

Behaviour, Rewards and Sanctions (including Exclusion) Policy EYFS (Reception) to Div VIII



GLEBE HOUSE
SCHOOL & NURSERY
HUNSTANTON

This policy was updated in September 2025.

Review is due for the beginning of September 2026.

All changes from previous documents and sections have been highlighted yellow.

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This policy initiated	-	September 2024
Policy written by	-	Adrian Stewart (Head)
Policy to be updated on an annual basis.		

Change Log – for 2025/2026

Sections which have changes from the previous Behaviour Policy.

Principles

Aims

This is the behaviour and discipline policy of Glebe House School (**School**).

The aims of this policy are as follows:

- to promote good behaviour amongst pupils;
- to actively promote and safeguard the welfare of pupils at the School;
- to ensure, so far as possible, that every pupil in the School can benefit from and make his/her full contribution to the life of the School, consistent always with the needs of the School community;
- to encourage pupils to accept responsibility for their behaviour;
- to set out the sanctions adopted by the School in the event of pupil misbehaviour.

Scope and application

- This policy applies to the whole School.
- This policy (together with the School rules and all School policies on behaviour and discipline) applies to all pupils at the School and at all times when a pupil is:
 - in or at School;
 - representing the School or wearing School dress;
 - travelling to or from School;
 - on School-organised trips;
 - associated with the School at any time.
- This policy shall also apply to pupils at all times and places in circumstances where failing to apply this policy may: affect the health, safety or well-being of a member of the School community or a member of the public; have repercussions for the orderly running of the School; or bring the School into disrepute.

Regulatory framework

This policy has been prepared to meet the School's responsibilities under:

- Education (Independent School Standards) Regulations 2014;
- Boarding schools: national minimum standards (Department for Education (DfE), September 2022);
- Education and Skills Act 2008;
- Children Act 2004;
- Data Protection Act 2018 and General Data Protection Regulation (GDPR); and
- Equality Act 2010.

This policy has regard to the following guidance and advice:

- Behaviour and discipline in schools (DfE, January 2020);
- Use of reasonable force (DfE, July 2013);
- Searching, screening and confiscation: advice for schools (DfE, January 2018);
- Sexual violence and sexual harassment between children in schools and colleges (DfE, May 2018); and Keeping children safe in education (latest version) (KCSIE).

The following School policies, procedures and resource materials are relevant to this policy:

- IT Acceptable Use Policy for pupils;
- Anti-Bullying Policy;
- policy on smoking, alcohol and the misuse of drugs and substances;
- Online Safety Policy
- Safeguarding and Child Protection Policy and procedures;
- Risk assessment policy for pupil welfare;
- Accessibility Plan
- Permanent exclusion and removal: review procedure.

Publication and availability

- This policy is published on the School website.
- This policy is available in hard copy on request and can be made available in large print or other accessible format if required.

Definitions

Where the following words or phrases are used in this policy:

- References to the **Proprietor** are references to the Board of Governors.
- References to **working days** mean Monday to Friday, when the School is open during term time. The dates of terms are published on the School's website. In the event that the application of this definition is likely to introduce excessive delays, due to intervening School holidays, the School's approach is to take sensible and reasonable steps so as to minimise any hardship or unfairness arising from such delays.
- References to the **Head** may include the SLT.
- References to **Parent** or **Parents** includes one or both of the parents, a legal guardian or education guardian.
- References to the **Review** are to the review by the panel of the Head's decision in accordance with the permanent exclusion and removal: review procedure.

Responsibility statement and allocation of tasks

- The Proprietor has overall responsibility for all matters which are the subject of this policy.
- To ensure the efficient discharge of its responsibilities under this policy, the Proprietor has allocated the following tasks:

Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with the law and best practice	Head	As required, and at least annually
Monitoring the implementation of the policy, relevant risk assessments and any action taken in response and evaluating effectiveness	Head	As required, and at least annually
Maintaining up-to-date records of all information created in relation to the policy and its implementation as required by the GDPR	Head	As required, and at least annually
Formal annual review	Chair of Governors	Annually

Rewards and Sanctions

Promoting good behaviour

Pupils are educated about good behaviour through the operation of the School's curriculum, PSHCE programme and the School's pastoral support systems. Pupils are encouraged to act responsibly and, through the operation of this policy, to accept responsibility for their behaviour.

The School understands that rewards can be more effective than sanctions in motivating pupils. The ways in which the School may reward good behaviour are set out in **Appendix 1**.

The School recognises that where challenging behaviour is related to a pupil's disability, the use of positive discipline and reward methods may enable the School to manage the pupil's behaviour more effectively and improve their educational outcomes.

Minor breaches of discipline

The School has pastoral support systems in place to assist pupils in managing their behaviour. A range of sanctions are available for those who breach the School rules and policies for behaviour and discipline.

