-college detention (1 hour with written notice to parents via letter or Day Book or phone call);
- Letter Home;
- Withdrawal from timetable and peer contact;
- Saturday detention;
- Fixed Term Internal Exclusion in the Augustine Centre;
- Fixed-Term Exclusion;
- Governors Warning;
- Governors Final Warning;
- Permanent exclusion.

To be successful, these sanctions must all be applied by all staff in a consistent, insistent and persistent manner. Offences, which some might regard as trivial and therefore leave unchecked, build up sooner rather than later into major issues. If all staff enforce all the expectations, pupils co-operate because they respect the consistency and justice of staff responses.



## **Guidelines on sanctions are given below:**

### **Detention**

Staff are responsible for enforcing detentions issued by themselves.

Only the Headteacher, Deputy Headteacher, and Assistant Head teacher may impose Saturday detentions. See Appendix 4.

### **Telephone calls home or meeting with parents**

Telephone calls inviting parents to meet you and discuss your concerns can be very fruitful. Staff should ensure that the time and date of the telephone call are noted. Staff should also confirm with whom they are speaking. Staff must be mindful at all times of their responsibilities towards their duty of care to the pupils and confidentiality of data. The nature of the phone call should at all times be professional and the language should be formal in keeping with the professional tone.

### **Letter home**

Letters home can serve the same remedial purpose as a telephone call. They can also make a concern or incident a matter of formal record. Letters should:

- Invariably be followed by some form of follow-up action;
- Be passed to the Headteacher for approval before sending;
- Be copied to the House Tutors, Head of House and the Assistant Headteacher;
- Be retained on the pupil's file.
- See Appendix 3.

### **Withdrawal from timetable and peer contact**

Withdrawal from timetable and peer contact is one of the most effective sanctions. It has a salutary and chastening effect on pupils and confronts them with the reality of their actions and the attendant consequences. It confronts them with the truth; that is, that by their refusal to accept the college's Behaviour Policy they put themselves outside the community. Because it is so powerful, and also because it puts a burden on staff, this sanction should be used sparingly and to good effect.

This sanction can be applied only by the Head of House and/or at the request of the Leadership Team.



Parents must be notified prior to and no later than the day of withdrawal and be made aware of the reasons for the decision to withdraw the pupil.

The Assistant Headteacher must be aware of the withdrawal and of the reasons for it.

Withdrawal must last for no more than one day.

Work must be set.

## **Exclusion**

### Internal Fixed Term Exclusion in the Augustine Centre

Fixed-term and permanent exclusions are imposed by the Headteacher and are subject to the provisions laid down in the Policy on Exclusions.

It is for the Headteacher to decide whether to exclude a pupil, for a fixed term or permanently, in line with the legal requirements on the use of exclusion and having regard to statutory guidance.

Statutory guidance on exclusion is provided by the Department's guidance: Exclusion from maintained schools, Academies and pupil referral units in England: A guide for those with legal responsibilities in relation to exclusion, 2012.7.

Parents have the right to make representations to the governing body (or discipline committee) about an exclusion and the governing body must review the exclusion decision in certain circumstances, which includes all permanent exclusions. Where a governing body upholds a permanent exclusion parents have the right to request that an independent review panel reviews this decision. Parents may also make a claim of discrimination in respect of an exclusion, either to the First-tier Tribunal in relation to disability discrimination or to the County Court in relation to other forms of discrimination.

The college has a duty to arrange suitable full-time education for an excluded pupil from the sixth college day of any fixed period exclusion of more than five college days. Local authorities are under a duty to arrange suitable full-time education from the sixth college day of a permanent exclusion.

## **Reconciliation**

All disciplinary intervention should include provision for pupils to seek reconciliation by making amends. Ways in which pupils can do this include, as appropriate:



- Private verbal apology;
- Public verbal apology;
- Letter of apology - well presented and in correct English;
- Written undertaking/contract for future behaviour;
- Service to the community.

Conscientious and professional recording of intervention is essential. It avoids fragmentation, provides a check against inconsistency and promotes the holistic approach outlined in the Behaviour Written Principles Statement.

All interventions must be recorded through SIMS. It is important to note that recording incidents on SIMS is not in itself an intervention, and staff must record the disciplinary sanction applied. The Head of House will overview the behaviour of their pupils on a weekly basis through the analysis of achievement, behaviour, conduct and homework. The Head teacher and the Assistant head teacher will review SIMS on a month by month basis seeking to identify trends and the impact of interventions to manage behaviour.



