

LANCASTER ROYAL GRAMMAR SCHOOL

POLICY STATEMENT

Number
12

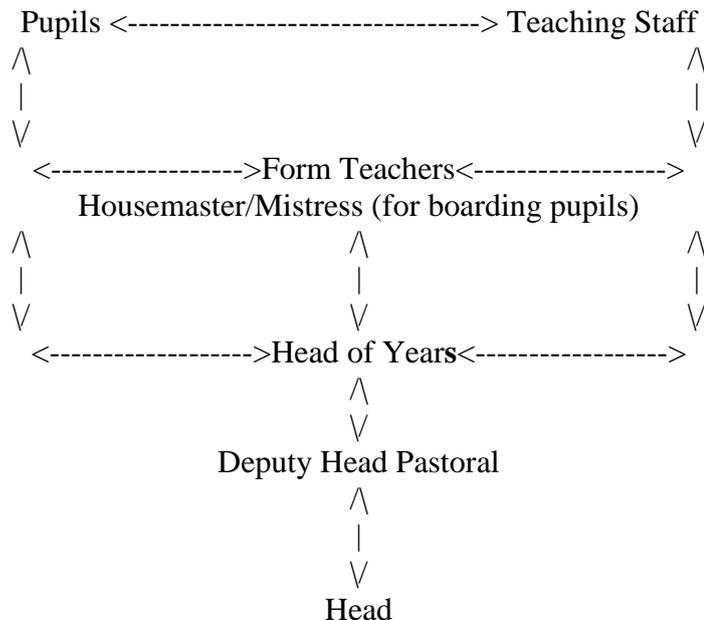
Date Approved by Governing Body
March 2019

BEHAVIOUR OF PUPILS

Aims

- 1 To promote a high standard of behaviour at all times.
- 2 To provide an environment in which self-discipline predominates, in which pupils respect the rights and interests of others and are considerate, courteous and co-operative.
- 3 To promote within each pupil knowledge of what is appropriate behaviour within a community and what is not.
- 4 To provide a system of essential rules and procedures to operate for the common good as well as for the good of the individual pupil.
- 5 To encourage senior pupils to set a good example to their junior counterparts.
- 6 To attempt, through regular communication between parents, staff and pupils, to formulate judgements regarding the underlying causes of misbehaviour and to seek remedies.

Structure



In the case of boarding pupils, the Housemaster/Mistress will also be closely involved with all aspects of the behaviour of the pupil.

In addition, a Prefect system operates. Prefects support the staff in the day-to-day running of the school, especially at lunch-times and breaks. They act as Form Prefects (Senior Prefects as Year

Prefects) with pastoral and disciplinary functions. They act under direction from the senior staff and receive support from staff to carry out their duties.

Promotion of Good Behaviour

We attempt to promote good behaviour in the School by:

- a) maintaining good and effective communication systems within the school and between home and school;
- b) the setting of consistently high standards by all staff;
- c) encouraging senior pupils to set a good example;
- d) having clearly defined rules and disciplinary procedures;
- e) anticipating problems wherever possible and eliminating them or minimising their effects.

Limits of the Policy

This policy will apply to any misbehaviour through the school day (including boarders).
This policy will apply to pupils while being educated off site.

The Education and Inspection Act 2006 empowers Headteachers to such an extent as is reasonable to regulate the behaviour of pupils when they are off the school site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour which may take place outside of the school but is linked to membership of the school.

School Rules (Code of Conduct)

Many of the rules below are common sense; others remind us that life in a community becomes uncomfortable if everybody does as he pleases without any thought for others.

We expect all pupils, at all times, in manner and speech, to be honest, courteous, truthful and considerate of others and thus to preserve the good name of their school.

The Seward Committee (School Council) will have the opportunity to discuss any changes or additions to the School rules but the Head may make an amendment to any rule, at any time by communication to pupils during assemblies or form periods.

- Pupils will wear school uniform.
- At all times respect other people and their property.
- All items brought to school must be named.
- Any valuable item brought to school is at the owner's risk. It is the owners' responsibility to hand in to a member of staff any items when they are to be left unattended and to make sure suitable insurance is in place.
- You must never interfere with or remove another pupil's property - it is likely to be treated as theft.
- ***The following are prohibited items.*** You must never bring to school any knives (including penknives), weapons, illegal substances, stolen items, legal highs, tobacco, e-cigarettes, firearms, air-guns, alcohol, fireworks, water-pistols, catapults, pea-shooters, screwdrivers,

pornographic images or any other item that staff believe would be detrimental to good behaviour in the school.

