

WEST DERBY SCHOOL



BEHAVIOUR POLICY REWARDS AND SANCTIONS

**(Incorporating bullying, searching
screening, confiscation, and the use
of reasonable force)**

This policy will be reviewed	Annually
Last reviewed on:	13/09/2023
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Approved by:	Trustees Pupil Progress, Achievement and Welfare Committee

West Derby School is a charitable company limited by guarantee, registered in England and Wales.

Company number 08166938. Registered office: Hill Dickinson LLP

No. 1 St. Paul's Square, Liverpool, L3 9SJ

Introductory Statement

This policy has been prepared with regard to the following statutory provisions and guidance:-

- 1.1.1. Education (Independent School Standards) Regulations 2014**
- 1.1.2. Education and Inspection Act 2006**
- 1.1.3. Equality Act 2010**
- 1.1.4. Education Act 2011**
- 1.1.5. Education Act 1996**
- 1.1.6. The European Convention on Human Rights 1960**
- 1.1.7. School Information (England) Regulations 2008**
- 1.1.8. The Schools Behaviour (Determination and Publicising of Measures in Academies) Regulations 2012**
- 1.1.9. The Education (Provision of Full-Time Education for Excluded Pupils) (England) Regulations 2007 as amended by the Education (Provision of Full-Time Education for Excluded Pupils) (England) Regulations 2014**
- 1.1.10. The Education (Independent School Standards) (England) Regulations 2014**
- 1.1.11. Department for Education’s guidance “Behaviour in Schools” February 2024**
- 1.1.12. Department for Education’s advice “Preventing and Tackling Bullying” June 2017**
- 1.1.13. Department for Education’s guidance “Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement” 3 August 2024**
- 1.1.14. Department for Education’s guidance “Use of Reasonable Force” July 2013**
- 1.1.15. Department for Education’s guidance “Keeping Children Safe in Education” as amended from time to time**
- 1.1.16. Department for Education’s guidance “Mobile Phones in Schools” February 2024**

Purpose

At West Derby School (“the School”) we aim to create a stimulating, safe, caring and positive learning environment where everyone can be happy and successful and where effective learning and teaching can take place. Central to this ethos is the understanding of rights, respect, responsibilities, actions and consequences. The purpose of this policy is to set out;

- the standard of behaviour expected of pupils;
- the consequences which staff can issue if behaviour falls below expected standards;

- the circumstances in which searches and confiscations can be carried out and the means by which it should be done;
- the means by which the School can screen pupils to ensure that prohibited items are not brought onto School premises;
- the School's obligations when holding and disposing of confiscated items; and,
- when the School can use reasonable force lawfully.

West Derby School expects

- All students to show respect and courtesy towards teachers, other staff and towards each other
- Parents/carers to encourage their children to show that respect and support the School's authority to discipline its students.
- A culture of respect by supporting their staff's authority to discipline students and ensure that this happens consistently across the School.
- That every teacher will be good at managing and improving children's behaviour and that pupils complete assigned independent study.

Basic School Rules

- All pupils in Years 7 to 11 must keep any mobile phone or smart device on silent or switched off and kept in their bags at all times during the school day, including break and lunch. Any such devices seen by staff or used during the school day to contact anyone, including a child's parents, will be confiscated; parents will be able to collect them at the end of the following school day. Failure to hand in the phone will lead to Isolation plus a senior detention until 4.15pm on the same day of refusal. Following this the phone will still need to be handed in to go in the safe for 24 hours.
- Pupils should use the toilet during break and lunch as toilets will be unavailable and locked outside of these times. Pupils requiring the toilet outside of break and lunch must seek permission from their class teacher;
- Pupils in Years 7 to 11 are to remain on the school site during the school day (including break and lunch) and may not leave without permission from a senior member of staff.
- Vaping, smoking, or the use of drugs or other harmful substances such as alcohol is strictly forbidden in school. Pupils found in possession of any vaping/smoking/drugs paraphernalia will be sanctioned accordingly.

A clear behaviour policy, consistently and fairly applied, underpins effective education. The School encourages outstanding behaviour through a mix of high expectations, clear policy and an ethos which fosters discipline and mutual respect between students, and between staff and students. All members of the School understand that a consistent approach to the use of the system is paramount to helping students progress both academically and as good citizens.

