

# **Merrill Academy Behaviour Policy**

# BEHAVIOUR PRINCIPLES AND POLICY

Office Use only:

Policy/Procedure	Board/Date of Approval:	Implementation Date: January 2019	Review Dates: Annually	Impact Assessed:
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Originator: Laura Turner-Ramadan		Area: Behaviour and Safety	

## Purpose of this policy

The purpose of this policy is to support and maintain the development of a safe, effective and happy learning community at Merrill Academy that:

- promotes good behaviour, self-discipline and respect
- prevents bullying
- ensures students demonstrate focus in their learning and make good progress
- develops students into well rounded individuals who are prepared for life in the local, national and global community

In doing so the academy will ensure:

- clarity about the expectations of students' behaviour
- this behaviour policy is clearly understood by all stake holders
- the consistent use of sanctions and rewards for all students
- students' additional needs are accounted for when issuing sanctions and rewards
- liaison with parents/carers and outside agencies to support students
- appropriate training for staff
- appropriate intervention is implemented to support students

## Academy Values

Students and staff are asked to conduct themselves in line with the Academy Values;

- Excellence
- Determination
- Empathy
- Community

The rewards system is underpinned by these values and staff are asked to refer to these values in conversation with students and parents/carers to reinforce the core values.

# BEHAVIOUR PRINCIPLES AND POLICY

Merrill Academy adopts the principles of the Pivotal Education philosophy including;

- Calm, consistent adult behaviour
- First attention to best conduct
- Routines
- Reparation and reflection

## **Uniform**

Students must wear the following school uniform;

- Black Blazer (optional with Merrill Academy logo)
- White collared shirt fastened to the top and tucked in
- House tie
- Black skirt (knee length and not tight fitting) or black ankle length trousers (not tight fitting or jeans)
- Black school shoes (not trainers)

The following guidance must be adhered to;

Hoodies must be removed when in the school building, hoodies or jackets must not be worn underneath the blazer and hats must be removed when in the school building. In lessons coats, jackets, hoodies, hats and scarves are not permitted to be worn.

Merrill Academy will hold a supply of spare uniform that students can borrow.

## **Hair**

Students are permitted to dye their hair and style it however they wish unless it is a style that causes offence. Long hair will need to be tied back for some lessons including PE, dance technology and science.

## **Jewellery**

Permitted;

Ear stud, small ear hoop, nose stud, discrete ear bars, one ring

Not permitted;

Stretchers, nose rings, large ear hoops, more than one ring, other jewellery on show

## **Equipment**

Students must have the following basic equipment; two black or blue pens, one red pen, one pencil, one 30cm ruler, one rubber, one pencil sharpener, one pencil case, one school bag (capacity to carry an A4 folder) and a copy of their timetable.

Replacement equipment can be purchased cheaply from main reception.

# BEHAVIOUR PRINCIPLES AND POLICY

At Merrill Academy we will:

- Communicate and reinforce expectations of good behaviour to students, staff, parents and governors
- Consistently challenge students who fail to meet our expectation of behaviour.
- Always try to identify reasons for poor behaviour in order to address the problem effectively and appropriately.
- Offer support to students and families and to staff in ensuring the highest standards of behaviour for all students whatever the circumstances.
- Develop approaches to teaching and learning and tailor an individual's curriculum experience to promote the engagement and development of all students.
- Promote the identity of each student and member of staff in order that they benefit from each other.
- Involve parents and other agencies at an appropriate stage, to promote the highest standards of behaviour and engagement from all students.
- Encourage students to take risks in their learning without the fear of failure in developing into resilient learners and positive citizens.

In our teaching we will:

- Ensure all lessons begin promptly and provide adequate stretch and challenge for all students
- Meet and greet students when they come into the classroom
- Consistently use the systems in place to follow through with all sanctions and rewards
- Follow the school behaviour policy
- Allow students time to reflect and amend their behaviour.
- Implement effective strategies to encourage positive behaviour
- Praise frequently, appropriately and willingly
- Differentiate and personalise lessons and resources for students
- Be aware of students individual needs and be familiar with student and SEN profile documents
- Utilise other adults in the classroom effectively, ensuring they are aware of the aims and outcomes of the lesson.

