



# KINGSDALE FOUNDATION SCHOOL

## BEHAVIOUR POLICY

### *Kingsdale Foundation School (Academy) Student Behaviour Codes, Consequences and Rewards*

#### **THE PRINCIPLES**

Kingsdale School is a large, multi-cultural, mixed, secondary school in the heart of the London Borough of Southwark.

We aim to encourage positive behaviour by extending and enriching the experiences of all our students within and beyond the classroom.

At Kingsdale, staff and students are expected to interact successfully based on the principles of freedom, equality, justice and peace.

Students and staff work together to create a safe and flourishing school environment which supports positive relationships between adults and pupils, and all in the community.

At the heart of achieving a learning environment which nurtures all members of the community, is **the quality of human interaction, care and concern** which must underpin all of our actions and words.

We therefore seek to create a school, which is:

- ☐ Calm
- ☐ Compassionate
- ☐ Student and people-centred;

We want all members of the school community i.e. students, parents/carers, teachers, support staff, premises staff and governors, to have a real sense of belonging and purpose, and we want our community to feel;

- ☐ Safe
- ☐ Valued
- ☐ Respected

And experience high levels of

- ☐ Personal growth and development
- ☐ Enjoyment
- ☐ Achievement
- ☐ Celebration
- ☐ Excellence

Our students learn - from the beginning - self-confidence, and socially and morally responsible behaviours, towards those in authority, and towards each other.

These essential components make up our Behaviour Policy which is at the root of our vision for inclusion at Kingsdale School.

### **Rights and Responsibilities**

All members of the school community have rights and responsibilities vis-à-vis behaviour and relationships.

#### **Rights**

##### **Everyone in the school community has the right**

- ☐ To feel and be physically safe;
- ☐ To be treated with respect and courtesy;
- ☐ To succeed;
- ☐ To express themselves;
- ☐ To make choices.

In addition, **Pupils have the right to:**

- ☐ Be fully involved in the development of the whole school Behaviour Policy.

##### **Intended Outcomes and Success Criteria**

- ☐ The majority of relationships, between members of the school and the community are harmonious and supportive;
- ☐ There are high levels of care and concern;
- ☐ The school environment is calm and ordered;
- ☐ **Staff interventions are sensitive, timely, appropriate, fair and consistent;**

- ☐ Parents play a central and successful role in behaviour and relationship management in the school;
- ☐ Unacceptable behaviour at school and en route to school will be minimal;
- ☐ Staff feel empowered to deal effectively with a wide range of behaviour and relationship management issues;
- ☐ There are low levels of physical conflicts
- ☐ Inclusion, not Exclusions is the norm

### **The Policy in practice**

We believe that in order to enable teaching and learning to take place, acceptable behaviour in all aspects of school life is necessary. We seek to create an inclusive caring, learning environment in the school by:

- ☐ promoting acceptable behaviour and positive discipline
- ☐ promoting self-esteem, self-discipline, proper regard for authority and positive relationships based on mutual respect
- ☐ ensuring equality and fair treatment for all
- ☐ encouraging consistency of response to both positive and negative behaviour
- ☐ promoting early intervention
- ☐ providing a safe environment free from disruption, violence, bullying and any form of harassment. The School has drawn up procedures to prevent bullying among pupils and to bring these procedures to the attention of staff, parents and pupils. This includes preventing/responding to bullying that happens outside school, where it is reasonable to do so. (Please see the Anti-Bullying Policy)
- encouraging a positive relationship with parents and carers to develop a shared approach which involves them in the implementation of the school's policy and associated procedures
- ☐ promoting a culture of praise and encouragement in which all students can achieve
- ☐ The Governing Body has established, in consultation with the Headteacher, staff, students and parents a policy for the promotion of acceptable behaviour which is reviewed annually. It will ensure that this is communicated to students and parents, that it is non-discriminatory and the expectations are clear. Governors will support the school in maintaining high standards of acceptable behaviour.
- ☐ The Headteacher will be responsible for the implementation and day-to-day management of the policy and procedures.