## **CARDINAL GRIFFIN CATHOLIC COLLEGE**

### **BEHAVIOUR POLICY**

#### **Appendix 1**

### **OVERVIEW OF PROCEDURE FOR RECORDING BEHAVIOUR ON SIMS**

#### **Common behaviour incidents and achievements**

The following behaviour incidents must be recorded on SIMS plus any others which may be less common but are of a similar nature, such as smoking:

- Not completing homework;
- Behaviour below expectations;
- Defiance of instructions from a member of staff;
- Low level disruption to learning;
- Lack of equipment;
- Failure to follow the teacher's request;
- Late for lesson;
- Confiscation of an item;
- Abusive or foul language to pupils or teachers;
- Threatening behaviour;
- Violent behaviour;
- Racist, homophobic, and bullying incidents;
- Truancy.

#### **SIMS records achievements**

These can be issues by individual teachers:

- Magis contribution to learning in the lesson;
- Magis homework;
- Cura personalis;
- Representing the college.

The conduct measure is achievement minus behaviour.

#### **Recording of incidents**

Teaching staff must ensure that the RSL is informed of all significant classroom related incidents, these include:

- Any incident requiring the support of a member of the leadership team;



- Abusive or foul language to pupils, support staff or the teacher;
- Threatening behaviour;
- Violent behaviour;
- Racist, homophobic; and bullying incidents.

In an emergency, teaching staff may call upon the Senior Staff Emergency Rota on duty for immediate assistance. This will usually result in a request for the withdrawal of the student.

The teacher is expected to complete the SIMS and set out the sanction in line with the RSL. It is not the responsibility of the Senior Staff member to issue and carry out the sanction, the sanction lies with the teacher, unless the incident is so serious that the appropriate sanction can only be issued by a more senior member of staff.

The member of staff intervenes and decides on behaviour and appropriate sanction. When the member of staff inserts the incident on SIMS, the database will automatically issue a point score for the incident. Staff may amend the point score manually, however they should always notify the Assistant Head Teacher if they make such an adjustment beforehand.

### **Review of SIMS**

Heads of House will review the issuing of achievement, behaviour, conduct, and homework for pupils in their house each week. Heads of House may intervene having accessed the overall picture. In addition, Heads of House may issue achievements points to support improved behaviour strategies.

### **Fortnightly Heads of House review of SIMS**

Fortnightly at the Head of House Meeting, Heads of House will discuss pupil behavioural matters with the Assistant Head teacher.

### **Fortnightly review by Heads' of Departments**

RSL are to review each fortnight the homework and conduct data base and they must ensure that standards within the classroom and homework are maintained within their department.

### **Termly Review of SIMS**





## **CARDINAL GRIFFIN CATHOLIC COLLEGE**

### **BEHAVIOUR POLICY**

#### **Appendix 2 – Achievement details**

- 1 point Magis contribution to learning
- 1 point Magis homework
- 1 point Cura personalis
- 1 point Representing the college
- 2 points per colour College colours
- 5 points Bronze award for the term ( from Sept 2016 )
- 10 points Duke of Edinburgh Award ( Bronze)
- 10 points Silver award for the term ( from Sept 2016 )
- 15 points Gold award for the term ( from Sept 2016 )
- 20 points Platinum award for the term ( from Sept 2016 )
- 20 points Exhibition
- 20 points Full college colours
- 20 points Head teacher's colours
- 40 points Scholarship

#### **Appendix 2 – Behaviour Incident details**

- 1 - 5 points Not completing homework. (Points based upon number of occasions per subject)
- 1 point Behaviour below expectations.
- 1 point Low level disruption to learning.
- 1 point Lack of equipment.
- 1 point Failure to follow the teacher's request.
- 1 point Late for lesson.
- 1 point Late for college (issued by the attendance officer)
- 1 point Confiscation of an item.
- 2 points Abusive or foul language to pupils.
- 2 points Threatening behaviour.
- 3 points Abusive or foul language to teachers.
- 3 points Violent behaviour.
- 3 points Truancing
- 3 points Smoking
- 3 points Other serious incident
- 5 points Racist incidents.
- 5 points Homophobic incidents



5 points	Bullying incidents
3 points	Internal exclusion
5 points	External exclusion
10 points	Governor warning
20 points	Final Governors warning



## **CARDINAL GRIFFIN CATHOLIC COLLEGE**

### **BEHAVIOUR POLICY**

#### **Appendix 3**

#### **OVERVIEW OF PROCEDURES FOR LETTERS SENT HOME**

##### **Letters home:**

- Draft copy to the Headteacher with any background;
- Approved by the Headteacher;
- To College Office for typing;
- Copies to all relevant parties (House Tutor/Head of House/Assistant Headteacher, if necessary the outside agencies).