- Allegations, complaints or rumours of minor breaches of discipline are dealt with by staff as they occur. Staff may carry out informal interviews with the pupils involved.
- Low-level sanctions may be given (see **Appendix 1** for details of possible sanctions).
- When considering the appropriate sanction, the risks posed to pupil welfare by an individual's behaviour will be assessed. This may include consideration of how any action taken, sanctions applied or inaction may affect that individual's welfare and, where appropriate, how it may affect other pupils' welfare and/or the School community as a whole.

Serious breaches of discipline

- Allegations, complaints or rumours of serious breaches of discipline should be referred to the Head.
- The main categories of misconduct which are serious breaches of discipline, for which a serious sanction should be expected include but are not limited to:
 - supply/possession/use of certain drugs and solvents or their paraphernalia or substances intended to resemble them, or alcohol or tobacco including vapes.
 - theft, blackmail, physical violence, intimidation, racism or persistent bullying;
 - physical or emotional abuse;
 - harmful sexual behaviour including sexual violence and sexual harassment; behaviour of a consensual sexual nature that may be persistent over a period of time as well as a one-off occasion
 - behaviour in contravention of the School's policies on the acceptable use of technologies or online safety;
 - supply or possession of pornography;
 - creating, sending and receiving of youth-produced sexual imagery via mobile phone or other technology, irrespective of whether this is produced and shared in or out of school
 - possession or use of firearms or other weapons;
 - vandalism or computer hacking;
 - persistent attitudes or behaviour which are inconsistent with the School's ethos, including prolonged/ regular low-level misbehaviour that has incurred action that would be a Minor Breach of Discipline;
 - other misconduct which affects the welfare of a member or members of the School community or which brings the School into disrepute (single or repeated episodes) on or off School premises;
 - other misconduct specifically provided for in the School's parent contract and School rules.

Sanctions for serious breaches of discipline include:

- **Controlled Suspension:** a pupil may be sent or released home for a limited period as a neutral act pending the outcome of an investigation or pending a Review.
- **Suspension:** a pupil may be sent or released home for a limited period as a disciplinary sanction.
- **Withdrawal:** the parents may be required to remove a pupil from the School if, after consultation with the Parents and if appropriate the pupil, the Head is of the opinion that:
 - the pupil has committed a breach or breaches of School rules or discipline for which removal is the appropriate sanction; or
 - by reason of the pupil's conduct, behaviour or progress, the pupil is unwilling or unable to benefit sufficiently from the educational opportunities and/or the community life offered by the School; or
 - the Parents have treated the School or members of its staff or any member of the School community unreasonably.
 - In these circumstances, and at the sole discretion of the Head, the Parents may be permitted to withdraw the pupil as an alternative to removal being required.
- **Permanent Exclusion:** a pupil may be permanently excluded from the School for a very grave breach of discipline or a criminal offence or for persistent lower-level breaches. Permanent exclusion is reserved for the most serious breaches.
- An allegation, complaint or rumour of a serious breach of discipline will be investigated in accordance with the procedures set out in **Appendix 2**.
- If the findings of the investigation support the allegation, complaint or rumour of a serious breach of discipline, a disciplinary meeting will be held in accordance with the procedures set out in **Appendix 3**.
- The Head is required to act fairly and in accordance with the principles of natural justice.
- If a pupil is withdrawn from the School before the conclusion of these disciplinary procedures, the School reserves the right to complete the procedures, in the absence of the pupil and the Parents if necessary, and to make a finding. The School reserves the right to refer to such disciplinary action in references provided for the pupil. The School reserves the right to involve the Police if criminal activity is suspected.

Parent involvement

- The School seeks to work in partnership with Parents over matters of discipline, and it is part of the Parents' obligations to the School to support the School rules.
- Parents will be informed as soon as reasonably practicable after it becomes clear that the pupil may face disciplinary action for a serious breach of discipline unless the School is prevented from doing so by the Police if they are involved.
- Parents will also be notified of disciplinary sanctions for minor breaches of discipline and may be contacted to discuss the matter if it is considered appropriate to do so.

Additional needs

- The School will make reasonable adjustments for managing behaviour which is related to a pupil's disability. Staff should seek advice from the SLT if they are unsure about how to manage a pupil's behaviour where this is related to a disability.
- If there is a concern that a pupil's behaviour is as a result of unmet educational or other needs, advice should be sought from the SENDCo and further action in accordance with the School's policy on special educational needs and learning difficulties will be considered.
- Where Permanent Exclusion or Removal needs to be considered, the School will ensure that a pupil with a disability or special educational needs is able to present their case fully where their disability or special educational needs might hinder this.