Communication with Parents/Carers:

The academy will give regular feedback to parents about their child's progress and behaviour (positive and negative) through phone calls, meetings, access to Classcharts, letters, postcards and through the annual report and parents' evenings. It is the responsibility of the mentor and head of house to communicate/liaise with parents on a regular basis.

# BEHAVIOUR PRINCIPLES AND POLICY

## Reward Procedure

Positive behaviour should be recognised and rewarded at all times. Positive recognition should be given to students who are good ambassadors for the academy and for themselves. All staff are expected to give praise and must ensure equality of opportunity for students to achieve rewards regardless of age, ethnicity, gender, sexual orientation, special educational needs and disability.

Rewards are central to the promotion of students' best work, positive attitudes and behaviour and contribute to the creation of a positive learning environment by motivating students and recognising success and achievement.

At Merrill Academy, students will be rewarded in a variety of ways including short, medium and long term rewards. Rewards are in recognition for students demonstrating the academy values and having good attendance.

Rewards are determined in consultation with students and staff and may include;

- Verbal/non-verbal praise
- Recognition boards in classrooms
- Certificates
- Postcards
- Positive points on Classcharts
- Phone calls home
- Golden tickets to celebration assemblies
- Student of the week for each house
- Tea and cake with the headteacher
- Internal reward events eg film and pizza
- Trips
- School badges

School Badges;

- Bronze award – presented by the mentor to reward a student for getting over 200 positive points
- Silver award – presented by the head of house to reward a student for getting over 500 positive points
- Gold award– presented by the headteacher to reward a student for getting over 750 positive points
- Platinum award – presented by a school governor to reward a student for getting over 1000 positive points

## Positive Points

Excellence Point – one point will be awarded at the end of the lesson if a student makes the correct level of progress in the lesson in relation to their ability/starting point.

Determination Point – one point will be awarded at the end of the lesson if the student demonstrates their best effort throughout the whole lesson.

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Community Point – will be awarded if a student makes a positive contribution to the school community. A community point will also be awarded to a student for making a positive contribution to the classroom community by

- Entering the room with correct uniform on
- Having all correct equipment
- Completing/attempting Bell Work task
- Sitting in designated seat in seating plan

The Reward System will be most effective if;

- Staff issue rewards consistently to students using a clear criteria
- Rewards are given in a timely manner
- Students are aware of rewards available to them and the timescale for rewards
- Students receive regular feedback on how many reward points they have accrued and their progress towards medium and long term rewards
- There are opportunities for students to have a 'clean slate' at timely points throughout the year to allow students access to rewards
- Students who demonstrate behaviour that is not in line with the school behaviour policy may have their opportunities to access some rewards revoked

### Consequence Procedure

Merrill Academy believes in promoting positive behaviour and allowing students the opportunity to reflect and amend their behaviour to prevent escalation. It is the role of staff at the Academy to;

- Adhere to the consequence procedure as outlined in this document and apply it consistently
- Ensure all staff and students are aware of the consequence procedure
- Take students additional needs into account when applying the consequence procedure and amend as appropriate
- Communicate with parents in a timely manner regarding sanctions
- Facilitate staff following through with issues that they are involved in that lead to a sanction
- Encourage reflection and allow students the opportunity to apologise where appropriate
- Wherever possible apply the 'new day new start' principle

	Criteria	Classroom procedure	Sanction	Intervention	Follow up
Positive engagement strategies	Staff should aim to use strategies to engage students positively in the lesson at all times.	Refer to student profile documents and student SEN passports for strategies to	N/A	N/A	N/A