##### **Copy on pupil file.**

Record of follow up outcome to House Tutor/Head of House/Headteacher as applicable and on pupil file.



## **CARDINAL GRIFFIN CATHOLIC COLLEGE**

### **BEHAVIOUR POLICY**

#### **Appendix 4**

#### **OVERVIEW OF PROCEDURE FOR DETENTIONS**

College staff have a statutory legal power to put pupils aged under 18 in detention after college sessions, and on some weekends and non-teaching days. Parental consent is not required for detentions.

Detentions are lawful. Teachers have a legal power to put pupils aged under 18 in detention. Colleges must make clear to pupils and parents that they use detention (including detention outside of college hours) as a sanction. The times outside normal college hours when detention can be given (the 'permitted day of detention') include:

- any college day where the pupil does not have permission to be absent;
- weekends - except the weekend preceding or following the half term break;
- non-teaching days – usually referred to as 'training days', 'INSET days' or 'non-contact days'.

The Headteacher can decide which members of staff can put pupils in detention, including support staff. A member of staff must act reasonably when imposing a detention. With lunchtime detentions, staff should allow reasonable time for the pupil to eat, drink and use the toilet.

#### **Detentions outside college hours**

College staff should not issue a detention where they know that doing so would compromise a child's safety. When ensuring that a detention outside college hours is reasonable, staff issuing the detention should consider the following points:

- Whether the detention is likely to put the pupil at risk.
- Whether the pupil has known caring responsibilities which mean that the detention is unreasonable.
- Whether the parents ought to be informed of the detention. In many cases it will be necessary to do so, but this will depend on the circumstances. For instance, notice may not be necessary for a short after college detention where the pupil can get home safely.
- Whether suitable travel arrangements can be made by the parent for the pupil. It does not matter if making these arrangements is inconvenient for the parent.



Section 92 of the Education and Inspections Act 2006 for maintained schools and the Education (Independent School Standards) Regulations 2014 for Academies provides the legal right for schools to apply the disciplinary penalty of detention.

Schools have flexibility to impose detentions without parental consent, which should help both in strengthening their authority and in using this key sanction in ways that are suitably responsive to local circumstances. However, it is important that these enhanced powers are used responsibly, taking appropriate account of a range of issues relating to the welfare and rights of staff, pupils and parents. This is particularly important where the detention would involve the child staying late or coming into college on a day when they would not normally be present. Detentions outside the normal college hours will be supervised.

#### **What a detention can be used for:**

A range of activities can be required of the pupils which will be engaging and not lead to further ill discipline. Such activities might include:

- Completing class work and homework;
- Completing college lines;
- Undertaking tasks to assist staff, such as classroom-display work or materials preparation;
- Assisting staff with reparation tasks which do not raise any health and safety or child-protection issues.

#### **Notifying parents about a detention:**

The legislation no longer requires that 24 hours' notice be given in writing, however the college will continue to provide this notice wherever practicable for all detentions outside normal college hours. Notifying means:

- A letter, memorandum, a phone call or pro-forma delivered by pupil-post or by mail;
- A signed, dated note by a teacher or staff member in a pupil-planner (there is clearly stated expectation in the college information to parents that parents will read the planner every day for notes from college);
- An email or text notification may be used where the college has reason to be confident that the parent can be contacted reliably by this route, and where parents have previously signified agreement that communication of this sort can be sent to them via email or text.

A counter-signature or return-message is proof that parents know about the detention, but this is not a requirement for the detention to proceed. If there is doubt about the parents receiving or responding to a detention notification then the college will use a confirming phone-call, text-message or email. A written record will be made of such contacts and retained in case of any subsequent challenge.



## **CARDINAL GRIFFIN CATHOLIC COLLEGE**

### **BEHAVIOUR POLICY**

#### **Appendix 5**

#### **OVERVIEW OF PROCEDURE FOR CONFISCATING ITEMS**

College staff can search pupils with their consent for any item.

