



June 2016

Bales College Behavioural Policy

Legal Status:

- Complies with Part 3, Paragraph 9 and Exclusion Element of Part 6 (24)(3) of The Education (Independent School Standards) (England) (Amendment) Regulations
- DfE Guidance (2011 and 2012) *Behaviour and Discipline in Schools, A guide for Head Teachers and School Staff* (DfE Website – www.education.gov.uk) including *Getting The Simple Things Right*, Charlie Taylor's Behaviour Checklist (DfE 2011)
- *Use of Reasonable Force. Advice for Headteachers, Staff and Governing Bodies* (DfE 2012) which incorporates previous directives.
- The policy acknowledges the schools' legal duties under the Equality Act 2010, in respect of safeguarding and in respect of students with special educational needs (SEN)

1.0 Ethos

Bales College is proud of having established a supportive learning environment which promotes high standards of behaviour throughout the school. It is important to note that the behavioural code is not intended to stifle or to subjugate. It is designed to ensure that every student has the opportunity to maximize his or her potential in a safe place and in a way that is not detrimental to the learning or safety of others.

2.0 Expectations

2.1 All students are expected to:

- Treat each other and adults with respect
- Express themselves politely
- Move around the school quickly and quietly
- Be respectful of all school buildings, property and equipment, especially where rubbish and graffiti are concerned
- Target exemplary attendance and punctuality
- Comply with lesson rules and regulations, such as seating plans, safety instructions and leaving classrooms neat and tidy
- Listen to the teacher and follow his/her directives as required
- Work co-operatively with each other

- Hand work in punctually and to the standard required by the teacher

2.2 The following behaviour will not be tolerated:

- Rude, offensive or inappropriate language
- Disruptive behaviour in lessons or study areas
- Acts of aggression or any kind of physical violence
- Sexual contact between students
- Bullying or intimidation. For further information please see the Bales College Anti-Bullying policy
- Racist, sexist or homophobic comments
- Vandalism
- Smoking, drinking alcohol, using or bringing into school recreational drugs or pornography.
- Bringing into school any sharp or dangerous object that could be used as a weapon including those classed as Offensive Weapons
- Unprovoked assaults against other students

The above actions will normally result in exclusion from College

2.3 School areas that are off-limits to pupils:

- Staff room
- Staff toilets
- Laboratories and art room (unless accompanied by a member of staff)
- Day Students are forbidden from entering the Boarding House

If unacceptable behaviour occurs, members of staff will:

- Challenge the behaviour
- Tell the child why the behaviour is unacceptable and why
- Explain how the child could have behaved differently, encouraging the child to consider how his/her behaviour has impacted on others
- Elicit suggestions from the child about what they could have done better
- If repeated, report to the Assistant Principal to investigate reasons behind continued poor behaviour

Boarders must attend at least three of the four afterschool study sessions per week. Should their work be deemed incomplete or unsatisfactory by any of their subject teachers, boarders will be required to attend extra study sessions and if further supervision is necessary, a supplementary boarders-only study session on Friday evening.

Boarders are subject to sanctions based on their behaviour outside of the school day, with particular regard to respect for the school buildings and environment, school staff and other students.

These sanctions may include restorative measures such as cleaning up the canteen or communal areas if they have been used irresponsibly or helping younger students if a boarder has been rude to a particular member of staff. Boarding students may also be placed in school detention with the Assistant Principal for misbehaviour outside of normal school hours, although offences in boarding will usually be dealt with by a member of the boarding team.

Teachers' powers and responsibilities

3.1 Teachers have statutory authority to discipline pupils whose behaviour is unacceptable, who break the rules or who fail to follow a reasonable instruction (see Section 90 and 91 of the Education and Inspections Act 2006).

The power also applies to all paid staff with responsibility for pupils.

3.2 Teachers can discipline students whose conduct falls beneath what is expected of them. This means that if a student misbehaves, breaks a school rule or fails to follow a reasonable instruction the teacher can impose a punishment.

3.3.1 Teachers can discipline pupils at any time the pupil is in school or elsewhere under the charge of a teacher, including on school visits.

3.3.1 Teacher can also discipline pupils in certain circumstances when a pupil's misbehaviour occurs outside of school. These include:

- When the student is taking part in any school-organised or school-related activity.
- Travelling to and from school
- Wearing school uniform

Additionally:

- If the student's misbehaviour could have repercussions for the orderly running of the school
- If the student's misbehaviour poses a threat to another pupil or member of the public
- If the student's misbehaviour adversely affects the reputation of the school

In all cases of misbehaviour the teacher can only discipline the pupil on school premises or elsewhere when the pupil is under the lawful control of the staff member.