Safeguarding

- Some behaviour by a pupil towards another may be of such a nature that safeguarding concerns are raised. Safeguarding issues can manifest themselves via peer-to-peer abuse. This includes, but is not limited to:

- bullying (including cyber-bullying);
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;
- sexual violence and sexual harassment;
- sexting (also known as youth-produced sexual imagery); and
- initiation/hazing type violence and rituals.

The School's policy and procedures with regard to peer-on-peer abuse are set out in the School's safeguarding and child protection policy. If behaviour and discipline matters give rise to a safeguarding concern, the procedures in the safeguarding and child protection policy will be followed.

Malicious allegations against staff

- Where a pupil makes an accusation against a member of staff and there is reasonable suspicion that the accusation has been deliberately invented or malicious, the Head will consider whether to take disciplinary action in accordance with this policy.
- Where a Parent has made a deliberately invented or malicious allegation the Head will consider whether to require that Parent to remove their child or children from the School on the basis that they have treated the School or a member of staff unreasonably and compromised the requirement for mutual trust and confidence.
- The School will consider whether the police should be asked to consider if action might be appropriate against the person responsible for the malicious allegation.
- The School will consider a malicious allegation to be one where there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive.

Use of reasonable force

- Any use of force by staff will be reasonable, proportionate and lawful. Reasonable force will be used as set out in **Appendix 4**. More detailed guidance about the use of reasonable force is provided to staff in the Staff code of conduct.
- Corporal punishment is not used at the School and force is never used in any sanction

Searching pupils

- **Informed consent:** school staff may search a pupil or their possessions or accommodation with their consent for any item. If a member of staff suspects that a pupil has a banned item in their possession, they can instruct the pupil to turn out their pockets or bag. If the pupil refuses, sanctions will be applied in accordance with this policy.
- **Searches without consent:** in relation to prohibited items, the Head, and staff authorised by the Head, may search a pupil or a pupil's possessions, without their consent, where they have reasonable grounds for suspecting that a pupil has a prohibited item in their possession.
- Please see **Appendix 5** for the School's policy on searching and confiscation.

Training

- The School ensures that regular guidance and training is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles.
- The level and frequency of training depends on the role of the individual member of staff.
- The School maintains written records of all staff training.

Risk assessment

- Where a concern about a pupil's welfare is identified, the risks to that pupil's welfare will be assessed and appropriate action will be taken to reduce the risks identified.
- The format of risk assessment may vary and may be included as part of the School's overall response to a welfare issue, including the use of individual pupil welfare plans (such as behaviour, healthcare and education plans, as appropriate). Regardless of the form used, the School's approach to promoting pupil welfare will be systematic and pupil-focused.

Record keeping

- All records created in accordance with this policy are managed in accordance with the School's policies that apply to the retention and destruction of records.
- All rewards and sanctions issued by a classroom teacher should be entered into ScholarPack, the School's Management Information System. The SLT will monitor entries to ensure consistency across the school. Data collected from here will help form future approaches to rewards and sanctions.
- Rewards and sanctions issued by the Boarding House teams are entered into ScholarPack.
- The record of sanctions, maintained by the SLT, imposed for serious misbehaviour includes the following information:
 - the name, gender and year group of the pupil concerned;
 - the nature and date of the offence;
 - the sanction imposed and the reason for it;
 - the name of the person imposing the sanction.
 - whether the pupil is a boarder, EAL, SEN has a sibling at the School or is the son/ daughter of a member of staff
- This record is reviewed regularly by the SLT or Head so that patterns in behaviour can be identified and managed appropriately and to ensure consistent use of sanctions.
- The records created in accordance with this policy may contain personal data. The School has a number of privacy notices which explain how the School will use personal data about pupils and parents. The privacy notices are published on the School's website. In addition, staff must ensure that they follow the School's data protection policies and procedures when handling personal data created in connection with this policy. This includes the School's data protection policy.

Management of pupil transition

Regular opportunities for pupils to meet their future teachers take place during the Summer Term. Pupils visit their learning environments, a buddy system is set up, and teachers run a workshop for parents to support them with their child's transition. Pupils who are leaving Glebe House School are encouraged to attend *Transition Days* at their next schools when and where offered.

Corporal Punishment

Glebe adheres to the policy that corporal punishment, both its use and the threat of it, is prohibited at all times whether or not within the school premises. Physical contact, or the threat of it, which is deliberately intended to punish a pupil or to cause pain or humiliation is never acceptable.

Appendix 1 - Rewards and sanctions

Rewards

Stars

- Stars are given as a reward for good behaviour, good work, effort or any other praiseworthy activity.
- They work for an individual child's recognition with a series of Eagle Certificates based on the number of stars:
 - Bronze (25 Stars), Silver (50 Stars), Gold (100 Stars), Platinum (150 Stars)
- They contribute to a grand total for the House Cup which looks at the average number of stars per child.

