Behaviour and Discipline Policy

St. Francis' College

September 2026

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Aims

1.1 This is the behaviour and discipline policy of St. Francis' College

1.2 The aims of this policy are as follows:

1.2.1 to promote good behaviour amongst pupils;

1.2.2 to actively promote and safeguard the welfare of pupils at the College;

1.2.3 to ensure, so far as possible, that every pupil in the College is able to benefit from and make their full contribution to the life of the College, consistent always with the needs of the College community;

1.2.4 to identify and outline the rewards offered to pupils who perform and behave well in their college work and other activities;

1.2.5 to encourage pupils to accept responsibility for their behaviour;

1.2.6 to set out the sanctions adopted by the College in the event of pupil misbehaviour.

1.2.7 To set out the behaviour expectations, conduct and culture of the College, in line with the core values of DREAMS, fostering a culture of belonging where every pupil is known, valued and respected, and where positive behaviour supports academic excellence, personal growth, and service to others

2 Scope and application

2.1 This policy applies to the whole College including the Early Years Foundation Stage (**EYFS**).

2.2 This policy (together with the College rules and all College policies on behaviour and discipline) applies to all pupils at the College and at all times when a pupil is:

2.2.1 in or at College;

2.2.2 representing the College or wearing College uniform;

2.2.3 travelling to or from College;

2.2.4 on College-organised trips;

2.2.5 associated with the College at any time. This includes times when they are outside the College boundaries or outside normal college hours but are evidently pupils of the College to others who may be affected by their behaviour. For example online behaviour, transport, public conduct.

2.3 This policy shall also apply to pupils at all times and places in circumstances where failing to apply this policy may:

2.3.1 affect the health, safety or well-being of a member of the College community or a member of the public;

2.3.2 have repercussions for the orderly running of the College; or

2.3.3 bring the College into disrepute.

3 Regulatory framework

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

3.1.1 Education (Independent College Standards) Regulations 2014 (as updated 2026);

3.1.2 Statutory framework for the Early Years Foundation Stage (DfE, September 2025);

3.1.3 Education and Skills Act 2008;

3.1.4 Childcare Act 2006;

3.1.5 Data Protection Act 2018 (DPA) and General Data Protection Regulation (UK GDPR). Last updated in March 2023 with amendments in April 2026; and

3.1.6 Equality Act 2010.

3.2 This policy has regard to the following guidance and advice:

3.2.1 Behaviour in schools (DfE, February 2024 to include guidance on mobile phones updated January 2026, published February 2026);

3.2.2 Searching, screening and confiscation: advice for schools (DfE,September 2023);

3.2.3 Keeping children safe in education (DfE, September 2026) (**KCSIE**); and

3.2.4 Restrictive interventions, including use of reasonable force, in schools (DfE, April 2026).

3.3 Other College policies, procedures and resource materials may be relevant to this policy, including but not limited to:

3.3.1 complaints policy;

3.3.2 acceptable use policy for pupils;

3.3.3 anti-bullying policy;

3.3.4 policy on smoking, alcohol and the misuse of drugs and substances;

3.3.5 safeguarding and child protection policy and procedures;

3.3.6 risk assessment policy;

3.3.7 policy on special educational needs and learning difficulties;

3.3.8 exclusion and withdrawal review policy;

3.3.9 online safety policy; and

3.3.10 mobile phone policy

4 Publication and availability

4.1 This policy is published on the College website, and is available in hard copy from the College office on request, or can be sent by email

4.2 This policy can be made available in large print or other accessible format if required.

5 Definitions

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

5.1.1 References to **working days** mean Monday to Friday, when the College is open during term time. The dates of terms are published on the College's website. In the event that the application of this definition is likely to introduce excessive delays, due to intervening College holidays, the College's approach is to take sensible and reasonable steps so as to minimise any hardship or unfairness arising from such delays.

5.1.2 References to the **Head** may include deputies.

5.1.3 References to **Parent** or **Parents** includes one or both of the parents, a legal guardian or education guardian.

5.1.4 References to the **Review** are to the review by the panel of the Head's decision in accordance with the expulsion and removal: review procedure.

6 Responsibility statement and allocation of tasks

6.1 The Proprietor has overall responsibility for all matters which are the subject of this policy.

6.2 To ensure the efficient discharge of its responsibilities under this policy, the Proprietor has allocated the following tasks:

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

7 Promoting good behaviour

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

7.2 The College actively prevents bullying through education, reporting systems and sanctions, in line with the Anti-Bullying policy.

7.3 The College understands that rewards can be more effective than punishment in motivating pupils. The ways in which the College may reward good behaviour are set out in **Error! Reference source not found.**.

7.4 The College recognises that where challenging behaviour is related to pupils with special educational needs and/or a disability, use of positive discipline and reward methods may enable the College to manage the pupil's behaviour more effectively and improve their educational outcomes.

7.5 Both rewards and sanctions will be proportionate, fair and consistent, taking into account a pupil's age, needs, intent and previous behaviour. Minor breaches of discipline

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

7.7 Allegations, complaints or rumours of minor breaches of discipline are dealt with by staff as they occur. Staff may carry out informal interviews with the pupils involved. Low level sanctions may be given (see **Error! Reference source not found.** for details of possible sanctions).