3.4 All punishments must be fair and appropriate to the offence, and must not breach be in any breach of legislation such as SEN, disability, race and human rights.

3.4 Parental consent is not required for detentions.

3.5 Parents will be informed at least twenty-four hours before an hour-long afterschool detention, but no notice is necessary for a short 15 minute afterschool detention.

3.6 Teachers have a legal right to issue detentions in and outside of school time. However, they must not issue a detention when they know that doing so would compromise a child's safety.

3.7 Teachers are entitled to confiscate, retain or dispose of a pupil's property as a punishment, so long as it is reasonable in the circumstances.

3.8 Staff have a professional obligation to challenge poor behaviour and help students to learn how to conduct themselves.

3.9 Discipline must be administered calmly, consistently and thoughtfully. Anger only provokes and alienates.

3.10 Staff must report any persistently troubling behaviour to the Assistant Principal. In certain circumstances it may be necessary to follow the school's safeguarding policy, seek a multi-agency assessment or consider whether the student is having trouble accessing their education. Should the latter be suspected, the Assistant Principal will meet with both the student and his/her parents to map out a more productive way forward.

4.0 School Uniform

4.1 Bales College believes that uniform plays an integral part in fostering a cohesive, responsible and purposeful ethos. Uniform encourages students to identify with and support the school in its objectives. In addition, it ensures that students from all beliefs and backgrounds can come to school free from social pressures regarding the way they dress.

4.2 For Physical Education (PE), students must wear clothing that is comfortable, practical and appropriate to the activity required.

4.3 Full details of school uniform can be found in the Information Pack for the appropriate key stage.

4.4 Parents are responsible for ensuring that their child arrives at school wearing the correct uniform.

4.5 Non-compliance with school uniform policy:

- Teachers can discipline students for breaching the school's uniform policy.
- Students will not be permitted entry to school if they are inappropriately dressed. Senior Management are authorised to send students home to change into appropriate uniform and return to school without delay. For students in years 7 – 11 permission will be sought from parents for the child to be sent home unaccompanied / for the parent to come and collect the child (depending on the parent's wishes and how the child usually gets to and from school). Students in years 12 & 13 may be sent home unaccompanied to change once parents have been contacted.
- If the student continues to breach uniform rules in such a way as to be sent home to avoid school, or takes longer than is strictly necessary to effect the change, the student's absence may be counted as unauthorised absence. In this case, the student's parents will be contacted again and asked to meet with the Assistant Principal to plan a more constructive way forward.
- Breaches of uniform policy can lead to exclusion from school in line with legal requirements for exclusion.

4.6 The school uniform policy is fair and reasonable and fulfils the school's obligations under the Human Rights Act 1998 and the Equality Act 2010.

5.0 Searching and Confiscation

5.1 The school has a statutory obligation to manage the health and safety of staff, students and visitors and ensure that school discipline is maintained:

- Under this authority we reserve the right to search students under the following circumstances and to confiscate items as described below
- Students will be treated courteously and afforded respect and a reasonable level of personal privacy during any search or screening; personal items will only be searched in the presence of the student
- Searching should be carried out by a member of staff who is the same sex as the student. There must be member of staff present during the search to act as a witness who should also be the same sex
- There is a limited exception to the same sex and witness rule; if there are reasonable grounds to believe that there is risk of serious harm to a person or persons if the search is not carried out immediately and it is not reasonably practicable to summon another member of staff

- Parents will not be informed prior to a search. There is no legal requirement to keep records of searches carried out or to seek parental consent.
- Parents will be informed if a search uncovers any item that result in school disciplinary action or police involvement

5.2 Searching with consent

- We can search students for **any item** with consent from the student
- Parental permission or pre-notification is not required
- We do not require written formal consent in advance of a student search; it is enough for a teacher to ask the student to turn out their pockets, empty their bag and allow access to a search of their school locker

5.3 Searching without consent

- If a member of staff has reasonable grounds to suspect that a student is in possession of a banned item, a student can be instructed to undergo a search without consent; parental permission or pre-notification is not required
- The Principal and any staff authorised by him have a statutory power to search students and their possessions with or without consent where they have reasonable grounds for suspecting that the student may have one of the banned items
- A student refusing to co-operate with a search will be subject to disciplinary measures by the school
- The list of prohibited items;
 - Knives, bladed items, weapons
 - Alcohol
 - Illegal drugs
 - Stolen items
 - Tobacco, cigarette papers
 - Fireworks
 - Pornographic images
 - Any item that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or cause personal injury to, or damage property

5.4 Electronic devices

- School staff may examine data files held on personal devices during a search if they believe they have good reason to do so
- In determining a good reason to examine or erase data or files, school staff must reasonably suspect that the data or file has been or could be used to harm, disrupt teaching or break school rules

- If the device is to be returned, relevant files may be deleted or retained by the school to support disciplinary action, or where appropriate passed on to the police
- The school recognises young people's attachment to their mobile phones and other electronic devices. However, these are forbidden from the classroom unless the teacher gives express permission for them to be used for learning (e.g as online dictionaries, voice recorders, online encyclopaedias).
- Any student in breach of the school's policy on electronic devices may have their phone confiscated until the end of the day.
- Recording and photographing of students or teachers without permission is prohibited and will result in the device being confiscated and the student's parents contacted.