Headteachers and staff authorised by them have a statutory power to search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item. Prohibited items are:

- knives or weapons;
- alcohol;
- illegal drugs;
- stolen items;
- tobacco and cigarette papers;
- fireworks;
- pornographic images;
- 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 pupil).

Headteachers and authorised staff can also search for any item banned by the school rules which has been identified in the rules as an item which may be searched for.

We class the following items in this category:

- imitation knives, guns or batons;
- Golf balls or power balls;
- Items defined as legal highs;
- Electronic cigarettes and smoking devices including Shisha pens and liquids;
- Chewing gum;
- Carbonated drinks; \*
- Non carbonated drinks excluding flavoured water;\*
- High energy drinks;
- Drinks contained in glass bottles;
- Lighters or matches;
- Laser pens or any item that can emit a laser beam;



- Stink bombs;
- Image gathering and or sound recording devices;
- Mobile phones and other smart devices used for communication (i.e. smart watches);
- Laptops or tablets where it is believed they contain inappropriate materials or evidence of breaches of behaviour policies or which are relevant to safeguarding investigations;
- Cameras / memory cards or other devices which can be used to store audio, photographic or video recordings where it is believed these have been used contrary to the College's behaviour policy or in a way which breached another individuals' privacy;
- Any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property.

\* Pupils with confirmed medical conditions may have these restrictions lifted.

Schools are not required to have formal written consent from the pupil for this sort of search – it is enough for the teacher to ask the pupil to turn out his or her pockets or if the teacher can look in the pupil's bag or locker and for the pupil to agree. Where any search is conducted, the College will always initially seek consent from the pupil for a search and, unless doing so presents a real and immediate danger to the pupil or other staff / pupils, ensure that the person conducting the search is of the same gender as the pupil being searched and that a second adult of the same gender is present as a witness when a search is considered appropriate.

If a request for a search is refused, the Headteacher will consider whether to authorise a search without consent or whether to call the police. Where the Headteacher, or Deputy Head in the case of the Headteacher being unavailable, authorises a search without the pupil's consent the following conditions will be in place:

- Pupils will only be asked to remove outer clothing (not that which makes direct contact with the skin);
- Pockets of that clothing may be searched;
- Unless there is a substantial reason to believe that there is immediate danger to other pupils or staff, searches will be conducted by a member of staff of the same gender as the pupil;
- Unless there is a substantial reason to believe that there is immediate danger to other pupils or staff, searches will be conducted with a staff witness present who is of the same gender as the pupil;
- Only an appropriate amount of force will be used if the pupil physically resists attempts to conduct a search;
- Staff will not conduct any kind of intimate search and will contact the police if this is required.



Searches will be conducted in such a way as to minimise potential embarrassment or distress. After any search involving pupils, parents/carers should normally be contacted by the college, regardless of whether the result of the search is positive or negative.

When a person is suspected of concealing illegal or other unauthorised items it is not appropriate for a member of staff to carry out a personal search. Every effort should be made to persuade the person to hand over voluntarily any items, in the presence of a second adult witness. Refusal to comply with a request of this nature will be grounds for disciplinary action and potentially for exclusion from the College site on the grounds of health and safety. This will be recorded as an unauthorised absence.

Where the individual refuses and the item is believed to be illegal, and the college wishes to proceed along formal lines, then the police must be called. The police can conduct a personal search if they believe a crime has taken place, or to prevent harm to themselves or others following an arrest. Schools are not permitted to detain a person without their consent unless a citizen's arrest is made.

### **Searches of school property**

Staff may search college property, for example, pupils' lockers or desks if they believe prohibited items to be stored there. Prior consent should always be sought. Individuals should be made aware that if consent is refused the college may proceed with a search. However, where consent is refused, the college will need to balance the likelihood that an offence has been committed against the risk of infringing the individual's privacy without just cause.

### **Searches of personal property**

If the college wishes to search personal property, including pupils' property stored within college property, for example a bag or pencil case within a locker, they should ask for consent. If consent is not given the Headteacher will decide whether to authorise a search without consent. Where the Headteacher, or Deputy Head in the case of the Headteacher being unavailable, authorises a search without the pupil's consent the following conditions will be in place:

- Pockets of clothing which is not being worn may be searched;
- Unless there is a substantial reason to believe that there is immediate danger to other pupils or staff, searches will be conducted by a member of staff of the same gender as the pupil;
- Unless there is a substantial reason to believe that there is immediate danger to other pupils or staff, searches will be conducted with a staff witness present who is of the same gender as the pupil;





- Only an appropriate amount of force will be used if the pupil physically resists attempts to conduct a search.