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		support individual students. Staff seeking support with strategies can discuss this with their line manager and seek support from the coaching team at Merrill Academy.			
C1 log on Classcharts	<ul style="list-style-type: none"> <li>• Disruption to learning environment</li> <li>• Lack of effort</li> <li>• Failure to bring PE kit</li> </ul>	Student is spoken to in private at their desk, given a choice, reference is made to previous good behaviours and time is given for student to amend behaviour.	Warning	Mentor discuss with student	Mentor and class teacher monitors behaviour
C2 log on Classcharts	<ul style="list-style-type: none"> <li>• Continued disruption to learning environment</li> <li>• Continued lack of effort</li> <li>• Refusal to borrow PE Kit</li> </ul>	Student is spoken to in private at their desk, given a choice, reference is made to previous good behaviours and time is given for student to amend behaviour.	15min DT afterschool with mentor in mentor room	Mentor discusses with student and liaise with class teacher if necessary	x4 C2's in half a term = teacher and curriculum leader intervention (reparation conversation at convenient time)

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		Press SET alert button if necessary to request support from the Student Engagement Team to speak to the student.			
C3 log on Classcharts	<ul style="list-style-type: none"> <li>• Continued disruption to learning environment despite student given the time to amend behaviour</li> <li>• Continued lack of effort despite support offered support</li> </ul>	<p>Student is spoken to in private at their desk.</p> <p>Student removed by a member of staff to work in a departmental buddy room for the remainder of the lesson.</p>	45min DT afterschool (first 15mins with mentor in mentor room, remaining 30mins in department DT room)	Staff who issued C3 finds student in C3 DT and has reparation conversation (log notes on CC as intervention) Staff who issued C3 makes phone call home and logs on CC	x2 C3's in half a term = teacher and curriculum leader reparation intervention and meeting with parents

### Fixed Term Exclusion

Merrill academy will follow statutory guidance when issuing fixed term exclusions.

<https://www.gov.uk/government/publications/school-exclusion>

### Reflection and Reparation Sessions

In some situations it will be necessary for students to spend time out of the classroom in V5/V6 (or other designated area) to allow time for reflection and/or reparation.

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## Intervention

Students will be supported with their behaviour and learning by appropriate intervention for example;

	Procedure	Sanction	Intervention
Truancy	Student does not attend some or all of lesson SE team to inform main office when a text is to be sent home regarding a student truanting (for persistent truants)	45 minute DT in V3 (first 15mins with mentor in mentor room, remaining 30mins in V3)	Phone call home by mentor
Late to P1 or first lesson after lunch	Student arrives after the bell for P1 or P4 (Yr7,9,11) or P5 (Y8 and 10)	45 minute DT in V2 (first 15mins with mentor in mentor room, remaining 30mins V2)	Phone call home by mentor

- Communication with parents/cares/guardians
- Report cards
- Restorative work
- Removal from lesson
- Time spent in reflection/reparation sessions
- Timetable changes
- Contracts
- Alternative provision
- SEN support
- Mentoring
- Counselling
- Referrals to and liaison with outside agencies

## Managed Moves

In some instances it may be appropriate for the student to be offered a temporary place at another school using the managed move process. Parents must consent to the managed move procedure and Merrill Academy will follow the guidance outlined by Derby City Local Education Authority.

# BEHAVIOUR PRINCIPLES AND POLICY

## **Detentions/Reparation Meetings**

- Merrill Academy will use reparation meetings and restorative conversations between the student and the member of staff
- Teachers have a legal power to keep students (aged 18 and under) afterschool to participate in detentions and reparation meetings
- Where possible, all detentions and reparation meetings must be served on the day that they are issued
  - Parental consent is not required for detentions/reparation meetings but parents/carers will be contacted as a follow up to the meeting