- ☐ Staff, including teachers, support staff and volunteers, will be responsible for ensuring that the policy and procedures are followed, and consistently and fairly applied. Staff also have responsibility, with the support of their managers, for creating a high quality learning environment, teaching positive behaviour for learning and implementing the agreed policy and procedures consistently.
- ☐ Parents will be expected, encouraged and supported by the School to take joint responsibility for the behaviour of the child both inside and outside the school. The school will encourage parents to work in partnership with the school to assist it in maintaining high standards of behaviour.
- ☐ Students are expected to take responsibility for their own behaviour and will be made fully aware of the school policy, procedure and expectations. Students will also be encouraged to take responsibility for their social and learning environment, making it both safe and enjoyable by reporting all undesirable behaviour.
- (Please refer to the relevant section in the School Journal on “The School Vision”, 4Ls and the Walkway Rules)

## **REWARDS**

A school ethos of encouragement is central to the promotion of acceptable behaviour. Rewards are an integral means of achieving this. They have a motivational role in helping students to realise that acceptable behaviour, self-awareness and responsibility to self and others are valued. Integral to the system of rewards is an emphasis on praise both informal and formal to individuals and groups and also informing parents. At Kingsdale School, we use an ‘E-Credits’ system on SIMS to record, monitor and manage students’ behaviour within the School. Rewards include positive and minus points, certificates and prizes in Rewards Assemblies, reward trips, certificates and prizes at the end of year Awards Ceremony.

Points are also given for attendance, participation in extra-curricular activities and for representing the school.

## **SANCTIONS**

Sanctions are needed to respond to undesirable behaviour. We recognise that the range of sanctions that we have in school will be sufficient for the vast majority of students but that there will be some students who fail to respond to the normal sanctions. Sanctions include detentions of up to twenty minutes (on-the-day and without prior notice to parents) forty minutes or one hour (with notification to parents in advance of the detention taking place),

removal to a designated teacher as part of the Shadow Support Timetable, in operation within departments, referral to either the Learning Support or Conflict Resolution Centre or, in extreme cases to the School Annexe for a fixed period. All referrals are subject to review and can only be actioned by authorised staff. Support to modify and reflect on students' behavior will be provided by the Schools Mentors and Counsellor.

Support is also available from CAMHS, Social Workers, The Youth Offending Team and the School Liaison Officer.

All referrals requiring a student to be removed from their standard timetable has to be discussed and agreed by the Curriculum and Access Support Team (CAST) who meet weekly to consider the 'case' for individual students.

The school also works positively with external agencies to seek appropriate support from them to ensure that the needs of all students are met, by utilising the range of external support available. These include off-site centres and specialist provision which enable students to continue their school education.

A member of the SMT is assigned to pay monitoring visits to these placements and to maintain regular contact.

### **Consequences for very Serious and Persistent Misbehaviour**

#### **Option1**

- ☐ Fixed term exclusion (1-5 days: number of days dependent on incident).
- ☐ Parent informed and work sent home.
- ☐ Re-entry interview with parent and member of Senior Leadership Team.
- ☐ Put on report to Student Support Officer for one week. In the second instance:

#### **Option 2**

- ☐ Longer fixed term exclusion (1-10 days: number of days dependent on incident).
- ☐ From and including day 6 of the exclusion, the school will provide alternative provision on/off site and governors will be informed.
- ☐ Parent informed and work sent home.
- ☐ Re-entry interview with parent and member of Senior Leadership Team.

- ☐ Issuing of a Behaviour Contract

### **Option 3**

- ☐ Longer fixed term exclusion (1 to 45 days). From and including day 6 of the exclusion, the school will provide alternative provision on/off site and governors will be informed. Exclusions greater than 15 days will result in Governors Disciplinary Committee and intervention plan to prevent permanent exclusion.
- ☐ Parent informed and work sent home.
- ☐ Re-entry interview with Parent and Headteacher.

### **Option 4**

#### **Managed Move/Permanent Exclusion**

- ☐ The School works in partnership with other schools in the area and may consider a managed move as an alternative to permanent exclusion. This involves giving the student an opportunity to complete a trial period in another school, with a view to a permanent move if the trial period is successful. This provides an alternative to permanent exclusion which is beneficial for the student concerned.