7.8 When considering the appropriate sanction, the risks posed to pupil welfare by an individual's behaviour will be assessed. This may include consideration of how any action taken, sanctions applied or inaction may affect that individual's welfare and, where appropriate, how it may affect other pupils' welfare and / or the College community as a whole.

8 Serious breaches of discipline

8.1 Allegations, complaints or rumours of serious breaches of discipline should normally be referred to the Head.

8.2 The main categories of misconduct which are considered to be serious breaches of discipline include but are not limited to:

8.2.1 supply / possession / use of certain drugs and solvents or their paraphernalia or substances intended to resemble them, or alcohol or tobacco/vapes;

8.2.2 theft, blackmail, physical violence, intimidation, racism or persistent bullying;

8.2.3 physical or emotional abuse;

8.2.4 harmful sexual behaviour including sexual violence and sexual harassment;

8.2.5 behaviour in contravention of the College's policies on the acceptable use of technologies or online safety;

8.2.6 supply or possession of pornography;

8.2.7 possession or use of unauthorised firearms or other weapons;

8.2.8 vandalism of College property;

8.2.9 inappropriate use of technology which compromises the ability of others to use either the College's hardware or IT capability in an effective way;

8.2.10 persistent attitudes or behaviour which are inconsistent with the College's ethos;

8.2.11 other misconduct which affects the welfare of a member or members of the College community or which brings the College into disrepute (single or repeated episodes) on or off College premises;

8.2.12 other misconduct specifically provided for in the College's parent contract and College rules.

8.3 The range of sanctions for serious breaches of discipline include a variety of potential exclusions from the College for a period of time:

8.3.1 **Suspension:** a pupil may be sent or released home or internally suspended for a limited period either as a disciplinary sanction or as a neutral act pending the outcome of an investigation or pending a Review.

8.3.2 **Withdrawal**: the parents may be required to withdraw a pupil from the College if, after consultation with the Parents and if appropriate the pupil, the Head is of the opinion that:

(a) the pupil has committed a breach or breaches of College rules or discipline for which removal is the appropriate sanction; or

(b) by reason of the pupil's conduct, behaviour or progress, the pupil is unwilling or unable to benefit sufficiently from the educational opportunities and / or the community life offered by the College; or

(c) the Parents have treated the College or members of its staff or any member of the College community unreasonably.

In these circumstances, and at the sole discretion of the Head, the Parents may be permitted to withdraw the pupil as an alternative to removal being required.

8.3.3 **Permanent Exclusion**: a pupil may be permanently excluded from the College for a very grave breach of discipline or a serious criminal offence. Permanent exclusions are reserved for the most serious breaches. A permanent exclusion can be as a result of one very significant incident, or it could be as a result of continuing poor behaviour in breach of college rules after suitable warnings have been given.

8.4 Prior to any exclusion, a discussion between the Head and Chair is expected during the build up and before a final decision is made.

8.5 An allegation, complaint or rumour of a serious breach of discipline will be investigated in accordance with the procedures set out in Appendix 3.

8.6 If the findings of the investigation support the allegation, complaint or rumour of a serious breach of discipline, a disciplinary meeting will be held in accordance with the procedures set out in 0.

8.7 The Head is required to act fairly and in accordance with the principles of natural justice.

8.8 If a pupil is withdrawn from the College before the conclusion of these disciplinary procedures, the College reserves the right to complete the procedures, in the absence of the

pupil and the Parents if necessary, and to make a finding. The College reserves the right to refer to such disciplinary action in references provided for the pupil.

9 Parent involvement

9.1 The College seeks to work in partnership with Parents over matters of discipline, and it is part of the Parents' obligations to the College to support the College rules, as is made clear in the Parent Contract Terms and Conditions which apply to all parents upon their child entering the College.

9.2 Parents will be informed as soon as reasonably practicable after it becomes clear that the pupil may face disciplinary action for a serious breach of discipline, unless the College is prevented from doing so by the police, social services or other external agencies if they are involved.

9.3 Parents will also be notified by email or telephone of any significant disciplinary sanctions for particular breaches of discipline and may be contacted to discuss the matter if it is considered appropriate to do so. Parents are asked to acknowledge receipt of the notification by return.

10 Additional needs

10.1 The College will make reasonable adjustments for managing behaviour which is related to a pupil's special educational needs and/or a disability. However, it is not possible to allow pupils with special educational needs and/or a disability to have a negative impact upon the learning or safety of others without challenging this, potentially by the use of relevant sanctions. Staff should seek advice from the Head or SENCO if they are unsure about how to manage a pupil's behaviour where this is related to their special educational needs and/or a disability. Sanctions may be adjusted where appropriate, and underlying needs will be considered prior to sanctions being given, particularly where individual behaviour support plans are in place.

10.2 If there is a concern that a pupil's behaviour is as a result of unmet educational or other needs, advice should be sought from the Head and/or SENCO and further action in accordance with the College's policy on special educational needs and learning difficulties will be considered.