# BEHAVIOUR PRINCIPLES AND POLICY

## Definitions Teacher's powers

- Teachers have statutory authority to discipline students whose behaviour is unacceptable, who break the school rules or who fail to follow a reasonable instruction (Section 91 of the Education and Inspections Act 2006)
- The power also applies to all paid staff (unless the Headteacher says otherwise) with responsibility for students, such as teaching assistants
- Teachers can discipline students at any time the student is in school or elsewhere under the charge of a teacher, including on school visits
- Teachers can also discipline students for misbehaviour outside school
- Teachers have a specific legal power to impose detention outside school hours
- Teachers can confiscate students' property

A teacher may discipline a student for any misbehaviour when the student is:

- Taking part in any academy-organised or academy-related activity or
- Travelling to and from the academy
- Wearing the academy uniform (or in some other way identifiable as student of the academy)

Or misbehaviour at any time, whether or not the conditions above apply, that:

- Could have repercussions for the orderly running of the academy or
- Poses a threat to another student or member of the public or
- Could adversely affect the reputation of the academy

## Power to use reasonable force

The legal provisions on school discipline also provide members of staff with the power to use reasonable force to prevent students committing an offence, injuring themselves or others or damaging property, and to maintain good order and discipline in the classroom.

The Headteacher and authorised staff may also use such force as is reasonable given the circumstances when conducting a search without consent 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.

## ROLES AND RESPONSIBILITIES

The Governing Body has adopted the Northworthy Trust general principles which apply the five pledges to support student behaviour and discipline. The Governing Body will support the school in maintaining high standards of behaviour.

## BEHAVIOUR PRINCIPLES AND POLICY

The Headteacher is responsible for the implementation and day-to-day management of the policy and procedures. All staff will be responsible for ensuring that the policy and procedures are followed, and consistently and fairly applied. Mutual support amongst all staff in the implementation of the policy is essential. Staff have a key role in advising the Headteacher on the effectiveness of the policy and procedures. Staff have a responsibility, with the support of the Headteacher, for creating a high quality learning environment which fosters a positive atmosphere for all students.

Parents and carers will be expected to take responsibility for the behaviour of their child both inside and outside the school. They will be encouraged to work in partnership with the school in maintaining high standards of behaviour and will have the opportunity to raise with the school any issues arising from the operation of the policy.

Students will be expected to take responsibility for their own behaviour and will be made fully aware of the school policy, procedures and expectations. Students are encouraged to report any instances of misbehaviour, disruption, violence or bullying. (see "Anti Bullying Policy")

The procedures arising from the policy will be developed by the Headteacher in consultation with staff. The procedures will make clear to the students how acceptable standards of behaviour can be achieved and will have a clear rationale which is made explicit to all staff, students and parents. The procedures will be consistently and fairly applied and promote the idea of personal responsibility and that every member of the school has a responsibility towards the whole community.

The school will notify the police and other relevant bodies of incidents where it is appropriate to do so.

### TRAINING OF STAFF

The school provides relevant information and training on behaviour management matters to all groups of staff. The school will provide training to all staff on behaviour management matters through induction training for all new staff, whole-school INSET and specific planned/tailored training.

### THE POWER TO DISCIPLINE BEYOND THE SCHOOL GATE

The measures which the Headteacher determines in promoting and encouraging good behaviour may, to such extent as is reasonable, include measures to be taken with a view to regulating the conduct of students at a time when they are not on the premises of the school and are not under the lawful control of a member of staff at the school.

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Disciplining beyond the school gate covers the school's response to bad behaviour and bullying which occurs anywhere off the school premises and which is witnessed by a member of staff or reported to the school. Further to investigation, appropriate school sanctions will be implemented by a member of SLT and in consultation with the Headteacher. The Governing Body must be satisfied that the measures proposed by the Headteacher are lawful. (see Statutory Guidance updated January 2016)

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/488034/Behaviour\\_and\\_Discipline\\_in\\_Schools\\_-\\_A\\_guide\\_for\\_headteachers\\_and\\_School\\_Staff.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/488034/Behaviour_and_Discipline_in_Schools_-_A_guide_for_headteachers_and_School_Staff.pdf)

### WHAT THE LAW ALLOWS

Teachers have a statutory power to discipline students for misbehaving outside of the school premises. Section 90 of the Education and Inspections Act 2006 gives Headteachers a specific statutory power to regulate students' behaviour in these circumstances "to such extent as is reasonable."

