



Vanguard Learning Trust

As a group of local primary and secondary schools, Vanguard Learning Trust's mission is to serve its local community by providing outstanding, inclusive education. The Trust has a collective purpose and responsibility to provide effective teaching, through a curriculum based on equality of opportunity and entitlement that allows students to shine both in and out of the classroom. Each school in the Trust has its own ethos, which also complements the Trust's vision and values, with the common aspiration that all students can achieve their potential.

Behaviour policy

Part A: Trust-wide

Summer 2025

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Part A: Trust-wide

Section 1: Introduction

1.1 Aim of policy

The behaviour strategy of Vanguard Learning Trust is aimed at creating a culture with high expectations of behaviour and establishing calm, safe and supportive environments that are conducive to learning across all of its schools. Good behaviour and self-discipline lead to effective learning and help prepare children and young people for life beyond the school gate.

1.2 Values of the Trust

The Trust's three values are aspiration, community and equity. These values are at the heart of the behaviour expectations.

- **Aspiration:** The Trust seeks to foster positive attitudes and relationships within all our schools, help to safeguard and promote the welfare of students, aspiring to create the best possible learning environments; schools will enable students to understand the implications of their behaviour, to control their own behaviour and most importantly to take responsibility for their behaviour, aspiring to be the best that they can be; and all schools within the Trust will raise awareness amongst students for the need to recognise and manage their emotions and reactions, and to develop resilience for their life beyond school.
- **Community:** The Trust seeks to ensure that every member of the Trust-wide community feels a sense of belonging, that they feel valued, respected and treated fairly; schools within the Trust will provide an ethos and working environments within which everyone feels safe and able to share ideas, opinions and feedback; and schools will look for opportunities to raise awareness amongst students to ensure that their behaviour does not put their peers or staff at an increased risk in respect of health and safety.
- **Equity:** The Trust will always seek equity, maximising the quality of the learning experience for all students to ensure that all students can learn effectively regardless of personal obstacles or barriers; schools will foster discipline and mutual respect between students and their peers, and between staff and students, so that everybody has an equal opportunity to achieve; and all schools within the Trust will support students whose behaviour within the school environment is challenging or who may find friendship and cooperation difficult.

1.3 Structure of policy

This policy consists of two parts, designed to encourage a sense of collective commitment to creating a safe and equitable learning environment for all students, whilst appreciating the unique nature and cultures of our individual schools.

- **Part A** explores the Trust-wide expectations of the high behavioural standards that is expected by all students; refers to relevant legislative guidance; and provides clarity about the roles and responsibilities of all stakeholders. Promoting positive behaviour requires the commitment of all staff and students; consistency of practice is needed across all Trust schools to ensure that students know the standards of behaviour expected of them. A shared commitment from parents/carers, governors and the wider community is an important factor in promoting good behaviour as is the support of the local authority and other agencies. All appendices relating to Part A are numbered, eg. Appendix 1.
- **Part B** provides information about the individual schools' policies and procedures, outlining the support and interventions used to address poor behaviour and sets out the sanctions that will follow if this policy is not adhered to. All appendices relating to Part B are alphabetised, eg. Appendix A.

1.4 Review

Part A of this policy will be reviewed annually by the board of trustees (BoT). Part B will be reviewed annually by headteachers and local governing bodies (LGBs).

1.5 Legislation, statutory requirements and statutory guidance

This policy is based on legislation and advice from the Department for Education (DfE) on:

- [Behaviour in schools: advice for headteachers and school staff 2024](#)
- [Searching, screening and confiscation: advice for schools 2022](#)
- [The Equality Act 2010](#)
- [Keeping Children Safe in Education](#)
- [Suspension and permanent exclusion from maintained schools, academies and pupil referral units](#)
- [Use of reasonable force in schools](#)
- [Supporting pupils with medical conditions at school](#)
- [Special Educational Needs and Disability \(SEND\) Code of Practice](#)
- [Sharing nudes and semi-nudes: advice for education settings working with children and young people](#)

In addition, this policy is based on:

- Schedule 1 of the [Education \(Independent School Standards\) Regulations 2014](#); paragraph 7 outlines a school's duty to safeguard and promote the welfare of children, paragraph 9 requires the school to have a written behaviour policy, and paragraph 10 requires the school to have an anti-bullying strategy
- [DfE guidance](#), which explains that academies should publish their behaviour policy and anti-bullying strategy

This policy complies with the Trust's funding agreement and articles of association.

Section 2: Application of policy

2.1 Trust community

This policy applies to all members of the Trust community. All schools within the Trust use a management information system to track and monitor student behaviour. Parents/carers will be kept updated about student behaviour and the application of this policy through various means, such as email, phone calls, letters and parents evenings. Schools within the Trust will praise good behaviour and apply sanctions for unacceptable behaviour; this includes behaviour that takes place outside of school premises, where it is reasonable to do so, for example if allegations of bullying or if inappropriate online activity taking place outside of school hours has been reported.

2.2 Students

The Trust expects its students to maintain similar high standards of behaviour outside of school and so all aspects of the behaviour policy extend to students' behaviour beyond the school gates. When deciding whether it would be reasonable to impose a sanction for poor behaviour outside of the school, including over the weekend and during school holidays, staff will consider:

- whether the student is taking part in any school-organised or school-related activity, travelling to or from the school, wearing school uniform or is in some other way identifiable as a student at the school or Trust at the time of the poor behaviour; and/or
- the severity of the misbehaviour, whether the student's behaviour could have repercussions for the orderly running of the school, whether the behaviour poses a threat to another student or member of the public or could adversely affect the reputation of the school and/or Trust.

Section 3: Roles and responsibilities

All members of the Trust community are expected to follow this policy and treat one another with dignity, kindness and respect. Roles, responsibilities and expectations of each section of the Trust community are set out in this section.

3.1 Board of trustees

Trustees will work with relevant members of the Trust's central team each school's senior leadership team (SLT) to help set the ethos and a set of core values that promote high standards of expected behaviour from students attending its schools. Trustees will monitor and evaluate the impact of the policy and will hold the chief executive officer (CEO) and headteachers to account for its implementation. Trustees will ensure that they receive relevant training on suspensions, exclusions, behaviour and discipline at least every two years.

3.2 Chief executive officer

The CEO will ensure that this policy is applied consistently across all schools within the Trust and will report back to the trustees. They will ensure that senior staff receive regular continued professional development and receive regular training on behaviour management.

3.3 Local governing board (LGB)

Governors in each school will review and monitor the application and implementation of this policy by receiving regular reports from the school headteacher on behavioural sanctions and support that is put in place for students at their school. Local governors will scrutinise relevant data, review relevant suspension and exclusion decisions and act as a point of challenge for decisions taken by the headteacher.

3.4 Headteacher

The headteacher of each Trust school is responsible for:

- reviewing and approving this behaviour policy;
- ensuring that the school environment encourages positive behaviour;
- ensuring that staff deal effectively with poor behaviour;
- monitoring how staff implement this policy to ensure rewards and sanctions are applied consistently to all groups of students;
- ensuring that all staff understand the behavioural expectations and the importance of maintaining them;
- providing new staff with a clear induction into the school's behavioural culture to ensure they understand its rules and routines, and how best to support all students to participate fully;
- offering appropriate training in behaviour management, and the impact of special educational needs and disabilities (SEND) and mental health needs on behaviour, to any staff who require it, so they can fulfil their duties set out in this policy;
- ensuring this policy works alongside the safeguarding policy to offer students both sanctions and support when necessary; and
- ensuring the data from the behaviour log is reviewed regularly, to make sure that no groups of students are being disproportionately impacted by this policy.

3.5 Staff

The responsibilities of Trust staff in fostering and maintaining high standards of behaviour are set out in **Appendix 1** of this policy. Staff will receive training on behaviour strategies throughout the year and are encouraged to work collaboratively on methods and initiatives to help improve behaviour within their school and local community. It is the responsibility of headteachers to organise ongoing training which will take into account staff's specific roles in relation to managing students' behaviour.

3.6 Students

Trust-wide rights and responsibilities of students and students are set out in **Appendix 2** of this policy, to which all children must adhere. School-specific rules are outlined in Part B of this policy. Students will regularly receive reminders of the rules and expected standards of behaviour. Students are expected to have a positive attitude and maintain high expectations for themselves. Students will be asked to give feedback on their experience of the behaviour culture to support the evaluation, improvement and implementation of the behaviour policy.

3.7 Parents/carers

Parents/carers play an important role in ensuring good behaviour from their children. The generic home-school agreement, found in **Appendix 3**, helps to clarify expectations, outlining the roles, responsibilities of parents/carers in fostering good behaviour. Schools are able to make changes to this agreement in relation to their context and will therefore be in Part B of the policy.

Section 4: Child-on-child abuse

4.1 Definition

4.1.1 The Trust's approach

The Trust wants to make sure that all students feel safe in their school and are accepted into the Trust community. The Trust's ethos is one of inclusion and equality; child-on-child abuse of any kind is regarded as a serious breach of this behaviour policy and will not be tolerated. The Trust will take all reasonable measures to ensure the safety and wellbeing of all students and staff, which includes protection from child-on-child abuse.

4.1.2 Child-on child abuse

Child-on-child abuse is defined as any form of physical, sexual, emotional or financial abuse, and/or coercive control, exercised between children and within children's relationships, both intimate and non-intimate. Child-on-child abuse is behaviour by an individual or group of individuals which can be a one-off incident or repeated over time. Child-on-child abuse is unacceptable and will be taken seriously. Further information about the many forms that child-on-child abuse can take is described in **Appendix 4A**.

4.2 Bullying

4.2.1 Overview and definition of bullying

In line with statutory guidance, schools must have measures in place to prevent all forms of bullying. The Trust's approach to bullying sits within a broader section on child-on-child abuse, reflecting the reality that bullying is one form of harmful behaviour that children may experience from peers. This integrated approach ensures bullying is addressed within a wider safeguarding framework, in accordance with '*Keeping Children Safe in Education*' and the DfE's guidance '*Preventing and Tackling Bullying*' (2017, [click here](#)). By situating the Trust's anti-bullying strategy within this context, the Trust seeks to ensure a robust, joined-up response that is fully compliant with national expectations.

4.2.2 Definition of bullying

Bullying is defined as the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power. Bullying is, therefore:

- deliberately hurtful;
- repeated, often over a period of time; and
- difficult to defend against.

Further information about different types of bullying can be found in **Appendix 4B**.

4.2.3 Recording, analysing and monitoring bullying

Schools record incidents of bullying on their management information system (MIS) and monitor patterns or repeat incidents through regular analysis. This includes reviewing types and frequency of bullying, as well as any demographic factors that may indicate disproportionate impact. Schools report on incidents of bullying to their LGB and to the Trust central team as part of regular safeguarding and behaviour reporting cycles.

4.3 Allegations

If an allegation of child-on-child abuse is made, the school will:

- take it seriously;
- investigate as quickly as possible to establish the facts;
- record and report the incident and depending on how serious the case is, it may be reported to the headteacher;
- provide support and reassurance to the victim;
- make it clear to the person exhibiting the behaviour that it will not be tolerated. If there is a group of people involved, they will be spoken to individually and possibly as a whole group. It is important that children who have harmed another, either physically or emotionally, redress their actions, and staff will make sure that they understand what they have done and the impact of their actions;
- discuss the matter with both parties by bringing them together (if appropriate), ensuring that the perpetrator considers the other person's point of view. Sometimes a 'no blame' approach will be used, at other times it may be more appropriate to use negotiation and/or sometimes sanctions;
- ensure that if a sanction is used, it will correlate to the seriousness of the incident, that the student exhibiting the behaviour will be told why it is being used; and
- consider whether suspension or exclusion is appropriate in light of the circumstances.

4.4 Support for students

Students who have experienced child-on-child abuse, such as bullying, will be supported through a range of pastoral strategies tailored to individual needs. This may include named key adult support, restorative conversations, peer mentoring, adjusted curriculum or timetable arrangements, and signposting to in-school or external counselling. Where appropriate, lead staff will also work closely with parents/carers and other professionals to ensure that the student(s) feels safe, listened to and well-supported. Students who engage in child on child abuse or bullying behaviour will be supported to reflect on their actions and to develop empathy, self-regulation and respect for others. Interventions may include behaviour mentoring, check-in/check-out processes, social skills support, restorative approaches or targeted therapeutic input. The Trust recognises that some students may be particularly vulnerable to child-on-child abuse or bullying, including those with SEND, those with protected characteristics and those who have experienced trauma or adversity. Schools are expected to take proactive steps to identify and address any such vulnerabilities in their planning and pastoral care.

4.5 Inappropriate use of social media

The Trust recognises the importance of age restrictions on social media platforms and recommends that children do not use these platforms if they are below the specified age. There are inherent threats in using social media which could harm the welfare of students and staff at its schools. Where a member of staff has reasonable grounds to suspect that a student is using social media in an inappropriate way, which could cause harm to another person, in particular a member of the Trust community, the member of staff should report this to a member of the school's SLT. Following any such report an investigation will follow during which an authorised member of staff may ask that the student gives them access to their social media account. In the event that the student refuses to co-operate and will not give access to an

authorised member of staff during an investigation, this could lead to a decision being taken based on the balance of probabilities that a certain event did or did not happen.

4.6 Prejudice or discriminatory behaviour

Behaviour of this kind is not tolerated in any school within Vanguard Learning Trust. Any instance of prejudice or discriminatory behaviour will be logged; this includes, but is not limited to, incidents involving racism, sexism, disablism, religious intolerance, homophobia, biphobia or transphobia. Parents/carers will be notified of the incident and may be asked to attend a meeting together with their child, which may include the presence of a police officer. More serious or repeated incidents will result in escalated sanctions.

4.7 Harmful sexual behaviours

4.7.1 Summary of approach

Sexual violence and sexual harassment are never acceptable and will not be tolerated. The Trust will act swiftly in response to instances of alleged child-on-child abuse and will follow its safeguarding policy, statutory guidance provided in *Keeping Children Safe in Education* and *Working Together to Safeguard Children*, as well as the Department for Education (DfE) guidance on sexual violence and harassment between children. Risk assessments will be carried out and measures put in place while investigations into any reports continue. Support will be provided to the alleged victim and alleged perpetrator. The outcome of the investigation may lead to sanctions being imposed in accordance with the terms of this policy.

4.7.2 Defining of harmful sexual behaviours

Addressing inappropriate behaviour (even if it appears to be relatively innocuous) is an important intervention that helps prevent problematic, abusive and/or violent behaviour in the future. Sexual violence and sexual harassment should never be passed off as 'banter', 'just having a laugh', 'part of growing up' or 'boys being boys'. The Trust defines sexual harassment as 'unwanted conduct of a sexual nature' that can occur online and offline and both inside and outside of school. Whilst not intended to be an exhaustive list, sexual harassment can include:

- sexual comments, such as: telling sexual stories, making lewd comments, making sexual remarks about clothes and appearance and calling someone sexualised names;
- sexual 'jokes' or taunting; and
- physical behaviour, such as: deliberately brushing against someone, interfering with someone's clothes, displaying pictures, photos or drawings of a sexual nature.