- Reasonable force can be used for control or restraint.
- All buying, gambling, selling and swapping is forbidden, except with the prior knowledge of a teacher and of the parents of both pupils.
- It is permissible to bring electronic devices to school but purely at the owner's risk. Their use must be in accordance with the acceptable use policy and they must not be used whilst moving around the School site. No recording equipment can be used in school without staff permission. Staff can impose disciplinary penalties if the acceptable use policy is not followed.
- You are expected to be careful and responsible in the use of all school property, furniture and materials.
- All breakages of and damage to school property must be reported immediately to a teacher. Where malicious damage occurs, the school holds the right to charge the perpetrator (s) to replace or rectify the damage. Graffiti is unacceptable.
- It is important to be aware that many of the School facilities are dangerous when not supervised. You must not enter any classrooms, laboratories, sports facilities or the assembly hall without permission from a teacher. Pupils below the Sixth Form are not allowed in the Mawby Science Building during break and the lunch hour.
- Pupils below the Sixth Form may only leave the school grounds if a written request from their parents is handed to the Form Teacher or with permission from the Head or Deputy Head. **Any boy with permission to leave the School site must sign out from Wyresdale House and if returning to school must sign back into school.** Pupils taken ill during the School day must report to the Medical Centre. Pupils going home for lunch must bring a letter addressed to the Deputy Head (Pastoral) giving parental permission.
- Chewing gum is not permitted anywhere on the School site.
- Smoking and the purchase or drinking of alcohol are strictly forbidden to any boy throughout the School day and whilst representing the School.
- All games, particularly ball games, must be played in such a way that windows, parked vehicles and other property are not likely to be damaged.
- Pupils must be courteous to all members of the public at all times. This includes whilst moving around the site, waiting at bus stops and congregating in the town centre (where large gatherings of pupils can cause inconvenience to shop keepers and members of the general public).
- Internal movement: to lessen congestion all pupils should practise sensible self-discipline and keep to the **left**.
- Pupils must take responsibility for ensuring that all litter on the school site is placed in the litter bins provided.

- There is to be no eating in any classroom without permission from a member of staff, on the streets around the School.

Pupils must follow the safety spine at all times. The following areas are out of bounds to pupils:

- The Science car park.
- Lee House car park.
- The area in front of Old School House.
- The playground at the top end of the New Building.
- There are other areas which may be out of bounds at certain times of the year but these will be marked or you will be told about them.

Investigations

Certain serious offences - persistent bullying, truancy, theft, and all offences endangering property, the person or the community will normally be investigated by the Head of Years / Assistant Heads for referral direct to the Deputy Head Pastoral and / or Head.

Authorised school staff can search a pupil for any item provided the pupil consents. The list of 'prohibited items' for which staff can search without the pupil's consent is: knives, weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images and any article that the member of staff reasonably suspects has been or is likely to be, used to commit an offence or to cause personal injury to, or damage to property of, any person (including the pupil). All searches will be conducted by an authorised member of staff. They will be carried out with another member of staff present and a written note recorded and placed on the pupil's file. The pupil's parents will be informed as quickly as possible.

Details of searching for illegal substances and digital devices are included in appendix 1 and 2 at the end of this policy.

Sanctions

The majority of minor transgressions will be dealt with, on the spot, by individual members of Staff and Prefects. Repetition of an offence, or more serious offences, will be referred upwards to Form Teachers and / or Head of Years. If in doubt, a member of Staff should seek advice from Head of Years or experienced colleagues. More serious offences will be communicated to parents either by the School management system (available to parents at home), e-mail, telephone or letter and recorded in pupil files. Parents will be invited into school to discuss the particular problem.

The sanctions which may be employed include:

- 1) Under careful monitoring Prefects can issue sheets or litter picking duties.
- 2) Lines, sheets or setting of extra work - usually a first instance punishment by individual members of Staff.
- 3) Depriving a pupil of free time at either break or lunch-time or after school. If a pupil is kept back after school, parents must be given 24 hours notice.
- 4) Requiring a pupil to make amends by repairing damage caused or improving the School environment (e.g. by removing litter).

- 5) Financial contributions towards repairs occasioned by damage to property.
- 6) School staff can seize any prohibited item found as a result of a search. They can also seize any item they consider harmful or detrimental to school discipline.
- 7) Friday school detentions:
 - 15:45- 16:45

A third Friday detention gained by a pupil in any one academic year leads to referral to the Deputy Head Pastoral and an automatic two hour Saturday morning detention.