As individuals we all choose how to act. However, it is important that we all recognise that for every choice or action there is a consequence. These can be either positive or negative.

A consequence is an outcome that arises as a direct result of the way we act which falls below the standards outlined above

Rewarding positive behaviour and creating a positive climate for learning

The best and most successful approach to creating a positive ethos is to treat students positively, by praising them, offering them encouragement and acknowledging their achievements both inside and

outside of School. The School aims to develop a culture of respect, both personal and to others. Through this, we expect students to aspire to their personal best in all aspects of their School career.

West Derby School will ensure pupils know that their effort, achievement and good behaviour are recognised and valued by means of a range of rewards, and acknowledgement of good behaviour and work:-

Positive praise - In lessons and in the School and wider community for positive citizenship and academic progress. In lessons all pupils are graded from 1-4 (1 is high and 4 is low). Positive grades are converted into positive points. PPLs regularly monitor a pupil's points, and termly prizes are awarded to pupils with the most positive points.

Positive postcards -Sent home to recognise continual achievements or individual outstanding pieces of work

Parents/carers informed – Communication to inform of good work completed, outstanding citizenship and progress

Attendance Rewards – raffles, prizes, end of year trips

Procedures and strategies

The School has implemented a range of strategies and procedures to ensure that staff and pupils are appropriately supported;

- Staff training where we coach, support and develop a consistent approach. It is important to promote an understanding of why students misbehave and therefore how they can be encouraged to amend their behaviour. We shall ensure that all staff receive training on behavioural issues as part of their induction process.
- A high level of professional judgement amongst teaching staff which balances personal behavioural management techniques supported by the School's Behaviour Policy.
- Having high quality teaching which challenges and engages students. This increases motivation and promotes effective learning with good behaviour.
- Providing Support Systems such as our Pastoral system and the committed PPLs, their Deputies and their assistants; mentors, teaching assistants, counsellors, peer support, external providers, and referrals to outside agencies.
- A dedicated email address for each year group comprising of the PPL, DPPL, APPL and SLT for staff to use should they need additional support with a pupil or class.
- PSHE curriculum assemblies and outside agencies provide education for many statutory requirements such as Bullying (in all types), sex and relationships education, knife crime, county lines, friendships, post 16 ambitions, and enterprise.
- Regular review of data, policies to embrace new developments, structures, personnel etc.

Roles and Responsibilities

The Trustees have the overall responsibility for the effective operation of this policy and for ensuring compliance with any statutory framework.

The Trustees have delegated the day to day responsibility of the implementation of this policy to the Headteacher. The Head Teacher is responsible for:

- maintaining good understanding of behavioural expectations;
- directing which members of staff can issue detentions;

- ensuring that all new staff are inducted into the school's behaviour and that training is offered to all staff so they can meet their duties and functions within this behaviour policy;
- ensure that all new peoples have a clear understanding of behaviour expectations; and
- anticipate that those pupils with Special Education Needs (SEN) may need extra support in place to help them meet the behavioural standards.

The Head Teacher also holds the power to suspend or permanently exclude a pupil on disciplinary grounds.

All members of staff have a role to play in developing a calm, positive, structured and safe environment at the School. All staff shall ensure that;

- clear boundaries of acceptable pupil behaviour are established;
- they teach and model good behaviour and positive relationships;
- respond to incidents of misbehaviour predictably, promptly, assertively and in line with this policy;
- they challenge pupils to meet the expectations of this behaviour policy; and,
- consider the impact of their own behaviour on the School culture and how they can uphold the School rules and expectations.

All pupils at the School deserve to learn in a safe and calm environment. To uphold this standard pupils must;

- follow the behaviour expectations as set out within this policy; and,
- encourage and support a culture of good behaviour at the School.

The School recognises that good behaviour must be supported at home. As such, it is expected that parents/carers;

- get to know this behaviour policy;
- support and reinforce the policy at home; and,
- engage with the School when behaviour expectations are missed.

SEN Pupils

The School believes that all students should have the support to achieve high standards of behaviour inside and out of the classroom. However, we also recognise that some members of our School community with SEN or disabilities may have barriers in place to achieve these standards.

