



### **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**

**2023-2024**

## Contents

|  |    |
|--|----|
| Part A: Trust-wide   | 3  |
| Section 1: Introduction  | 3  |
| Section 2: Application of policy   | 4  |
| Section 3: Roles and responsibilities  | 4  |
| Section 4: Child-on-child abuse  | 5  |
| Section 5: Students with special educational needs and/or disabilities   | 9  |
| Section 6: Investigating incidents and decision-making   | 10 |
| Section 7: Search, seizure and confiscation of prohibited items  | 11 |
| Section 8: Reasonable force  | 12 |
| Section 9: Student co-operation  | 13 |
| Section 10: Pastoral support plans   | 14 |
| Section 11: Alternative provision  | 15 |
| Section 12: Managed moves  | 16 |
| Section 13: Suspensions and permanent exclusions   | 17 |
| Section 14: Monitoring policy's implementation   | 19 |
| Section 15: Information sharing  | 19 |
| Section 16: Complaints   | 20 |
| Appendices   | 21 |
| Appendix 1: Responsibilities of staff in supporting positive behaviour   | 21 |
| Appendix 2: Trust-wide rights and responsibilities of students   | 23 |
| Appendix 3: Generic expectations of parents/carers in supporting positive behaviour  | 24 |
| Appendix 4: Forms of child-on-child abuse  | 25 |
| Appendix 5: Procedure for investigating incidents  | 28 |
| Appendix 6: Searches   | 29 |
| Appendix 7: Pastoral support plan (PSP) template   | 31 |
| Appendix 8: Roles and responsibilities of headteacher, local governing board and local authority in relation to exclusions and suspensions | 37 |
| Appendix 9: Independent review   | 38 |
| Appendix 10: Sanctions in relation to internal/fixed-term suspensions and permanent exclusions   | 39 |

## **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 Vanguard Learning Trust**

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

##### **1.2.1 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.

##### **1.2.2 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

##### **1.2.3 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.

##### **1.3.1 Part A**

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.

### **1.3.2 Part B**

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).

## **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**

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**

Each school's headteacher, with support from their respective 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 **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; bullying 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 bullying.

#### **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 4**.

### **4.2 Bullying**

#### **4.2.1 Definition of bullying**

Bullying is a type of child-on-child abuse defined as the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power; this can include emotional, physical, racial, sexual, verbal (direct or indirect) and cyber-bullying. Bullying can be verbal or physical, by person or by electronic, online or written means and can be directed at both staff and students.

#### **4.2.2 Preventative measures**

The Trust practises a preventative strategy to reduce the chances of bullying and the Trust's anti-bullying strategy is instilled in the Trust's curriculum, through the active development of students' social, emotional and behavioural skills, assemblies and is embedded in daily school life. It is made very clear to students what is expected of them in terms of respecting their peers, members of the public and staff, and any intentional breach of this will result in school sanctions.

### **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 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.

#### **4.5 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 Safer Schools Officer. More serious or repeated incidents will result in escalated sanctions.

#### **4.6 Harmful sexual behaviours**

##### **4.6.1 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.

##### **4.6.2 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.

##### **4.6.3 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

#### **4.6.4 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).

#### **4.6.5 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.

#### **4.6.6 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.

#### **4.6.7 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.

#### **4.6.8 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 4**.



## **Section 5: Students with special educational needs and/or disabilities**

### **5.1 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.

### **5.2 Students with SEND and their behaviour**

The Trust is aware that continuous disruptive behaviour can be a result of unmet needs. The Trust's schools will investigate repeated incidents of challenging behaviour to ascertain if there is a pattern and whether unidentified SEND may be a contributing factor. If such needs are identified, the respective school will do all it can to ensure that the student receives appropriate support. The Trust is conscious of its legal duties under the Equality Act 2010 and SEND Code of Practice (updated 2020) in respect of students with disabilities and will make reasonable adjustments to this policy to avoid any substantial disadvantage that a student may face as a consequence of their disability compared to their non-disabled peers.

### **5.3 Reasonable adjustments**

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) 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.

### **5.4 Preventative measures**

Each school will, as far as possible, anticipate likely triggers of misbehaviour for students identified as having SEND and will put in place support to prevent these. 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, ADHD and other neurodivergent conditions.

### **5.5 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.

## **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'.
- A report will be prepared.

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 pupils' views into account before making a decision to exclude, and supporting the pupil 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 pupils 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.

## **Section 7: Search, seizure and confiscation of prohibited items**

### **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

- o to commit an offence
- o to cause personal injury to, or damage to property of any person (including the pupil)

## **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 has a disability.

## **7.5 Confiscation of prohibited items**

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 pupils. 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 our 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 pupil 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.

## **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.

### **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 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 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.

### **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 pupil's best interests and when agreed with the parents and the admission authority of the new school.