Subject to the school's Behaviour Policy, the teacher may discipline a student for any misbehaviour when the student is:

- taking part in any school-organised or school-related activity
- travelling to or from school
- wearing the school uniform
- in some other way identifiable as a student at the school.

Misbehaviour at any time, whether or not the conditions above apply, that:

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

### Guidance on Screening, Searching and Confiscation

This guidance is related to the following advice which will be kept under review and updated as necessary:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/488034/Behaviour\\_and\\_Discipline\\_in\\_Schools\\_-\\_A\\_guide\\_for\\_headteachers\\_and\\_School\\_Staff.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/488034/Behaviour_and_Discipline_in_Schools_-_A_guide_for_headteachers_and_School_Staff.pdf)

# BEHAVIOUR PRINCIPLES AND POLICY

## Searching with Consent

School staff can search students with their consent for any item which is banned by the school rules.

## Searching without Consent – What the law says: What can be searched for?

- Knives or weapons
- Alcohol
- Illegal drugs
- Stolen items (referred to in the legislation as 'prohibited 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 property of, any person (including the student)
- Any item banned by the school rules which has been identified in the rules as an item which may be searched for.

## Confiscation

School 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.

## Who can search?

The Headteacher or a member of school staff authorised by the Headteacher can search.

- The member of staff **MUST** be the same sex as the student being searched; and there must be a witness (also a staff member) and, if at all possible, they should be the same sex as the student being searched
- There is a limited exception to this rule. Staff can carry out a search of a student of the opposite sex to the member of staff and without a witness present, but only where the member of staff reasonably believes that there is a risk that serious harm will be caused to a person if they do not conduct the search immediately and where it is not reasonably practicable to summon another member of staff.

## When searches can take place

If a member of staff has reasonable grounds for suspecting that a student is in possession of a prohibited item. Also note

- The law also says what must be done with prohibited items which are seized following a search
- The requirement that the searcher is the same sex as the student and that a witness is present will continue to apply in nearly all searches. Where it is practicable to summon a staff member of the same sex as the student and a witness, then the teachers wishing to conduct a search must do so.

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## **Establishing grounds for a search**

Staff can only undertake a search without consent if they have reasonable grounds for suspecting that a student may have in his or her possession a prohibited item. The member of staff must decide in each particular case what constitutes reasonable grounds for suspicion. For example, they may have heard other students talking about the item or they might notice a student behaving in a way that causes them to be suspicious

- In the exceptional circumstances when it is necessary to conduct a search of a student of the opposite sex or in the absence of a witness, the member of staff conducting the search should bear in mind that a student's expectation of privacy increases as they get older
- The powers allow school staff to search regardless of whether the student is found after the search to have that item. This includes circumstances where staff suspect a student of having items such as illegal drugs or stolen property which are later found not to be illegal or stolen
- School staff can view CCTV footage in order to make a decision as to whether to conduct a search for an item.

## **Location of a search**

- Searches without consent can only be carried out on the school premises or, if elsewhere, where the member of staff has lawful control or charge of the student, for example on school trips in England or in training settings
- The powers only apply in England. Where school trips involve travel to other countries consent to search students using the criteria outline in this policy will be authorised by parent/carer/guardian signing the trip consent form.

## **During the search**

Extent of the search – clothes, possessions, and lockers.

## **What the law says:**

- The person conducting the search may not require the student to remove any clothing other than outer clothing
- 'Outer clothing' means clothing that is not worn next to the skin or immediately over a garment that is being worn as underwear but 'outer clothing' includes hats; shoes; boots; gloves and scarves
- 'Possessions' means any goods over which the student has or appears to have control – this includes lockers and bags
- A student's possessions can only be searched in the presence of the student and another member of staff, except where there is a risk that serious harm will be caused to a person if the search is not conducted immediately and where it is not reasonably practicable to summon another member of staff.