**Please see relevant section of students' journal.**

Repeated breaches of the School Rules is likely to affect the well-being of other members of Kingsdale Foundation School and will result in a recommendation to the Governors for the permanent exclusion of the students concerned.

#### **School Uniform**

The Governing Body of Kingsdale Foundation School believe that uniform plays a valuable role in contributing to the ethos, setting an appropriate tone and instilling pride within and outside in the school

- ☐ Supporting positive behaviour and discipline, encouraging identity with, and support for the school ethos
- ☐ Promoting a strong, cohesive, school identity that supports high standards and a sense of identity among students. If some children look very different to their peers, this can inhibit integration, equality and cohesion

☒ Ensuring students of all races and backgrounds feel welcome and protecting children from social pressures to dress in a particular way

☒ Nurturing cohesion and promoting good relations between different groups of students

Appropriate hair styles that are not extreme form part of school uniform expectations, as well as jewellery to be worn.

School uniform includes clothing required for Physical Education (PE); this is practical, comfortable and appropriate to the activity involved.

☒ Full details of school uniform requirements are printed in the appropriate School Journal of Years 7-11 and 12-13 respectively.

### **Non-compliance with school uniform policy**

- Teachers can discipline students for breaching the Schools' rules on appearance or uniform. This will be carried out in accordance with the sanctions identified within the Behaviour Policy
- The Headteacher, or a person authorised by the Headteacher, may instruct a student (in extreme cases only) to go home briefly to remedy a breach of the schools' rules on appearance or uniform. When making this decision consideration will be taken of the child's age and parents/carers will be contacted. Students in Years 12 and 13 may be sent home unaccompanied to change once parents have been contacted
- ☒ Where students are sent home to change, this is not an exclusion but an authorized absence
- ☒ Breaches of uniform policy can lead to exclusion from school in line with legal requirements for exclusion

The school uniform policy is fair and reasonable and fulfils the schools' obligations under the Human Rights Act 1998 and the Equality Act 2010.

### **SCREENING, SEARCHING AND CONFISCATING**

In response to Government advice on screening, searching and confiscation:

School staff can search a student for any item banned under the school rules, if the student agrees.

The Headteacher can decide who to authorise to use these powers. There is no requirement to provide authorisation in writing. At Kingsdale School the Headteacher will not provide authorisation in writing other than by publishing this document.

Staff can refuse to undertake a search. The law states that Headteachers may not require any member of staff to undertake a search.

Headteachers and staff authorised by them have a statutory power to search students or their possessions, without consent, where they suspect the student has certain **prohibited items**. The items that can be searched for under his power are **knives, or weapons, alcohol, illegal drugs and stolen items**

## **SCREENING**

Kingsdale Foundation School does not have any screening apparatus in place.

## **SEARCHING WITH CONSENT**

### **Schools' common law powers to search**

- ☐ School staff can search students for any item which is banned by the school rules.
- ☐ School staff means a teacher or someone who has lawful control or charge of the child.
- The school is not required to have formal written consent from the student nor their parent/carer for this sort of search – it is enough for the member of staff to ask the student to turn out his or her pockets or for the member of staff to look in the student's bag and for the student to agree.
- ☐ If a member of staff suspects a student has a banned item in his/her possession, they can instruct the student to turn out his or her pockets or bag and if the student refuses, a sanction will be applied.
- ☐ The member of staff must be the same sex as the student being searched. In addition there must be a witness (also a staff member) and, if at all possible, they should be the same gender as the student being searched.

## **BANNED ITEMS**

### **At Kingsdale Foundation School banned items include:**

- ☐ Mobile phones
- ☐ Goods brought into school to sell to other students.
- ☐ Weapon/knife
- ☐ Alcohol
- ☐ Illegal Drugs
- ☐ Stolen items

## **SANCTIONS FOR FAILING TO CO-OPERATE WITH AN AUTHORISED MEMBER OF STAFF SEEKING CONSENT TO SEARCH A STUDENT.**

- ☒ If a member of staff suspects that a student is carrying banned items and the student refuses to co-operate with a search then this may represent a serious health and safety risk to the rest of the school community. Should this situation arise, parents will be contacted and asked to attend the School immediately. If it is not possible to contact parents then the student will be completely isolated until such time as parents can be contacted. Parents will be required to attend a meeting at school with the child at the earliest opportunity. After the meeting an appropriate sanction will be applied.