Good Work Assembly

- A weekly assembly with a phase focus (Pre-Prep, Junior Prep and Senior Prep)
- Children are nominated to get special mention and recognition by their tutors, staff or the Head.
- This will include the "Head's Handshake", for particularly notable moments of kindness – these will accrue 5 stars.

Methods of rewarding pupils' progress will range from praise through to awards or prizes. Rewards specific to the academic side of school life will include:

- classroom praise from staff
- Stars & Eagle Certificates
- termly effort and achievement grades
- Star certificates
- Head merits
- letters home to parents from the SLT
- Collections prizes
- scholarships
- letters home to parents
- Posting examples of excellent work in art/design, sports, and drama and concert achievements on the school's newsletter, which is widely circulated, so that the community can celebrate success.
- Two soft toys awarded in Monday's Assembly for Reception and Pre Prep pupils and celebrated in Good Work Assembly in front of the whole School
- Classroom competitions which build into termly awards

Younger children (Pre-Prep)

As well as positive, verbal comments, younger children receive stars (for the House Cup), stickers, stamps and smiley faces, as well as certificates recognizing kindness. Particularly positive behaviour or effort may result in a visit to the Head, and a mention in Assembly, a Headmaster's Award. Within the EYFS, children with additional needs receive support to help them regulate their own behaviour, alongside parental support.

TAG System

Children at Glebe House School are taught the TAG system: Tell, Ask, Go.

- T – Tell the person how their actions make you feel e.g. 'What you are doing/saying is making me feel upset/angry'.
- A – Ask the person to Stop.
- G – Go get help. If the previous two steps do not work, ask for help from a peer, an older pupil, or a staff member.

Reflection

One of the general responses to poor behaviour may be a Reflection Session. A pupil may be required to fill out a 'Behaviour Reflection' sheet or perhaps write a letter of apology, as appropriate. They can also be asked to complete/ re-do any relevant work or homework with some additional adult support. The Head runs catch-up sessions to support pupils who consistently struggle to complete homework at home.

Process

- Staff member tells the pupil that they have decided to put them in a 'Reflection' session and why.
- Staff member completes a ScholarPack entry with details; Form teachers are emailed when the ScholarPack entry is completed.
- Teacher supervises Reflection in a classroom at breaktime.
- Reflection sessions usually last between 10-25 minutes.
- The Concern system is monitored for patterns of behaviour by Form Tutors and the SLT.

It is up to the member of staff in question to decide whether they would like the pupil in question to spend some time in reflection.

On Report

"On report" is meant to support the child and limit poor behaviour or work, and to encourage the child towards better performance. Parents should be included in the process and encouraged to support this action. The child is required to have each designated section of the day signed off by the appropriate member of staff, either digitally or on paper. Parents to sign and return. Initially "on report" means one week, when it will be reviewed by the Form Teacher and SLT. A copy of a Report is found at the end of this document.

Sanctions

In addition to the particular sanctions set out in **Appendix 1**, the Head may prescribe and authorise the use of such other sanctions to comply with good education practice and promote good behaviour and compliance with the School rules.

- The range of sanctions for minor breaches of discipline include but are not limited to:
 - a verbal reprimand from a teacher
 - a sincere apology made from pupil to pupil
 - a quick word outside the classroom or after the lesson
 - missing a normal morning break
 - new deadline negotiations for incomplete work
 - repeating unsatisfactory work at lunchtime, after/ before eating lunch
 - loss of free time and privileges
 - removal from the classroom
 - School-based community service
 - letter of apology
 - report cards
 - detentions (lunchtime, after school, Friday evening)
- The range of sanctions for serious breaches of discipline are set out in the ***Sanctions for serious breaches of discipline section*** of this policy.