10.3 Where Exclusion or Withdrawal needs to be considered, the College will ensure that a pupil with a disability or special educational needs is able to present their case fully where their disability or special educational needs might hinder this.

11 Safeguarding

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

11.1.1 bullying (including cyber-bullying);

11.1.2 physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;

11.1.3 sexual violence and sexual harassment;

11.1.4 sexting (also known as youth produced sexual imagery); and

11.1.5 initiation / hazing type violence and rituals.

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

12 Malicious allegations against staff

12.1 Where a pupil makes an accusation against a member of staff and there is reasonable suspicion that the accusation has been deliberately invented or malicious, the Head will consider whether to take disciplinary action in accordance with this policy.

12.2 Where a Parent has made a deliberately invented or malicious allegation the Head will consider whether to require that Parent to remove their child or children from the College on the basis that they have treated the College or a member of staff unreasonably and compromised the requirement for mutual trust and confidence.

12.3 The College will consider whether the police should be asked to consider if action might be appropriate against the person responsible for the allegation.

12.4 The College will consider a malicious allegation to be one where there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive.

13 Use of reasonable force

13.1 Any use of force or restraint by staff will be reasonable, proportionate and lawful. Reasonable force will be used as set out in Appendix 5. More detailed guidance about the use of reasonable force is provided to staff in the Staff code of conduct.

13.2 Corporal punishment is not used at the College and force is never used as a form of punishment. Corporal punishment by college staff is illegal in all circumstances.

14 Searching pupils

14.1 **Informed consent**: college staff may search a pupil or their possessions or accommodation with their consent for any item. If a member of staff suspects that a pupil has a banned item in their possession, they can instruct the pupil to turn out their pockets or bag. If the pupil refuses, sanctions will be applied in accordance with this policy.

14.2 **Searches without consent**: in relation to prohibited items, the Head, and staff authorised by the Head, may search a pupil or a pupil's possessions, without their consent, where they have reasonable grounds for suspecting that a pupil has a prohibited item in their possession. Please see Appendix 6 for the College's policy on searching and confiscation.

15 Use of mobile technology

15.1 The College's policy on the use of mobile technology, including phones and cameras, largely follows the non-statutory DfE ‘Mobile phones in college’s guidance updated January 2026, published February 2026.

15.2 The College is a mobile phone-free environment by default. Any use should be exceptional, not routine. For example reasonable adjustments relating to SEN, medical, safeguarding and travel needs.

15.3 Please refer to the College's separate 'Mobile phone policy' for further details, which prohibits the use of mobile phones throughout the college day, including during lessons, the time between lessons, breaktimes and lunchtime. Alongside the DfE guidance on 'Behaviour in colleges', this policy supports the College in establishing calm, safe and supportive environments conducive to teaching, and keeping children safe in education, with clarity on enforcement provided for the whole college community.

16 Training

16.1 The College ensures that regular guidance and training is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles.

16.2 The expectation of the College is for the policy to be applied consistently across staff, and guidance will be provided in age appropriate behaviour management approaches and techniques.

16.3 The level and frequency of training depends on role of the individual member of staff.

16.4 The College maintains written records of all staff training.

17 Risk assessment

17.1 Where a concern about a pupil's welfare is identified, the risks to that pupil's welfare will be assessed and appropriate action will be taken to reduce the risks identified.

17.2 The format of risk assessment may vary and may be included as part of the College's overall response to a welfare issue, including the use of individual pupil welfare plans (such as behaviour, healthcare and education plans, as appropriate). Regardless of the form used, the College's approach to promoting pupil welfare will be systematic and pupil focused.

17.3 The Head has overall responsibility for ensuring that matters which affect pupil welfare are adequately risk assessed and for ensuring that the relevant findings are implemented, monitored and evaluated.

17.4 Day to day responsibility to carry out risk assessments under this policy will be delegated to the Head or SENCO who have been properly trained in, and tasked with, carrying out the particular assessment.

18 Record keeping

18.1 All records created in accordance with this policy are managed in accordance with the College's policies that apply to the retention and destruction of records.

18.2 A record is kept of sanctions imposed for serious misbehaviour. The record includes:

18.2.1 the name and year group of the pupil concerned;

18.2.2 the nature and date of the offence;

18.2.3 the sanction imposed and reason for it; and

18.2.4 the name of the person imposing the sanction.

18.3 This record is reviewed regularly by the SLT so that patterns in behaviour can be identified and managed appropriately.

18.4 General behaviour logs will be reviewed periodically, where trends across the College can be analysed and proactive interventions can be informed.

18.5 The records created in accordance with this policy may contain personal data. The College has a number of privacy notices which explain how the College will use personal data about pupils and parents. The privacy notices are published on the College's website. In addition, staff must ensure that they follow the College's data protection policies and procedures when handling personal data created in connection with this policy.