4.7.3 Reports of harmful sexual behaviours

All reports of sexual violence and sexual harassment are thoroughly investigated, addressed and logged; victims are fully supported by staff. Along with providing support to students who are victims of sexual violence or sexual harassment, the school provides the alleged perpetrator(s) with an education, safeguarding support as appropriate and will implement disciplinary sanctions as appropriate. A child abusing another child may be a sign they have been abused themselves or a sign of wider issues that require addressing within the culture of the school. Taking disciplinary action and providing appropriate support, can, and should, occur at the same time if necessary. Educational strategies may include:

- mentoring programme
- counselling sessions
- pastoral support sessions that focus on specific behaviours and attitudes
- external agency advice and support
- risk assessments
- behaviour contracts
- restorative sessions

4.7.4 School's response

The school's response to sexual violence and sexual harassment will always be:

- proportionate
- considered
- supportive
- decided on a case-by-case basis

It will be for senior staff and the school's designated safeguarding lead (DSL), or deputy, to decide how they will address reports of sexual harassment/violence in the school based on the individual circumstances of each incident and in accordance with statutory guidance. Parents/carers will always be contacted about the outcome of any investigation and sanctions that have been issued in relation to their own children, which will be issued on a case-by-case basis and take in to account:

- the age and developmental stage of the alleged perpetrator(s);
- the nature and frequency of the alleged incident(s); and
- how to balance the sanction alongside education and safeguarding support (if necessary, these should take place at the same time).

4.7.5 Sharing information

Generally, schools will seek consent from the child reporting the incident before sharing information. However, the school can share information without consent in certain circumstances, such as if a crime may have been committed or it is necessary for the welfare of a child. In certain circumstances, the school may need to involve outside professionals such as Children's Services and/or the police. It will be for the school's DSL (or deputy) to use their professional judgment as to whether outside agencies should be contacted but it will usually be reasonable to expect this will happen in cases where it seems sexual violence may have occurred.

4.7.6 Relationships, Sex and Health Education (RSHE) curriculum

The Trust recognises and values the importance of preventative education for all students and follows a broad and balanced Relationships and Sex Education (RSHE) curriculum. RSHE provides lifelong learning about the emotional, social and cultural development of students and involves learning about relationships, sexual health, sexuality, healthy lifestyles, diversity and personal identity. RSHE involves acquiring information, developing skills, forming positive beliefs, values, attitudes and personal empowerment to deal with situations within relationships and the family unit. It teaches what constitutes acceptable and unacceptable behaviour in relationships; this helps students to understand the positive effects that good relationships have on their mental wellbeing in order to identify when relationships are not right and understand how such situations can be managed.

4.7.7 Online and indecent images

Sexual harassment can also occur online. This may be standalone, or part of a wider pattern of sexual harassment and/or sexual violence. It may include:

- consensual and non-consensual sharing of nude and semi-nude images and/or videos;
- sexualised online bullying;
- unwanted sexual comments and messages, including, on social media; and
- sexual exploitation; coercion and threats.

4.7.8 Indecent images

The possession, uploading or forwarding of an indecent image of a person under the age of 18 may constitute a criminal offence. If the school staff have reason to believe that a criminal offence may have been committed they will refer the matter to the police. More information on indecent images and child-on-child abuse is contained in **Appendix 4A**.

4.8 Training

Staff and governors receive training on child-on-child abuse (including bullying) prevention and response at induction and as part of safeguarding refresher training at the start of each academic year. Additional professional development opportunities are provided throughout the year based on school or Trust priorities, including safeguarding updates, curriculum training and workshops on topics such as trauma-informed or restorative practice.

Section 5: Supporting the behaviour of students who may have additional needs

5.1 Special educational needs and/or disabilities

5.1.1 Definition

In the context of this policy, students are considered to have special educational needs and/or disabilities (SEND) if they:

- have difficulties in learning which are significantly greater than the majority of other students of the same age; or
- have a disability which prevents or limits them from accessing the curriculum; or
- have behavioural, emotional or social difficulties which impact adversely on their learning and progress.

5.1.2 Responding to breaches of the behaviour policy from students with SEND

The school recognises that the behaviour of students may be impacted by a special educational need or disability (SEND). When incidents of misbehaviour arise, schools will consider them in relation to a student's SEND, although not every incident of misbehaviour will be connected to their SEND. Decisions on whether a student's SEND had an impact on an incident of misbehaviour will be made on a case-by-case basis. Decisions will be informed by documented evidence, professional input and relevant assessments where available. When dealing with misbehaviour from students with SEND, especially where their SEND affects their behaviour, the school will take its legal duties into account when making decisions about enforcing the behaviour policy. The legal duties include:

- taking reasonable steps to avoid any substantial disadvantage to a disabled pupil being caused by the school's policies or practices (Equality Act 2010, [click here](#));
- using best endeavours to meet the needs of pupils with SEND (Children and Families Act 2014, [click here](#)); and
- ensuring that if a student has an education, health and care (EHC) plan, the provisions set out in that plan must be secured and the school must co-operate with the local authority and other bodies.

5.1.3 Preventative measures

As a part of meeting these duties, lead staff will anticipate, as far as possible, all likely triggers of misbehaviour and put in place support to prevent these from occurring. Any preventative measures will be included in the 'assess, plan, do, review' cycle and will take into account the specific circumstances and requirements of the student concerned. Examples of preventative measures include (but are not limited to):

- allowing short, planned movement breaks for a student whose SEND means that they find it difficult to sit still for long;
- adjusting seating plans to allow students with visual/hearing impairment to sit near the teacher;
- adjusting uniform requirements for a student with sensory issues or who has severe eczema; and
- training for staff in understanding conditions such as autism, attention deficit hyperactivity disorder and other neurodivergent conditions.

5.1.4 Reasonable adjustments

Reasonable adjustments are changes made to remove or reduce disadvantage for students with disabilities and are a legal requirement under the Equality Act 2010. An example of a reasonable adjustment that may be made would be to impose a different or more lenient sanction for a student whose behaviour is in consequence of their disability than would be imposed for a student exhibiting the same behaviour who does not have that disability. A pastoral support plan (PSP), such as the template in **Appendix 7**, may be used for children presenting challenging behaviour, including where SEND may be a contributing factor. Advice will be sought from external agencies where necessary to assist with putting in place appropriate support strategies, which will be monitored and reviewed. Each school's special educational needs policy can be reviewed for more information.

5.1.5 Adapting sanctions for students with SEND

When considering a behavioural sanction for a student with SEND, the school will consider whether:

- the student was unable to understand the rule or instruction;
- the student was unable to act differently at the time as a result of their SEND; and
- the student was likely to behave aggressively due to their particular SEND.

If the answer to any of the above is 'yes', it may be unlawful for the school to sanction the student for the behaviour. The school will then assess whether it is appropriate to use a sanction and if so, whether any reasonable adjustments need to be made to the sanction.

5.1.6 Considering whether a pupil displaying challenging behaviour may have unidentified SEND

The school's special educational needs co-ordinator (SENCo) will evaluate a student who exhibits challenging behaviour to determine whether they have any underlying needs that are not currently being met. Where necessary, support and advice will also be sought from specialist teachers, an educational psychologist, medical practitioners and/or others, to identify or support specific needs. When acute needs are identified in a student, the school will liaise with external agencies and plan support programmes for that child. The school will work with parents/carers to create the plan and review it on a regular basis.

5.1.7 Students with an education, health and care plan (EHCP)

The provisions set out in the EHC plan must be secured and the school will co-operate with the local authority and other bodies. If the school has a concern about the behaviour of a student with an EHC plan, it will make contact with the local authority to discuss the matter. If appropriate, the school may request an emergency review of the EHC plan.

5.1.8 Staff training

Staff training will include matters such as how certain special educational needs, disabilities or mental health needs may at times affect a student's behaviour. Where relevant, engagement with experts, such as educational psychologists and other support staff such as counsellors and mental health support teams, can help to inform effective implementation of this policy.

5.2 Supporting students who present violent behaviours including aggressive language

The Trust recognises that some children may need support with their physicality or may present violent language or behaviours that pose a risk to themselves and/or others. To support a consistent and proportionate response, the Trust is developing internal guidance to support students who may present violent or aggressive language or behaviours through a tiered approach. This guidance outlines a graduated, trauma-informed approach for identifying concerning patterns early, implementing appropriate interventions and ensuring the safety and wellbeing of the school community.

Section 6: Investigating incidents and decision-making

6.1 Overview of process

When conducting investigations into incidents, schools will endeavour to follow a fair and thorough process to ensure the safety and well-being of all involved parties, in line with guidance provided in *Keeping Children Safe in Education* and from local safeguarding procedures. An investigation will usually involve the following steps following an allegation or complaint being received:

- A decision will be made to investigate the issue, which involves appointing an investigator (this may need to be more than one person but it should be clear which member of staff is taking the lead).
- The investigator will set out what precisely is being investigated, agreeing the methodology and setting a timeframe.
- Evidence will be gathered in the form of interviews, as well as gathering and reviewing digital evidence and documents where necessary.
- Evidence will be analysed. School investigations are determined on the civil law burden of proof 'on the balance of probabilities'.

More information regarding the investigation process can be found in **Appendix 5**.

6.2 Interviewing children

Witness evidence forms the most crucial part of the fact-finding process although relevant digital evidence can also be critically important. In many types of cases, particularly where child witnesses are involved, recall may not be linear, there may be gaps in memory and accounts can change over time. This does not mean that a witness lacks credibility and it is the job of the investigator to get a thorough and accurate account of what happened. This can be done by having a properly structured interview that is planned for in advance, factoring in the needs of the witness together with carefully structured questioning. Staff will receive training on strategies around communicating with students throughout the year and are encouraged to work collaboratively on methods and initiatives to help improve communication within their school and local community. It is the responsibility of headteachers to organise ongoing training which will take into account staff's specific roles in relation to communicating and working with students. Schools will adhere to the DfE guidance on Suspensions and Permanent Exclusion, including the need to take students' views into account before making a decision to exclude, and supporting the student to do so (for example through advocates such as parents, social workers or other trusted adults) where appropriate.

6.3 Working positively with agencies

Schools will work positively with external agencies to seek appropriate support from them, ensuring that they are informed of relevant school policies to ensure that the needs of all students are met. Should a professional from an agency, such as a police officer, wish to question the student, the school will ensure that an appropriate adult is present at all times and will inform the student's parents/carers of what has happened as soon as possible. Staff should be mindful of Data Protection legislation and therefore should ask for any request in writing before sharing a subject's information unless a legal exemption applies.

6.4 Use of CCTV

Some of the Trust schools use closed-circuit television (CCTV) within its premises. One reason why some schools use CCTV is to provide a safe and secure environment for students, staff and visitors. If behavioural incidents are recorded on CCTV, the footage may be viewed as part of the investigation and the content considered before imposing a sanction. Parents/carers may request to view CCTV footage of an incident that involves their child. They will not, however, be allowed an electronic copy. There may, however, be circumstances when the headteacher will refuse permission, eg. the student's account is

significantly different and/or police involvement. In complex cases, advice will be sought in relation to how the footage can be used. Schools' CCTV and data protection policies can be referred to for more information.

6.5 Balance of probabilities

When the interpretation of an event differs, staff will consider the evidence and make a decision based on the balance of probability that a particular fact is true i.e. that it is more likely than not that a particular event occurred. Therefore, a student may be given a sanction for an action/involvement in an incident that they deny. The school will always conduct a comprehensive investigation (as noted in **Appendix 5**) which may result in sanctions being decided on several days after an incident has occurred. For a more serious incident, previous behaviour/information may be taken into consideration, especially when considering the likelihood of a student's involvement in a specific incident. In exceptional circumstances, students may receive a suspension or have alternative provision arranged pending an investigation if there is a possibility that the welfare of other students may be compromised by that student remaining in the school.

6.6 Joint enterprise and collective responsibility

Headteachers will not automatically apply the same sanctions to a whole group as there may well be individual circumstances that need to be considered. Any decisions to exclude or suspend students will be made in accordance with the DfE guidance and on the basis of careful consideration of each of the individual circumstances of each student.

6.7 Managing requests for confidentiality

All school investigations should be treated as confidential processes, subject to any legal or regulatory obligations to report issues which particularly arise in the school context and the framework in relation to safeguarding and child protection. There are also cases that may warrant a report to a statutory agency if there are immediate risks to safety or welfare. This is particularly important when dealing with allegations of harassment or sexual misconduct in a school where the school must follow the guidance provided in Keeping Children Safe in Education and Working Together to Safeguard Children KCSIE and current government advice on information sharing. Further information on how the schools use personal information can be found in schools' data protection policies and privacy notices.

6.8 Sharing information about sanctions

Parents/carers will be informed of the sanction issued to their child. Information about sanctions given to children other than their own will not usually be shared with parents/carers.

6.9 Off-site behaviour

Students are expected to make the most of any off-site activities that the school provides. Sanctions may be applied where a student has misbehaved off-site when representing the school. This means misbehaviour when the student is:

- taking part in any school-organised or school-related activity (e.g. school trips);
- travelling to or from school;
- wearing school uniform; and/or
- in any other way identifiable as a student of the school.

Sanctions may also be applied where a student has misbehaved off-site, at any time, whether or not the conditions above apply, if the misbehaviour:

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

Sanctions will only be given out on school premises or elsewhere when the student is under the lawful control of a staff member (eg. on a school-organised trip).

6.10 Online misbehaviour

The school can issue behaviour sanctions to students for online misbehaviour when:

- it poses a threat or causes harm to another student;
- it could have repercussions for the orderly running of the school;
- it adversely affects the reputation of the school; and/or
- the student is identifiable as a member of the school.

Sanctions will only be given out on school premises or elsewhere when the student is under the lawful control of a staff member.

6.11 Suspected criminal behaviour

If a student is suspected of criminal behaviour, the school's headteacher will make an initial assessment of whether to report the incident to the police. When establishing the facts, the headteacher and/or lead staff will endeavour to preserve any relevant evidence to hand over to the police. If a decision is made to report the matter to the police, the headteacher (or a delegated member of staff) will make the report. School staff will not interfere with any police action taken. However, the school may continue to follow its own investigation procedure and enforce sanctions, as long as it does not conflict with police action. If a report to the police is made, the designated safeguarding lead (DSL) will make a tandem report to children's social care, if appropriate.

Section 7: Searching, screening and confiscation of prohibited items

Searching, screening and confiscation is conducted in line with the DfE's latest guidance on searching, screening and confiscation ([click here](#)).

7.1 Offensive and prohibited items

The school prohibits the following articles (as set out in section 550ZA of the Education Act 1996 and in The Schools (Specification and Disposal of Articles) Regulations 2012)) for which a personal search may be conducted:

- knives and weapons
- alcohol
- illegal drugs
- stolen items
- fireworks
- tobacco and cigarette papers
- pornographic images
- any article that the member of staff reasonably suspects has been, or is likely to be used
 - to commit an offence
 - to cause personal injury to, or damage to property of any person (including the student)

7.2 Smoking-related articles

Possession of the following smoking-related articles may result in an internal or fixed-term suspension (depending on the previous incidents) and a personal search may be conducted. These items will not be returned to the student:

- cigarettes
- vape pens and other vaping devices
- other smoking-related items e.g. 'shisha pens', 'E cigarettes' or similar articles
- ignition materials such as lighters and matches

7.3 Maintaining a culture of safety

The headteacher of each school will oversee the practice of searching to ensure that a culture of safe, proportionate and appropriate searching is maintained, which safeguards the welfare of all students and staff, with support from the designated safeguarding lead (or deputy). Each school's headteacher will ensure that a sufficient number of staff are appropriately trained in how to lawfully and safely search a student who is not co-operating, so that these trained staff can support and advise other members of staff if this situation arises.