Sanctions	
Teaching staff and teaching assistants may use these sanctions. These may or may not be recorded, depending on severity. Staff should inform the Form Teacher(s) of any removal and may also feedback to the wider body in briefings to help monitor going forward.	Inform
Lower Level Sanctions	
- staff disapproval expressed or temporary confiscation of property (child reminded of expected good behaviour and school rules) - repositioning in the classroom - removal from classroom/playground (for a short period of time) - record relevant inappropriate behaviour on the ScholarPack, when deemed necessary. - Form tutors and relevant staff will be sent an email notification so that follow-up conversations with the child and actions can occur.	Tutor ScholarPack
Medium Level Sanction	
- removal from an area, tell form teacher/mentor/wider staff when appropriate - child to miss break time (see below for details); child's name raised in Staff Meeting for persistent poor behaviour - child sent to Form Tutor to discuss their recent behaviour - child 'on report'* after consultation with Form Teacher(s), SLT and parents - child sent to the relevant SLT Member or Head; - parent written/spoken to officially - Reflections The Reflection system could include (but is not limited to) the following, and are not just related to academic lessons, but also to games sessions, activities, trips and general conduct: - persistent lateness to lessons or not bringing the correct equipment - poor quality of work or homework - poor behaviour during a school activity - rudeness or unpleasant behaviour towards a pupil or member of staff - lack of effort	Tutor ScholarPack SLT
Higher Level Sanctions	
- Child excluded from social interaction with peers outside of the classroom for a period of time exceeding one break - Parents called in immediately - child excluded from lessons and social interactions - child suspended - child expelled (see Exclusion Policy)	Tutor ScholarPack SLT Head
All serious disciplinary offences are recorded. Corporal punishment is not permitted or threatened either at Glebe House School or in any school-related activity outside the school. This prohibition applies to all members of staff, including unpaid volunteers. Overall responsibility for discipline and behaviour management lies with the Headteacher. Any pupils who are verbally/physically abusive, or aggressive/violent towards staff may be formally excluded – this may initially be internal or for the most serious of cases be for a fixed period. Glebe House School will endeavour to gain an accurate picture of any incident but will work in accordance with DfE exclusions guidance. A clear record of serious sanctions including the pupil's name and year group, the nature and date of the offence, and the sanction imposed will be recorded on the school system, so that patterns can be identified by the school and by Inspectors.	

Appendix 2 Investigations into serious breaches of discipline

- The Head will appoint a senior member of staff to carry out an investigation.
- Parents will be informed as soon as reasonably practicable after it becomes clear that the pupil may face disciplinary action for a serious breach of discipline unless the School is prevented from doing so by the police if they are involved.
- An investigation and any subsequent meetings/ interviews will be conducted fairly and in a way which is appropriate to a school, without formal legal procedures. If a pupil is to be interviewed as part of the investigation, this will be done sensitively with any special needs or necessary adjustments taken into account. Where practicable, a second member of staff will be present to take notes. Otherwise, a minute of the interview will be recorded in writing by the interviewing member of staff. The pupil may be asked to confirm any statement made or minute taken to be true and accurate.
- A pupil may be suspended from the School while a complaint is being investigated or while an investigation is on hold (see paragraph 6 below). This will always be done in the best interest of those involved. The School will take reasonable steps to put in place arrangements to ensure the continuing education of the pupil by providing work as soon as is possible. Parents should note that there may be a delay in providing work whilst teaching staff are given the opportunity to determine what work should be set
- A pupil's space or belongings may be searched during the course of the investigation. See **Appendix 5** of this policy for the School's policy on searching and confiscation.
- It may be necessary to delay an investigation or put it on hold, for example where external agencies such as the police or social services are involved and have advised that this is necessary. A decision to suspend an investigation will take into account advice from appropriate external agencies and will be subject to periodic review. If considered necessary, the School may make arrangements for legal representation for the pupil to be funded entirely at the Parents' expense. Regardless of delays caused by a police or other external agency investigation, the School will provide appropriate pastoral and other support for all pupils affected by the allegations under investigation.
- The outcome of the investigation will be reported to the Head. If the findings of the investigation appear to support the allegation, complaint or rumour, a disciplinary meeting will be held in accordance with the procedures in **Appendix 3** of this policy.

Appendix 3 Disciplinary meeting with the Head

Where the findings of the investigation into an allegation, complaint or rumour of a serious breach of discipline appear to support the allegation, complaint or rumour, a disciplinary meeting with the Head will take place.

Attendance

- The pupil and his / her Parents (if available) will be invited to attend the disciplinary meeting with the Head. . Where the allegation concerns the behaviour of the Parents, the pupil will not generally be expected to attend the meeting and this procedure applies to the Parents only.
- The person who undertook the investigation will be in attendance to explain the circumstances of the allegation and his / her investigation and an additional member of staff may be present to minute the meeting. The tutor and/ or Head of Section will usually be involved.
- If the Parents or the pupil have any special needs or disability which call for additional facilities or adjustments (e.g. parking or the provision of documents in large print or other accessible format) those requirements should be made known to the Head so that appropriate arrangements can be made.
- If a Parent is unable to attend because of, for example, travel and working commitments, the School will make reasonable alternative arrangements to ensure the Parent can be involved, remotely if necessary, with the disciplinary process and their child's education.

Meeting

- Documents available at the disciplinary meeting with the Head may include:
 - a statement setting out the allegations regarding the pupil or, where applicable, the Parents;
 - written statements and notes of the evidence supporting the allegations, and any relevant correspondence;
 - the investigation report;
 - the pupil's school file and (if separate) conduct record;
 - the relevant School policies and procedures.
- The Head will consider the allegations and the evidence, including statements made by and/or on behalf of the pupil or, where applicable, the Parents.
- The pupil and his / her Parents will have an opportunity to state their side of the case.
- The Head will inform the pupil and his / her Parents of the range of disciplinary sanctions which the Head considers are open to him/her if the allegation, complaint or rumour is sufficiently proved.
- Unless the Head considers that further investigation is needed, he/she will close the meeting and inform the pupil and the Parents that they will be notified of his / her decision in writing.