The Equality Act 2010 states that education providers must also make 'reasonable adjustments' to ensure that disabled students are not discriminated against. Making reasonable adjustments could include:

- Changes to practices or procedures (for example remitting short planned breaks for pupils whose SEN means they find it difficult to sit still for a long period of time)
- Changes to physical features
- Changes to how learners are assessed
- Providing extra support and aids (such as specialist teachers or equipment)

We aim to support the behaviour of pupils with SEN by:

- making reasonable adjustments (see above) to accommodate their needs;

- working together with the Local Authority and multiple agencies where the pupil has an Education, Health and Care plan (EHCP) or a diagnosed SEND condition;
- training our staff in potential triggers for medical conditions so they can recognise triggers which might cause disruptive behaviour.

For pupils with SEN, the Whole School SEN and Disability Policy will be followed alongside this policy.

Consequences

At the School, consequences are issued by staff, not punishments. Students are in control of their own actions and if they have chosen to act in a certain way these actions will be the catalyst for the consequence to be given. Consequences are issued in relation to a student's actions and misbehaviour will not be ignored. The type of consequences which can be issued by staff are outlined below in this policy.

All paid staff of the School (including non-teaching staff) have the power to issue rewards and sanctions which occur in School and, in some circumstances, outside of School. When considering whether to issue a consequence staff must consider if there is a SEN or underlying disability which is causing the pupils behaviour and whether a consequence would be appropriate.

Low level disruption

Low level disruption not only seriously affects the learning of the student disrupting the lesson or the learning environment but directly affects the learning of other students present and teachers' ability to teach effectively.

Low level disruption or inappropriate behaviour can be identified in a variety of forms. Below are some examples of low level disruption, however, this list is not exhaustive.

- A failure to follow instructions at the first time of asking.
- Displaying behaviour that prevents other students from learning.
- A refusal to engage in the learning process.
- Disrespectful responses to staff
- General defiance

This behaviour may result in a warning; a subject teacher detention; a referral to the appropriate PPL with a PPL detention; a senior detention issued by a member of the pastoral team.

Detentions

All teaching staff have the authority to issue detentions where appropriate. Sometimes, a 'no notice' detention which will be issued for the same day. Pupils can be kept up to 20 minutes on the day in question.

Other detentions issued at West Derby are:

- Class/subject detention – 15 minutes
- Lates detention – 15 minutes in the first instance; multiple lates will incur heavier sanctions that will be discussed on a case by case basis
- Head of Department detention – 30 minutes (prior notice given)
- Pupil Progress Leader detention - for up to 45 minutes (prior notice given)
- Senior detentions – 60-90 minutes (depending on severity) (please see below for further details)

Senior detentions

Boys will do their senior detentions on the same day of the issue in question, unless the issue happens very late in the day. Parents/carers will be informed and boys will be kept for between 60 and 90 minutes, depending on severity. Failure to attend this detention will result in a day of Removal from the Classroom and a repeated senior detention on the next School day.

At the end of the detention, where appropriate, the pupil will receive further guidance about what they did wrong, the impact of their actions and how they can do better in the future. They will also offered further support if appropriate which may include;

- the boy in question can be buddied to another teacher (usually the Head of Department).
- The School engaging with parents/carers.
- A change of teaching set or class.
- Consideration by the Special Education Needs Coordinator (SENCO), with colleagues, of possible interventions within the School.
- Allocation of a key worker such as a Learning Mentor, Education Welfare Officer or member of the Pastoral Team.
- Referral to a specific support service, such as the Education Welfare Service, Children's Services, Child and Adolescent Mental Health Service, or School's Family Support Service.
- A PSP (Pastoral Support Plan).

Students' conduct outside the School gates / online behaviour

All pupils have a responsibility to conduct themselves in accordance with our behavioural expectations at all times and so as not to bring the School or our community into disrepute.

The same standard of good behaviour is expected to apply online as well as offline.

Teachers have the power to sanction pupils for misbehaving outside School and when online. They may issue positive and negative consequences to students involved in incidents whilst:

- taking part in any School-organised or School-related activity or
- travelling to or from School or
- wearing School uniform or
- in some other way identifiable as a pupil at the School.
- or misbehaviour at any time, whether or not the conditions above apply, that:
 - could have repercussions for the orderly running of the School or
 - poses a threat to another pupil or member of the public or
 - could adversely affect the reputation of the School.