7.4 Searches

If an investigation or an allegation leads to reasonable suspicion of the presence of a prohibited item, and the search of a student's clothes, bags and lockers is deemed appropriate, a search may be carried out by the headteacher or by a member of staff authorised by them. Staff will follow the latest DfE guidance on searching, screening and confiscation and on the use of reasonable force when conducting a search. Any searches of students will be implemented in a manner that respects students' rights, privacy and dignity, while striking a balance between safety and maintaining a supportive learning environment. Vanguard Learning Trust's protocol for conducting a search can be found in **Appendix 6**. Staff will be trained on how to carry out searches and the headteacher will ensure that staff who are permitted to carry out searches have been appropriately trained. Staff will take into consideration the age and needs of students being searched or screened. This includes the individual needs or learning difficulties of students with SEND and making reasonable adjustments that may be required where a student may have a disability.

7.5 Confiscation of prohibited items

Any of the items listed in Section 7.1 and 7.2 that are found in a student's possession as a result of a search will be confiscated. These items will not be returned to the student. Schools will also confiscate any item that is harmful or detrimental to school discipline. Staff may confiscate or seize items in the possession of students that pose a risk to staff or students, are illegal or banned by the school rules or is evidence in relation to an offence and may confiscate, retain or dispose of a student's property as a disciplinary sanction so long as it is reasonable in the circumstances. Confiscation of a student's property will be proportionate and aimed at maintaining an environment conducive to learning and one which safeguards the rights of other students to be educated.

7.6 Disposal of prohibited items

Where appropriate, the school's headteacher may retain or dispose of a student's property as a punishment and are protected from liability for damage to, or loss of, any confiscated items. Guidance on what to do with particular confiscated items can be found in the latest DfE guidance on searching, screening and confiscation.

Section 8: Reasonable force

8.1 Use of reasonable force

The Trust strives to provide a safe learning environment for all students. All members of staff (and anyone whom the headteacher has given the responsibility to be in charge or in control of the students) are lawfully permitted to use reasonable force to prevent students committing an offence, injuring themselves or others, damaging property as well as maintaining good order and discipline in school or among students. Staff will follow the DfE guidance on the use of reasonable force in schools. Staff will take into account medical needs, mental health needs, SEND and other vulnerabilities when considering whether to use reasonable force. All incidents where reasonable force has been used should be recorded on the school's safeguarding information system and a summary entered into an online log, which is kept and maintained by the headteacher.

8.2 Use of reasonable force off school premises

This power extends to times when staff are lawfully in charge of students but are off the school premises i.e. on a school trip. There is no definition of when it is reasonable to use force and every situation will have to be judged by the person in charge at that time. The degree of force used should be the minimum needed to achieve the desired result.

8.3 Supportive strategies

Sometimes, students may get anxious or agitated; strategies used to help students calm down such as using communication skills, distraction techniques and removing triggers may not yield results. On rare occasions staff may have to use physical interventions to ensure the student's own safety, the safety of other students and staff, or to ensure that property is not seriously damaged. All incidents where students need to be held to help them to calm down will be recorded. If the student is on a pastoral support plan, this will be reviewed and parents will be informed as a matter of course.

Section 9: Student co-operation

9.1 Staying safe in school buildings

Unless students are taking part in an after-school activity, the school site should be vacated by 10 minutes after the school day has finished, which varies from school to school (this is noted in Part B of this policy). Students must not loiter in the vicinity of the school after this time. All students are encouraged to report any anti-social behaviour to any staff member as soon as possible. Incidents of graffiti or damage are reported as soon as they are found. For schools that use CCTV, footage will be used to identify any students who have been involved in vandalism. Students are only permitted to use toilet cubicles by themselves. Any students that enter toilet cubicles together or in a group will receive a sanction in line with this policy. Repeated offences will lead to higher sanctions.

9.2 Ongoing behavioural issues

Students whose behaviour is an ongoing cause for concern will lose the privilege of taking part in extracurricular activities (eg. representing the school in sports events, taking part in school performances etc), school trips, enrichment days and all celebratory events. This is a consequence of the lack of trust in students' behaviour. All these activities are for students who have proven that they can behave appropriately even when the boundaries are different. Decisions about participation will be made by the headteacher or a delegated member of staff and will take into account the individual circumstances for example where a student has SEND.

9.3 Responding to incidents

Students are expected to provide an honest account of events. Sanctions may be imposed for students who hinder or obstruct the school's investigation of an incident, or who knowingly provide false information.

9.3.1 Witnesses

Where an incident has taken place, schools will carry out an investigation as outlined in Section 6. Students will usually be interviewed by staff and/or asked to write a statement. If the incident is a criminal matter, students will be informed that their witness statement may be passed to the police if requested. If students are found to provide misleading and/or untruthful information, they will receive a sanction proportionate to the impact of the misrepresentation and/or falsehood (suspension or internal exclusion).

9.3.2 Suspects

If a student is a suspect in an investigation and is unwilling to cooperate, the school applies the same principle as the legal system; senior staff will investigate and make conclusions based on facts.

9.3.3 Anonymity

Staff will try to protect students' anonymity but it may not always be possible based on the context and the number of witnesses.

9.3.4 Context

The SLT will take into account the context of an incident before deciding on the appropriate sanction, including mitigating circumstances. Students' ages will be taken into account as well as the context of incidents that occur during lessons such as a sporting activity. In any physical altercation, self-defence will be taken into account; self-defence cannot, however, involve any physically aggressive actions such as punching and/or kicking. Whilst it is not always possible to do so, particular efforts will be made to avoid excluding students who have an education, health and care plan (EHCP) or are identified as needing SEND support. Consideration will also be given as to whether a student had the opportunity to alert a nearby member of staff or to remove themselves from the incident. Retaliation will not be considered as self-defence and will result in a sanction.

9.3.5 Restoration

The school will endeavour to ensure there is a resolution between students when there has been an issue of conflict. Training should be provided for staff to carry out restorative meetings. Students will always be expected to apologise in person to a member of staff to whom they have spoken and/or acted inappropriately. It may be decided in some incidents, relating to any context, that as part of the restorative process, students will do community service.

9.3.6 'Safeguarding separation'

In exceptional circumstances, a decision may be taken to temporarily remove a student from the school community, either through a suspension or placement in alternative provision, for safeguarding purposes. This may be to protect the student (for example, from potential retaliation or peer pressure), to reduce the risk of further harm to others or to allow for a calm and safe investigation into a serious incident. Such decisions are made with the involvement of the school's designated safeguarding lead and must be proportionate, clearly documented and subject to review. Where a safeguarding separation is applied, schools must continue to fulfil their safeguarding and educational responsibilities, ensuring the student receives appropriate support, supervision and reintegration planning. The Trust will monitor the use of safeguarding separation to ensure it is used appropriately and equitably.

9.4 Malicious allegations

Where a student makes an allegation against a member of staff and that allegation is shown to have been deliberately invented or malicious, the school's headteacher will consider whether to discipline the student in accordance with this policy. Where a student makes an allegation of sexual violence or sexual harassment against another student and that allegation is shown to have been deliberately invented or malicious, the headteacher will consider whether to discipline the student in accordance with this policy. In all cases where an allegation is determined to be unsubstantiated, unfounded, false or malicious, the headteacher (in collaboration with the local authority designated officer (LADO), where relevant) will consider whether the student who made the allegation is in need of help, or the allegation may have been a cry for help. If so, a referral to children's social care may be appropriate. The headteacher will also consider the pastoral needs of staff and students accused of misconduct. The Trust's safeguarding policy contains further information on responding to allegations of abuse against staff or other students.

Section 10: Pastoral support plans

10.1 Purpose of pastoral support plans

Pastoral support plans (PSPs) are designed to identify and address the specific needs of students who may be facing challenges or difficulties that are significantly affecting their wellbeing, behaviour or academic performance. By creating a well-structured, personalised and coordinated programme of support, schools can provide targeted interventions to help these students overcome obstacles and thrive. PSPs provide a framework for schools to implement strategies and interventions that promote positive mental health, resilience, and emotional well-being among students and are of particular use for students with SEND. This can help create a supportive and nurturing environment that enhances students' overall educational experience. An example PSP template can be found in **Appendix 7**. To provide further support, the structure and language of this plan may be adjusted to suit the age, stage and needs of the individual child.

10.2 Students who need extra support

PSPs may be used to support students at risk of permanent exclusion, where usual school strategies may not have been effective. They may also be used for students with other responsibilities, lifestyle demands or home circumstances that add challenges, meaning that they need additional support, for example young carers, refugees or for students who have experienced recent bereavement. PSPs may also be used for students who have had a number of suspensions or have other pastoral concerns that cannot be met with usual pastoral support or mentoring.

10.3 Communication between stakeholders

PSPs facilitate collaboration and communication between various stakeholders involved in a student's education, such as teachers, support staff, parents/carers, and external agencies, usually over a period of 8 to 16 weeks. This ensures that everyone is aware of the student's needs, goals and strategies for support, leading to a co-ordinated and consistent approach to help the student.

10.4 Monitoring and evaluation

PSPs also contain mechanisms for monitoring and evaluating the effectiveness of the support strategies implemented, including regular reviews and progress against agreed success indicators. This allows schools to track a student's progress, make adjustments as needed and ensure that the support provided is having a positive impact.

Section 11: Alternative provision

11.1 Power of schools to direct a student off-site

Headteachers have the power to direct off-site education; this is not a permanent exclusion but a headteacher's right to use when they have decided this is required for a specific reason, eg. to improve behaviour and/or for specific safeguarding reasons. A direction off-site will not be used as a sanction or punishment for past misconduct. The off-site direction could be to another mainstream school or to an alternative provision (AP) setting. The DfE guidance indicates that parents should be consulted but that the direction is the headteacher's decision. This is different from a situation where a school is consulting with a family about a prospective managed move as outlined in Section 12. The school's headteacher will inform parents/carers at the earliest opportunity.

11.2 Directing a placement for students at risk of permanent exclusion

When a student is at risk of permanent exclusion, and would benefit from support outside of the school setting to improve behaviour, an off-site direction may be made (see above). This is one of the ways that schools will try to avoid the need for a permanent exclusion. An off-site direction will only be used where in school interventions and/or outreach have been unsuccessful or deemed inappropriate.

11.3 Purpose of alternative provision

AP placements should support students with their personal, social and academic needs, allowing them to overcome barriers to attainment and should motivate students to learn, develop their self-confidence and improve their attendance and engagement. They should be educational and restorative, and have highly skilled, trained and qualified staff to help students make progress and may work closely with outside agencies including social care services, education psychology services and youth offending teams. Any placements will be closely monitored and will involve the voice of the child and their parents/carers wherever possible. Placements may be used protectively, coupled with reintegration or transition planning where appropriate.

11.4 Arrangements

The length of time a student spends in AP will depend on what best supports the student's needs and potential educational attainment. During this period of off-site direction, the student might be in AP on a part-time schedule with continued mainstream schooling, or full-time for a limited period. The student remains the responsibility of the school and will be dual registered with the school and the AP. The school, and local governing board, will also keep the placement under review.

11.5 Types of alternative provision

AP can include educational establishments which are not mainstream, academy, special or private/independent schools. Student referral units and medical needs/tuition services are also considered alternative provision. Schools and the local authority can use further education colleges and sixth form centres for alternative provision for 14 – 16 year olds.

11.6 What can be expected from alternative provision

AP must meet the needs of students and enable them to achieve at least a good educational attainment level on a par with their mainstream peers, while the needs which require intervention are addressed. The school remains responsible for the monitoring and tracking of attainment, attendance, behaviour and safeguarding of their students placed in AP.

11.7 The review process

The child, parents/carers and all professionals involved must be clear why, when, where and how the placement will be reviewed. Reviews should be frequent enough to provide assurance that the off-site education is achieving its objectives and that the student is benefiting from it. Parents/carers and the local authority can request in writing that the LGB reviews the placement. When this happens, LGBs must comply with the request as soon as reasonably practicable.

11.8 Attendance at alternative provision

Expectations around the student's attendance at AP will be agreed at the start of the placement. If the student does not attend, the AP will investigate in the first instance as it will be best placed to contact parents/carers and will let the school know of the student's absence. If a student's attendance to the AP is below expectations, they will be reminded why they have been instructed to attend the AP and why it is the best option for them. If this fails, the case may be referred to the local authority for further action; this may result in a fixed penalty notice being issued if a student persistently fails to attend AP and may result in prosecution.

11.9 Ofsted Inspection

Ofsted may inspect any AP arranged by the school. They will also look at records and documentation, such as research and risk assessments, to make sure that students are safe and the placement is in their best interest. Ofsted will evaluate how schools take responsibility for these students. They will confirm whether the AP is:

- suitable and safe;
- effective in helping students make progress;
- meets the academic and pastoral needs of the students; and
- meets the specific needs of students who have SEND.

Section 12: Managed moves

12.1 Definition

‘Managed move’ is a term used to initiate a process that leads to the permanent transfer of a student to another mainstream school, as part of a behaviour management process. Managed moves are voluntary, must be agreed by all parties and should be strictly in the child’s best interests. A managed move will be offered as part of a planned intervention, preceded by information-sharing between the current school, receiving school and supported by an effective integration strategy. Managed moves are a permanent arrangement and are used to help individual children to remain in school and successfully complete their education.

12.2 Arrangements

The school should be satisfied all reasonable steps have been taken to resolve the student’s difficulties. The school will then consult the parents/carers and the student about their views on a move to another school at a review meeting as part of the student’s current pastoral support programme. If parents/carers agree that a managed move is appropriate, and written consent is obtained, they will be asked to express a preference for an alternative school. Parents/carers must, however, be informed that a request for a managed move may not always be accepted and also that any transport requirements are the responsibility of the home school and the parent.

12.3 Information sharing

When a receiving school has been identified and the parents/carers have agreed, information will be shared with the potential receiving school. A meeting will then be arranged as soon as possible at the receiving school to agree whether to proceed with the managed move. The discussion will consider timings of the move and the induction process of the receiving school.

12.4 Managed moves

A managed move may be a preventative measure to permanent exclusion in a similar way to that in which direction to AP can be used on a temporary basis. As above, a managed move is a permanent move to a new mainstream school, to be undertaken as part of a planned intervention, when it is in the student’s best interests and when agreed with the parents and the admission authority of the new school.

12.5 Managed moves and students with EHCPs

If the student has an EHCP and the school is considering a managed move, the school must first contact the local authority which maintains the student’s EHCP. The usual statutory processes for amending a student’s EHCP will apply.

Section 13: Suspensions and permanent exclusions

13.1 Principles

Vanguard Learning Trust is committed to following all statutory exclusions procedures to ensure that every child receives an education in a safe and caring environment. The Trust schools will:

- ensure that the exclusions process is applied fairly and consistently;
- help governors, staff, parents/carers and students understand the exclusions process; and
- ensure all suspensions and permanent exclusions are carried out lawfully.

13.2 Off-rolling

Trust schools are aware that off-rolling is unlawful. Ofsted defines off-rolling as:

'The practice of removing a student from the school roll without a formal, permanent exclusion or by encouraging a parent to remove their child from the school roll, when the removal is primarily in the interests of the school rather than in the best interests of the pupil.'