Decision

- The Head will consider whether the allegation, complaint or rumour has been sufficiently proved. The standard of proof shall be the civil standard, i.e. the balance of probabilities. The pupil's disciplinary record will be taken into account where the complaint concerns the conduct of the pupil.
- The Head may permanently exclude or remove a pupil or impose any other sanction he / she considers to be appropriate in accordance with this policy.
- The Head will notify the Parents of his / her decision at the disciplinary meeting, to be followed up in writing, with reasons, within three working days of the disciplinary meeting.
- A decision to permanently exclude or remove a pupil shall take effect after five working days of the date of the Head's letter confirming his / her decision. Until then, the pupil shall remain suspended and away from School premises.

Review

- The Parents or the pupil may request a Review of the Head's decision to permanently exclude or remove a pupil from the School, or where the pupil is temporarily excluded from the School for 11 working days or more or where a temporary exclusion would result in the pupil missing a public examination. The request must be made within three working days of the date of the Head's letter confirming his / her decision.
- If such a request is made, the pupil shall remain suspended until the Review has taken place and either the sanction is upheld or a reconsidered decision is made.
- See the permanent exclusion and removal: review procedure for further information about requesting a Review and the detail of the procedure.

Leaving status

- If a pupil is permanently excluded or removed, his / her leaving status will be one of the following: permanently excluded, removed or, if the offer is made by the Head and accepted by the Parents, withdrawn by parents.
- Additional points of leaving status may include:
 - the form of letter which will be written to the Parents and the form of announcement in the School;
 - the form of reference which will be supplied for the pupil;
 - the entry which will be made on the School record and the pupil's status as a leaver;
 - arrangements for transfer of any course and project work to the pupil, his / her Parents or another school;
 - whether (if relevant) the pupil will be permitted to return to School premises to sit public examinations;
 - whether (if relevant) the School can offer assistance in finding an alternative placement for the pupil;
 - whether the pupil will be entitled to leavers' privileges;
 - the conditions under which the pupil may re-enter School premises in the future; and
 - financial aspects: payment of any outstanding fees and extras; whether the deposit will be returned or credited; refunded of prepaid fees.

Appendix 4 Use of reasonable force

Physical restraint

Any use of physical restraint must be by reasonable and non-injurious means; it may only be used when immediately necessary and for the minimum time necessary to prevent injury to self or others or very serious damage to property, and always recorded in writing. Physical restraint should be used only as a last resort only in situations where injury to a pupil, staff or others is highly likely or where substantial damage to property appears inevitable. Any restraint should be measured and controlled, for a limited duration and minimum required to avoid the above. Any physical restraint action taken by staff or others in positions of responsibility within the school must be reported **immediately** to the SLT, the parents must be informed the same day and a written incident report completed (copies to Tutors) within 24 hours.

It is not realistic to suggest teachers should never touch pupils; they, and other staff in the school, have the right to use reasonable force to control or restrain pupils in certain circumstances, for example:

To prevent a pupil from

- Committing a criminal offence
- Injuring themselves or others
- Damaging property, including their own
- Behaving in a way which is prejudicial to the good discipline and order of the school, whether in the classroom or elsewhere where the member of staff has lawful care of a pupil.

Although there is no legal definition of what constitutes “reasonable force” the degree of force must be in proportion to the incident and the minimum to achieve the desired results. It should not, therefore, be used to prevent a trivial misdemeanour.

Examples of situations where “reasonable force” might be justified include:

- Violent behaviour by a pupil, such as fighting or attacking a member of staff or another pupil Acts of vandalism
- Behaviour by a pupil, such as rough play, the misuse of objects or running in corridors, which is likely to cause personal injury or damage property
- Refusal by a disruptive pupil to leave the classroom.

Members of staff should exercise great caution in the use of force and always try to use other means to resolve the situation. This is particularly important where the enforcement of good order is the motive and there is no risk to person or property. Staff should not act in any way that might cause pain or injury e.g. by striking, holding a pupil around the neck or pulling hair or ears in any way. As always, any physical contact with a child that could in any way be construed as being indecent or in a private area is inappropriate in any situation.

A record of all such incidents will be kept and will include:

- The names of pupils involved, any witnesses, together with where and when the incident took place
- The reason why the use of force was necessary
- A description of the incident, including the steps taken to calm the situation before force was deemed to be necessary and the nature of the force used
- The pupil's response
- The outcome of the incident
- Details of any injury suffered by any of the parties or damage to property.