Searches will be conducted in such a way as to minimise potential embarrassment or distress. After any search involving pupils personal possessions, parents/carers should normally be contacted by the college, regardless of whether the result of the search is positive or negative.

Searches without consent can only be carried out on the College premises or, if elsewhere, where the member of staff has lawful control or charge of the pupil, for example on school trips in England or in training settings.

### **Drugs testing**

The College reserves the right to perform drugs tests on pupils in line with its policy on Drugs and illegal substances.

### **Confiscation of items**

The law says that College staff can seize any prohibited item found as a result of a search. They can also seize any item, however found, which they consider harmful or detrimental to school discipline.

### **Key points**

The college includes confiscation of pupils' property as a disciplinary sanction within its Behaviour policy.

To be lawful, confiscation must be a reasonable sanction in the circumstances of the particular case.

Decisions about retention and disposal of confiscated property must also be reasonable in the circumstances of the particular case.

The Education and Inspections Act 2006 for maintained schools and the Education (Independent School Standards) Regulations 2014 for Academies, includes a specific statutory power for staff to reasonably confiscate pupils' property.

The Education and Inspection Act 2006 provides two things. First, the overall power to enforce disciplinary penalties, this would cover the use of confiscation as a disciplinary penalty (sanction). That includes seizure and also, as appropriate, the retention and disposal of certain items. As with other sanctions, the sanction of confiscation must be applied in a reasonable



and proportionate way. But it would be entirely proper for a college to include confiscation as one of the disciplinary measures that might be applied as part of the college's Behaviour policy.

Second, the Act provides a member of staff with a specific statutory defence if he or she proves that the seizure, retention or disposal was lawful. For the confiscation to be lawful it must be proportionate, necessary in a democratic society and in pursuance of a legitimate aim. Generally the aim pursued in confiscating property is maintaining an environment conducive to learning, one which safeguards the rights of other pupils to be educated.

However, proportionality is very relevant, and that in turn depends on the value of the property. If a pupil is playing music loudly on a personal music-player, it is likely that total destruction of the device after it has been seized is disproportionate, which would make such a step unlawful. Taking the device and returning it at the end of the college day is much more likely to be a proportionate response. On the other hand, if a paper ball or piece of chewing gum has been confiscated, disposal of the item is likely to be a proportionate response. The Education and Inspections Act 2006 for maintained schools and the Education (Independent School Standards) Regulations 2014 for Academies, plus a separate legal provision in the Violent Crime Reduction Act 2006, makes it lawful for school staff to search suspected pupils for knives or other weapons without consent. It also deals with the seizure of items found during the course of a search. Associated guidance sets out that colleges can also screen pupils without suspicion using electronic means such as wands or arches. Headteachers and staff authorised by the Headteacher can use such force as is reasonable when searching a pupil without consent for prohibited items except where the search is for an item banned by the college rules.

It should also be noted that, while confiscation of a mobile phone is legitimate, searching through a phone or accessing text messages without the pupil's permission is not. In some circumstances, it may be reasonable for a member of staff to ask a pupil to reveal a message for the purpose of establishing whether cyber bullying has occurred, for instance, but if the pupil refuses then the member of staff should not enforce the instruction. The staff member can, however, legitimately issue a disciplinary penalty for failure to follow a reasonable instruction. In some circumstances, the members of staff may hand confiscated items to the police or relevant authorities if they believe a criminal offence may have taken place or may take place.

### **What criteria for confiscation might be used?**

These criteria are:

- An item poses a threat to others: for example, a laser pen is being used to distract and possibly harm other pupils or staff;



- An item poses a threat to good order for learning: for example, a pupil uses a personal music-player in class;
- An item is against college uniform rules: for example, a pupil fails to remove their coat inside the building or wears a clothing item that is prohibited;
- An item poses a health or safety threat: for example, a pupil wearing certain types of jewellery may present a safety threat to other pupils;
- An item which is counter to the ethos of the college: 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 have been agreed with local police.