Headteachers, or deputy headteachers who are deputising, will not suspend or exclude students unlawfully by directing them off site, or not allowing students to attend school:

- without following the statutory procedure or formally recording the event, e.g. sending them home to 'cool off';
- because they have special educational needs and/or a disability (SEND) that the school feels unable to support;
- due to poor academic performance;
- because they haven't met a specific condition, such as attending a reintegration meeting; or
- by exerting undue influence on a parent to encourage them to remove their child from the school

13.3 Legislation and statutory guidance

The statutory guidance from the Department for Education: Suspension and permanent exclusion from maintained schools, academies and student referral units in England, including student movement. is based on the following legislation, which outlines schools' powers to exclude students:

- Section 51a of the Education Act 2002, as amended by the Education Act 2011
- The School Discipline (student Exclusions and Reviews) (England) Regulations 2012 as amended

In addition, this information is based on:

- Part 7, chapter 2 of the Education and Inspections Act 2006, which sets out parental responsibility for excluded students
- Section 579 of the Education Act 1996, which defines 'school day'
- The Education (Provision of Full-Time Education for Excluded students) (England) Regulations 2007, as amended by The Education (Provision of Full-Time Education for Excluded students) (England) (Amendment) Regulations 2014
- The Equality Act 2010
- Children and Families Act 2014

13.4 Definitions

The following outlines key definitions in relation to suspensions and permanent exclusions:

- **Suspension:** when a student is removed from the school for a fixed period. This was previously referred to as a 'fixed-term exclusion'.
- **Permanent exclusion:** when a student is removed from the school permanently and taken off the school roll. This is sometimes referred to as an 'exclusion'.

The roles and responsibilities of headteachers, governing bodies and the local authority in relation to suspensions and permanent exclusions are outlined in **Appendix 8**. This includes information on how decisions are made and how information is shared with parents/carers, governing bodies and third-parties. Parents/carers can apply for an independent review, outlined in **Appendix 9**. The Trust will arrange for an independent panel to review the decision of the governing board not to reinstate a permanently excluded student.

13.5 Types of behaviour that may result in internal exclusion, suspension or permanent exclusion

Appendix 10 outlines types of behaviour and possible consequences that may result in an internal exclusion, suspension or a permanent exclusion. This is not an exhaustive list and factors will be taken into account such as the student's age and whether they have any special educational needs as outlined in Section 5.

13.6 Returning from a suspension

13.6.1 Reintegration strategy

Following suspension, the school will put in place a strategy to help the student reintegrate successfully into school life and full-time education. Where necessary, the school will work with third-party organisations to identify whether the student has any unmet special educational and/or health needs. The following measures may be implemented, as part of the strategy, to ensure a successful reintegration into school life:

- Maintaining regular contact during the suspension or off-site direction and welcoming the student back to school
- Daily contact in school with a designated pastoral professional
- Mentoring by a trusted adult or a local mentoring charity
- Regular reviews with the student and parents/carers to praise progress being made and raise and address any concerns at an early stage (see section 11.7)
- Informing the student, parents/carers and staff of potential external support

13.6.2 Reintegration meetings

The school will explain the reintegration strategy to the student in a reintegration meeting before or on the student's return to school. During the meeting the school will communicate to the student that they are getting a fresh start and that they are a valued member of the school community. The student, parents/carers, a member of senior staff, and any other relevant staff will be invited to attend the meeting. The meeting can proceed without the parents/carers in the event that they cannot or do not attend. The school expects all returning students and their parents/carers to attend their reintegration meeting, but students who do not attend will not be prevented from returning to the classroom.

13.7 Consideration of reinstatement of a student

The school's LGB has the ability, in certain circumstances, to consider and decide on the reinstatement of a suspended or permanently excluded student within 15 school days of receiving the notice of the suspension or exclusion.

13.8 Removal from the school register

A student's name will be removed from the school admission register if:

- 15 school days have passed since the parents/carers were notified of the governors' decision to not reinstate the student and no application has been made for an independent review panel.
- The parents/carers have stated in writing that they will not be applying for an independent review panel.

Where an application for an independent review has been made within 15 school days, the LGB will wait until that review has concluded before removing a student's name from the register.

13.9 Internal provision to reduce permanent exclusions

Schools will ensure that there is a vast range of rewards and sanctions at their disposal to ensure that the majority of students become increasingly self-motivated and positive learners, who behave responsibly and courteously in and around the school. A minority of students, however, accrue a number of internal or suspensions and therefore are at risk of permanent exclusion. The Trust is committed to full inclusion wherever possible, and a variety of procedures therefore take effect to support students in this situation, as well as to reinforce the Trust's ethos and boundaries.

13.10 Representations regarding suspensions and permanent exclusions

Parents may make representations to the LGB in relation to a suspension or permanent exclusion.

Section 14: Monitoring policy's implementation

This policy will be reviewed annually with other Trust policies, and updated in line with changes to legislation and relevant guidance. Part of this review will involve the creation of case studies exploring the impact of the Trust's collective endeavour to support student behaviour and the application of this policy. Data pertaining to student behaviour, particularly of students who fall within vulnerable subgroups, will be tracked and analysed to ensure that interventions are personalised and highly targeted towards the needs of those students. The Trust will work with its schools to consider this data, and whether there are patterns across the Trust, recognising that numbers in any one school are often too low to allow for meaningful statistical analysis. The school will use the results of this analysis to make sure it is meeting its duties under the Equality Act 2010. If any trends or disparities between groups of students are identified by this analysis, the school will review its policies to tackle them. Stakeholder feedback will also be collected and evaluated at regular intervals to understand perceptions and experiences of the school's behaviour culture.

Section 15: Information sharing

All schools within the Trust work in conjunction with students, parents/carers and external agencies to ensure a safe environment for both students and members of the community.

Section 16: Complaints

If parents/carers have any concerns or complaints over the application or implementation of this policy they should raise their concerns with a staff member or the headteacher in accordance with the Trust's complaints policy; the majority should be able to be dealt with informally and should be resolved at this level. If the concern or complaint relates to a suspension or exclusion, the statutory procedure set out in the DfE exclusions guidance will be followed.

Version history

First issue/revision date	Approved by	Summary of changes if not first issue
July 2025	BoT	<p>New sections:</p> <ul style="list-style-type: none"> ● Section 5.2: Supporting students who present violent or pre-violent behaviours ● Section 6.9: Information about how schools will address off-site misbehaviour ● Section 6.10 Information about how schools will address online misbehaviour ● Section 6.11 Information about how schools will address suspected criminal behaviour ● Section 9.3.6: 'Safeguarding separation' ● Section 9.4: Information about how schools can address malicious allegations <p>Updated sections:</p> <ul style="list-style-type: none"> ● Section 1.5: Legislation, statutory requirements and statutory guidance related to behaviour ● Section 4.2.1: Clarity that the strategy to tackle bullying is within the Trust's wider context of a strategy of tackling child-on-child abuse ● Section 4.2.2: Adjusted the definition of bullying, taken from statutory guidance ● Section 4.2.3: Specific information about recording and monitoring of bullying, which is a statutory responsibility for schools ● Section 5: Information regarding supporting the behaviour of students with SEND ● Section 7 and Appendix 6: Updated information regarding searches, screening and confiscated to align with statutory guidance and model policy by The Key (checked by Forbes Solicitors) ● Section 14: Information about how schools use data related to behaviour ● Appendix 1: Inserted reference to responsibilities for school leaders regarding induction and transition arrangements ● Appendix 8: Adjusted the wording regarding the decision to permanently exclude, based on advice from WS
July 2024	BoT	Updates to policy
July 2023	BoT	Updates to policy

Appendices

Appendix 1: Responsibilities of staff in supporting positive behaviour

School leaders will ensure that they:

- communicate the contents of this policy to all students, staff and parents/carers so that the Trust's expectations are transparent to all stakeholders, and that expectations of, and responses to, behaviour are consistent, fair, proportionate, and predictable.
- ensure that staff will do this through a variety of means, such as outlining expectations during student induction activities, as well as frequent reminders of expectations throughout the academic year, such as during form times/assemblies and through the facilitation of the school's PSHE programme,
- support staff in applying this policy fairly, consistently, proportionately, and without discrimination, taking into account SEND as well as the additional challenges that some vulnerable students may face;
- ensure that reasonable adjustments are made for disabled students, as required;
- support incoming students to meet behaviour standards by offering an induction process to familiarise them with the behaviour policy and the wider school culture; and
- ensure that information that related to student behaviour issues is transferred to relevant staff as part of transition arrangements to help ensure that behaviour is continually monitored and that the right support is in place.

Teaching staff and teaching assistants will:

- model positive behaviour in the classroom and promote a teaching and learning ethos which encourages all students to attend and participate in lessons whatever their level of ability or need;
- not tolerate disruption to teaching, learning or school routines and take proportionate action to restore acceptable standards of behaviour;
- challenge students to meet expectations and maintain the boundaries of acceptable conduct;
- record incidents of poor behaviour and any given sanctions in the student's behaviour log which is managed on a school level;
- provide praise, rewards and reinforce positive behaviour;
- deal with incidents of bullying, discrimination, aggression and derogatory language quickly and effectively;
- focus on de-escalation and preventative strategies rather than being solely reactive;
- consider the welfare of the whole Trust community and ensure that the majority of students' education is not jeopardised by the disruptive behaviour of a minority of students;
- contribute to the development of systems which support and reinforce positive behaviour;
- recognise that there may be contributory factors which affect student's behaviour and respond according to individual need;
- identify students who are experiencing difficulties in developing or sustaining appropriate behaviour and put in place general and targeted interventions to improve student behaviour and provide support. This could include:
 - more frequent engagement with parents/carers
 - home visits
 - mentoring and coaching
 - report cards
 - time in a student support unit
 - engaging with local partners and agencies to address specific challenges
 - consideration of whether a multi-agency assessment referral is required; and/or
 - designing a behaviour contract and/or pastoral support plan, with set targets and support strategies embedded within

- contact parents/carers if there is a problem with attendance, punctuality or equipment and about any concerns or problems that affect their child's work or behaviour;
- set, mark and monitor homework and provide facilities for children to do homework in the school if required;
- send parents/carers annual written reports on their child's progress and arrange parents' evenings during which progress will be discussed; and
- engage with and attend all training and development sessions to continually improve behaviour management and learn from best practice.

Support staff will:

- help manage and maintain the school's expectations of good behaviour;
- assist teaching staff with developing independence and resilience of students;
- encourage and reward good behaviour and work;
- encourage interaction between children, when appropriate;
- help to maintain a safe working environment; and
- report issues with students and/or student interactions to a teacher or pastoral leader.

Appendix 2: Trust-wide rights and responsibilities of students

Rights	Responsibilities
To feel safe both in and out of the classroom	Have regard for your own safety and that of others and care for school equipment/ resources/ environment
To learn, free from the disruption of others	Be prepared to engage in class and be involved with learning
Be valued and have good work recognised and rewarded	Accept and learn from any sanctions that you receive
To receive help and support where requested	Follow staff instructions and seek help when needed
To be listened to and respected	Respect yourself, other people and their belongings
To be treated fairly	Be self-disciplined and follow the school rules set out below
To be treated as an individual	Inform a member of staff when this policy has been breached by yourself or another student

School rules are outlined in the respective school's Part B.

Appendix 3: Generic expectations of parents/carers in supporting positive behaviour

Parents/carers are expected to:

- support the school in the application and enforcement of this policy;
- inform the school of any challenging behaviour exhibited at home, special education needs or changes in circumstances that may account for changes in their child's behaviour;
- ensure their child attends the school on time, appropriately dressed, fed, rested, and equipped;
- work with the school in support of their child's learning;
- attend virtual or in-person meetings at the school with staff to discuss their child's behaviour and to adhere to any parenting contracts that put in place;
- inform the school in writing of any medication their child needs to take;
- support their child in homework, revision and other opportunities for home learning;
- attend parents' evenings and discussions about their child's progress, if reasonably possible; and
- provide appropriate supervision for their child during the first 5 days of suspension, ensure that their child is not present in a public place during school hours without reasonable justification and, if invited, attend a reintegration interview at the school with their child.

Home-School Agreement

As part of the induction process of all schools within the Trust, parents/carers and their child will be asked to sign a Home-School Agreement.

This agreement emphasises the importance of parental involvement in their child's education. It encourages parents/carers to actively engage in their child's learning, support their academic progress, attend school events, and contribute to their child's overall development.

The agreement includes information about the school's values, ethos, and expected behaviour. It ensures that parents/carers and students are aware of the school's principles and helps create a positive and respectful learning environment aligned with those values.

The Home-School Agreement is designed to facilitate effective communication between parents/carers and schools. They may include provisions for regular parent-teacher meetings, progress reviews, or methods of communication that parents/carers can use to reach out to teachers or school administration.

The Agreement is a shared endeavour in encouraging students to take ownership of their learning and behaviour. It sets our expectations of how parents/carers can support their child's students' attendance, punctuality, completion of homework, and adherence to the school's code of conduct, fostering a sense of shared responsibility and accountability.

In case of disagreements or disputes between parents/carers and the school, the Home-School Agreement can serve as a reference point for resolving conflicts. It provides a framework for constructive discussions and problem-solving, promoting a collaborative approach to addressing issues that may arise.

Appendix 4A: Forms of child-on-child abuse

Physical abuse

Physical abuse may include hitting, kicking, nipping, shaking, biting, hair pulling, or otherwise causing physical harm to another person. There may be many reasons why a child harms another and it is important to understand why they have engaged in such behaviour, including accidentally, before considering the action to take or sanctions to introduce.

Cyberbullying

Cyberbullying can happen at all times of the day, with a potentially bigger audience. Cyberbullying involves the use of mobile devices to harass, threaten or intimidate someone. Bullying, including cyberbullying may constitute a criminal offence under legislation such as the Malicious Communications Act 1988 (which states that a person who sends electronic communications which are “indecent or grossly offensive, convey a threat or false information or demonstrate that there is an intention to cause distress or anxiety to the victim” would be deemed to have committed an offence). The Communications Act 2003, and the Sexual Offences Act 2003. Outside of the immediate support students may require in these instances, if the school staff consider that an offence may have been committed they will inform the Police.

Sharing nude and semi-nude images (formerly known as sexting)

Sharing of nude or semi-nude images is when someone sends or receives a sexually explicit text, image or video via the internet or mobile device. This includes sending ‘nude/semi-nude pics’ or ‘rude pics’ or ‘nude/semi-nude selfies’. Pressuring someone into sending a nude picture can happen in any relationship and to anyone, whatever their age, gender or sexual preference. Once the image is taken and sent, the sender has lost control of the image and the image could end up anywhere. By having in their possession or distributing to others indecent images of a person under 18, many young people are not aware that they could be committing a criminal offence under the Sexual Offences Act 2003.

Any direct disclosure by a student will be taken very seriously. A student who discloses they are the subject of sexual imagery is likely to be embarrassed and worried about the consequences. It is likely that disclosure in the school is a last resort and they may have already tried to resolve the issue themselves. When an incident involving the inappropriate sharing of images via the internet or mobile device comes to the school’s attention we will follow the guidance as set out in the UK Council for Internet Safety (UKCIS) publication outlined below. The key consideration is for staff not to view or forward illegal images of a child. In some cases, it may be more appropriate to confiscate any devices to preserve any evidence and hand them to the Police for inspection.

When considering appropriate action regarding the sharing of inappropriate images, the DSL will take the age of the child involved and the context into account. Children under 13 are given extra protection from sexual abuse. The law makes it clear that sexual activity with a child under 13 is never acceptable and that children of this age can never legally give consent to engage in sexual activity. Any situations involving students and the sharing of nude and semi-nude images will be taken seriously as potentially being indicative of a wider child protection concern or as being problematic sexual behaviour.

Initiation/hazing

Hazing is a form of initiation ceremony which is used to induct newcomers into an organisation such as a school or sports team etc. Hazing can also be used as initiation into a street or other ‘gang’. There are several different forms, from relatively mild rituals to severe and sometimes violent ceremonies. The idea behind this practice is that it welcomes newcomers by subjecting them to a series of trials which promote a bond between them. After the hazing is over, the newcomers also have something in common with older or established members of the organisation or ‘gang’, because they have all

experienced this as part of a 'rite of passage'. Many rituals involve humiliation, embarrassment, abuse and harassment.