The School prides itself as an intrinsic part of the community. It will fully support Police investigations or community incidents and will sanction or reward students appropriately.

Where appropriate the School will issue a consequence in line with this behaviour policy and taking into account the severity of the behavioural incident.

High level disruption/serious incidents/non-compliance with School procedures

For incidents that the School perceives to be of a serious nature, students may be removed from the classroom for a fixed period or be issued with a suspension. The School recognises that serious concerns about a pupils behaviour may warrant a multi-agency assessment to determine whether the pupil requires additional assistance or support.

Removal from the Classroom

Removal from the classroom is a serious consequence and is only used when necessary. It is appropriate to;

- restore order following a high level of disruption; or
- to enable disruptive pupils to be taken to a place where education can be continued in a managed environment.

If the pupil removed has a Child in Need plan or a Child Protection Plan the School will inform their social worker that they have been removed from the classroom. If the pupil removed is a looked after child the School will inform the virtual School head.

Pupils may spend all or part of the day removed from the classroom. Where students are removed for the whole day they will start their day at 8:45am and finish at 3.15 p.m. in a designated room. However, if students display negative behaviour whilst removed from the classroom they will repeat a full day.

- Students will be given individual work based on their timetable for that day
- Students eat their lunch in the designated room.
- Students do not talk to other students within the room.
- Mobile telephones will be removed from students at the start of their placement in the room.
- Students will not be permitted to eat or drink other than at allocated times.
- Students will be given access to toilet facilities at break and lunch.

Following a period spent removed from the classroom the School will ensure that the pupil is re-integrated into their normal routine and will consider if any additional support is required to improve behaviour.

Serious breach of the School's Behaviour Policy

Suspensions

For the majority of pupils a suspension will not be necessary. The School aims to exhaust other consequences before turning to suspension. When a suspension is issued it is to ensure that pupils are protected from disruption and so that they can learn in a safe, calm and supportive environment. The School may also issue a suspension when there has been a serious breach of the behaviour policy (inside or outside School) in line with this policy.

The headteacher has the power to suspend a pupil on disciplinary grounds for a maximum of 45 days in a School year. When establishing the facts in relation to a suspension the headteacher will apply the civil standard of proof, i.e. 'on the balance of probabilities'. This means that the headteacher will accept that it is more likely that an incident happened than it did not happen. The headteacher will take into account his/her statutory duties in relation to SEN duties when considering whether to exclude a pupil.

The School will take reasonable steps to set work for the pupil during the first five School days when they are suspended.

Off-site Direction

The School also has the power to direct a pupil to off-site education when there are behavioural concerns. The power to direct off-site is delegated to the Head Teacher by the Trustees of the School. This can be used as alternative to suspension or exclusion and as a way to keep the pupil

engaged in education. Parental consent is not required and attendance at the directed placement is compulsory.

A placement will be commissioned based on the circumstances that have arisen leading to direction. This can be at another mainstream school or alternative provision which, in the Headteacher's opinion, is going to assist in supporting an improvement in behaviour.

Should a pupil refuse to follow the direction to attend the alternative placement then the Headteacher will be entitled to treat this as a serious breach of the behaviour policy, warranting suspension or permanent exclusion.

Parents will be given clear information on the off-site placement, where it will be, the duration, and how it will be reviewed. Where parents/carers are dissatisfied with any aspect of the off-site direction placement, they have the right to raise their concerns via the school's Complaints Policy, available on our website.

Permanent Exclusions

A permanent exclusion will be used in response to persistent breaches or a serious breach of this behaviour policy. It will be used when allowing the pupil to remain at the school would seriously harm the education or welfare of the pupil or others at the school.

A decision to exclude a pupil permanently should only be taken;

- In response to a serious or persistent breaches of the School's behaviour policy, and
- Where allowing the pupil to remain in School would seriously harm the education or welfare of the pupil or others in the School

Persistent breaches are when a pupil repeatedly breaches the school's behaviour policy for which other sanctions, interventions and strategies have not been able to effectively manage.

A serious breach will be a singular event which warrants permanent exclusion from the school. These may include, but are not limited to:

- Violence towards pupils, staff or visitors;
- Drug use or possession; or
- Serious but false allegations against a student or staff

Whilst a permanent exclusion may still be an appropriate sanction, Headteachers should take account of any contributing factors that are identified after an incident of poor behaviour has occurred. For example, where it comes to light that a pupil has suffered bereavement, has SEND, has mental health issues or has been subject to bullying.

