

THE BROXBOURNE SCHOOL

BEHAVIOUR AND DISCIPLINE POLICY AND PROCEDURES

1. ETHOS

The aim of The Broxbourne School is to raise all pupils' expectations and standards of achievement in a secure and supportive environment.

If pupils are to achieve and enjoy their education they need to feel safe and secure at school. Good behaviour and discipline are all important in achieving high standards. To this end, a set of rights and responsibilities of students, together with the school's expectations are set out below. A clearly defined system of rewards and sanctions reinforces those expectations.

2. JURISDICTION

The school's jurisdiction for taking disciplinary action extends to offences which take place on the school site during the school day, during lunchtimes (because it is school policy that all pupils remain on the site and in the care of the school), when pupils are journeying to and from school, whilst pupils are in school uniform or wearing the school dress code, or if other pupils are present in uniform, and while pupils are at an official school activity, or on an official school journey, visit or activity off the school site. The school's jurisdiction is also extended to breaches on social media and all other electronic communication within school and outside of school hours when it impacts on behaviour within school.

3. REWARDS

The school operates a reward system which recognises good work, effort, attendance, citizenship and contribution to the extra-curricular life of the school. It consists of praise, departmental letters of commendation, credits, gift tokens, certificates, awards and public recognition in class, year or full assemblies.

4. RIGHTS AND RESPONSIBILITIES

- a) Pupils have the right to be respected, but this carries with it responsibilities to respect others and treat all members of the school community fairly, courteously and to listen to their points of view. In all their dealings with staff pupils must always be polite and must not be disobedient or defiant. Pupils must follow all reasonable instructions from members of staff. Pupils must not bully, intimidate, harass, harm or assault any other pupil. Pupils must not discriminate against other members of the school community on the grounds of disability, race, sex, pregnancy and maternity, gender reassignment, religion or belief, sexual orientation, age, marriage and civil partnership.
- b) Pupils have a right to learn, but this carries with it responsibility to work without disturbing others. Disruptive behaviour prevents pupils from learning. Pupils must, therefore, always allow the teacher to teach and others to learn. They must always attend school regularly, remain on the premises during the school day, arrive punctually for school and for lessons and follow the school rules on dress and appearance.
- c) Pupils have a right to be safe and secure at all times but this carries with it responsibilities to act always in turn, in a safe, responsible and sensible manner towards others.
- d) Pupils have a right to work in a clean and tidy environment but this carries with it the responsibility for all pupils to care for the school environment, buildings and equipment and other people's property.

5. DRUGS

Any contravention of the school's Drugs Policy is considered to be a serious breach of the school's Behaviour and Discipline Policy. Please refer to the school's separate Drugs Policy for further details.

6. OFFENSIVE WEAPONS

The carrying of offensive weapons whilst journeying to and from school, at school or on a school activity, visit or journey is not acceptable under any circumstances. The Headteacher will in most cases exclude the pupil or pupils permanently.

'Offensive weapons are defined in the Prevention of Crime Act 1953 as 'any article made or adapted for causing injury to the person; or intended by the person having it with him for such use by him'. Sections 139 and 139A of the Criminal Justice Act 1988 refer to 'any article which has a blade or point or is sharply pointed'.

Pupils and their parents should note it is an offence, under section 139A of the Criminal Justice Act 1988 (as inserted by section 4 of the Offensive Weapons Act 1996) to carry an offensive weapon or knife on school premises. This offence is arrestable under section 24(2) of the Police and Criminal Evidence Act 1984 (as amended by section 1 of the Offensive Weapons Act 1996). It is also an offence to carry an offensive weapon or knife in a public place (such as around a school) unless a person has a good reason or lawful authority for having the article with him'.

7. ALTERNATIVE TO PERMANENT EXCLUSION

The school may decide if it is appropriate to use alternatives to permanent exclusion such as restorative justice; mediation between pupils or between a pupil and a member of staff; internal exclusion; or a managed move.

8. USE OF REASONABLE FORCE

The school believes that pupils need to be safe, to know how to behave and to know that the adults around them are able to manage them safely and confidently. For a very small number of pupils, the use of physical intervention may be needed.

All members of the school staff have a legal power (Education and Inspections Act 2006) to use reasonable force to control or restrain pupils in circumstances that meet the following defined criteria:

- To prevent a child from committing a criminal offence
- To prevent a child from injuring self or others
- To prevent or stop a child from causing serious damage to property (including the child's own property)
- To stop the child from engaging in any behaviour which is prejudicial to maintaining good order and discipline at the school

9. FALSE ALLEGATIONS

The Headteacher may decide on a range of disciplinary actions for pupils who make false allegations. These include fixed term or permanent exclusion. In extreme circumstances, the Headteacher may involve the police if there are grounds for believing a criminal offence has been committed.

10. SEARCHING PUPILS AND CONFISCATION OF A PUPIL'S PROPERTY

A member of staff may confiscate, retain or dispose of a pupil's property as a punishment without liability for damage to, or loss of, any confiscated items.

School staff can search pupils with their consent for any item which is banned by the school rules. The Headteacher, Heads of Year, members of SLT and other staff authorised by the Headteacher have the power to search pupils or their possessions, without consent, where they suspect the pupil has weapons, alcohol, illegal drugs, tobacco, fireworks, stolen items, pornographic images and any article (including a mobile phone) that has been or is likely to be used to commit an offence, cause personal injury or damage to property.

11. SANCTIONS

a) There are a number of sanctions that may be applied to punish misbehaviour. Pupils and their parents must accept these sanctions. These include:

- Disapproval
- Extra work. This is usually given by subject teachers
- Withdrawal of privileges, such as exclusion from school visits or other events
- Detention. This will be given with 24 hours' notice, and may be up to one hour in length. This may be given by subject teachers or pastoral staff
- Headteacher's detention. This will be given with 24 hours' notice, and may be up to two hours in length. This will be given by senior leaders
- Report. This could take the form of behavioural, attendance or homework reports. It is usually – but not exclusively – given by the Head of Year
- Internal Exclusion. Occasionally a student may be withdrawn from lessons or supervised at break, or lunch time, by a member of staff. During this time, the pupil will be isolated from others
- Exclusion. Fixed Term and Permanent. This can only be authorised by the Headteacher, or Acting Headteacher in her absence

b) Permanent Exclusion

The Headteacher will use her judgement in deciding whether to exclude a child permanently

The decision to exclude a pupil permanently will only be taken:

- In response to a serious breach, 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

The Secretary of State requires the Governing Body to have regard to the interests of other pupils and people working at the school when considering an exclusion.

12. SUPPORT

The above sanctions co-exist with a variety of support procedures, ranging from advice and counselling from staff, through the drawing up of an Individual Behaviour Plan, to the creation of a Pastoral Support Programme. Assistance may be sought from outside agencies such as Careers Advisers, Attendance Improvement Officers, Educational Psychologists, Behaviour Support Team or the Education Support Centre Outreach Team. The Broxbourne School will also consider whether a multi-agency assessment that goes beyond the pupil's educational needs is required to support them.

Procedures may be changed from time to time when deemed appropriate by the school.

Luke Sweetland

Reviewed: Autumn 2018 (PC)
Ratified: Autumn 2018
Next review: Autumn 2019