Prejudiced-based and discriminatory bullying/behaviour

The term prejudiced-based or discriminatory bullying refers to a range of hurtful behaviour which is physical, emotional or both, causes someone to feel powerless, worthless, excluded or marginalised, and which is connected with prejudices around belonging, identity and equality in wider society – in particular, prejudices related to disabilities and special educational needs, ethnic, cultural and religious backgrounds, gender, home life, (for example in relation to issues of care, parental occupation, poverty and social class) and sexual identity (homosexual, bisexual, transsexual).

Teenage relationship abuse

Teenage relationship abuse is defined as a pattern of actual, or threatened acts, of physical, sexual and/or emotional abuse perpetrated by an adolescent (between the ages of 13 and 18) against a current or former partner. Abuse may include insults, coercion, social sabotage, sexual harassment, threats and/or acts of physical or sexual abuse. Abuse can occur online and offline and is never acceptable. 3.9

Upskirting

'Upskirting' typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm. It is now a criminal offence.

Verbal abuse

Verbal abuse may include insults, name calling, gossiping, rumour-mongering, repeated teasing or making offensive remarks. There may be many reasons why a child harms another and it is important to understand why they have engaged in such behaviour, including accidentally, before considering the action to take or sanctions to introduce.

Racist abuse

Racist abuse refers to a range of hurtful behaviour, both physical and psychological, that makes an individual(s) feel unwelcome, marginalised and excluded, powerless or worthless because of colour, ethnicity, culture, faith community, national origin or national status.

Sexist abuse

Sexist abuse refers to a range of behaviours which demean, intimidate or harm another person.

Homophobic, biphobic or transphobic abuse

This is where bullying is motivated by a prejudice against lesbian, gay or bisexual people, or towards people whose sense of their gender or gender identity is different to typical gender 'norms' The above lists are not exhaustive, but are intended to give examples of the types of child-on-child abuse which young people may experience.

Extra-familial harm

Extra-familial harm is defined as risks to the welfare of children that arise within the community or peer group, including sexual and criminal exploitation. A key element of extra-familial harm is that in general, harm does not arise from the home environment; parents may not be aware that their child is at risk or may be struggling to protect their child and the family from harm against exploiters. However, sometimes parental neglect and lack of supervision may contribute to the young person's exposure to extra-familial harm. Children who experience difficulties or instability at home may be more likely to spend more time outside of home and hence be more vulnerable to extra-familial harm.

Extra-familial harm can take the form of:

- Child sexual exploitation
- Child criminal exploitation including drug dealing both locally and through county lines
- Modern slavery and trafficking
- Gang activity and youth violence
- Radicalisation

Students who are more vulnerable to child-on-child abuse

The influence of peers is possibly the most significant factor in a child's social development and, as such, anyone can be subject to child-on-child abuse. However, there are certain groups who may be more at risk than others. For example, those with protected characteristics such as:

- Those who are socially isolated from their peer-group
- Those who are questioning their sexuality and identity
- Those with SEND needs (the Trust is careful not merely to assume that indicators of possible abuse relate only to their specific learning needs and are not investigated beyond this assumption)
- Those with different ethnicity, race or religious beliefs
- Young carers
- Students that identify as LGBTQIA+
- Looked after children
- Students who are on a Child in Need (CIN) or Child Protection (CP) plan
- Students who have poor attendance to school
- Students who are known to the police
- Students with mental health concerns

Appendix 4B: Types of bullying

Bullying can include:

Type of bullying	Definition
Emotional	Being unfriendly, excluding, tormenting
Physical	Hitting, kicking, pushing, taking another's belongings, any use of violence (including the threat of violence)
Prejudice-based and discriminatory, including: <ul style="list-style-type: none">• Racial• Faith-based• Gendered (sexist)• Homophobic/biphobic• Transphobic• Disability-based	Taunts, gestures, graffiti or physical abuse focused on a particular characteristic (e.g. gender, race, sexuality)
Sexual	Explicit sexual remarks, display of sexual material, sexual gestures, unwanted physical attention, comments about sexual reputation or performance, sharing of nude or semi-nude images and/or videos (including pseudo-images, which are computer-generated images that otherwise appear to be a photograph or video), or inappropriate touching
Direct or indirect verbal	Bullying that takes place online, such as through social networking sites, messaging apps, gaming sites, devices or via images, audio, video, or written content generated by artificial intelligence (AI)
Cyber-bullying	Bullying that takes place online, such as through social networking sites, messaging apps, gaming sites, devices or via images, audio, video, or written content generated by AI

Appendix 5: Procedure for investigating incidents

Assess the information that has come in: what has happened (if anything) and who is involved (known or unknown parties). Before commencing a school investigation, the school should ascertain whether police involvement is necessary and get advice if there is any uncertainty. The school should identify breaches of relevant policies, considering how misconduct has been identified, as well as how it was identified or reported.

Appoint an investigator. This could be an internal investigator or an external investigator depending on the complexity of the investigation, the skill and experience of the in-house team to do it, the number of people involved and the time and commitment needed to get the investigation done. Where children are being interviewed it is best to appoint an investigator who is appropriately trained in interviewing children which requires a specific skill set.

Prepare an investigation plan. This will define the parameters of the investigation, the resources needed, the suggested methodology for the investigator, timeframe and identify any risk areas as well as the support needs of everyone involved. In a complex and large-scale investigation perhaps involving lots of witnesses, the plan will be kept under regular review and will be updated accordingly.

Gathering evidence

Initial investigations of minor infractions of the policy may be carried out by a member of staff on their own. Further investigations or initial fact finding of more serious offences may be carried out by two staff together if necessary, in order to expedite the process. In secondary schools, students who have witnessed the behaviour will be asked to provide written, signed and dated incident reports. In primary schools, students who have witnessed the behaviour may be asked to provide a written account or may be asked to describe to staff what they saw and the member of staff will make a note of the response. See guidance on interviewing students in Section 6.2.

Keeping records. Investigators will record thought processes and actions that might have been taken. This will help evaluate the decision-making process and will be a helpful tool to help evaluate how the matter was handled.

Appendix 6: Searches, screening and confiscation

Searches will only be carried out by a member of staff who has been authorised to do so by the headteacher, or by the headteacher themselves. School staff who are authorised by the headteacher to search students will adhere to the statutory safeguarding guidance contained in *Keeping Children Safe in Education* and *Working Together to Safeguard Children* and DfE guidance on searching, screening and confiscation.

Subject to the exception below, the authorised member of staff carrying out the search will be of the same sex as the student, and there will be another member of staff present as a witness to the search. An authorised member of staff of a different sex to the student can carry out a search without another member of staff as a witness if:

- the authorised member of staff carrying out the search reasonably believes there is risk that serious harm will be caused to a person if the search is not carried out as a matter of urgency; **and**
- in the time available, it is not reasonably practicable for the search to be carried out by a member of staff who is the same sex as the student; **or**
- it is not reasonably practicable for the search to be carried out in the presence of another member of staff.

When an authorised member of staff conducts a search without a witness, they should immediately report this to another member of staff, and make sure a written record of the search is kept. If the authorised member of staff considers a search to be necessary, but not required urgently, they will seek the advice of the headteacher, designated safeguarding lead (DSL) or pastoral member of staff who may have more information about the student. During this time the student will be supervised and kept away from other students.

A search can be carried out if the authorised member of staff has reasonable grounds for suspecting that the student is in possession of a prohibited item or any item identified in the school rules for which a search can be made, or if the student has agreed. An appropriate location for the search will be found. Where possible, this will be away from other students. The search will only take place on the school premises or where the member of staff has lawful control or charge of the student, for example on a school trip. Before carrying out a search the authorised member of staff will:

- assess whether there is an urgent need for a search;
- assess whether not doing the search would put other students or staff at risk;
- consider whether the search would pose a safeguarding risk to the student;
- explain to the student why they are being searched;
- explain to the student what a search entails – e.g. “I will ask you to turn out your pockets and remove your scarf”;
- explain how and where the search will be carried out;
- give the student the opportunity to ask questions; and
- seek the student’s co-operation.

If the student refuses to agree to a search, the member of staff can give an appropriate behaviour sanction. If they still refuse to co-operate, the member of staff will contact a senior member of staff to try to determine why the student is refusing to comply. The authorised member of staff will then decide whether to use reasonable force to search the student. This decision will be made on a case-by-case basis, taking into consideration whether conducting the search will prevent the student harming themselves or others, damaging property or causing disorder.

The authorised member of staff can use reasonable force to search for any prohibited items identified in section 3, but not to search for items that are only identified in the school rules. The authorised member of staff may use a metal detector to assist with the search. An authorised member of staff may search a student's outer clothing, pockets, possessions, desk or locker. 'Outer clothing' includes:

- Any item of clothing that isn't worn wholly next to the skin or immediately over underwear (eg. a jumper or jacket being worn over a t-shirt)
- Hats, scarves, gloves, shoes or boots

Searching students' possessions

Possessions means any items that the student has or appears to have control of, including:

- Desks
- Lockers
- Bags

A student's possessions can be searched for any item if the student agrees to the search. If the student does not agree to the search, staff can still carry out a search for prohibited items (listed in **Part A, Section 7**) and items identified in the school rules. An authorised member of staff can search a student's possessions when the student and another member of staff are present. If there is a serious risk of harm if the search is not conducted immediately, or it is not reasonably practicable to summon another member of staff, the search can be carried out by a single authorised member of staff.

Informing the DSL

The staff member who carried out the search should inform the DSL without delay:

- of any incidents where the member of staff had reasonable grounds to suspect a student was in possession of a prohibited item as listed in **Part A, Section 7**; and/or
- if they believe that a search has revealed a safeguarding risk.

All searches for prohibited items listed in **Part A, Section 7**, including incidents where no items were found, will be recorded in the school's safeguarding system.

Informing parents/carers

Parents/carers will always be informed of any search for a prohibited item listed in **Part A, Section 7**. A member of staff will tell the parents/carers as soon as is reasonably practicable:

- What happened
- What was found, if anything
- What has been confiscated, if anything
- What action the school has taken, including any sanctions that have been applied to their child

Support after a search

Irrespective of whether any items are found as the result of any search, the school will consider whether the student may be suffering or likely to suffer harm and whether any specific support is needed (due to the reasons for the search, the search itself, or the outcome of the search). If this is the case, staff will follow the school's safeguarding policy and speak to the DSL. The DSL will consider whether pastoral support, an early help intervention or a referral to children's social care is appropriate.

Strip searches

The authorised member of staff's power to search outlined above does not enable them to conduct a strip search (removing more than the outer clothing) and strip searches on school premises shall only be carried out by police officers in accordance with the Police and Criminal Evidence Act 1984 (PACE) Code C.

Before calling the police into school, staff will assess and balance the risk of a potential strip search on the student's mental and physical wellbeing and the risk of not recovering the suspected item. Staff will

consider whether introducing the potential for a strip search through police involvement is absolutely necessary, and will always ensure that other appropriate, less invasive approaches have been exhausted first. Once the police are on school premises, the decision on whether to conduct a strip search lies solely with them. The school will advocate for the safety and wellbeing of the student(s) involved. Staff retain a duty of care to the student involved and should advocate for student wellbeing at all times.

Communication and record-keeping

Where reasonably possible and unless there is an immediate risk of harm, before the strip search takes place, staff will contact at least one of the student's parents/carers to inform them that the police are going to strip search the student, and ask them whether they would like to come into school to act as the student's appropriate adult. If the school can't get in touch with the parents/carers, or they aren't able to come into school to act as the appropriate adult, a member of staff can act as the appropriate adult (see below for information about the role of the appropriate adult). The student's parents/carers will always be informed by a staff member once a strip search has taken place. The school will keep records of strip searches that have been conducted on school premises, and monitor them for any trends that emerge.

Who will be present

This subsection and the 1 directly following apply to strip searches that involve the exposure of a student's intimate body parts but schools may decide to follow these procedures for other searches. For any strip search that involves exposure of intimate body parts, there will be at least 2 people present other than the student, except in urgent cases where there is risk of serious harm to the student or others. One of these must be the appropriate adult, except if:

- The student explicitly states in the presence of an appropriate adult that they do not want an appropriate adult to be present during the search, and
- The appropriate adult agrees

If this is the case, a record will be made of the student's decision and it will be signed by the appropriate adult. No more than two people other than the student and appropriate adult will be present, except in the most exceptional circumstances. The appropriate adult will:

- Act to safeguard the rights, entitlements and welfare of the student
- Not be a police officer or otherwise associated with the police
- Not be the headteacher
- Be of the same sex as the student, unless the student specifically requests an adult who is not of the same sex

Except for an appropriate adult of a different sex if the student specifically requests it, no one of a different sex will be permitted to be present and the search will not be carried out anywhere where the student could be seen by anyone else.

Care after a strip search

After any strip search, the student will be given appropriate support, irrespective of whether any suspected item is found. The student will also be given the opportunity to express their views about the strip search and the events surrounding it. As with other searches, the school will consider whether the student may be suffering or likely to suffer harm and whether any further specific support is needed (due to the reasons for the search, the search itself, or the outcome of the search). Staff will follow the school's safeguarding policy and speak to the DSL. The DSL will consider whether, in addition to pastoral support, an early help intervention or a referral to children's social care is appropriate. Any student(s) who have been strip searched more than once and/or groups of students who may be more likely to be subject to strip searching will be given particular consideration, and staff will consider any preventative approaches that can be taken.

Seizure of items

Staff may seize an electronic device to examine any data or files on the device if they think there is good reason to do so. These data or files may be erased before returning the item if they believe there is good reason to do this (guidance on this is provided in the DfE'S guidance on searching, screening and confiscation). If the member of staff conducting the search suspects they may find an indecent image of a child, the member of staff should never intentionally view the image, and must never copy, print, share, store or save such images. When an incident might involve an indecent image of a child and/or video, the member of staff should confiscate the device, avoid looking at the device and refer the incident to the designated safeguarding lead. Staff will have regard to the UK Council for Internet Safety advice for managing incidences of sharing nudes and semi-nudes when managing these issues.

Screening of students

Schools may require students to undergo screening by a walk-through or hand-held metal detector (arch or wand) regardless of whether they suspect the student of having a weapon and without the student's consent.

Appendix 7: Pastoral support plan (PSP) template

Pastoral support plan

NAME	GENDER	AGE	DOB	SEN SUPPORT CIC / EHCP	UPN
SCHOOL	CLASS / TEACHER		PSP START DATE	CO-ORDINATED BY	

PSP TIME LIMIT AND REVIEW DATES WEEKLY PLAN	HOW WILL THE STUDENT KNOW THAT THEY ARE 'ON TRACK'? (ongoing recognition of weekly success)

STUDENT PROFILE	
WHAT IS GOING WELL?	WHAT IS NOT GOING WELL

STUDENT COMMITMENT	PARENTAL COMMITMENT
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Signed.....	Signed.....
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SCHOOL SUPPORT AND STRATEGIES	SUPPORT FROM OUTSIDE AGENCIES

PROACTIVE (How will adults know that I'm calm, relaxed and ready to learn?)	ACTIVE (How will adults know that I'm on the edge/ becoming anxious?)	REACTIVE (How will adults know that I'm ready to explode?)	RECOVERY (How will adults know that I'm returning to my calm feeling?)
What will the adults do to support me when I feel like this?	What will the adults do to support me when I feel like this?	What will the adults do to support me when I feel like this?	What will the adults do to support me when I feel like this?