## **12.5 Managed moves and pupils with EHCPs**

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

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

## **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 and possible sanction for internal exclusion, suspensions and permanent exclusions

**Appendix 10** outlines types of behaviour and possible consequences in terms of 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, or
- 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 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 to ensure that interventions are personalised and highly targeted towards the needs of those students. Stakeholder feedback will also be collected and evaluated at regular intervals.

## **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.

## 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; and
- ensure that reasonable adjustments are made for disabled students, as required.

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 4: 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 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

School staff who are authorised by the headteacher to search pupils 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.

A teacher or someone who has lawful control of the child can search a student **with their consent** to look for any item banned by the school rules. Students must be first asked to empty pockets and bags themselves. Before any search takes place, the member of staff conducting the search should explain to the student why they are being searched, how and where the search is going to take place and give them the opportunity to ask any questions. If the student refuses to give permission the school may impose a sanction for failing to follow a reasonable instruction.

The headteacher of each school, and other members of staff authorised by them, have the power to search a student **without the student's consent** if they suspect they are in possession of 'prohibited items'. The designated safeguarding lead (or deputy) should be informed without delay of any searching incidents where the member of staff had reasonable grounds to suspect a student was in possession of a prohibited item or if they believe that a search has revealed a safeguarding risk. Prohibited items that can be searched for without consent include:

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

A member of staff can use reasonable force to search for any prohibited items. Before using reasonable force the member of staff should consider whether conducting the search will prevent the student harming themselves or others, damaging property or from causing disorder.

Any search without consent must be conducted by a member of staff of the same sex as the student in the presence of another member of staff. A member of staff can only carry out a search of a student of the opposite sex and/or without a witness present, where the member of staff reasonably believes that there is a risk that serious harm will be caused to a person if they do not conduct the search immediately and where it is not reasonably practicable to summon another member of staff.

When conducting a search students must not be required to remove any clothing other than outer clothing. 'Outer clothing' is any item of clothing that is not worn wholly next to the skin or immediately over a garment that is being worn as underwear, as well as hats, shoes, boots or scarves.

Strip searches (a search involving the removal of more than outer clothing) on school premises can only be carried out by police officers under the Police and Criminal Evidence Act 1984 (PACE) Codes A and C. While the decision to undertake the strip search itself and its conduct are police matters, school staff retain a duty of care to the student(s) involved and will advocate for student wellbeing at all times. Before calling police into the 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 by consulting with the designated safeguarding lead and school headteacher, and should

always ensure that other appropriate, less invasive approaches have been exhausted. Unless there is an immediate risk of harm and where reasonably possible, staff will inform a parent of the student suspected of concealing an item in advance of the search, even if the parent is not acting as the appropriate adult.

Staff should keep a record of any searches conducted on students and inform parents that a search has been carried out as soon as reasonably practicable. Records should include:

- the date, time and location of the search;
- which student was searched;
- who conducted the search and any other adults or students present;
- what was being searched for;
- the reason for searching;
- what items, if any, were found; and
- what follow-up action was taken as a consequence of the search.

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.

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<br>CIC / EHCP | UPN |
|--------|-----------------|----------------|-----------------|---------------------------|-----|
|        |                 |                |                 |                           |     |
| SCHOOL | CLASS / TEACHER | PSP START DATE | CO-ORDINATED BY |                           |     |
|        |                 |                |                 |                           |     |

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

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

| STUDENT COMMITMENT              | PARENTAL COMMITMENT             |
|---------------------------------|---------------------------------|
| <p>Signed.....</p> <p>.....</p> | <p>Signed.....</p> <p>.....</p> |

| SCHOOL SUPPORT AND STRATEGIES | SUPPORT FROM OUTSIDE AGENCIES |
|-------------------------------|-------------------------------|
|                               |                               |

| <b>PROACTIVE</b><br>(How will adults know that I'm calm, relaxed and ready to learn?) | <b>ACTIVE</b><br>(How will adults know that I'm on the edge/ becoming anxious?) | <b>REACTIVE</b><br>(How will adults know that I'm ready to explode?) | <b>RECOVERY</b><br>(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? |
|--------------------------------------|--|
|                                      |  |

| <b>REVIEW</b><br>(to be written in from the beginning of the PSP process) |                                  |
|---|----------------------------------|
| Key dates   | Actions from the review meetings |
| <b>Week 4: date.....</b>  |                                  |
| <b>Week 8: date.....</b>  |                                  |

**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.

A decision to suspend or exclude a student will be taken only:

- In response to serious or persistent breaches of the school's behaviour policy, **and**
- If allowing the student to remain in school would seriously harm the education or welfare of others

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 pupil;
- 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.