There are circumstances when it is appropriate for staff to use reasonable force to safeguard pupils. Any use of reasonable force will be in accordance with the DfE guidance Use of reasonable force (DfE, July 2013).

- Reasonable force may be used to prevent a pupil from doing or continuing to do any of the following:

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- committing a criminal offence;
 - injuring themselves or others;
 - causing damage to property, including their own;
 - engaging in any behaviour prejudicial to good order and discipline at the School or among any of its pupils, whether that behaviour occurs in a classroom or elsewhere.
- In these circumstances, force will be used for two main purposes: to control pupils or to restrain them. Reasonable force may be used, for example, to restrain a pupil at risk of harming themselves or another individual or to prevent a pupil leaving a classroom where allowing them to do so would risk their safety or lead to behaviour that disrupts the behaviour of others.
- In addition, reasonable force may be used to conduct a search for certain "prohibited items" (see **Appendix 5** below).
- In these circumstances, 'reasonable' means using no more force than is needed.
- In deciding whether reasonable force is required, the needs and particular vulnerabilities of individual pupils will be considered and reasonable adjustments will be made for pupils with special educational needs or disabilities. The School will establish proactive and positive behaviour support strategies for pupils with particular needs, in consultation with their parents, to reduce the occurrence of challenging behaviour and the need to use reasonable force.
- Where reasonable force is used by a member of staff, the Deputy Head must be informed of the incident and it will be recorded in writing. The pupil's Parents will be informed about serious incidents involving the use of force.

Appendix 5 Searching and confiscation

- All schools have a general power to impose reasonable and proportionate disciplinary measures (Education and Inspections Act 2006). This enables a member of staff to confiscate, retain or dispose of a pupil's property as a disciplinary penalty where it is reasonable to do so.
- The School's policy on searching and confiscation has regard to the DfE guidance Searching, screening and confiscation: advice for schools (DfE, January 2018).

Prohibited items

- The following are "prohibited items" under Section 550ZA(3) of the Education Act 1996 and Regulation 3 of the Schools (Specification and Disposal of Articles) Regulations (SI 2012/951):
 - knives or weapons, alcohol, illegal drugs and stolen items;
 - tobacco and cigarette papers, vapes, fireworks and pornographic images;
 - any article that a 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); and
 - any item banned by the School rules that are identified as being items which may be searched for.
- The School has banned items that are reasonably believed to be likely to cause harm or disruption. pupils must not have these items in their possession on School premises or at any time when they are in the lawful charge and control of the School (for example on an educational visit).

Searching with consent

- Before any search is undertaken the pupil will usually be asked to consent. In seeking consent, the age and maturity of the pupil will be taken into account together with any special needs the pupil may have. Written consent will not usually be required.
- The consent of the pupil must be obtained for searches for items that are not "prohibited items" as listed in section 3 above. The consent of the pupil must be sought even if he / she is not at the School at the time. If a member of staff suspects that a pupil has an item that is banned by the School they can instruct the pupil to turn out his / her pockets or bag.
- If the pupil refuses to provide consent disciplinary action may be taken in accordance with the School's behaviour and discipline policy.

Searching for prohibited items

- Where the Head or an authorised member of staff has reasonable grounds to suspect that a pupil may have a prohibited item, consent is not required and the search will be carried out, using reasonable force if necessary (such force may not be used in searches for items included in 3.1.4 above).
- Searches will be carried out only on School premises or, if elsewhere, where the member of staff has lawful control or charge of the pupil, for example on an educational visit or in training settings.
- If it is believed that a pupil has a prohibited item, it may be appropriate for a member of staff to carry out:
 - a search of outer clothing; and/or
 - a search of School property (e.g. pupils' lockers or desks, bed studies or dormitories); and/or
 - a search of personal property (e.g. bag or pencil case).
- Searches will be conducted in such a manner as to minimise embarrassment or distress. Any search of a pupil or their possessions will be carried out in the presence of the pupil and another member of staff. Where a pupil is searched, the searcher and the second member of staff present will be the same sex as the pupil.
- Where it is reasonably believed that serious harm may be caused if the search is not carried out immediately and it is not practicable to summon another member of staff, a member of staff may carry out a search of a pupil of the opposite sex and/or in the absence of a witness.

- Where the Head, or staff authorised by the Head, find anything which they have reasonable grounds for suspecting is a prohibited item, they may seize, retain and dispose of that item in accordance with this policy.

Confiscation

- Under the School's general power to discipline, a member of staff may confiscate, retain or dispose of a pupil's property as a disciplinary penalty where it is reasonable to do so.
- Confiscation of an item may take place following a lawful search, as set out above, or however the item is found if the member of staff considers it to be harmful or detrimental to School discipline.