The School will work with multiple agencies to provide education for those for whom the School might not be the best option. This includes supporting a move to an alternative educational provider.

The Headteacher will make a termly report to the Trustees with exclusion data. This shall include:

- The number of suspensions issued
- The number of permanent exclusions issued; and
- The number of permanent exclusions rescinded

Anti-bullying Procedures

Bullying can take many forms (for instance, cyber-bullying via text messages, social media or gaming, which can include the use of images and video)

At West Derby School, we are committed to the protection of the individual and wish to foster an atmosphere of mutual respect, cooperation and consideration for others within our School community. Any behaviour contrary to this which makes an individual feel frightened, uncomfortable or unhappy, either in School, or on the way to and from School, will not be tolerated.

Examples of conduct which we consider to be bullying are as follows:

- Name calling of any kind
- Teasing/taunting /belittling someone either to their face or by speaking about them to others in a derogatory fashion
- Hitting, pushing, tripping or any unwelcome physical contact
- Demanding money or food for example
- Making someone do something against their will
- Leaving someone out or isolating them
- Making comments/spreading rumours about someone or their family
- Making rude, sexual or suggestive remarks
- Making derogatory comments about a person's faith or about those without faith
- Making racist remarks regarding a person's skin colour or culture
- Using racist names
- Making homophobic/biphobic/transphobic remarks
- Any form of sexual violence or sexual harassment
- Using Facebook/X-box/Snap Chat or any other form of social media to bully others

Child-on-child sexual violence and harassment

Sexual violence and harassment are never acceptable and will not be tolerated at the School. Sexual violence and harassment will not be treated as acceptable or as 'banter'.

As part of ensuring high behaviour standards the School will ensure that pupils and staff do not normalise sexually abusive language or behaviour by treating it as an expected part of growing up, All members of the School community must advocate for high standards of conduct and model dignified and respectful relationships.

If a pupil makes an allegation of sexual violence or harassment against a peer a referral in the first instance must be made to the designated safeguarding lead (DSL) and dealt in line with the safeguarding policy. If a pupil makes a deliberately invented or false allegation they may receive a consequence in line with this behaviour policy. Support from the DSL will be engaged to determine whether a consequence will be appropriate.

Homophobic, Biphobic and Transphobic (HBT) Bullying

- We will ensure that students are aware that HBT language will not be tolerated in School
- Incidents of HBT language will be recorded and dealt with appropriately
- If a student uses HBT language we will ensure that they are aware of the effects such language has on people
- If a student makes persistent remarks they will be subjected to our Behaviour Policy and our Anti Bullying Policy

- The parents/carers of such a student will be contacted immediately
- In the event of the problem continuing, the parents/carers will be invited into School to discuss further sanctions
- We will also offer support to students and parents/carers in order for them to fully understand the consequences of such language or behaviour and will provide support if necessary
- The School works hard to ensure that prevention is the first step in our strategy to remove HBT bullying. The use of PSHE lessons, Assemblies, Guest Speakers, Personal Growth Days, pastoral staff and support staff play a crucial role in this aspect of our strategy.

We take any allegations of bullying very seriously. Where there is bullying, we will use sanctions as deemed appropriate. The Headteacher will make a a termly report to Trustees which includes bullying and racist incidents.

Cyber-bullying

The rapid development of, and widespread access to technology has provided a new medium for 'virtual' bullying, which can occur in or outside School. Cyber-bullying is a different form of bullying and can happen at all times of the day, with a potentially bigger audience.

Negative interactions online can damage the School's culture and can lead to the School feeling like an unsafe place. The same standards of behaviour are expected online as apply offline. This includes the importance of respecting others and the use of appropriate language. The School will treat the following online incidents as breaches of the behaviour policy, name, those which;

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

Any online breaches will be dealt with in line with this policy.

Hate Crime

Hate crime is any criminal offence committed against a person or property that is motivated, or perceived to be motivated, by hostility or prejudice based upon the victims:

- race, colour, ethnic origin, nationality or national origins
- religion or belief
- gender or gender identity
- sexual orientation
- disability
- age
- alternative sub-culture

The School educates students on acceptance, respect for others and understanding of all individuals through the general classroom expectations, assemblies, personal growth days and the PSHE programme.