### **Confiscating items of clothing or jewellery - risks to bear in mind**

Take particular care when deciding whether to confiscate items of clothing or jewellery. In particular, staff should have appropriate regard to whether the item in question has religious or cultural significance to the pupil and avoid physical contact or interference with pupils' clothing of a kind that might give rise to child abuse allegations. In order to minimise such risks, the members of staff of the college should ensure that if an item of clothing or jewellery is confiscated, this is done by a staff member of the same gender as the pupil and with another staff member present where possible. Confiscation of any item that would leave the pupil only partly dressed must be avoided.

### **What to do with confiscated items**

Staff will keep records of confiscated items and the grounds for the action, so that they may justify them later if challenged. Staff should write a note in the college planner to inform the pupil's parent that an item has been confiscated, and the note is countersigned on return.

Pupils have a right to expect that confiscated items, especially those of monetary or emotional value, will be stored safely until they can be returned. For items of obvious value, the college will ensure appropriate storage arrangements (for example, in the college safe or the College office or the Headteacher's office). All reasonable steps should be taken to make such arrangements secure. If similar items have been confiscated from several pupils, such as mobile phones or personal music-players for example, the college will take care to ensure that they are clear which item belongs to which pupil. For some items, college staff will seek specialist advice, for example, suspected illegal drugs or items which might be used as weapons.

### **Mobile communication technologies (including mobile phones and wireless technologies)**



The college will confiscate mobile phones if they are brought out by pupils, or if they are activated whilst on the college premises. However, staff will not search bags specifically for mobile phones.

### **The college recognises the following**

- The safety of pupils on the journey home and parental concerns over this issue – the college will on occasion, on parent request, return confiscated phones before the pupil leaves the college premises;
- The absolute right of the External Examination Boards to establish rules about the use of such technologies in examination settings, including supervised coursework;
- The unacceptability of pupils using phones or other technological equipment to humiliate or bully other members of the college community (eg sending abusive text messages, cyber bullying or using camera-phones for so-called 'happy slapping', ie recording and transmitting of images of abuse);
- The importance of informing parents about the confiscation of such items.

### **How long should items be confiscated for?**

In most cases, confiscation is a sufficient sanction, and return of the item at the end of the college day is adequate time to reinforce the college rule. However, for persistent offenders the length can be longer, between 2-5 days depending on the circumstances.

### **There may be some instances when the college chooses not to return an item to the pupil**

Items of no value, such as an inappropriate message scrawled on a piece of paper, may simply be disposed of. However, the staff should keep in mind that some items of seemingly 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.

Items of value which the pupil should not have brought to college, or has misused in some way, might, if the college judges this appropriate and reasonable, be stored safely at the college until a responsible family adult can come to retrieve them. For example, there is no acceptable reason why a pupil should bring a cigarette lighter to college. In such circumstances, retention is a reasonable step both to protect property, and to enable discussion about whether the pupil is smoking and how this can be addressed.

Other items which the pupil should not have had in their possession, particularly of an unlawful or hazardous nature, may be given by the college to an external agency for disposal or further action as necessary. This should always be followed by a letter to the parents confirming that this has taken place and the reasons for such action.





## **CARDINAL GRIFFIN CATHOLIC COLLEGE**

### **BEHAVIOUR POLICY**

#### **Appendix 6**

#### **OVERVIEW OF PROCEDURE FOR THE USE OF REASONABLE FORCE**

All college staff have the power to use reasonable force to prevent pupils committing an offence, injuring themselves or others or damaging property, and to maintain good order and discipline in the classroom.

The Headteacher and staff authorised by the Headteacher can use such force as is reasonable when searching a pupil without consent for prohibited items, except where the search is for an item banned by the college rules.



## **CARDINAL GRIFFIN CATHOLIC COLLEGE**

### **BEHAVIOUR POLICY**

#### **Appendix 7**

#### **OVERVIEW OF PROCEDURE FOR ALLEGATIONS OF ABUSE AGAINST STAFF**

Allegations of abuse must be taken seriously, but colleges should ensure they deal with allegations quickly in a fair and consistent way that provides effective protection for the child and supports the person who is the subject of the allegation.

Every effort must be made to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated. Suspension must not be used as an automatic response when an allegation has been reported.

Malicious allegations made by pupils against a member of college staff will be fully investigated by the college. Pupils found to have made a malicious allegation will be issued with a fixed term external exclusion and a Final Governors warning. However, the college reserves the right to permanently exclude for a single offence where the matter is sufficiently serious.