# BEHAVIOUR PRINCIPLES AND POLICY

## Also note

- The power to search without consent enables a personal search, involving removal of outer clothing and searching of pockets; but not an intimate search going further than that, which only a person with more extensive powers (e.g. a police officer) can do.

## Lockers

- Under common law powers, schools are able to search lockers for any item provided the student agrees. Schools can also make it a condition of having a locker that the student consents to have these searched for any item whether or not the student is present
- If a student does not consent to a search (or withdraws consent having signed a consent form) then it is possible to conduct a search without consent but only for “prohibited items”.

## Use of Force

- 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 banned under the school rules.

## Items found as a result of a ‘without consent’ search – what the law says:

- A person carrying out a search can seize anything they have reasonable grounds for suspecting is a prohibited item or is evidence in relation to an offence
- Where a person conducting a search finds alcohol, they may retain or dispose of it. This means that schools can dispose of alcohol as they think appropriate, but this should not include returning it to the student.
- Where they find controlled drugs, these must be delivered to the police as soon as possible but may be disposed of if the person thinks there is a good reason to do so
- Where they find other substances which are not believed to be controlled drugs, these can be confiscated where a teacher believes them to be harmful or detrimental to good order and discipline. This would include, for example, so called ‘legal highs’. Where staff suspect a substance may be controlled they should treat them as controlled drugs as outlined above
- Where they find stolen items, these must be delivered to the police as soon as reasonably practicable – but may be returned to the owner (or may be retained or disposed of if returning them to their owner is not practicable) if the person thinks that there is a good reason to do so
- Where a member of staff finds tobacco or cigarette papers they may retain or dispose of them. As with alcohol, this means that schools can dispose of tobacco or cigarette papers as they think appropriate, but this should not include returning them to the student

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- Fireworks found as a result of a search may be retained or disposed of but should not be returned to the student
- If a member of staff finds a pornographic image, they may dispose of the image unless its possession constitutes a specified offence (i.e. it is extreme or child pornography) in which case it must be delivered to the police as soon as reasonably practicable. Images found on a mobile phone or other electronic device can be deleted unless it is necessary to pass them to the police
- Where an article that has been (or could be) used to commit an offence or to cause personal injury or damage to property is found it may be delivered to the police or returned to the owner. It may also be retained or disposed of
- Where a member of staff finds an item which is banned under the school rules they should take into account all relevant circumstances and use their professional judgement to decide whether to return it to its owner, retain it or dispose of it
- Any weapons or items which are evidence of an offence must be passed to the police as soon as possible.

Confiscation is a sanction applied as part of the whole school behaviour policy. It has a range of legal implications and staff will need to follow this guidance to ensure they are acting at all times within the law.

### **Statutory guidance on the disposal of controlled drugs and stolen items**

- It is up to staff to decide whether there is a good reason not to deliver stolen items or controlled drugs to the police. In determining what is a “good reason” for not delivering controlled drugs or stolen items to the police the member of staff must have regard to the following guidance issued by the Secretary of State:
- In determining what is a ‘good reason’ for not delivering controlled drugs or stolen items to the police, the member of staff should take into account all relevant circumstances and use their professional judgement to determine whether they can safely dispose of a seized article
- Where staff are unsure as to the legal status of a substance and have reason to believe it may be a controlled drug they should treat it as such
- With regard to stolen items, it would not be reasonable or desirable to involve the police in dealing with low value items such as pencil cases. However, school staff may judge it appropriate to contact the police if the items are valuable (iPods/laptops) or illegal (alcohol/fireworks).