19 Version control

Date of adoption of this policy	September 2022
Date of last review of this policy	September 2026
Date for next review of this policy	September 2027
Policy owner (St. Francis' College)	Deputy Head Pastoral

Appendix 1 Rewards and sanctions

1 **Rewards**

1.1 Rewards and examples of behaviours that will attract a reward are as follows:

1.1 **Verbal praise:** Kindness to others, improvement in behaviour, positive contributions to class (EYFS, Prep and Senior)

1.1 **Sharing good work and celebrating good behaviour** (EYFS, Prep and Senior).

1.1 **Merits:** Work that shows excellent effort, achievement and/or progress, being a role-model, selfless behaviour, contribution to classroom and College community

1.1 **1.1.3 Merit Postcards:** Sent home every half term in recognition of 25, 50, 75 or 100 merits

1.1 **1.1.4 Public whole College recognition (e.g. assembly or newsletter):** St. Francis' Superstar, recognition in the Head's Bulletin

1.1 **1.1.5 DREAMS Awards presented termly in the Achievement Assembly:** In recognition of students who embody one of our school DREAMS values

1.1 **Awards presented at end of year Prize Giving ceremony (on a per class basis):** Annual recognition for academic achievement, academic progress and citizenship, including the Head Teacher Award

1.2 In addition to the above rewards we also have positions of responsibilities that are either evenly distributed (e.g. class monitors) or chosen by the staff on the basis of agreed criteria (e.g. Head Pupil).

1.3 **Sanctions**

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

1.5 Sanctions may include but not limited to (see table below):

1.5 Positive reinforcement, encouraging good behaviour and positive British Values (EYFS);

1.5 verbal reprimand (Prep and Senior);

1.5 Ticket issued if warning is not responded to (Senior);

1.5 Lunchtime detention (Prep and Senior);

1.5 After school detention (Senior);

1.5 Report card to Form Tutor, Head of Key Stage or Head of Year, Deputy Head Pastoral (Senior) or Deputy Head of Prep.

1.5 Saturday detention (Senior);

1.5 Internal suspension (Prep and Senior);

1.5 Suspension (Prep and Senior);

1.5 Expulsion (Prep and Senior).

1.6 The sanction will be recorded on a centralised system and Parents notified

1.7 Once Parents have been formally contacted three times about the pupil's behaviour, Parents will be invited to meet with the Head. A Behaviour Plan will be created for the pupil, with targets and emphasised expectations.

1.8 The Behaviour Plan will be reviewed every four weeks and adapted if appropriate. Failure to meet the Behaviour Plan will be considered a serious breach of discipline.

St. Francis' College Prep Department
Rewards & Sanctions

Rewards	**Level 1**	**Level 2**	**Level 3**
Examples of Behaviours	Listening well to others Good manners Working hard Homework consistently in on time	Being particularly kind to others Going out of their way to help others Extra-special effort with work	Completing work at home or school which goes above and beyond Being particularly kind and empathetic to others
Rewards	Verbal Praise Stickers Single house points	Merits (worth 5 house points each, recorded on iSAMS so a message goes home) In class certificates Star of the week (to be presented in celebration assembly on Friday)	Head of Prep commendation certificates

Sanctions	Green	Yellow	Amber	Red
Behaviours	Listening well to others Good manners Working hard Homework in on time Being kind & helpful	Off-task Calling out Not completing work Rudeness/defiance Ignoring instructions Unkindness to others Showing disrespect to others	Repeatedly off-task Repeatedly calling out Consistently not completing work Continued rudeness (despite verbal warnings) Ignoring instructions Deliberate or repeated unkindness to others Persistently disrespectful to others Showing dangerous behaviour	Consistently and deliberately off-task Refusal to do work Deliberate rudeness Deliberate unkindness/bullying (verbal /~~or~~ physical/online) Unacceptable language Physical violence Showing any dangerous behaviour
Sanctions	None – see positive behaviour chart	Verbal reminders Reminders of choices to make Change of seating Miss 5 minutes of break	Miss break/lunch time as close to that time as possible Referral to Class Teacher/Form Tutor Contact parents via phone call Reflection sheet	Contact Parents See deputy/Head of Prep Reflections on behaviour Loss of break/lunchtimes

Rewards and Sanctions in the Senior School

Appendix 2 Rewards and Sanctions

	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
REWARDS	Merits are awarded for: • Excellent academic work • Excellent performance in drama, music, sport, etc • Excellent overall participation • Demonstrating one of the DREAMS values • Kindness to students and staff • Overcoming an obstacle • Excellent homework or independent work • Consistency in effort, attitude and behaviour • Representing the College positively	The St Francis' Superstar Award is; Presented each week to the pupil who has earned the highest number of merits, recognising consistent excellence in all aspects of College life.	A Commendation Card is awarded for: • Outstanding achievement, effort or behaviour that is beyond Level 2 *Example: showing initiative, e.g. running a whole school event, leading an extra-curricular club.*	The Head Teacher Award, awarded at the Head's discretion for: • Outstanding achievement, effort or behaviour that is beyond Level 3

STAFF	Any member of staff – recorded on Isams Weekly phone call or email home to celebrate effort from academic or pastoral staff Postcards to be sent home as follows: 25 merits - Form Tutor 50 merits - Head of House/Year 75 merits - Deputy Head Pastoral 100 merits - Head Merit totals are overseen by the Pastoral Support Officer.	Superstars are mentioned in the Head's bulletin weekly, communicated by the Pastoral Support Officer. Weekly break time hot chocolate award with SLT each Friday Pastoral support officer logs on central spreadsheet and students entered for half termly prize draw.	Any member of staff can write a Commendation Card. Staff should send no more than one Commendation Card per half term. Staff to update the commendation log.	The Head will give this Award at Prize Giving annually.