#### **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 pupil for the full period or multiple decisions to suspend the pupil 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 pupil within 15 school days of notification of the exclusion if:

- The exclusion is permanent
- It is a suspension which will bring the pupil's total number of school days of suspension to more than 15 in a term
- It would result in a pupil 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 pupil.

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 pupil (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 pupil 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 pupil the panel can either:

- Decline to reinstate the pupil, or
- Direct the reinstatement of the pupil 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 pupil'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**

A decision to exclude a student permanently will be taken only where there has been a serious breach of the school's behaviour policy and a student remaining in the school would seriously harm the welfare and/or education of the student or others 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**

**2023-2024**

## Contents

|  |          |
|--|----------|
| <b>Part B: Vyners School</b>   | <b>3</b> |
| Section 1: How behaviour policy is implemented in our school                               | 3        |
| Section 2: Student messages (eg. pledges, mnemonics)                                       | 5        |
| Section 3: Relevant staff and chain of communication                                       | 6        |
| Section 4: Attendance, punctuality and registers: rewards and sanctions, including truancy | 7        |
| Section 5: Uniform   | 9        |
| Section 6: Inclusion and SEND  | 9        |
| Section 7: Behaviour topics and implementation:  | 9        |
| Section 8: Rewards   | 11       |
| Section 9: Students' possessions   | 11       |
| Section 10: Student voice  | 12       |
| Section 11: Student leadership positions   | 12       |
| Appendix 1 - Home School Agreement   | 13       |
| Appendix 2 - Rewards and Consequences Charts   | 14       |
| Appendix 3 - Behaviour Reports   | 17       |
| Appendix 4 - Behaviour in the Sixth Form   | 18       |

## **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**

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 isolation 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.

#### **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 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:

- **C**ommunity
- **A**spiration
- **R**espect
- **E**ndeavour

## **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 detention in the first instance. The following additional steps are taken to support good punctuality:

- First occasion - first tutor conversation
- Second occasion - second tutor conversation and warning
- Third occasion - tutor telephone call home
- Fourth occasion - tutor report
- Sixth occasion - Year Leader call home
- Seventh occasion - Year Leader report
- Eighth occasion - internal isolation
- Ninth occasion - parent meeting with individual action plan and contact

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 will be invited to



attend the rewards trip. Reasonable adjustments will be made for students with known medical issues that impact on their attendance.

#### **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 [\[click here\]](#).**

#### **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 [\[click here\]](#).**

## **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 [\[click here\]](#).**

## **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 [\[click here\]](#).

# **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**).

## **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.

## **8.3 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.

## **8.4 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**

Students are allowed to bring mobile phones and smart watches to school; however, the school has a 'see it/hear it/take it' policy. The school advises students not to bring other electronic equipment, such as iPads etc. into school, unless asked to do so as part of a lesson.

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 day. A warning letter is sent to the student's parent/carer;
- 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/guardian and an additional sanction is given; and
- third and subsequent occasions in a term - equipment confiscated and taken to the main office for collection by parent/carer. A letter is sent to the student's parent/carer and an extended sanction is given. A parental meeting will be arranged. In addition, phones must be handed to reception on entry into school each morning 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, eg. the internet, and/or through any medium or device.

## **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
- 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.

## **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"> <li>• Disrupting the learning of others</li> <li>• Talking/arguing/out of seat</li> <li>• Uniform/appearance</li> <li>• Lack of equipment</li> <li>• Lack of pencil case</li> <li>• No work completed in lesson</li> <li>• Lack of homework - department detention</li> </ul>   | VERBAL WARNING                      |
| C2                      | <ul style="list-style-type: none"> <li>• Repetition of any C1 offence</li> </ul>   | 2 <sup>ND</sup> VERBAL WARNING      |
| C3                      | <ul style="list-style-type: none"> <li>• Escalation from a C2</li> <li>• Rudeness to a member of staff</li> <li>• Refusal to follow instructions</li> <li>• Inappropriate language including swearing in conversation</li> <li>• Littering</li> <li>• Lateness to lessons &gt; 5 minutes</li> <li>• Unauthorised off site at lunch time</li> <li>• Abuse of open access – being out of bounds</li> <li>• Unauthorised use of a mobile phone</li> <li>• Failure to attend a department detention</li> <li>• Eating out of bounds</li> <li>• 3 signatures on a standards card</li> <li>• No standards card</li> <li>• Chewing gum</li> </ul> | 45 MINUTE DETENTION                 |
| Headteacher's detention | <ul style="list-style-type: none"> <li>• Failure to attend a C3 detention</li> <li>• Poor behaviour in a C3 detention</li> <li>• Failure to complete a report card (weekly)</li> </ul>   | 90 MINUTE HEADTEACHER DETENTION     |
| C3+                     | <ul style="list-style-type: none"> <li>• Lesson removal</li> </ul>   | 3 SESSIONS IN THE C4 ISOLATION ROOM |

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





# 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.