- 8) Two hour Saturday morning detentions may be used in more serious incidents. All school detentions, and the reasons for them, are communicated in writing to the parents by the Deputy Head Pastoral, giving parents at least 24 hours notice.
- 9) A pupil may need to be isolated from normal lessons but for some reason a formal exclusion is not appropriate, and then an Internal Exclusion or Isolation may be operated. The pupil is excluded from normal lessons and normal contact with others. Work is set and the pupil works under the supervision of the Head of Year or a member of SLT. Parents are notified when this system has to operate.

Exclusion Policy

In extreme cases pupils may be excluded for a number of days (fixed term) or permanently. A decision to exclude a pupil for a fixed period may be only taken by the Head in response to breaches of the School's Behaviour Policy, including persistent disruptive behaviour, where these are not serious enough to warrant permanent exclusion and lesser sanctions such as detention are considered inappropriate.

Parents will be informed as soon as is reasonably practicable if a complaint under investigation is of a nature that could result in the pupil being permanently excluded.

In line with DfE guidance, a decision to exclude a student permanently would be taken only:

- In response to a serious breach, or persistent breaches, of the School's Behaviour Policy.
- If allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the School.

Parents will be informed without delay of the period of exclusion and the reasons for the exclusion. The School will meet its obligation to provide education during a fixed-period exclusion.

Where a pupil is given a fixed-period exclusion of a duration of six school days or longer, the School has arrangements in place to ensure suitable full-time educational provision in a referral centre. A reintegration meeting will normally take place following a fixed term exclusion, which should be attended by the pupil and his parents. The purpose of the meeting is to assist the reintegration of the pupil and promote the improvement of his behaviour. Excluded pupils will be enabled and encouraged to participate in all stages of the exclusion process.

Any permanent exclusion or fixed term exclusion of more than 15 days, or an exclusion resulting in a pupil missing a public examination or national curriculum test, is reviewed by a panel of the Governing Body with the opportunity for representation by the Headteacher and by the parents.

When a permanent exclusion decision is upheld by the Governing Body, parents have a right to an independent review panel hearing. All parents have the right to request the presence of a special education needs expert at an independent review panel.

The school will follow the procedures set out in the DfE guidance on exclusions.

The School will have due regard to its duties under the Equality Act 2010 when deciding whether to exclude a pupil. LRGS will make reasonable adjustments for managing behaviour which is related to a pupil's disability. Where expulsion needs to be considered, the School will ensure that a disabled pupil is able to present his case fully where the disability might hinder this.

Behavioural Support Programme

Following a serious incident and the appropriate sanctions applied the following procedures may be enacted after referral to the Deputy Head Pastoral or Head.

Report cards (red) issued by Head of Years and (yellow) by Form Teachers may run parallel to other punishments. When on report a pupil's behaviour, attitude and work are closely monitored and recorded. Staff and parents have access to the card and are required to sign it. Pupils at this stage may be referred to Pastoral Staff who will work with the pupil to identify strategies to improve behaviour. These include:

- Letter to parents recommending an individual behavioural support plan. This will set out short and long term objectives for the pupil and describe how progress is to be monitored, reviewed and supported.
- Student support and school counsellors
- Outside agencies (such as medical or welfare authorities) will be used as appropriate - in consultation with parents.
- Fixed period or permanent exclusions will be imposed. After a fixed term exclusion an agreed Pastoral Support Programme will be implemented.

Non-Attendance Support Programme

In the case of persistent truancy, phobia or refusal to attend school, the following procedures will apply:

- Parents will be consulted. Discussions will take place between Pastoral staff and parents and the pupil to improve attendance
- Outside agencies will be used as appropriate - in consultation with parents.

Rewards

Every effort is made to recognise and applaud good behaviour. Achievement is recognised in assembly and pupils are praised for helpfulness, good manners and good behaviour both at school and on trips. Commendations may be awarded by staff using isams. The Head's post cards are sent home to parents to celebrate outstanding achievement.

Junior boarders gain points for positive behaviour which lead to a variety of rewards.

Behaviour in the Boarding Houses

The same principles apply within the Boarding Houses as in the School as a whole. Discipline is in the hands of the Housemaster/mistress who are assisted by House Tutors. In the boarding community, as in the School, we encourage a high degree of self responsibility. However, procedures are in place to deal with more serious issues.

Senior Houses

Greater responsibility is given to the senior pupils to assist the house staff in the smooth running of the house. They report minor sanctions and at weekly meetings with the Housemaster/Mistress agree the extra house duties that are appropriate. These sanctions are then reported in a house sanctions book.