HOW WILL I KNOW THAT I'M DOING WELL?	WHAT WILL HAPPEN TO HELP ME GET BACK ON TRACK?

REVIEW (to be written in from the beginning of the PSP process)	
Key dates	Actions from the review meetings
Week 4: date.....	
Week 8: date.....	

Notes:

Appendix 8: Roles and responsibilities of headteacher, local governing board and local authority in relation to exclusions and suspensions

The headteacher

Deciding whether to suspend or exclude

Only the headteacher, or acting headteacher, can suspend or permanently exclude a student from school on disciplinary grounds. The decision can be made in respect of behaviour inside or outside of school. The headteacher will only use permanent exclusion as a last resort.

Before deciding whether to suspend or exclude a student, the headteacher will:

- Consider all the relevant facts and evidence on the balance of probabilities, including whether the incident(s) leading to the exclusion were provoked.
- Allow the student to give their version of events.
- Consider whether the student has special educational needs for which reasonable adjustments are required to be made (SEN).
- Consider whether the student is especially vulnerable (e.g. the student has a social worker, or is a looked-after child [LAC]).
- Consider whether all alternative solutions have been explored, such as off-site direction or managed moves

The length of a suspension will be decided on by the headteacher who will take into account:

- The age of the student;
- Their disciplinary record;
- The nature of the offence;
- Any exam obligations.

The headteacher will consider the views of the student, in light of their age and understanding, before deciding to suspend or exclude, unless it would not be appropriate to do so. Students who need support to express their views will be allowed to have their views expressed through an advocate, such as a parent or social worker. The headteacher will not reach their decision until they have heard from the student, and will inform the student of how their views were taken into account when making the decision.

As outlined in the statutory exclusions guidance, a decision to exclude a student permanently will be taken only:

- in response to serious breach, or persistent breaches, of the school's behaviour policy, **and**
- where allowing the student to remain in school would seriously harm the education or welfare of the student or others such as staff or students in the school.

Informing parents

If a student is at risk of suspension or exclusion the headteacher will inform the parents (or social worker / Virtual School Head (VSH) if applicable) as early as possible, in order to work together to consider what factors may be affecting the student's behaviour, and what further support can be put in place to improve the behaviour. If the headteacher decides to suspend or exclude a student, the parents will be informed of the period of the suspension or exclusion and the reason(s) for it, without delay. The parents will also be provided with the following information in writing, without delay:

- The reason(s) for the suspension or exclusion
- The length of the suspension or, for a permanent exclusion, the fact that it is permanent
- Information about parents' right to make representations about the suspension or permanent

exclusion to the local governing board and how the student may be involved in this

- How any representations should be made
- Where there is a legal requirement for the local governing board to hold a meeting to consider the reinstatement of a student, and that parents (or the student if they are 18 years old) have a right to attend the meeting, be represented at the meeting (at their own expense) and to bring a friend

The headteacher will also notify parents without delay and by the end of the afternoon session on the first day their child is suspended or permanently excluded, that:

- For the first 5 school days of an exclusion (or until the start date of any alternative provision or the end of the suspension, where this is earlier), the parents are legally required to ensure that their child is not present in a public place during school hours without a good reason. This will include specifying on which days this duty applies
- Parents may be given a fixed penalty notice or prosecuted if they fail to do this

If alternative provision is being arranged, the following information will be included, if possible:

- The start date for any provision of full-time education that has been arranged
- The start and finish times of any such provision, including the times for morning and afternoon sessions, where relevant
- The address at which the provision will take place
- Any information the student needs in order to identify the person they should report to on the first day

Full-time education (off-site or in a shared provision) will be provided from the sixth day of any period of suspension of six days or longer or where the cumulative period of suspensions in any one term exceeds five. This means that if a child has more than five consecutive school days of suspension, then education must be arranged for the sixth school day of suspension, regardless of whether this is because of one decision to suspend the student for the full period or multiple decisions to suspend the student for several periods in a row.

If the headteacher does not have all the information about the alternative provision arrangements by the end of the afternoon session on the first day of the suspension or permanent exclusion, they can provide the information at a later date, without delay and no later than 48 hours before the provision is due to start. The only exception to this is where alternative provision is to be provided before the sixth day of a suspension or permanent exclusion, in which case the information may be provided with less than 48 hours' notice, with parents' consent.

Providing education during the first 5 days of a suspension or permanent exclusion

During the first 5 days of a suspension, if the student is not attending alternative (AP) provision, the headteacher will take steps to ensure that achievable and accessible work is set and marked for the student. Online pathways such as Google Classroom or Oak Academy may be used for this. If the student has a special educational need or disability, the headteacher will make sure that reasonable adjustments are made to the provision where necessary. If the student is looked after or if they have a social worker, the school will work with the LA to arrange AP from the first day following the suspension or permanent exclusion. Where this isn't possible, the school will take reasonable steps to set and mark work for the student, including the use of online pathways.

Informing the local governing board and the local authority

The headteacher will, without delay, notify the Chair of the local governing board, the local authority (LA) and the social worker and / or VSH, if appropriate of:

- Any permanent exclusion, including when a suspension is followed by a decision to permanently exclude a student
- Any suspension or permanent exclusion which would result in the student being suspended or permanently excluded for a total of more than 5 school days (or more than 10 lunchtimes) in a term
- Any suspension or permanent exclusion which would result in the student missing a National Curriculum test or public exam

For a permanent exclusion, if the student lives outside the LA in which the school is located, the headteacher will also, without delay, inform the student's 'home authority' of the exclusion and the reason(s) for it. The headteacher will notify the local governing board once per term of any other suspensions of which they have not previously been notified, and the number of suspensions and exclusions which have been cancelled (see below), including the circumstances and reasons for the cancellation.

Cancelling suspensions and permanent exclusions

The headteacher may cancel a suspension or permanent exclusion that has already begun, but this will only be done where it has not yet been reviewed by the local governing board. Where there is a cancellation:

- The parents, local governing board and LA (including the social worker and VSH where applicable) will be notified without delay
- Parents will be offered the opportunity to meet with the headteacher to discuss the cancellation
- The student will be allowed back in school without delay

The local governing board

Considering suspensions and permanent exclusions

Responsibilities regarding exclusions are delegated to the school's local governing board. The board has a duty to consider parents' representations about a suspension or permanent exclusion. Any panel set up to consider exclusions will consist of at least 3 members and may be drawn from the LGB and/or Trustees. The panel must consider the reinstatement of an excluded student within 15 school days of notification of the exclusion if:

- The exclusion is permanent
- It is a suspension which will bring the student's total number of school days of suspension to more than 15 in a term
- It would result in a student missing a public exam or national curriculum test. In this circumstance the exclusions panel must meet as soon as possible, before the date of the test or exam as far as reasonably practical to do so. If this is not possible the Chair of Governors will consider the exclusion and decide whether or not to reinstate the student.

For suspensions of five school days or less in a term:

- governors must consider any representation from parents, but
- they cannot direct reinstatement and are not required to arrange a meeting with parents.

For suspensions of 6-15 school days in one term, governors must consider any representations from parents within 50 school days but only if parents request a meeting; governors can uphold an exclusion or reinstate the student (earlier or immediately). In the absence of any representations from the parents, the local governing board can consider reinstatement on their own.

In the case of a permanent exclusion, the LGB will follow the statutory guidance on exclusions current at the time of the exclusion and convene to consider the reinstatement of the student within 15 school days. The panel will comprise 3 or more members who have undergone appropriate training, drawn from the LGB and/or Trustees, and will be independently clerked. When considering reinstatement of an excluded student the panel can either:

- Decline to reinstate the student, or
- Direct the reinstatement of the student immediately, or on a particular date

In reaching a decision, the panel must consider whether the exclusion was lawful, reasonable and procedurally fair and whether the Headteacher followed their legal duties. Minutes will be taken of the meeting, and a record of evidence considered kept. The outcome will also be recorded on the student's educational record. The Chair of the panel will notify, in writing, the Headteacher, parents and the LA of its decision, along with reasons for its decision, without delay. Where an exclusion is permanent, the panel's decision letter will also include the following:

- The fact that it is permanent
- Notice of parents' rights to ask for the decision to be reviewed by an independent review panel.

The local authority

For permanent exclusions, the local authority (LA) will arrange suitable full-time education to begin no later than the sixth school day after the first day of the exclusion.

Appendix 9: Independent review

If parents apply for an independent review within the legal timeframe, the Trust will arrange for an independent panel to review the decision of the local governing board not to reinstate a permanently excluded student.

Applications for an independent review must be made within 15 school days of notice being given to the parents by the school's local governing board of its decision to not reinstate the student **or**, if after this time, within 15 school days of the final determination of a claim of discrimination under the Equality Act 2010 regarding the permanent exclusion.

Following its review, the independent panel will decide to do one of the following:

- Uphold the local governing board's decision
- Recommend that the local governing board reconsiders reinstatement
- Quash the local governing board's decision and direct that they reconsider reinstatement (only if it judges that the decision was flawed)

Appendix 10: Sanctions in relation to internal/fixed-term suspensions and permanent exclusions

This appendix outlines types of student behaviour that could lead to a higher level sanction. More information regarding sanctions issued in individual schools can be found in Part B.

Internal suspensions

For minor and/or first incidents, the length of a suspension will generally be shorter; the length of time will increase for persistent misbehaviour. For more significant incidents, however, the length of time of the suspension will reflect the seriousness of the situation. The following are examples of incidents that will usually lead to an internal suspension:

- Repetitive acts of bullying (including cyber bullying);
- Acts of racist, disablist, religious intolerance, gender-based, homophobic, biphobic or transphobic abuse;
- Acts of defiance to a member of staff, including walking out of a classroom without permission (repetitive behaviour will lead to fixed-term suspension or permanent exclusion);
- Acts of behaviour that prevent teachers from teaching and/or students from learning;
- Acts of insolence towards a member of staff;
- Acts of inappropriate conduct towards staff, other students or members of the public;
- Acts of directly swearing at, and/or using abusive language towards, other students;
- Acts of plagiarism;
- Intimidation;
- Failure to attend a missed after-school detention;
- Poor behaviour or failure to report whilst on a post suspension report card;
- Failure to complete a school report including loss of, and/or, defacing, reports and not seeing the designated member of staff;
- Late arrival to school twelve times or more in a term without a reasonable excuse.
- Acts of sharing inappropriate material (this could be a fixed-term suspension depending on the circumstances)
- Acts of inappropriate behaviour in a school detention.

Smoking and vaping

1. Acts of smoking, including holding a lit cigarette (including an e-cigarette or vape), in the vicinity of the school grounds, in or out of school uniform on a school day, including sixth Form students (any repetitive behaviour will lead to a suspension);
2. Possession of cigarettes (including smoking-related equipment and/or vapes) and/or association with students who are smoking/vaping;
3. Possession of 'e-cigarettes', vapes or shisha pens, or similar.

Any repetitive behaviour of 1, 2 or 3, or a combination of the above, will lead to a suspension.

Suspensions

For minor and/or first incidents, the length of a suspension will generally be shorter; the length of time will increase for persistent misbehaviour. For more significant incidents, however, the length of time of the suspension will reflect the seriousness of the situation. The following will usually lead to a suspension:

- Acts of physical aggression or incitement to physical aggression (including assaults on other students);
- Persistent refusal to follow staff instructions or to accept the authority of the school (students are expected to follow staff instructions and accept the authority of the school.
- Persistent refusal to follow the school's code of conduct, other school rules, discipline and uniform code;

- Possession and/or use/consumption of any of the following either on the school premises, on the way to or from school or on a school trip:
 - Illegal drugs
 - Chemicals, solvents
 - Alcohol
- Possession and/or use of any of the following:
 - Prohibited items (see Appendix 11: Searches)
 - Pornographic materials (including misuse or attempted misuse of ICT equipment). See Indecent Images Protocol;
 - Replica weapons;
- Possession of a laser pen; acts of using a laser pen, irrespective of ownership;
- Acts of abuse of any nature including incitement to abuse on religious, racial, sexuality, age or gender related grounds;
- Acts of bullying (including cyber bullying);
- Malicious accusations against school staff;
- Acts of behaviour that are dangerous or deemed to endanger the health, safety and wellbeing of any person associated with the school or a member of the public;
- Acts of contaminating food or drink which is likely to be consumed by staff or students;
- Acts of using any sharp object inappropriately;
- Acts of defiance to a senior member of staff (repetitive behaviour could lead to a permanent exclusion);
- Acts of swearing directly at a member of staff;
- Acts of vandalism or damage;
- Any act, either by word or deed which brings the school into disrepute. This includes any mention of Ruislip High School or school staff on social media;
- Theft from students, staff, visitors, school property, the school's canteen and/or shoplifting;
- Burglary of the school at any time;
- Recording anti-social behaviour, including fighting, bullying, homophobic, biphobic, transphobic racist, sexist or gender-based comments or incidents and assaults of any description which involve members of the school community;
- Forwarding an inappropriate video, eg. a fight and/or posting on social media irrespective of whether or not the student recorded it;
- Acts of inappropriate use of technology
- Acts of fraudulent behaviour, including forgery and plagiarism, for any examination work;
- Setting off the school fire alarm without good reason;
- Acts of encouraging fighting or being a spectator of a premeditated fight;
- Refusal to cooperate with the school's investigation, obstructing an investigation or providing misleading information;
- Acts of smoking or vaping on the school site or in the school building.

Permanent exclusions

The statutory exclusions guidance states that a decision to exclude a student permanently should only be taken in response to a serious breach or persistent breaches of the school's behaviour policy **and** where allowing the student to remain in school would seriously harm the education or welfare of the student or others, such as staff or students in the school. The following will usually lead to permanent exclusion for a 'one-off' incident:

- Serious actual or threatened violence against, and/or injury to a student, a member of staff, or a member of the general public;
- Sexual abuse or assault. Advice will be sought from the appropriate professionals and statutory safeguarding guidance will be followed);

- Supplying directly/indirectly an illegal drug in school to students in and out of school (the 2012 Association of Chief Police Officers guidance will be followed);
- Carrying an offensive weapon in school, on the way to or from school or on a school trip;
- Reckless behaviour, such as letting off fireworks, orchestrating a bomb hoax, throwing any object, which endangers individuals' welfare and safety.

Based on the school's duty to share information with other agencies relating to criminal activity and/or students at risk, the school will consider, on an individual basis and in accordance with statutory safeguarding guidance, whether to inform the police, or other appropriate professionals, including social services.



Vanguard Learning Trust

As a group of local primary and secondary schools, Vanguard Learning Trust's mission is to serve its local community by providing outstanding, inclusive education. The Trust has a collective purpose and responsibility to provide effective teaching, through a curriculum based on equality of opportunity and entitlement that allows students to shine both in and out of the classroom. Each school in the Trust has its own ethos, which also complements the Trust's vision and values, with the common aspiration that all students can achieve their potential.

Behaviour policy

Part B: Vyners School

2025-2026

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Part B: Vyners School

Section 1: How this behaviour policy is implemented

1.1 Introduction

Vyners School will be relentless in its high expectations of the behaviour of its students. The rewards system is designed to celebrate and promote a culture of success. The school rules enable the school community to be the best it can be. Any student breaking the rules will be making a conscious choice and can expect a corresponding consequence. A copy of the Vyners 10 (**Section 2**) and the Rewards & Consequences system (**Section 8**) can be found in school planners and on the school website.

1.2 Vyners School is committed to:

Promoting an ethos/culture of praise and encouragement in which all students can enjoy and achieve.