	LEVEL 1	**LEVEL 2**	**LEVEL 3**	**LEVEL 4**
SANCTIONS	Tickets are given for infringements such as: • Failing to hand in homework, following a verbal warning • Poor behaviour in a lesson following a warning	Lunchtime Detention for: • Three tickets over one Term • Persistent Level 1 behaviour • Continually not submitting homework • Behaviour incidents that are deemed more serious than a	After School Detention, Saturday Detention, Internal Suspension, report card: • A serious breach of the College's standard of behaviour, i.e. swearing at a member of staff	Suspension, internal suspension and Permanent Exclusion for: • A serious breach of the College's standards of behaviour. • Persistent Level 3 behaviour despite interventions and support.

	• Repeated uniform infringements • Failure to follow staff instructions • Lack of necessary equipment for learning • Late to lesson without a valid reason • Unkind, disrespectful or discourteous behaviour towards others.	Ticket, i.e. rudeness or defiance towards a member of staff, breaching the ICT policy • Inappropriate language or behaviour towards peers. • Conduct that negatively impacts the learning environment or wellbeing of others.	• Serious disrespect towards another pupil. • A serious breach of the ICT policy and Mobile Phone Policy • Persistent Level 2 behaviour • Truancy • 6 Tickets = After School Detention	• Physical assault or violence towards a pupil, member of staff or other member of the College community. • Bullying, including cyberbullying, where the severity of the incident warrants such action. • Discriminatory behaviour, including racist, sexist, homophobic, transphobic, religious or disability-related harassment. • Possession, use or supply of illegal drugs, alcohol, tobacco products, vapes or other prohibited substances
STAFF	Any member of the teaching or boarding staff – recorded on Isams	Any member of the teaching or boarding staff via HoD or HoH or HOY – Recorded on Sanction Log	SLT HoY, HoH & HoF in consultation with SLT Recorded on Sanction Log	The Head Recorded on Sanction Log

Appendix 3 Investigations into serious breaches of discipline

2 In cases of serious breaches of discipline, the Head will appoint a senior member of staff to carry out an investigation. The person appointed will be expected to investigate the matter of concern, and to provide guidance to the Head on the recommended next steps. The Head will be responsible for considering the best course of action and will therefore not be the person who carries out the investigation. They will be the decision maker.

3 The Head will brief the investigator on the following:

3.1 What they want them to do.

3.2 What timescale they need to work in.

3.3 How the information will be recorded.

3.4 In what format their report is to be presented.

3.5 How they will take statements from pupils and/or staff.

3.6 Who can they go to in order to seek advice during the process.

4 In order for the investigation phase to be concluded, the following will be considered:

4.1 What the decision maker is going to need.

4.2 How the passing of the information to the decision maker will take place. If formally, how this is to be recorded.

4.3 How the passing of the process back to the decision maker will be marked.

5 Communication during the investigation phase is important, and the following will be considered:

5.1 What messages/signals are being given to pupils involved during the investigation phase.

5.2 How communication with parents is to take place during this phase, and the expectation of timelines.

5.3 What, if anything, is to be communicated to staff during this phase.

5.4 When members of the College Board should be involved.

6 Parents will be informed as soon as reasonably practicable after it becomes clear that the pupil may face disciplinary action for a serious breach of discipline, unless the College is prevented from doing so by the police or any other external agencies if they are involved.

7 An investigation and any subsequent meeting will be conducted fairly and in a way which is appropriate to a college, without formal legal procedures.

8 A pupil may be suspended from the College while a complaint is being investigated or while an investigation is on hold (see paragraph 11 below). Should a suspension continue for a period of more than five College days, the College will take reasonable steps to put in place arrangements to ensure the continuing education of the pupil. Parents should note that there may be a delay in providing work whilst teaching staff are given the opportunity to determine what work should be set. Alternatively, and in cases where the Head considers

that this is a feasible alternative, the pupil may be offered a segregated regime on College premises.

9 A pupil's space or belongings may be searched during the course of the investigation. See Appendix 6 of this policy for the College's policy on searching and confiscation.

10 If the pupil is to be interviewed as part of the investigation, arrangements will be made for them to be accompanied by a member of staff of their choice and /or by a Parent (if available at the relevant time). A minute of the interview will be recorded in writing by the interviewing member of staff, including details of the date and time of the interview. The pupil may be asked to confirm any statement made or minutes taken to be true and accurate by signing to acknowledge the accuracy of the minutes.