What should students and staff do if they are concerned about bullying?

Tell the relevant PPL, either in person, or by email.

- Year 7 Mr Zachariades
- Year 8 Mr Warwick

- Year 9 Mrs Leybourne
- Year 10 Mr Moore
- Year 11 Mr Leybourne

PPLs will inform Mr Thomas (Deputy Headteacher) of any bullying incidents.

PPLs will always investigate with sensitivity. Bullying is always taken seriously.

Please also see our separate policies on Child on Child abuse and LGBTQ+.

Searching, Screening, Confiscation and the Use of Reasonable Force

Under Article 8 of the ECHR pupils have a right to respect for their private life. In context of these particular powers, this means that pupils have the right to expect a reasonable level of personal privacy. The right under Article 8 is not absolute, it can be interfered with but any interference with this right by a School must be justified and proportionate. Education law permits lawful interference with this convention right and we will ensure such power afforded to School staff is used in the correct way.

Screening

The School can undertake screening of pupils at any times. Screening may take place through;

- observations; and,
- monitoring of CCTV

If a pupil refuses to be screened the School may refuse to have the pupil on the premises. This will be treated as an unauthorised attendance and recorded as such. For the avoidance of doubt such action would not be deemed an exclusion under education law.

Searching

Any member of School staff can search a pupil for any item provided the pupil agrees. The School does not require formal written consent from the student or parent/carer for this sort of search. However, staff must take into consideration the age and any other circumstances, which would allow the pupil to provide adequate consent for a search before undertaking any action.

If the pupil does not agree to the search the member of staff should assess whether a search without consent should be undertaken by an authorised member of staff and accordingly refer the matter on to senior leaders.

Headteachers and authorised staff can search pupils without consent provided that they have reasonable grounds for suspecting that the pupil may have a prohibited item. The School does not require formal written consent from the student or parent/carer for this sort of search. Prohibited items are:

- knives or weapons
- alcohol
- illegal drugs
- stolen items
- tobacco and cigarette papers
- electronic cigarettes (vapes)
- 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)
 - Any item which is identified in the School rules as an item that may be searched for.

During the search the member of staff must:

- ensure that the search takes place on school premises, or, if elsewhere, somewhere that the member of staff has lawful control or charge of the pupil (e.g. School trips or in training settings);
- be the same sex as the pupil being searched;
- ensure that a witness is present unless you believe that there is immediate harm to the pupil or anyone else if the search is not carried out immediately;
- only remove the outer layer of the pupil's clothing;
- only use force as is reasonable given the circumstances of the search.

After the search the member of staff must:

- discipline the pupil if and when appropriate in line with the School's behaviour policy;
- confiscate, retain or dispose of the item in line with guidelines set out below;
- fill out an incident form;

The School also has the power to search any electronic device held by the pupil if it is prohibited by School rules or if they reasonably suspect that it has been, or is likely to be, used to commit an offence or cause personal injury or damage to property.

The authorised member of staff may take any or all of the following actions with the data on the device;

- examine any data on the device;
- delete any data on the device provided that the data does not demonstrate an offence and need to be handed over to the police.

CONFISCATION

The School has the power to confiscate any item found as a result of a search. The School will dispose of the following items;

- alcohol;
- tobacco or cigarette products
- fireworks;
- pornographic images (provided it does not relate to a specified offence and need to be preserved as evidence);

The School will hand over the following items to the police;

- controlled drugs;
- stolen items (provided that it cannot be easily returned to the owner);
- pornographic images containing specified offences;
- weapons or items which are evidence of an offence;
- electronic devices which contain evidence of an offence.

Use of Reasonable Force

There may be the rare occasion in which a member of staff needs to use force in order to carry out a search on a student. The amount of force used must be;

- reasonable in the circumstances, meaning that no more force than is needed;
- carried out in a way which avoids causing injury to the pupil.

Only members of staff who are the same sex as the pupil being searched may carry out the search and there must be another member of staff present as a witness. The only exception to this is when the searcher reasonably believes there is a risk of serious harm if the pupil is not searched immediately and it is not reasonably practicable to summon another member of staff.