5.5 Confiscation

- School staff can seize any prohibited item found as a result of a search
- We can also seize any item found which is considered to be harmful or detrimental to school discipline; this includes deleting electronic images or passing illegal material onto the police
- Depending upon the nature of the confiscated item, it may be retained by the school or disposed of as a disciplinary measure where reasonable
- Confiscated weapons, knives or bladed items, items believed to be stolen and illegal drugs will be passed onto the police or disposed of by the school

5.6 All reasonable measures are taken to ensure as far as is practicable that current laws on purchase and consumption of alcohol, and in relation to possession, sale and use of drugs, are complied with by students of all ages while accommodated by the college.

6.0 Use of Reasonable Force

- School staff have a legal right to use reasonable force to control or restrain
- Control means passive contact, such as standing between students or blocking a student's path, to actively leading a student by the arm away from a classroom or difficult situation
- Restraint means to hold back physically or to bring students under control; for example, where two students are fighting or refusing to separate without physical intervention
- Reasonable force can be used to prevent students from hurting themselves, others, damaging property or causing disorder
- Force used will be proportionate and reasonable. School staff will always try to act in ways that will minimize chance of injury to the student but it may not always be possible

- Reasonable force may be used to enforce a search for knives, weapons, alcohol, illegal drugs, stolen items, fireworks, pornographic images or any articles that have been or could be used to commit an offence or cause harm
- It is illegal to use force as a punishment and reasonable adjustments will be made for children with disabilities and special educational needs
- We do not require parental consent to use reasonable force
- Any use of physical intervention is by reasonable and non-injurious means, only for the minimum time necessary to prevent injury to self or others or very serious damage to property, and always recorded in writing in the Incident File.

7.0 Malicious allegations

- Complaints against staff are always investigated thoroughly
- If after full and thorough investigation, it is the considered view that that allegation against the member of staff was unfounded and malicious, any record of the incident will be removed from the member of staff's file
- The student or students involved in making the allegations will be disciplined according to the severity of the case up to and including exclusion

8.0 Seclusion / Isolation

- 8.1 Isolation rooms can quickly stigmatise, alienate and demotivate students. As such, Bales College does not operate an Isolation or Seclusion room.
- 8.2 On occasion it may be necessary for a teacher to ask a student to stand quietly outside the classroom for a short time (maximum five minutes) to cool off and clear their head.
- 8.3 Nevertheless, for incidents of particularly poor or consistently disruptive behaviour, it may be necessary to remove a student from a lesson. In this instance, the student should be removed by a Senior Member of Staff.
- 8.4 The behaviour which led to the removal of the student from the classroom should be addressed by both the classroom teacher and a member of Senior Management at the earliest opportunity, the aim being to reintegrate the student with his/her learning as quickly as possible.
- 8.5 Should the student require extra time to calm down and, the Senior Member of Staff will find a room where working and learning are going on successfully and purposefully. This may be in a private study session, or in a sixth form lesson, or

in the school office, depending on the emotional state of the individual and the circumstances concerned. Disruptive students learn remarkably quickly when appropriate classroom behaviour is modelled by older students. However,

- 8.6 Any further disruption will result in the student's parents being contacted and asked to come in and collect the student.
- 8.7 Where it is anticipated that the student will be out of mainstream lessons for more than just a short time, meaningful, purposeful work appropriate to the student's curriculum will be collected for him/her to get on with.

9.0 Exclusions from school

Internal exclusions

- Students who have shown consistently poor or disruptive behaviour may be internally excluded for one school day, which is to say suspended from their normal timetable. Internal exclusion requires the student to come to school but follow an independent timetable which will separate him/her from his/her peers for the day

Fixed term exclusions from school:

- Fixed term exclusion from school will be used as a sanction where serious breaches of the behaviour policy take place
- For more information about exclusions please see the school's Exclusions policy
- Permanent exclusion will be considered for the following:
 - use of or possession of weapons
 - drug dealing
 - serious threats of and actual violence
 - bullying
 - persistent and serious breaches of the school behaviour policy
 - where the school believe that a child's presence in the school represents a serious threat to others

Any exclusion of a Boarding Student under 18 from residence at the college is only implemented when the college is able to return the student to the care of a parent of the student, or to other accommodation arranged by the student's parent or to another responsible agency.