11 The College may determine that the most appropriate way for matters to be correctly recorded is by the digital recording of any interview. In this case, the College will be responsible for sharing a digital file of the whole recording with all parties concerned for their record. It may be necessary to delay an investigation or put it on hold, for example where external agencies such as the police or social services are involved and have advised that this is necessary. A decision to suspend an investigation will take into account advice from appropriate external agencies and will be subject to periodic review. If considered necessary, the College may make arrangements for legal representation for the pupil to be funded entirely at the Parents' expense. Regardless of delays caused by a police or other external agency investigation, the College will provide appropriate pastoral and other support for all pupils affected by the allegations under investigation.

12 The outcome of the investigation will be reported to the Head. If the findings of the investigation appears to support the allegation, complaint or rumour, a disciplinary meeting will be held in accordance with the procedures in 0 of this policy.

Appendix 4 Disciplinary meeting with the Head

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

14 **Attendance**

14.1 The pupil and their Parents (if available) will be asked to attend the disciplinary meeting with the Head. The pupil may also be accompanied by a member of staff of their choice. Where the complaint concerns the behaviour of the Parents, the pupil will not generally be expected to attend the meeting and this procedure applies to the Parents only.

14.2 The person who undertook the investigation will be in attendance to explain the circumstances of the complaint and their investigation and an additional member of staff will be present to minute the meeting.

14.3 The College may determine that the most appropriate way for matters to be correctly recorded is by the digital recording of any interview. In this case, the College will be responsible for sharing a digital file of the whole recording with all parties concerned for their record.

14.4 If the Parents or the pupil have any special needs or disability which call for additional facilities or adjustments (e.g. parking or the provision of documents in large print or other accessible format) those requirements should be made known to the Head so that appropriate arrangements can be made.

14.5 If a Parent is unable to attend because of, for example, travel and working commitments, the College will make reasonable alternative arrangements to ensure the Parent can be involved, remotely if necessary, with the disciplinary process and their child's education.

15 **Meeting**

15.1 Documents available at the disciplinary meeting with the Head may include:

15.1 a statement setting out the allegations regarding the pupil or, where applicable, the Parents;

15.1 written statements and notes of the evidence supporting the allegations, and any relevant correspondence;

15.1 the investigation report;

15.1 the pupil's college file and (if separate) conduct record;

15.1 the relevant College policies and procedures.

15.2 The Head will consider the allegations and the evidence, including statements made by and / or on behalf of the pupil or, where applicable, the Parents.

15.3 The pupil and their Parents will have an opportunity to state their side of the case.

15.4 The Head will inform the pupil and their Parents of the range of disciplinary sanctions which the Head considers are open to them if the allegation, complaint or rumour is sufficiently proved.

15.5 Unless the Head considers that further investigation is needed, they will close the meeting and inform the pupil and the Parents that they will be notified of their decision in writing.

16 **Decision**

16.1 The Head will consider whether the allegation, complaint or rumour has been sufficiently proved. The standard of proof shall be the civil standard, i.e. the balance of probabilities. The pupil's disciplinary record will be taken into account where the complaint concerns the conduct of the pupil.

16.2 The Head may permanently exclude or require the removal of a pupil or impose any other sanction they consider to be appropriate in accordance with this policy.

16.3 The Head will notify the Parents of their decision in writing, with reasons, within three working days of the disciplinary meeting.

16.4 A decision to permanently exclude or require the removal of a pupil shall take effect five working days of the date of the Head's letter confirming their decision. Until then, the pupil shall remain suspended and away from College premises.

17 **Review**

17.1 The Parents or the pupil may request a Review of the Head's decision to permanently exclude or require the removal of a pupil from the College, or where the pupil is suspended from the College for 11 working days or more or where a suspension would result in the pupil missing a public examination. The request must be made within five working days of the date of the Head's letter confirming their decision.

17.2 If such a request is made, the pupil shall remain suspended until the Review has taken place and either the sanction is upheld or a reconsidered decision made.

17.3 See the Exclusion and Withdrawal Review policy for further information about requesting a Review and the detail of the procedure. This policy is available from the college on request.

18 **Leaving status**

18.1 If a pupil is permanently excluded, their leaving status will be one of the following: permanently excluded or, if the offer is made by the Head and accepted by the Parents, withdrawn by parents.

18.2 Additional points of leaving status may include:

18.2 the form of letter which will be written to the Parents and the form of announcement in the College;

18.2 the form of reference which will be supplied for the pupil;

18.2 the entry which will be made on the College record and the pupil's status as a leaver;

18.2 arrangements for transfer of any course and project work to the pupil, their Parents or another college;

18.2 whether (if relevant) the pupil will be permitted to return to College premises to sit public examinations;

18.2 whether (if relevant) the College can offer assistance in finding an alternative placement for the pupil;

18.2 whether the pupil will be entitled to leavers' privileges;

18.2 the conditions under which the pupil may re-enter College premises in the future; and

18.2 **financial aspects**: payment of any outstanding fees and extras; whether the deposit will be returned or credited; refunded of prepaid fees.