- Promoting self esteem, self discipline, correct regard for authority and positive relationships based upon mutual respect;
- Promoting good behaviour both inside and outside of the classroom;
- Ensuring equality and fairness for all;
- Promoting consistent responses both to negative behaviours (consequences) but also to positive behaviours (rewards);
- Providing a safe environment for all staff and students, which is free from bullying or any form of harassment;
- Working with a range of external agencies to promote and encourage good behaviour and to engage in early intervention where it is believed to be necessary; and
- Encouraging a positive relationship with students, parents and carers to develop a shared approach which involves them in the implementation of the school's policy and associated procedures.

1.3 Dealing with in-class incidents of misbehaviour

Classrooms are places of learning and the school has high expectations for student behaviour in lessons. Vyners School expects students to:

- Engage fully in learning without disrupting the learning of others;
- Follow the basic classroom code of conduct which includes routines for entering the classroom, seating plans; how to answer questions; having basic equipment necessary for the lesson;
- Show respect for the classroom teacher and any other adults in the classroom;
- Show respect for all other students and learners and to work co-operatively with them to ensure that learning targets are achieved. This includes respecting diversity and the differing views and opinions that other students may have; and
- Show respect for the learning environment and the physical equipment made available to them during the lesson.

Vyners School believes that the vast majority of behaviour incidents can be dealt with by the classroom teacher. However, there are situations where the poor behaviour of a student continues to disrupt the learning and progress of other students. In these cases, the school would expect to see an escalation of behaviour management consequences as detailed in **Appendix 2** and for Sixth Form

in **Appendix 4**. A member of SLT will be available throughout every lesson to support classroom teachers in situations where the escalation of behaviour management strategies and consequences are not having an impact on changing misbehaviour of individual students in the classroom.

1.4 Removal from lessons

All students who are removed from lessons or who receive a C4 consequence will be sent to the reflection room (formerly the C4 internal isolation room). This change of name reflects the opportunity provided for students to review their behaviour and make adjustments to their conduct accordingly.

Students may be withdrawn from lessons for a variety of reasons. Where this is related to their conduct it may be recorded as an internal exclusion. Students who are involved in a serious incident (e.g. defiant, dangerous or discriminatory behaviour, particularly when it causes a physical or emotional risk to others), will be automatically placed in the reflection room whilst an investigation takes place. Students may also be withdrawn from lessons if they are part of an investigation or if they are deemed to be temporarily at risk by remaining in a classroom setting.

If a teacher has asked for a student to be removed from the lesson due to poor behaviour, a restorative conversation will take place before the student returns to the lesson. Students will be expected to complete a target declaration sheet outlining their agreed behavioural commitments for the next lesson, this will be signed by the student and kept by the teacher. This restorative should happen where possible at the end of the school day on the same day. Students will spend 2 consecutive lessons (inclusive of the lesson they were removed from, unless they are removed at the end of the lesson) in the reflection room, including one social time (either break 1 or break 2) and will complete the missed work from lessons they were removed from. If a student is removed from the same class on two or more occasions in a term then an immediate parent meeting will be called to discuss their behaviour. If necessary a student will be placed on a shadow timetable until the parent meeting takes place. Students will also be placed onto report.

1.4a C3 detentions.

C3 detentions run for 1 hour after school (Appendix 2 details why students may receive a C3). In this detention students will be asked to reflect on their behaviour and may be asked to complete community Service or a purposeful activity, e.g. litter picking, silent reading.

1.5 Dealing with incidents beyond the classroom

Vyners School expects high levels of behaviour from students during times when they are not in the classroom. The school expects students to:

- Follow staff instructions the first time of asking without comment;
- To travel through the school in an orderly fashion. No running or shouting;
- Use appropriate language that that cannot be construed as offensive and/or discriminatory;
- Wear our school uniform correctly, with pride at all times;
- Not to engage in bullying, teasing, name-calling or any behaviour that makes others feel unsafe;
- Not to eat or drink in non designated areas;
- Not to be in areas designated as out of bounds; and
- To show respect for our school environment and not litter.

Students carry a standards card with them so that staff can record incidents of behaviour related to uniform and equipment for learning. These incidents are subject to our consequences system (**see Appendix 2**).

1.6 Students at risk of permanent exclusion

The range of rewards and sanctions at the school's disposal ensure that the vast majority of students are increasingly self-motivated and independent in their learning and can self-regulate and manage their emotions. However, a minority of students will, occasionally, accrue a number of internal exclusions and suspensions and therefore be at risk of permanent exclusion. Vyners School is fully committed to the vision of a fully inclusive education and a number of measures are taken to provide support for individual students in these circumstances, in order to avoid a permanent exclusion whilst reinforcing the school's values, ethos and boundaries.

1.7 Reintegration meetings

A reintegration meeting between the student, parents and staff takes place following a suspension:

- Reintegration meetings are normally led by a member of the SLT and the Year Leader or Pastoral Deputy Headteacher. The initial stages of the meeting are used to establish whether the student has taken responsibility for their actions and ensure that there is a consistent home-school approach.
- At least one parent / carer is expected to attend the meeting. However, in circumstances where this is not possible then the school may seek to make alternative arrangements.
- Once re-admitted, the student is placed on a daily report with the Year Leader.

Following a one-off incident that leads to five or more days of a fixed term suspension:

- A preliminary governors' disciplinary committee is held to issue an oral warning to the student: this warning is to try to make the student and his/her parents aware that he/she could be permanently excluded in the future.
- Alternative provision may be used which may involve the use of personalised timetables, or externally provided alternative provision. The use of alternative provision and personalised timetables should remain under regular review.

1.8 Resolution and community service

The school will endeavour to ensure restorative processes take place where there have been issues between students that involve conflict. Students will be expected to apologise (in writing or in person) where they have acted or spoken to a member of staff in an inappropriate way. In some instances, it may be appropriate for a student to participate in community service (e.g. supporting younger students, collecting litter, etc) as part of the restorative process.

Section 2: Student messages (eg. pledges, mnemonics)

2.1 Values

The Vyners School community begins with its set of values because they say, "this is what is important to us and this is what we want to see and feel in our school". The school's values shape rewards and consequences that may be issued. The school rewards good behaviour and there are consequences for poor behaviour. The school values are demonstrated in our rewards and consequences system and can be summarised by the mnemonic CARE:

- Community
- Aspiration
- Respect
- Endeavour

2.2 The Vyners 10

The Vyners 10 reminds all members of the community about the expected standards of behaviour:

1. I am proud of who I am and what I have achieved today
2. I actively participate in lessons and school activities
3. I can, if I think I can, and I strive to do my best even when learning is difficult
4. I value others and understand that our individuality makes our community stronger
5. I share in and celebrate everyone's success
6. I do as I'm asked, the first time I'm asked
7. I am always in the right place at the right time, doing the right thing
8. I understand that school is a formal environment; I dress and behave accordingly
9. I attend regularly and arrive on time with the correct equipment
10. I am proud of our school, helping to look after it and create a positive learning environment

Section 3: Relevant staff and chain of communication

3.1 Board of trustees

Trustees will work with relevant members of the Trust's central team each school's senior leadership team (SLT) to help set the ethos and a set of core values that promote high standards of expected behaviour from students attending its schools. Trustees will monitor and evaluate the impact of the policy and will hold the chief executive officer (CEO) and headteachers to account for its implementation. Trustees will ensure that they receive relevant training on suspensions, exclusions, behaviour and discipline at least every two years.

3.2 Chief executive officer

The CEO will ensure that Part A of this policy is applied consistently across all schools within the Trust and will report back to the trustees. They will ensure that senior staff receive regular continued professional development and receive regular training on behaviour management.

3.3 Local governing body

Governors in each school will review and monitor the application and implementation of this policy by receiving regular reports from the school headteacher on behavioural sanctions and support that is put in place for students at their school. Local governors will scrutinise relevant data, review relevant suspension and exclusion decisions and act as a point of challenge for decisions taken by the headteacher.

3.4 Headteacher

The headteacher, with support from the SLT, will ensure that staff are supported and up-to-date with policy changes. They will ensure that lessons are well led, effectively managed and that staff regularly and effectively self-evaluate their behaviour management strategies. The headteacher will ensure that the teaching of behaviour expectations is included in induction for all staff and students, regardless of whether they enter the school at standard or non-standard entry points. The

headteacher will monitor how staff implement this policy to ensure rewards and sanctions are applied fairly and consistently, searches are carried out lawfully and the use of removal from the classroom is used appropriately, as well as not having a disproportionate effect on students sharing particular protected characteristics. The headteacher will act as a source of support and guidance for staff on behaviour management strategies and discipline.

3.5 Staff

The responsibilities of Trust staff in fostering and maintaining high standards of behaviour are set out in Part A, **Appendix 1** of this policy. Staff will receive training on behaviour strategies throughout the year and are encouraged to work collaboratively on methods and initiatives to help improve behaviour within their school and local community.

3.6 Students

The rights and responsibilities of students are set out in Part A, **Appendix 2** of this policy along with a list of the rules to which all students must adhere. Students will regularly receive reminders of the rules and expected standards of behaviour. Students are expected to have a positive attitude and maintain high expectations for themselves. Students will be asked to give feedback on their experience of the behaviour culture to support the evaluation, improvement and implementation of the behaviour policy.

3.7 Parents/carers

Parents/guardians play an important role in ensuring good behaviour from their children. Our home-school agreement, found above, helps to clarify expectations, outlining the roles, and responsibilities of parents/guardians in fostering good behaviour.

Section 4: Attendance, punctuality and registers: rewards and sanctions, including truancy

4.1 Attendance and punctuality

The school day starts at 8.30am for all students and students are expected to arrive on the school site by 8.25am. Students will be considered as late if they arrive at their tutorial room after the bell has sounded at 8.30am. Students who are late for school will receive a 20 minute lunch time detention in the first instance. The following additional steps are taken to support good punctuality:

- First late- first tutor conversation
- Second late in the same week - tutor telephone call home
- Third late in the same week - green tutor punctuality report (2 weeks)
- If punctuality does not improve over a 2 week period the tutor and Year Leader meet with parents and an individual action plan (IAP) to be put in place.
- If punctuality doesn't improve the student progresses to a Year Leader punctuality report.
- Parents meet with SLT link and Year leader and students are placed onto SLT red punctuality report.

Vyners School also recognises that excellent attendance and punctuality should be valued and rewarded. All students with 100% attendance will receive a 100% attendance certificate and be entered into a termly prize draw. Students with 100% attendance at the end of the academic year and good behaviour will be invited to attend the rewards trip (if students have more than 3 C3, any C4 or any C5s consequences they will not be invited). Reasonable adjustments will be made for

students with known medical issues that impact on their attendance. Students will also be recognised when significant improvements in attendance are made.

4.2 Truancy

General truancy from school is rare. However, there has been a significant increase nationally in what has become known as internal truancy. This is where students are on site but decide not to attend one or more lessons on a given day. All incidents of internal or external truancy will lead to an internal isolation. Pastoral leaders will also work to support individual students to ascertain the reasons for their behaviour and support them back into lessons.

The Vyners attendance policy can be found on the school website.

4.3 Registers and climate checks – importance of presence

The use of registers in schools is an important part of safeguarding procedures. Registers of attendance are taken during the morning tutorial and at the start of each lesson during the school day. Parents will be notified by text using the Edulink app to inform them whether their child is not in school on any given day. This text will usually be sent by 9.30am. Parents should contact the school if they receive a text if they expected their child to be in attendance.

4.4 Taking of registers

All staff must register students at the start of lessons. This should be done verbally to ensure that mistakes are not made. Students are expected to listen to the register in silence and respond politely and promptly when their name is called. Where a student is absent from a lesson after the first 5 minutes of the lesson and being marked present earlier in the day, staff should check (via SIMS) to see whether a reason has been provided. If no reason is provided they should contact student services to inform them that a child is missing from their lesson.

4.5 Climate checks

As part of the school's 'Every Lesson, Every Day' strategy, all members of the school's senior leadership team (SLT) conduct a climate check programme, which ensures that the behaviour of students is checked in each lesson across each day throughout the week. Members of the SLT may spend more time in lessons which require additional support.

4.4 Equipment

Teachers who lead learning during the first session of the day are required to check that students are fully equipped and that all equipment is kept in a suitable pencil case. Students who arrive without a pencil case are given a warning on the first occasion and this is recorded on SIMS and contact is made with parents if necessary. If a student is not equipped on a second occasion during a term then they will receive a C3 detention and a letter is sent home to their parents. The school will provide support for students to acquire the correct equipment where necessary.

Section 5: Expectations of uniform

The highest standards of uniform are expected at Vyners. All poor uniform will be dealt with through the standards card system. This includes whilst students are travelling to and from the school site. The standards cards list uniform items along a grid where staff are expected to sign to highlight a

uniform infringement. The first two signatures act as a warning. Three signatures across a half term period will result in a one hour C3 detention. Standards cards are re-issued in different colours at the start of each half term. Students with zero signatures across the half term period may enter their card for a half term prize draw. If a student receives two C3 detentions for uniform infringements in a half term period then their tutor will contact home and the child will be placed on a uniform report for two weeks which will be monitored by the tutor. If there is no improvement during this period then a C4 internal isolation will be issued.

The Vyners uniform policy can be found on the school website.

Section 6: Inclusion and SEND

6.1 Special Educational Needs

Whilst it is not always possible to do so, particular efforts will be made to avoid excluding students who are being supported at School Support or who are subject to an Educational Health Care Plan (EHCP). We also acknowledge our legal duty under the Disability Discrimination Act not to discriminate against disabled pupils by excluding them from school where their SEND may be a contributing factor to their behaviour. This applies to both suspension and permanent exclusions.

6.2 Reasonable Adjustments

Staff should consider whether the student's SEND has contributed to any poor behaviour. In doing so they should refer to the Equality Act 2010 and other relevant school guidance. Any reasonable adjustments that are considered should be discussed with the SENCo.

The Vyners SEND policy can be found on the school website.

Section 7: Behaviour topics and implementation:

7.1 Mental health

As part of the school's commitment to promote positive mental health and wellbeing for all students (and staff), the school has developed a number of strategies to support its students (and staff). these include:

- Offering wellbeing support through the pastoral team, including mentors and family liaison officers;
- Appointing a senior member of staff as the strategic lead for the whole school approach to positive mental health and well being;
- An ongoing commitment to the development of staff with mental health first aid training;
- Signposting external sources of support as well as resources on the school website;
- Raising awareness of mental health during assemblies, externally led workshops and RSE; and
- Creating a student anti-bullying and well being group to help to inform the school's mental health and wellbeing strategy.

7.2 E-safety

The school's network provides internet access to all students and staff. All students and staff undertake e-safety inductions and ongoing training. The school's acceptable use policy is designed to protect students and staff and outlines behaviours that are acceptable along with those that are not.

7.3 National tests

All students participating in internal and external examinations are expected to maintain the highest standards of behaviour. Students will only be permitted to take a clear pencil case and a clear water bottle into the examination. All other items must be stored in lockers or designated rooms. Students will have the opportunity to run through examination procedures prior to and during their trial examinations. Any student that is suspected of malpractice will be reported to the relevant examinations body as per the Joint Council for Qualifications (JCQ) regulations. Where malpractice is suspected in an internal examination, the Year Leader or link SLT member will contact the student's parents and conduct a thorough investigation. Sanctions will be applied where necessary in line with the school's consequences.