10.0 Staff Development and Support

- 10.1 The school commits to undertake staff training, whether by internal or external agency, to ensure that the behavioural policy is well understood by staff and applied thoughtfully and consistently throughout the school.
- 10.2 Bales College recognises that staff must feel confident and comfortable in implementing its behavioural policy; the school can not function successfully without the full support of its staff. The Assistant Principal (pastoral) therefore reviews the behavioural policy on a regular basis (once termly) to ensure that a policy is in place which satisfies staff, student, parental and governmental needs and expectations.

11.0 Liaising with parents

- 11.1 Bales College prides itself on its close links between home and school. Parents are encouraged to contact the Assistant Principal should they have any questions or concerns about behaviour on: ks5@balescollege.co.uk / 0208 960 5899
- 11.2 The vast majority of our contact with parents is positive. We regularly phone or email home to inform parents of outstanding work and behaviour. It is of paramount importance that parents know when their child is doing well. Emphasising the positives is the quickest and surest way of eliminating the negatives.

12 The Role of Senior Management

In this instance Senior Management is understood to be the Principal, Assistant Principal and Head of Boarding. Senior Management's role is to determine the detail of the standard of behaviour acceptable to the school, including responsibility for maintaining day-to-day discipline, which will include making rules and provision for enforcing them. Senior Management has overall responsibility for supporting personal, social and emotional development, including issues concerning behaviour. Support for staff faced with challenging behaviour is also an important responsibility of Senior Management, who are expected to:

- promote self-discipline and proper regard for authority among students;
- encourage good behaviour and respect for others and prevent all forms of bullying students;
- ensure that the standard of behaviour is acceptable;
- make provision for continuous professional development with reference to: positive behaviour management, physical intervention (the use of reasonable force) and anti-bullying procedures;

- have an understanding of current legislation, research and philosophy on promoting positive behaviour and on handling students' behaviour where it may require additional support;
- be able to access relevant sources of expertise on promoting positive behaviour within the curriculum for supporting personal, social and emotional development;
- familiarise new staff members with the school's behaviour policy and guidelines for behaviour.

12.1 The Role of All Members of Staff

All members of staff are expected to encourage good behaviour and respect for others in students and to apply all rewards and sanctions fairly and consistently. Staff are also responsible for ensuring that the policy and procedures are followed, and consistently and fairly applied.

Well-planned, interesting and demanding lessons make a major contribution to good discipline. The school has clear policies concerning teaching and learning. Staff are supported with effective classroom management strategies to ensure effective behaviour management. Staff need to recognise that codes for interacting with other people vary between cultures, and staff need to be aware of, and respect, those used by all members of the school. All staff need to provide a positive model of behaviour by treating students, parents and one another with friendliness, care and courtesy.

12.2 The Role of Parents

Bales College strongly encourages an ethos and culture whereby there is clear communication with, and the support of parents. Parents are expected to take responsibility for the behaviour of their student both inside and outside the school. We expect parents to encourage their children to support the school rules, their child's learning, and to co-operate with the school, as set out in the home-school agreement.

It is an offence under section 547 of the Education Act 1997 for any person (including a parent) to cause a nuisance or disturbance on school premises. Parents should not become angry publically, and if they have a problem this should be dealt with in privacy. If parents were to show aggressive or abusive behaviour, it can present a risk to staff and children. If there are any concerns about the behaviours of parents or visitors, they are required to leave the premises. If there is a court order against a parent seeing their child, the school will abide by the conditions of the Order. School premises are private property and parents will generally have permission from the school to be on school premises. However, in cases of abuse or threats to staff, pupils or other parents, schools may ban parents from entering the school. For example, a parent who has been banned from entering the school premises is trespassing if he or she does so without permission and the police will be called. All adults, including staff, parents and visitors, are expected to behave in a manner which is in line with and supportive of our school ethos.

13.0 Monitoring of behaviour trends

The Assistant Principal undertakes to regularly monitor the college's sanctions against students and to identify any issues requiring action. A termly review is kept in the Incident File. Incident reports are annotated with any updates/consequences as and when they arise. The Assistant Principal (pastoral) reflects critically on any behaviour trends and undertakes to adjust school policy accordingly.

Bales College adopted this amended Behavioural Policy in June 2016.

Signed: Mark Yearsley (Assistant Principal)

Signed: William Moore (Principal)

Policy Review Date: June 2017