Appendix 5 Use of reasonable force

1 There may be circumstances when it is appropriate for adults, in the course of their college duties, having to intervene physically in order to safeguard pupils by restraining them and preventing them from coming to harm. Such intervention will always be the minimum necessary to resolve the situation, through prevention and de-escalation strategies.

2 The College will follow as a minimum the statutory elements of recording and reporting in the DfE Restrictive interventions guidance (April 2026). The Head will require the adult(s) involved in any such incident to report the matter to them immediately, and to record it.

3 All staff working with children are required to undertake Use of Reasonable Force training as relevant to their role.

18.3 Incidents must be recorded in writing as soon as practicable after the event (preferably the same day) by the staff member(s) involved. The requirement to record applies even if the use of restrictive interventions in certain circumstances is agreed with parents as part of a pupil's behaviour support plan.

18.4 Please refer to the Child Protection and Safeguarding Policy which contains more detail (Appendix 2 Concerns about a child – guidance for staff, point No. 4)

18.5 Reasonable force will only be used when necessary, proportionate and lawful, and where other strategies have been ineffective or are judged likely to be ineffective in the circumstances. Such action may be taken to prevent a pupil from injuring themselves or others, causing serious damage to property, committing an offence, seriously disrupting good order and discipline, or prejudicing the maintenance of a safe environment. Wherever possible, staff will seek to de-escalate situations through positive behaviour management strategies before considering physical intervention.

18.6 Following any incident involving the use of reasonable force, the College will consider the welfare needs of all those involved, including the pupil and staff members, and will communicate with parents/carers as appropriate. The College will review incidents to identify any learning, support or adjustments that may help prevent future occurrences.

18.7 Where a pupil has a Behaviour Support Plan, SEND Support Plan or Education, Health and Care Plan (EHCP), the College will take account of the pupil's individual needs and any agreed strategies for de-escalation and intervention.

Appendix 6 Searching, screening and confiscation

19 All schools have a general power to impose reasonable and proportionate disciplinary measures (Education and Inspections Act 2006). This enables a member of staff to confiscate, retain or dispose of a pupil's property as a disciplinary penalty where it is reasonable to do so.

20 The College's policy on searching and confiscation has regard to the DfE guidance Searching, screening and confiscation: advice for schools (DfE,September 2023).

21 **Prohibited items**

21.1 The following are "prohibited items" under Section 550ZA(3) of the Education Act 1996 and Regulation 3 of the Schools (Specification and Disposal of Articles) Regulations (SI 2012/951):

21.1 knives or weapons, alcohol, illegal drugs and stolen items;

21.1 tobacco and cigarette papers, vaping equipment and contents;

21.1 fireworks;

21.1 pornographic images;

21.1 any article that a member of staff reasonably suspects has been, or is likely to be used:

(a) to commit an offence; or

(b) to cause personal injury to, or damage to the property of, any person (including the pupil); and

21.1 any item banned by the College rules that are identified as being items which may be searched for.

21.2 The College has banned items that are reasonably believed to be likely to cause harm or disruption. Pupils must not have these items in their possession on College premises or at any time when they are in the lawful charge and control of the College (for example on an educational visit).

22 **Searching with consent**

22.1 Before any search is undertaken the pupil will usually be asked to consent. In seeking consent, the age and maturity of the pupil will be taken into account together with any special needs the pupil may have. Written consent will not usually be required.

22.2 The consent of the pupil must be obtained for searches for items that are not "prohibited items" as listed in section 21 above, and may only occur when the pupil is present. CollegeIf a member of staff suspects that a pupil has an item that is banned by the College they can instruct the pupil to turn out their pockets or bag.

22.3 If the pupil refuses to provide consent disciplinary action may be taken in accordance with the College's behaviour and discipline policy.

23 **Searching for prohibited items**

23.1 Where the Head or an authorised member of staff has reasonable grounds to suspect that a pupil may have a prohibited item, consent is not required and the search will be carried out, using reasonable force if necessary. This can only be used when searching for prohibited items, not for items banned under college rules.

23.2 Searches will be carried out only on College premises or, if elsewhere, where the member of staff has lawful control or charge of the pupil, for example on an educational visit or in training settings.

23.3 If it is believed that a pupil has a prohibited item, it may be appropriate for a member of staff to carry out:

23.3 a search of outer clothing; and / or

23.3 a search of College property (e.g. pupils' lockers or desks, bedrooms or dormitories); and / or

23.3 a search of personal property (e.g. bag or pencil case).

23.4 Searches will be conducted in such a manner as to minimise embarrassment or distress. Any search of a pupil or their possessions will be carried out in the presence of the pupil and another member of staff. Where a pupil is searched, the searcher and the second member of staff present will be the same sex as the pupil.

23.5 Where it is reasonably believed that serious harm may be caused if the search is not carried out immediately and it is not practicable to summon another member of staff, a member of staff may carry out a search of a pupil of the opposite sex and / or in the absence of a witness.

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

23.7 Staff will not carry out strip searches. Any such search will only be carried out by police in accordance with statutory guidance.

24 Confiscation

24.1 Under the College's general power to discipline, a member of staff may confiscate, retain or dispose of a pupil's property as a disciplinary penalty where it is reasonable to do so.