Searching electronic devices

- An electronic device such as a mobile phone or a tablet computer may be confiscated in appropriate circumstances in accordance with this policy. If there is good reason to suspect that the device has been, or could be used to cause harm, to disrupt teaching or break School rules, any data or files on the device may be searched and, where appropriate, data or files may be erased before the device is returned to its owner. Any search of an electronic device should be conducted in the presence of a member of SLT.
- Any data or files will only be erased, if there is good reason to suspect that the data or files have been, or could be used to cause harm, to disrupt teaching or to break School rules.
- If inappropriate material is found on an electronic device, the member of staff may delete the material, retain it as evidence of a breach of School discipline or criminal offence or hand it over to the police if the material is suspected to be evidence relevant to an offence.
- Staff should not view or forward illegal images of a child. When viewing an image is unavoidable staff should follow the School's policy on sexting as set out in the Safeguarding and Child Protection Policy/ consult the advice set out in the Searching screening and confiscation advice (for schools) and UKCCIS sexting advice (for schools and colleges).

Disposal of confiscated items

- **Alcohol:** alcohol which has been confiscated will be destroyed.
- **Controlled drugs:** controlled drugs will usually be delivered to the police as soon as possible. In exceptional circumstances and at the discretion of the Head or authorised member of staff, the drugs may be destroyed without the involvement of the police if there is good reason to do so. All relevant circumstances will be taken into account and staff will use professional judgement to determine whether the items can be safely disposed of. They will not be returned to the pupil.
- **Other substances:** substances which are not believed to be illegal drugs but which are harmful or detrimental to good order and discipline may be confiscated and destroyed. Where it is not clear whether or not the substance seized is an illegal drug, it will be treated as though it is illegal and dealt with as above.
- **Stolen items:** stolen items will usually be delivered to the police as soon as possible. However, if, in the opinion of the Head or authorised member of staff, there is good reason to do so, stolen items may be returned to the owner without the involvement of the police. This is likely to apply to items of low value, such as pencil cases.
- **Tobacco, vapes or cigarette papers:** tobacco or cigarette papers will be destroyed.
- **Fireworks:** fireworks will not be returned to the pupil. They will be disposed of safely at the discretion of the Head or other authorised member of staff which may include donation to an appropriate charity.
- **Pornographic images:** pornographic images involving children or images that constitute "extreme pornography" under section 63 of the Criminal Justice and Immigration Act 2008 will be handed to the police as soon as practicable. As possession of such images may indicate that the pupil is at risk of harm, the Designated Safeguarding Lead will also be notified and will decide whether to make a referral to children's social care.
- Other pornographic images will also be discussed with the Designated Safeguarding Lead. The images may then be passed to children's social care for consideration of any further action. If no action is to be

taken by the local authority the images will be erased after a note has been made for disciplinary purposes, confirming the nature of the material.

- **Article used to commit an offence or to cause personal injury or damage to property:** such articles may, at the discretion of the Head or authorised member of staff taking all the circumstances into account, be delivered to the police, returned to the owner, retained or disposed of.
- **Weapons or items which are evidence of an offence:** such items will be passed to the police as soon as possible.
- **An item banned under School rules:** such items may, at the discretion of the School or authorised member of staff taking all the circumstances into account, be returned to its owner, retained or disposed of. Where staff confiscate a mobile electronic device that has been used in breach of School rules to disrupt teaching, the device will be kept safely until the end of the school day when it can be claimed by its owner, unless the Head considers it necessary to retain the device for evidence in disciplinary proceedings in accordance with 8.12 below. If a pupil persists in using a mobile electronic device in breach of School rules, the device will be confiscated and must be collected by a Parent.
- **Electronic devices:** if it is found that a mobile phone, laptop or tablet computer or any other electronic device has been used to cause harm, disrupt teaching or break School rules, including carrying out cyberbullying, the device will be confiscated and may be used as evidence in disciplinary proceedings. Once the proceedings have been concluded the device must be collected by a Parent and the pupil may be prohibited from bringing such a device onto School premises or on educational visits. In serious cases, the device may be handed to the police for investigation.

Communication with Parents

- There is no legal requirement for the School to inform Parents before a search for banned or prohibited items takes place or to seek their consent to search their child and it will not generally be practicable to do so. In appropriate cases we will inform Parents on how the School will dispose of certain items.
- We will keep a record of all searches carried out, including whether the search is with or without the consent of the pupil. The record will include details of any disposal of items confiscated.
- Complaints about searching or confiscation will be dealt with through the School's parental complaints policy and procedures.
- The School will take reasonable care of any items confiscated from pupils. However, unless negligent or guilty of some other wrongdoing causing injury, loss or damage, the School does not accept responsibility for loss or damage to property.