## **TRAINING FOR SCHOOL STAFF**

- There is no legal requirement for the Headteacher or authorised member of staff to be trained before undertaking a 'without consent' search. When designating a member of staff to undertake searches under these powers, the Headteacher will consider whether the member of staff requires any additional training to enable them to carry out their responsibilities.
- ☒ At Kingsdale Foundation School, only experienced staff, authorised by the Headteacher may undertake a search. Staff are always accompanied by another school-based professional.

## **ESTABLISHING GROUNDS FOR A SEARCH**

- ☒ Members of staff can only undertake a search without consent if they have reasonable grounds for suspecting that a student may have in his or her possession a prohibited item. The teacher must decide in each particular case what constitutes reasonable grounds for suspicion. For example, they may have heard other students talking about the item or they might notice a student behaving in a way that causes them to be suspicious.
- ☒ The powers allow school staff to search regardless of whether the student is found after the search to have that item. This includes circumstances where staff suspect a student of having items such as illegal drugs or stolen property which are later found not to be illegal or stolen.
- ☒ Authorised School staff can view CCTV footage in order to make a decision as to whether to conduct a search for an item.
- ☒ At Kingsdale Foundation School we will follow this guidance.

## **LOCATION OF A SEARCH**

- ☐ Searches without consent can only be carried out on the school premises or elsewhere, where the member of staff has lawful control or charge of the student, for example on school trips.
- ☐ At Kingsdale Foundation School we will follow this guidance.

## **DURING A SEARCH**

### **Extent of the search – clothes, possessions, desks and lockers**

#### **What the law says:**

- ☐ The person conducting the search may not require the student to remove any clothing other than outer clothing.
- ‘Outer clothing’ means clothing that is not worn next to the skin or immediately over a garment that is being worn as underwear but ‘outer clothing’ includes blazers, jumpers, hoodies, hats, shoes, boots, gloves and scarves.
- ‘Possessions’ means any goods over which the student has, or appears to have, control – this includes bags.

A student’s possessions can only be searched in the presence of the student and another member of staff.

- ☐ The power to search without consent enables a personal search, involving removal of outer clothing and searching of pockets, but not an intimate search going further than that. Only a person with more extensive powers (eg a police officer) can carry out an intimate search.

#### **Use of force**

- Reasonable force may be used by the person conducting the search. Separate advice is available on teachers’ power to use force [see Document Summary Service Summary DSS 11/12 **02**, September 2011].
- ☐ Reasonable force will be used at Kingsdale Foundation School if a member of staff believes that by not using reasonable force the student presents a health and safety risk to him/herself or others

## **AFTER THE SEARCH**

- Schools’ general power to discipline, as set out in Section 91 of the Education and Inspections Act 2006, enables a member of staff to confiscate, retain or dispose of a student’s property as a disciplinary penalty, where reasonable to do so.

- A member of staff can use their discretion to confiscate, retain and/or destroy any item found as a result of a 'with consent' search so long as it is reasonable in the circumstances. Where any article is thought to be a weapon it must be passed to the police.
- ☐ At Kingsdale Foundation School, cigarettes, lighters or other smoking related items, pornography, and any goods brought into school to sell to other students will be retained by the member of staff and passed to a member of the Senior Leadership Team for disposal.
- ☐ Members of staff have a defence to any complaint or other action brought against them. The law protects members of staff from liability in any proceedings brought against them for any loss of, or damage to, any item they have confiscated, provided they acted lawfully. (Please also refer to section on confiscation).