24.2 Confiscation of an item may take place following a lawful search, as set out above, or however the item is found if the member of staff considers it to be harmful or detrimental to College discipline.

25 Searching electronic devices

25.1 An electronic device such as a mobile phone or a tablet computer may be confiscated in appropriate circumstances in accordance with this policy. If there is good reason to suspect that the device has been, or could be used to cause harm, to disrupt teaching or break College rules, any data or files on the device may be searched and, where appropriate, data or files may be erased before the device is returned to its owner. Any search of an electronic device should be conducted in

the presence of a member of the IT staff or an appointed contractor working for the College where practicable.

25.2 Any data or files will only be erased, if there is good reason to suspect that the data or files have been, or could be used to cause harm, to disrupt teaching or break College rules.

25.3 If inappropriate material is found on an electronic device, the DSL must be informed. The material may be retained as evidence of a breach of College discipline or criminal offence, or hand it over to the police if the material is suspected to be evidence relevant to an offence.

25.4 Staff should not view or forward illegal images of a child. When viewing an image is unavoidable staff should follow the College's policy on sexting as set out in Appendix 1 of the Safeguarding and Child Protection Policy and Procedures.

26 **Disposal of confiscated items**

26.1 **Alcohol**: alcohol which has been confiscated will be destroyed.

26.2 **Controlled drugs**: controlled drugs will usually be delivered to the police as soon as possible. In exceptional circumstances and at the discretion of the Head or authorised member of staff, the drugs may be destroyed without the involvement of the police if there is good reason to do so. All relevant circumstances will be taken into account and staff will use professional judgement to determine whether the items can be safely disposed of. They will not be returned to the pupil.

26.3 **Other substances**: substances which are not believed to be illegal drugs but which are harmful or detrimental to good order and discipline may be confiscated and destroyed. Where it is not clear whether or not the substance seized is an illegal drug, it will be treated as though it is illegal and disposed of as above.

26.4 **Stolen items**: stolen items will usually be delivered to the police as soon as possible. However, if, in the opinion of the Head or authorised member of staff, there is good reason to do so, stolen items may be returned to the owner without the involvement of the police. This is likely to apply to items of low value, such as pencil cases.

26.5 **Tobacco or cigarette papers**: tobacco or cigarette papers, vaping equipment and contents will be destroyed.

26.6 **Fireworks**: fireworks will not be returned to the pupil. They will be disposed of safely at the discretion of the Head or other authorised member of staff which may include donation to an appropriate charity.

26.7 **Pornographic images**: pornographic images involving children or images that constitute "extreme pornography" under section 63 of the Criminal Justice and Immigration Act 2008 will be handed to the police as soon as practicable. As possession of such images may indicate that the pupil is at risk of harm, the Designated Safeguarding Lead will also be notified and will decide whether to make a referral to children's social care.

26.8 Other pornographic images will also be discussed with the Designated Safeguarding Lead. The images may then be passed to children's social care for consideration of any further action. If no action is to be taken by the local authority the images will

be erased after a note has been made for disciplinary purposes, confirming the nature of the material.

26.9 **Article used to commit an offence or to cause personal injury or damage to property**: such articles may, at the discretion of the Head or authorised member of staff taking all the circumstances into account, be delivered to the police, returned to the owner, retained or disposed of.

26.10 **Weapons or items which are evidence of an offence**: such items will be passed to the police as soon as possible.

26.11 **An item banned under College rules**: such items may, at the discretion of the College or authorised member of staff taking all the circumstances into account, be returned to its owner, retained or disposed of. Where staff confiscate a mobile electronic device that has been used in breach of College rules to disrupt teaching, the device will be kept safely until the end of the college day when it can be claimed by its owner, unless the Head considers it necessary to retain the device for evidence in disciplinary proceedings in accordance with 26.12 below. If a pupil persists in using a mobile electronic device in breach of College rules, the device will be confiscated and must be collected by a Parent.

26.12 **Electronic devices**: if it is found that a mobile phone, laptop or tablet computer or any other electronic device has been used to cause harm, disrupt teaching or break College rules, including carrying out cyberbullying, the device will be confiscated and may be used as evidence in disciplinary proceedings. Once the proceedings have been concluded the device must be collected by a Parent and the pupil may be prohibited from bringing such a device onto College premises or on educational visits. In serious cases, the device may be handed to the police for investigation.

27 Communication with Parents

27.1 There is no legal requirement for the College to inform Parents before a search for banned or prohibited items takes place or to seek their consent to search their child and it will not generally be practicable to do so. In appropriate cases we will inform Parents on how the College will dispose of certain items.

27.2 We will keep a record of all searches carried out, including whether the search is with or without the consent of the pupil. The record will include details of any disposal of items confiscated.

27.3 Complaints about searching or confiscation will be dealt with through the College's parental complaints policy and procedures.

27.4 The College will take reasonable care of any items confiscated from pupils. However, unless negligent or guilty of some other wrongdoing causing injury, loss or damage, the College does not accept responsibility for loss or damage to property.