## **CARDINAL GRIFFIN CATHOLIC COLLEGE**

### **BEHAVIOUR POLICY**

#### **Appendix 8**

#### **OVERVIEW OF THE RESPONSIBILITIES OF PARENTS FOR THE BEHAVIOUR OF CHILDREN**

(\*References to parent or parents are to fathers as well as mothers, unless otherwise stated)

The college asks parents to sign a Home College Agreement that outlines the responsibilities of the parent and the college; including those around behaviour and attendance.

Parents are under a legal duty to ensure that their child (aged 5-16) receives a suitable full-time education either at a school or by making other suitable arrangements. Where a child is not a registered pupil and other suitable arrangements have not been made, the parent may receive a school attendance order from the local authority requiring them to register their child at a school.

For school-registered pupils or those attending Pupil Referral Units (PRUs), parents must ensure that their child attends punctually and regularly. If they do not, the college or local authority may ask them to sign a parenting contract or the local authority may issue a penalty notice sanction of £60 (rising to £120). The local authority may also prosecute a parent who fails to ensure their child's regular school attendance or apply to the courts for an education supervision order in respect of the pupil himself/herself.

Parents have a clear role in making sure their child is well behaved at college. If they do not, the college or local authority may ask them to sign a parenting contract or may apply for a court-imposed parenting order.

Parents must take responsibility for their child, if excluded, and ensure that they are not in a public place without good reason during college hours within the first five college days of any exclusion. Failure to comply with this requirement is an offence. Parents must also ensure that their child participates in the suitable full time education provided by the college governing body or the local authority from the sixth day of exclusion. Parents are expected to attend a reintegration interview following any fixed period exclusion of more than five days. Failure to attend may make it more likely that the court will impose a parenting order if the college or local authority apply for one.





## **CARDINAL GRIFFIN CATHOLIC COLLEGE**

### **BEHAVIOUR POLICY**

#### **Appendix 9**

#### **DISCIPLINING BEYOND THE COLLEGE GATES**

The college will impose a sanction, where the college is satisfied it is reasonable to do so, upon any registered pupil, whose behaviour when they are not on the college premises or under lawful control of a member of staff, could, in the opinion of the college:

- Have repercussions for the orderly running of the college;
- Pose a threat to another pupil, a member of staff or member of the public; or
- Could adversely affect the reputation of the college.

Disciplining beyond the college gate covers the college's response to all bad behaviour and bullying which occurs anywhere off the college premises and which is witnessed by a member of staff or reported to the college. This bad behaviour may include when the child is taking part in any college-organised or college related activity, or travelling to or from college, or wearing college uniform, or in some other way identifiable as a pupil at the college. Bad behaviour includes incidents that could have repercussions for the orderly running of the college or poses a threat to another pupil, or member of the public and/or could adversely affect the reputation of the college.

In all of these circumstances, the head teacher should also consider whether it is appropriate to notify the police or anti-social behaviour coordinator of the actions taken against a pupil. If the behaviour is criminal or poses a serious threat to a member of the public, the police should always be informed. In addition, college staff should consider whether the misbehaviour may be linked to the child suffering, or being likely to suffer, significant harm. In this case the college staff should follow its safeguarding policy.



## **CARDINAL GRIFFIN CATHOLIC COLLEGE**

### **BEHAVIOUR POLICY**

#### **Appendix 10**

#### **THE COLLEGE RULES**

The highest standards of personal behaviour are expected from pupils both in college and on the way to and from College and in other college activities.

Unless permission has been given, pupils must not leave the College premises during the College day.

In addition to 'Behaviour Incidents', and the list of prohibited items set out above, the following are mandated as school rules for which breach may lead to a disciplinary penalty being imposed.

#### **Movement around College**

- Inside the College buildings pupils should walk quietly;
- Pupils must comply with those parts of the college designated as "silent corridors";
- Pupils must comply with the one-way system around the college;
- When outside the buildings pupils must use the paths and pedestrian areas;
- There should be no running around the College inside or out;
- Pupils must not shout, yell or whistle when walking around the College inside or out;
- Coats may not be worn inside the college buildings, they should be carried at all times;
- Pupils are not permitted in the college buildings before lessons, during break time or at lunchtime unless they have permission of a member of staff. In the event of a wet start, pupils in Rudiments and Figures should gather in the Gymnasium, Lower Grammar and Upper Grammar in the College Hall, and Syntax in E block.