Storey House

The junior house for Year 7 and Year 8 pupils operates very much as an extended family unit with constant adult supervision. The duty staff and the matrons play a key role in ensuring good behaviour. If a boy's behaviour is persistently below the standard expected he will face a variety of sanctions including loss of free time, extra duties or loss of privileges. Liaison with parents is important and they will be consulted if significant problems arise.

A scale of punishments depends on the nature and seriousness of the offence. A House 'Report' can be used to avoid escalation of minor offences.

Referral to the Deputy Head Pastoral will result from:

- a) continued offences after communication with parents.
- b) initial offences endangering the community or person.

Referral to the Headmaster will result from:

- a) the judgement of the Deputy Head Pastoral.
- b) violent or dangerous conduct.
- c) offences which may result in exclusion. This may include fixed term or permanent exclusion from the boarding house.

Behaviour in the Sixth Form

The maintenance of high standards of behaviour in the Sixth Form is the responsibility initially of Form Teachers under the direction of the Head of Sixth Form. The same principles apply as in the rest of the School except that Sixth Formers are expected to set an example to younger pupils and to show a high degree of responsibility. A reporting system involving pupils, parents and staff operates for those Sixth Formers whose work, commitment or behaviour fall short of the standards expected. Sixth Formers also have special privileges which can be withdrawn as a distinctive punishment.

Monitoring of the Policy

Incidents are logged onto the School's management system. Senior staff will receive reports on a regular basis in order to identify trends and patterns so that appropriate action can be taken.

APPENDIX 1: SEARCHING FOR ILLEGAL SUBSTANCES

Searches will always be conducted in such a way as to minimise potential embarrassment or distress.

Personal searches

When a person is suspected of concealing illegal or other unauthorised substances it is not appropriate for a member of staff to carry out a personal search; this includes the searching of outdoor clothing and inside pockets. Every effort should be made to persuade the person to hand over voluntarily any substances, in the presence of a second adult witness. If the individual refuses to cooperate, the member of staff should contact a senior member of staff who should then consider if it is appropriate to try to contact the pupil's parents. If the parents can be contacted they should be encouraged to persuade the pupil to agree to the search taking place. If the matter remains a cause of major concern then the police should be called in to conduct the personal search.

'Forced Searches'

Reasonable force may be used in exercising the statutory power to search pupils without their consent for alcohol and illegal drugs. At LRGS, this search power may be exercised by staff where they have reasonable grounds for suspecting that a pupil has such items. However, the school's guidance is that any such 'forced searches' should be undertaken only if absolutely necessary, such as in extreme circumstances where leaving a pupil with such a suspected item could pose risks to others (or that pupil), or mean that what might be the only opportunity to establish that such an item was in that pupil's possession as suspected is lost. If at all possible the best course of action is to refer the incident to the police.

Searches of personal property or school property, for example in a room or locker.

Staff may search school property, for example, pupils' lockers if they believe substances to be stored there. Prior consent should always be sought. Individuals should be made aware that if consent is refused the School may proceed with a search. However, where consent is refused, the School will balance the likelihood that an offence has been committed against the risk of infringing the individual's privacy without just cause.

Where a boarder's room is to be searched, the boarder should be given the opportunity to conduct the search personally by emptying out drawers etc. under direction from the members of staff present. If a boarder refuses to co-operate, and the circumstances are deemed to warrant a search by staff, then the room should be searched by staff, with at least two members of staff being present throughout. Any suspicious items should be placed in a plastic bag and sealed.

After any search involving pupils, parents/carers will normally be contacted by the School, regardless of whether the result of the search is positive or negative.

Confiscation and disposal

The law permits members of staff to take temporary possession of a substance suspected of being an illegal substance. This will only be done by the Headmaster or a Deputy Head, with a second adult witness present. Details of the incident will be recorded and the sample will be sealed and stored in a secure location. The police will be informed and asked to collect the substance.

Other unauthorised substances (such as alcohol, tobacco and medicines) may be confiscated by members of staff in the presence of a second adult witness. Parents/carers will be informed and given the opportunity of collecting the item, before safe disposal.

Disposal will be organised by the Deputy Head (Pastoral) and if required Medical Centre staff.

Informing parents

In any incident involving illegal and other unauthorised substances the school will normally involve the pupil's parents/carers at an early stage, explaining how the school intends to respond to the incident and to the pupil's needs. The advice, support and help of the Police will normally be sought.

The School's response

In considering the response to a particular incident, the following will apply:

- Each incident will be considered individually based on the particular set of circumstances
- The school will balance sanctions, support and education to ensure the well-being of the school community.
- A range of responses/sanctions (as laid out in the school's disciplinary policy) may be used to respond to the identified needs of those involved including the support of outside agencies.
- It will normally be the case that anyone involved in the selling or supplying of illegal substances, or intending to sell or supply illegal substances, will be permanently excluded from the school.