Authorised members of staff must only use reasonable force to search for prohibited items. They must not use force to search for items which are banned under the School rules.

A non-authorized member of staff may use reasonable force provided that they reasonably believe the pupil to pose an immediate threat of personal injury to themselves or those around them.

INFORMING PARENTS/CARERS AND DEALING WITH COMPLAINTS

The School will not inform a parent/carer before a search takes place and will not seek consent to search their child.

The School will inform the pupil's parent or carer when a search reveals alcohol, illegal drugs or potentially harmful substances.

Complaints about screening or searching will be dealt with through the normal School complaints procedure.

The below is based on guidance from the Department for Education; Searching, screening and confiscation (July 2022)

School staff can search pupils with their consent for any item. Headteachers and staff authorised by the Headteacher have a statutory power to search pupils or their possessions, without consent, where they suspect the pupil may have a "prohibited item".

Prohibited items are:

- Knives or weapons
- Alcohol
- Illegal drugs
- Stolen items
- Tobacco and cigarette papers
- Electronic cigarettes (vapes)
- Fireworks
- Pornographic images
- Any article that has been or is likely to be used to commit an offence, cause personal injury or damage to the property of any person (including the pupil)
- Any item banned by the school rules which has been identified in those rules as an item which may be searched for. This includes drinks other than clear still, fizzy and flavoured water.

Where possible, two members of staff will be present during a search. However, this may not always be reasonably practical.

Where a pupil has not given their consent, the search must be carried out by two members of staff, at least one of whom must be the same sex as the pupil. There is a limited exception to this rule. Staff can carry out a search of a pupil of the opposite sex to them and/or without a witness present, but only where they reasonably believe that there is a risk of serious harm to a person if the search is not conducted immediately and where it is not reasonably practicable to summon another member of staff.

Searches can be performed on both the school site and anywhere the member of staff has lawful control or charge of the students (EG; School trip)

Members of staff can use such force as is reasonable, given the circumstances, when conducting a search for knives or weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images or articles that have been or could be used to commit an offence or cause harm. Such force cannot be used to search for items only banned under the school rules.

Confiscation

School staff can seize any prohibited items found as a result of a search. They can also seize any item, however found, which they consider harmful or detrimental to school discipline eg. the sale of confectionery/fizzy drinks is prohibited in school. Any pupil who is found to be selling or buying any prohibited item (including confectionary/fizzy drinks) in school will be disciplined and the contraband items will be confiscated. Any money made from such unauthorised sales will be donated to charity.

Controlled drugs, other substances, stolen items and extreme pornography will be handed to the Police. Alcohol, cigarettes or smoking paraphernalia, fireworks and pornography will be destroyed by the school.

Mobile Phones and other smart devices

For the purpose of this section 'Mobile Device' shall mean a mobile phone and any other smart device with a similar functionality to a mobile phone (for example, the ability to send and/or receive notifications or messages via mobile phone network) including, but not limited to, tablet devices and smart watches.

Students in Years 7 to 11 are not allowed to use mobile phones or other items of technology at any point during the school day. Pupils in Years 7 to 11 who bring mobile phones or other items of technology to school must keep them in their bags and switched off. We have the lawful right to issue a sanction where a pupil in Years 7 to 11 is found with a mobile device. If pupils in Years 7 to 11 are found to be using their mobile phones or other items of technology, such items will be confiscated.

We have a lawful right to search the content of mobile phone or other items of technology without consent from the pupil or parent(s)/carer(s). For more information on staff searching powers please see the section on Searching, Screening and Confiscation on the above page.

Students in Sixth Form are allowed to use mobile phones and other items of technology during break and lunchtime whilst in Café West. Mobile phones and other items of technology confiscated at any time during the day are held for 24 hours and are to be collected by a parent/carer or alternative adult. Phones or other items of technology confiscated on a Friday are kept over the weekend.

Action in Self Defence or in an Emergency

Everyone has the right to defend themselves against attack provided they do not use a disproportionate degree of force to do so. Similarly, in an emergency, for example if a pupil was at

immediate risk of injury or on the point of inflicting injury on someone else any authorised staff would be entitled to intervene.

Members of staff should not put themselves at risk. An individual would not be seen to be failing in their duty of care by not using force to prevent injury, if doing so threatened their own safety.