### Items found as a result of a 'without consent' search

#### What the law says

- ☐ A person carrying out a search can seize anything they have reasonable grounds for suspecting is a prohibited item (that is a weapon/knife, alcohol, illegal drugs or stolen items) or is evidence in relation to an offence.
- ☐ Where a person conducting a search finds **alcohol**, they may retain or dispose of it.
- Where **controlled drugs** are found these must be delivered to the police as soon as possible unless there is a good reason not to do so – in which case the drugs must be disposed of.
- Where **other substances** are found which are not believed to be controlled drugs these can be confiscated if a teacher believes them to be harmful or detrimental to good order and discipline. This would include, for example, so called 'legal highs'. Where staff suspect a substance may be controlled they should treat it as a controlled drug as outlined above.
- Where **stolen items** are found these must be delivered to the police unless there is a good reason not to do so – in which case the stolen item should be returned to the owner. These stolen items may be retained or disposed of if returning them to their owner is not practicable.
- In determining what is a 'good reason' for not delivering **controlled drugs or stolen items** to the police the member of staff must have regard to guidance issued by the Secretary of State.
- ☐ Any **weapons or items which are evidence of an offence** must be passed to the police as soon as possible.
- ☐ It is up to teachers to decide whether there is a good reason not to deliver stolen items or controlled drugs to the police.

### **At Kingsdale Foundation School:**

- ☒ If a person carrying out a search finds **alcohol** it will be passed to a member of the Senior Leadership Team who will dispose of it.
- ☒ If a person carrying out a search finds **controlled drugs** these will be passed to a member of the Senior Leadership Team immediately. The member of SLT will place the drugs in the school safe immediately and will arrange for them to be passed to the police at the earliest opportunity.
- ☒ If a person carrying out a search finds **other substances** that are not to be believed to be controlled drugs they will be confiscated and passed to a member of the Senior Leadership Team who will dispose of them immediately.
- ☒ If a person carrying out a search finds **stolen items** the items will be passed to a member of the Senior Leadership Team who will return them to their owner or pass them to the police depending on the value of the items or the circumstances in which they were stolen.
- ☒ Any **weapons or items which are evidence of an offence** will be passed to a member of the Senior Leadership Team who will be pass them to the police as soon as possible. Until the items can be passed to the police the member of SLT will place them in the school safe.
- **In determining what is 'a good reason', the member of staff should take into account all relevant circumstances and use their professional judgement to determine whether they can safely dispose of a seized article.**
- ☒ Where staff are unsure as to the legal status of a substance and have reason to believe it may be a controlled drug they should treat it as such.
- ☒ With regard to stolen items, it would not be reasonable or desirable to involve the police in dealing with low value items such as pencil cases. However, school staff may judge it appropriate to contact the police if the items are valuable (iPods/laptops) or illegal (alcohol/fireworks).
- ☒ Schools can dispose of alcohol as they think appropriate but this does not include returning it to the student.
- ☒ At Kingsdale Foundation School we will follow this guidance.

### **TELLING PARENTS AND DEALING WITH COMPLAINTS**

- ☒ Schools are not required to inform parents before a search takes place or to seek their consent to search their child.
- ☒ There is no legal requirement to make or keep a record of a search.

- If a search reveals **any** banned or prohibited substance we will always inform parents though there is no legal requirement to do so.
- Complaints about screening or searching should be dealt with through the normal school complaints procedure.

#### **Allegations of Abuse (including malicious allegations) against Teachers & Other Staff**

- All referrals regarding staff are passed to the Headteacher for investigation.
- Allegations of abuse are taken seriously and dealt with in a fair and consistent manner that provides effective protection for the child and supports the person about whom the allegation has been made. All allegations will be dealt with in accordance with the Safeguarding and Child Protection Policy and associated statutory guidance.
- Every effort will be made to ensure confidentiality is maintained while an investigation is underway.
- Students who are found to have made malicious allegations will be subject to the most serious sanctions including the option of a lengthy fixed-term or permanent exclusion depending on the nature of the allegation. Support will be made available from the Mentors, School Counsellor (staff and students) and appropriate outside agencies.
- School staff will always seek to work in partnership with parents.

**Adopted July 2017**

**Next Review: July 2018**