#### **Other rules**

- Pupils must not lean out of windows;
- Valuables and large amounts of monies must not be brought into college;
- Mobile telephones must not be used at all during the college day or in the college buildings at the start and end of the day. Mobile telephones may be confiscated if used (including viewing or listening to material) anywhere on the college premises at any time. Other electronic devices must not be used in College;
- Motor bikes or scooters must not be brought into College. Bicycles may only be brought into College if they are stored each day in the cycle shed;
- Cycles must not be ridden on the college premises.



- Food should only be consumed in the dining hall or designated areas;
- No food should be eaten in the classrooms or elsewhere in the College;
- Litter must not be dropped around the college;
- Pupils may not eat on the lower or middle yards;
- Pupils may eat on the fields when the fields are available for use, however all food and litter must be placed in bins;
- Tippex, other solvent based materials are not allowed in College;
- Smoking is not permitted in College, nor on the way to, and from College;
- Fighting, violent or aggressive behaviour is not permitted under any circumstances;
- The use of abusive and/or obscene language is absolutely forbidden.

The governing body delegates the detail of behaviour management to the head teacher, and what is required from pupils on a day-to-day basis, therefore the list above is neither exhaustive nor finite. Other rules may be added to ensure good behaviour.



## **CARDINAL GRIFFIN CATHOLIC COLLEGE**

### **BEHAVIOUR POLICY**

#### **Appendix 11**

#### **MULTI AGENCY ASSESSMENT FOR PUPILS WHO DISPLAY CONTINUOUS DISRUPTIVE BEHAVIOUR.**

The most disruptive impact on learning is low level disruption and repeat misbehaviour by individuals. As a result of the use of the SIMS system, the college is able to monitor behaviour of individuals, house groups, year groups, and the college as a whole. In the year 2015 – 2016, approximately 41% of points allocated to individuals for poor behaviour are limited to twenty pupils (2.6%). 83% of all incidents are committed by 17% of the pupils. In addition to the disciplinary intervention, the college intervenes with supportive measures to correct behaviour and this culminates in multi-agency assessments. Below are the supportive interventions that are to be applied to students once they have accumulated more than 30 behavioural points or who have received a fixed term internal exclusion or an external fixed-term exclusion. The college is not required to apply all the interventions prior to a permanent exclusion for continuous or persistent disruptive behaviour.

#### **SUPPORTIVE INTERVENTION CAN BE RECOMMENDED AT ANY TIME WITH THE AGREEMENT OF THE ASSISTANT HEAD TEACHER, THE DEPUTY HEAD TEACHER, AND THE HEADTEACHER**

- Internal support intervention
- External support intervention
- Numeracy intervention (Dept.)
- Literacy intervention (Dept.)
- Accelerated reader plan (SEND)
- Classroom Support Plan (SEND)
- Individual Learning Programme (SEND)
- SEND Intervention (SEND)
- House tutor behaviour support (HoH)
- Head of Head behaviour support (HoH)
- Buddying (HoH)
- College mentor support (HoH)
- Academic report (Dept)
- Behaviour report (HoH)
- Lay chaplain support (HoH)
- College Nurse (AHT)
- College Inclusion Panel (AHT)



- Parental meeting with RSL & HoH
- Behaviour Support Plan (SEND)
- Adjusted timetable (AHT)
- Setting\Group changes (Dept)
- Careers \Learning mentors (HoH)
- Parental meeting with AHT (AHT)
- Parental meeting with HT (MBu)
- Internal exclusion (AHT)
- External exclusion (HT)
- Governor warning (HT)
- Final Governors warning (HT)
- Educational Psychologist (SEND)
- Doctor (HoH)
- CAMHS (SEND)
- CEOPS (AHT)
- SG referral (AHT)
- Behaviour Support (Entrust) (AHT)
- Learning Support (Entrust) (SEND)
- SEND - Autism Outreach (SEND)
- SEND - Visual Impairment (SEND)
- SEND - Hearing Impairment (SEND)
- SEND - Occupational Therapy (SEND)
- SEND - Physiotherapy (SEND)
- Pupil Referral Unit (AHT)
- Alternative Education Provision (AHT)
- 1:1 School Managed Moves (AHT)
- Educational Health Care Plan (SEND)
- Virtual School (AHT)
- DIP Review (AHT)
- LST (AHT)
- Education and Welfare Workers (AHT)
- Police (AHT)
- Fire and Rescue Service (AHT)