7.4 Our proactive approach to reducing harmful behaviours

The school recognises and values the importance of preventative education for all students and we follow a broad and balanced Relationships and Sex Education (RSE) curriculum. RSE is lifelong learning about the emotional, social and cultural development of students, and involves learning about relationships, sexual health, sexuality, healthy lifestyles, diversity and personal identity. RSE involves acquiring information, developing skills, forming positive beliefs, values, attitudes and personal empowerment to deal with situations within relationships and the family unit. It teaches what is acceptable and unacceptable behaviour in relationships. This helps students understand the positive effects that good relationships have on their mental wellbeing, identify when relationships are not right and understand how such situations can be managed.

The full RSE Policy is available on the school website.

Section 8: Rewards

8.1 Rewards at Vyners School

The school uses a number of rewards to recognise and support high standards of behaviour, work and attendance. These rewards are linked to the school's CARE values. The celebrating success pyramid is designed to provide all students with the opportunity to receive progressively meritorious awards based upon the magnitude of their achievement (see **Appendix 2b**). *Teachers will make rewards as visible as consequences during lesson time. Teachers will record rewards on SIMS in the same way consequences are recorded on the SIMS. (See rewards chart Appendix 2). Staff may choose to record merits and consequences on the whiteboard, if choosing to highlight consequences they must also highlight merits.*

8.2 Celebration assemblies

Parents are invited to these assemblies that take place in the summer term. Nominated students receive silver awards in these assemblies. These are given to one student from each subject class for outstanding effort/attainment. One male and one female student from each tutorial will also receive a service award for dedication to serving others within their tutor group throughout the academic year.

8.3 Weekly assemblies

Student achievements are also celebrated during weekly year group assemblies.

8.4 Reward trips

Students with three or fewer C1 consequences and have strong attendance will be invited to attend the rewards trip in the summer term. Students who have received C3s, C4s or C5s will not be eligible regardless of the number of merits that they acquire.

8.5 Presentation evening

This evening takes place in the autumn term and is to celebrate the most significant academic achievements of the year alongside bestowed awards for service to the school community. Each subject nominates one award winner per year group (gold award). There are also a number of bestowed awards that are presented for students who have gone above and beyond within the school community or in an area of enrichment.

Section 9: Students' possessions

9.1 Mobile phones

Vyners policy on mobile phones in schools is in line with the DfE guidance for mobile phones in schools ([click here](#)). The school applies the '*never used, seen or heard*' strategy. Students should not use or have their mobile devices (including wireless earphones) on display at any time during the school day from the point where they enter the school gates. Students may, at times, be allowed to use personal earphones for specific activities in lessons. In such circumstances, earphones must be wired.

If seen (without prior permission) the sanctions are as follows:

Sanctions are as follows:

- first occasion in a term – equipment confiscated and taken to the student services for collection by the student at the end of the next school day.
- second occasion in a term - equipment confiscated and taken to student services for collection by parent / carer. A letter is sent to the student's parent/carers and an additional sanction is given;
- Third and subsequent occasions in a term - equipment confiscated and taken to the main office for collection by parent/carers. A letter is sent to the student's parent/carers. Phones must be handed into the Year leader or family liaison officer at the start of each school day until the end of term.

If a mobile phone/smart watch is used to contact a third party, including parents or guardians, which leads them to contact the school this will be sanctioned with an internal or fixed-term suspension, depending on the amount of disruption caused to staff or concerns regarding the safety of staff or students. This includes students involving another student who makes contact with a third party with or without their knowledge. In addition, contact with a third party may involve using any other form of communication, e.g. the internet, and/or through any medium or device. Students who refuse to hand their phone to a member of staff in the circumstances described will receive a C4 internal suspension for deliberate defiance. In the most serious cases, students will be banned from bringing their phone to school for half a term in the first instance, if they refuse to hand it over when asked.

9.2 Bikes, scooters

Students are encouraged to travel to and from school in a sustainable manner. All students wishing to ride their bike to school must wear a helmet and ensure that they secure their bike in the cycle sheds using a locking device. Students need to ride their bikes responsibly. They should ride on the road and/or cycle paths and avoid any reckless behaviours (e.g. wheelies). Students are not permitted to ride their bikes on the school grounds. Scooters and e-scooters are not permitted for use to travel to and from school.

Section 10: Student voice

Students are at the heart of the school and we firmly believe that their views should be taken into account when decisions are being made about future developments and form part of action plans including the school improvement plan. This includes the development of teaching and learning. Student voice is collected in a number of ways. These include the following:

- Feedback from the student parliament/council
- Student surveys
- Student working groups (e.g. anti-bullying; teaching and learning; equality, diversity and inclusion)
- Year groups trails and reviews
- Subject reviews

Section 11: Student leadership positions

Student leadership plays an important role in the culture and ethos of the school and also provides students with the opportunity to develop life-long skills and attributes. The opportunity to engage in student leadership activities remains central to the Vyners Learning Journey, which all students at Vyners are expected to engage with. Our student leadership handbook outlines the range of student leadership positions that are available at the school.

Ratification by Local Governing Body

Ratification date: **November 2024**

Date of next review: **November 2025**

Appendix 1 - Home School Agreement

Vyners School will:

- Provide a suitable curriculum appropriate to the needs of each student;
- Keep parents informed of their child's progress and contact them at the earliest appropriate opportunity should difficulties arise;
- Do its best to ensure that all students attain their full potential;
- Provide opportunities for students to develop beyond the school curriculum through extra-curricular activities;
- Keep parents informed of general school matters;
- Insist on the highest possible standards of discipline and behaviour;
- Encourage students to be responsible and caring members of the school and local community;
- Set and mark home learning tasks in accordance with the school assessment policy;
- Do its best to ensure the safety and wellbeing of the students.

As a parent / carer I will:

- Take an active interest in my child's life at school.
- Support my child's learning.
- Make sure that my child attends school regularly, on time, properly equipped and in full school uniform.
- Support the school in upholding its rules and behaviour policy.
- Make sure my child completes home learning tasks to the best of his / her ability.
- Make the school aware of any concerns or problems that might affect my child's work or behaviour.
- Encourage my child to participate in extracurricular activities.
- Attend parents' evenings and discussions about my child's progress.
- Avoid taking my child out of school during term times.

As a student I will:

- Work to the best of my ability in school and at home.
- Attend school regularly and on time.
- Bring the correct equipment for school each day.
- Wear my uniform correctly in and out of school.
- Complete my home learning tasks in good time.
- Keep to the school rules, be polite and helpful at all times, both in school and to and from school.
- Give service to the school where possible.
- Get involved in any extra-curricular activities which interest me.
- Behave in a manner which shows respect for others in my school, supporting other students where possible.

Appendix 2 - Rewards and Consequences Charts

CONSEQUENCE	BEHAVIOUR	SANCTION
C1	<ul style="list-style-type: none"> Disrupting the learning of others Talking/arguing/out of seat Uniform/appearance Lack of equipment Lack of pencil case No work completed in lesson Lack of homework - department detention Talking in assembly 	Verbal Warning
C2	<ul style="list-style-type: none"> Repetition of any C1 offence 	2nd Verbal Warning
H3	<ul style="list-style-type: none"> Missed homework Refusal to engage in learning 	Subject Detention
LD	<ul style="list-style-type: none"> Late to school 	Lunchtime Detention on the same day/next day
C3	<ul style="list-style-type: none"> Eating out of bounds Rudeness to a member of staff in class Rudeness to a member of staff outside of class/social time Refusal to follow instructions in class Refusal to follow instructions during unstructured time Inappropriate language including swearing in conversation in class or unstructured time Unauthorised off site at lunch time Abuse of open access – being out of bounds Unauthorised use of a mobile phone 3 signatures on a standards card No standards card Chewing gum 	60 minute detention
Headteacher's Detention	<ul style="list-style-type: none"> Failure to attend a C3 detention Failure to attend a lunchtime late detention Failure to attend a lunchtime homework/department detention Poor behaviour in a C3 detention Failure to complete a report card (weekly) 	2 hour Headteacher Detention
LR	<ul style="list-style-type: none"> Continued disruption after 2 warnings Lesson removal 	2 lessons + social time in the Reflection room

<p>C4</p>	<ul style="list-style-type: none"> ● Repetition of any C3 offence ● Failure to attend a Headteacher’s detention ● Poor behaviour in a Lesson removal or Headteacher’s detention ● Dishonesty/lying to a member of staff ● Swearing at another student ● Smoking, Vaping and or the possession of any smoking paraphernalia including but not limited to vapes, cigarettes, lighters, filters, tobacco, papers ● Wilfully being in the vicinity of smokers/vapers ● Walking away from and ignoring member of staff’s instructions ● Deliberate defiance ● Fighting (spontaneous) ● Internal truancy ● Repeated bullying ● Any 2 C3 incidents in one day (not including lateness) ● The use of discriminatory language 	<p>Internal Exclusion</p> <p>Students spend the day in the reflection room</p>
<p>C5</p>	<ul style="list-style-type: none"> ● Persistent C4 behaviour ● Gross disobedience ● Swearing at or about a member of staff ● The possession and or consumption of alcohol ● Planned fighting or Assault ● Persistent bullying ● Racist or homophobic abuse ● Inappropriate use of a mobile phone /computer ● Theft, Graffiti or Vandalism ● Poor behaviour during C4 ● Poor behaviour that results in a member of staff being injured or harmed 	<p>Suspension</p>
<p>C6</p>	<ul style="list-style-type: none"> ● Persistent C5 behaviour ● Serious assault ● Possession of an offensive weapon ● Serious theft or vandalism ● Possession of illegal drugs ● Violence towards a member of staff 	<p>PERMANENT EXCLUSION</p>

Rewards chart

Every subject will issue a rewards card which will be stuck into students' books. Teachers will sign or stamp the card in recognition of excellent work. A completed rewards card will result in a headteacher's commendation

Reward	WHY IT IS GIVEN	WHAT IS GIVEN
R1	Good responses to questions Good written responses Good behaviour for learning	Verbal praise R1 on ARBOR
R2	Excellent work Excellent responses Excellent progress made in a lesson Excellent contribution to the community of the school Excellent participation in co-curricular/super curricular activities	Merit on ARBOR Stamp on reward card
R3	Consistently excellent work Consistently excellent effort Consistently excellent behaviour for learning Consistently excellent community service	R3 on ARBOR Postcard home Phone call home Possible subject stars nomination
R4	Students go above and beyond expectations. Students have produced an outstanding piece of work. Students have made excellent progress over time	R4 on ARBOR Headteachers commendations Silver award nomination Gold award nomination



CELEBRATING SUCCESS



WHOLE SCHOOL AWARDS EVENING

ANNUAL YEAR GROUP CELEBRATION ASSEMBLY

HALF TERMLY YEAR GROUP CELEBRATION ASSEMBLY

SUBJECT STARS

HEADTEACHER'S COMMENDATION

PHONE CALL / POSTCARD HOME

MERITS

VERBAL PRAISE

-  All Year Groups
Gold Awards will be presented to the highest performing student in each subject
Prestigious named awards will also be presented.
-  Specifically for Years 7-10
Service Awards will be presented to two students from each tutorial for their commitment to the tutor team
Silver Awards will be presented to one student from every teaching class for their progress and exceptional attitude to learning.
-  A celebration of your year groups' success for the term!
Certificates for all Subject Stars and merit award winners will be presented.
-  Celebrated for your sustained effort, progress and/or dedication in a specific subject area
You will receive a certificate and a letter will be sent home
There will be one winner in each year group.
-  Mr Mullings celebrates your commitment to going above and beyond in lessons and/or within the school community.
-  Produce an exceptional piece of work
Demonstrate consistent effort and dedication
Show rapid and sustained improvement within a topic or subject.
-  Merits awarded will be recorded on SIMS
Merit totals will be collated at the end of each half term
Two people in each tutorial with the most merits will be presented with a certificate, queue jump and the opportunity to attend the rewards trip.
-  Well done for... You have shown excellent effort in... You have produced a fantastic piece of work because...
Wow! That's really improved since last time
Brilliant! You have really responded to my feedback about...

Appendix 3 - Behaviour Reports

Tutor report / Green report

This is an initial response to support a student whose behaviour is a concern in more than one curriculum area. If students receive 3 C3 detentions in a term, the tutor is alerted by student services and a tutor report is initiated. Parents will be informed by the tutor via a telephone call that their child is going on report. The report will have clear targets that relate to reframing the behaviour that is causing concern. Staff will indicate clearly whether a target has been met or not in a lesson or break time. The report will be monitored daily by the form tutor and signed each evening by the parent. There is a space for parents to comment if they need to. A telephone review will take place at the end of the report's 2 week duration. If the student has met the targets on the report and made significant progress in improving their behaviour, the report process will terminate.

Year Leader report / Amber report

If the student has not met the targets on the green report parents will be called to school to attend a meeting with the Year Leader. Targets will be looked at and a Year Leader report issued. The structure of the report will be the same as the green report and it will be monitored daily by the Year Leader and signed each evening by the parent. A review meeting with parents, student and Year Leader will take place at the end of the reports 2 week duration. If the student has met the targets on the report and made significant progress in improving their behaviour, the report process will terminate.

Senior Leader report / Red report

If the student has not met the targets on the Amber report parents will be called to school to attend a meeting with the Year Leader and a member of the Senior Leadership Team. Targets will be looked at and a Senior Leadership Team report issued. The report will be monitored daily by a member of the Senior Leadership team and signed each evening by the parent. A review meeting with parents, student, Year Leader and Senior Leader will take place at the end of the reports 2 week duration. If the student has met the targets on the report and made significant progress in improving their behaviour, the report process will terminate.

Pastoral Support Programmes

Should students fail to make significant progress in meeting behaviour targets they will be placed on a Pastoral Support Programme (PSP). This will be monitored by the Assistant Headteacher with responsibility for pastoral education. The PSP is a 16 week programme involving school and external agents aimed at reframing behaviour and supporting students to be in school. Where students fail to make progress on a Pastoral Support Programme they will be required to attend a Governor's behaviour panel. The purpose of this panel will be to explain to the student that they are at risk of permanent exclusion. Agreed additional interventions will take place at this point, which may include the use of the managed move process or direction to external alternative provision.

Appendix 4 - Behaviour in the Sixth Form

Sixth Form students are subject to C4 and C5 sanctions as set out in the Consequences chart; Rewards and Consequences. Sanctions given to Sixth Form students in addition to this are found below. Please be aware that students in the Sixth Form remain subject to the jurisdiction of the school and the Exclusion Policy is applied to them as it is for all students. Sanctions given to Sixth Form students are recorded on SIMS and where applicable letters are sent home to inform parents.

Failure to complete work

When a student has not completed their work and it has been ascertained that this is a failure to meet expectations rather than a case for Learning Support intervention, this leads to a department sanction and then a Compulsory Study Session (CSS) on a Friday after school, using the following procedure:

S1 (1 point): First warning for independent learning, uniform, lanyard, lateness or behaviour. The member of staff should give a warning and record an S1 on SIMS

S2 (2 points): Repetition of an S1 offence. For independent study, if the student continues to fail to meet the expectation for completing work the teacher gives a sanction and contacts home.

S3 (3 points): Repetition of an S2 offence. For independent study, should the student continue to fail to meet task completion expectations they will be required to complete a detention set by the Subject Leader or Sixth Form Team for pastoral issues.

CSS: Repeat of an S3 incident or 4 behaviour points. This will be monitored by the Sixth Form Team.

Sixth Form behaviour sanctions for failure to comply with school rules

Where students in the Sixth Form engage in behaviour that does not comply with rules set out in Rewards and Consequences they are sanctioned in a similar way to students in Key Stages 3 and 4 and a record is kept of this

S1-3 & CSS: as above

C4: as per main school

C5: as per main school

The Sixth Form Team will monitor and sanction S1, S2 and S3 offences. Students will make up any study time missed after school.