### **Statutory guidance for dealing with electronic devices**

- Where the person conducting the search finds an electronic device they may examine any data or files on the device if they think there is a good reason to do so. Following an examination, if the person has decided to return the device to the owner, or to retain or dispose of it, they may erase any data or files, if they think there is a good reason to do so

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- The member of staff must have regard to the following guidance issued by the Secretary of State when determining what is a “good reason” for examining or erasing the contents of an electronic device:
- In determining a ‘good reason’ to examine or erase the data or files the staff member must reasonably suspect that the data or file on the device in question has been, or could be, used to cause harm, to disrupt teaching or break the school rules
- If inappropriate material is found on the device it is up to the teacher to decide whether they should delete that material, retain it as evidence (of a criminal offence or a breach of school discipline) or whether the material is of such seriousness that it requires the involvement of the police.

### **Telling parents and dealing with complaints**

- Schools are not required to inform parents before a search takes place or to seek their consent to search their child
- There is no legal requirement to make or keep a record of a search
- Schools should inform the individual student’s parents or guardians where alcohol, illegal drugs or potentially harmful substances are found, though there is no legal requirement to do so
- Complaints about searching should be dealt with through the normal school complaints procedure.

### **School Procedure**

- Before confiscation takes place the student should be asked to remove any item which is against Academy dress code
- If the student repeatedly wears an inappropriate item; confiscation is the sanction
- If students do not comply with staff requests to hand over the item/s then refusal to follow instructions should be dealt with according to the behaviour policy.

### **Safeguarding**

- Staff should take particular care when confiscating items of clothing or jewellery. In particular, they should have appropriate regard to whether the item in question has a religious or cultural significance to the student
- In order to safeguard themselves and the student they should avoid physical contact or interference with students’ clothing of any kind
- In order to minimise risk, staff should ensure that if an item of clothing or jewellery is confiscated; this is done by a member of staff in the presence of another member of staff whenever possible.

Confiscation of any item that would leave the student only partly dressed must be avoided.

### **Prohibited Items**

The following are not allowed in school

- Alcohol
- Illegal substances

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- Any intoxicating substances e.g. legal highs
- Energy drinks
- Chewing gum
- Substitute cigarettes, including electronic cigarettes
- Cigarette papers and tobacco
- Matches, lighters or smoking materials
- Fireworks
- Pornographic images
- Stolen items
- Solvents
- Any kind of knife or weapon, real or imitation
- Any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property

Students who break school rules by bringing in any of the above will receive sanctions in line with the school Behaviour Policy. In the case of drugs, weapons and knives and extreme or child pornography, these will be handed over to the police. For other items the school will decide if and when to return a confiscated item.

Other items for which confiscation is appropriate are those which could be a distraction to learning, counter to the ethos of the school, potentially harmful or offensive or in breach of school policies. The member of staff will decide which action is to be taken in accordance with the school's behaviour policy.

### What to do with confiscated items

- Confiscated items must be clearly labelled with the students' name and the date of confiscation
- They should be given to the staff at Student Services or main reception so that if return at the end of the day or collection by parent(s)/carer(s) is deemed appropriate, this can take place
- If items are kept overnight or are to be handed to the police they will be stored in the school safe
- The school reserves the right to retain or dispose of alcohol, tobacco or cigarette papers should it be appropriate, but they should not be returned to the student.

### **The use of mobile electronic devices**

The school recognises the desire of some parents and carers for their child to have a mobile phone in order to make contact for safety purposes. It is also recognised that the use of mobile electronic devices may enhance learning in a variety of ways. If mobile phones or other electronic devices are brought into school, they must be kept out of sight during the school day, unless expressly authorised by a member of staff. In the case of an emergency, the mobile phone may be used before and after school in order for a parent to be in contact with the student. During the school day any contact with the student should be made through reception. If a student is using a mobile phone or electronic device

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without permission, it will be confiscated and kept in a secure place until the end of the school day. Refusal to hand over a mobile phone or electronic device will result in a fixed term exclusion.

Repeated or serious misuse of a mobile device may result in a student being banned from bringing their device to school. The school reserves the right to confiscate and retain a mobile phone, to be returned to a parent or to the police.