APPENDIX 2: SEARCHING MOBILE DEVICES & DELETION OF DATA

The changing face of information technologies and ever increasing student use of these technologies has meant that the Education Acts have had to change in an attempt to keep pace. Within Part 2 of the Education Act 2011 (Discipline) there have been changes to the powers afforded to schools by statute to search pupils in order to maintain discipline and ensure safety.

The particular changes we deal with here are the added power to search for items 'prohibited under the school rules' and the power to 'delete data' stored on seized electronic devices.

Items prohibited under the school rules are determined and publicised by the Headteacher (section 89 Education and Inspections Act 1996).

An item prohibited by the school rules may only be searched for under these new powers if it has been identified in the school rules as an item that can be searched for. These items are detailed in this policy.

The act allows authorised persons staff to examine data on electronic devices if they think there is a good reason to do so. In determining a 'good reason' to examine or erase the data or files the authorised staff member must reasonably suspect that the data or file on the device in question has been, or could be, used to cause harm, to disrupt teaching or could break the school rules.

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

The Headteacher has authorised the following members of staff to carry out searches for and of electronic devices and the deletion of data / files on those devices: members of the Senior Leadership Team, Heads of Years, and Housemasters/Mistresses.

The Headteacher may authorise other staff members in writing in advance of any search they may undertake, subject to appropriate training.

Searching Mobile Devices & Deletion of Data (conducting searches)

This policy refers only to the searching for and of electronic devices and the deletion of data/files on those devices.

Authorised staff (defined above) have the right to search for such electronic devices where they reasonably suspect that the data or file on the device in question has been, or could be, used to cause harm, to disrupt teaching or break the school rules.

- Searching with consent - Authorised staff may search with the pupil's consent for any item
- Searching without consent - Authorised staff may only search without the pupil's consent for anything which is either 'prohibited' (as defined in Section 550AA of the Education Act 1996) or appears in the school rules as an item which is prohibited and may be searched for
 - i. The authorised member of staff must have reasonable grounds for suspecting that a student is in possession of a prohibited item i.e. an item prohibited by the school rules and which can be searched for.
 - ii. The authorised member of staff should take reasonable steps to check the ownership of the mobile phone / personal electronic device before carrying out a search.
 - iii. The authorised member of staff should take care that, where possible, searches should not take place in public places e.g. an occupied classroom, which might be considered as exploiting the student being searched.
 - iv. The authorised member of staff carrying out the search must be the same gender as the student being searched; and there must be a witness (also a staff member) and, if at all possible, they too should be the same gender as the student being searched.

There is a limited exception to this rule: Authorised staff can carry out a search of a student of the opposite gender including without a witness present, but **only where you reasonably believe that there is a risk that serious harm will be caused to a person if you do not conduct the search immediately and where it is not reasonably practicable to summon another member of staff.**

A student's possessions can only be searched in the presence of the student and another member of staff, except where there is a risk that serious harm will be caused to a person if the search is not conducted immediately and where it is not reasonably practicable to summon another member of staff.

An authorised member of staff finding an electronic device may access and examine any data or files on the device if they think there is a good reason to do so (i.e. the staff member must reasonably suspect that the data or file on the device in question has been, or could be, used to cause harm, to disrupt teaching or break the school rules).

The examination of the data/files on the device should go only as far as is reasonably necessary to establish the facts of the incident. Any further intrusive examination of personal data may leave the school open to legal challenge. It is important that authorised staff should have training and sufficient knowledge of electronic devices and data storage.

If inappropriate material is found on the device it is up to the authorised member of staff to decide whether they should delete that material, retain it as evidence (of a criminal offence or a breach of school discipline) or whether the material is of such seriousness that it requires the involvement of the police. Examples of illegal activity would include:

- child sexual abuse images (including images of one child held by another child)
- adult material which potentially breaches the Obscene Publications Act
- criminally racist material
- other criminal conduct, activity or materials

Searching Mobile Devices & Deletion of Data (deletion of data)

Following an examination of an electronic device, if the authorised member of staff has decided to return the device to the owner, or to retain or dispose of it, they may erase any data or files, if they think there is a good reason to do so.

If inappropriate material is found on the device, it is up to the authorised member of staff to decide whether they should delete that material, retain it as evidence (of a possible criminal offence or a breach of school discipline) or whether the material is of such seriousness that it requires the involvement of the police.

A record should be kept of the reasons for the deletion of data/files.