Brentwood Ursuline Convent High School

Behaviour and Discipline Policy

Authorised by Resolution of the Governing Body of the Brentwood Ursuline Convent High School on: 1st July 2026
Signature: …….
Effective date of the policy: 1st July 2026
Review date of policy: July 2027 or earlier as and when required

This policy is written in the light of the school mission statement.

Aims

The policy is written in light of the school's mission statement:

To create a Christian environment where each student can grow in personality, relationships, knowledge, and skills, ultimately enabling them to realize their full potential.

The Behaviour and Discipline policy provides clear guidance and expectations which ensure that the spiritual, moral, cultural, social and intellectual development of our students can occur successfully. All members of staff have a responsibility to this development and it is powerfully influenced by the ethos of the school.

A Christian learning community should provide a positive and secure environment in which this development can take place. Therefore, our Behaviour and Discipline Policy is underpinned by a system of rewards and sanctions, which is based on the underlying principles of forgiveness and respect for the uniqueness of each individual and the language of the Ursuline Education Community.

Expectations

We believe that partnership between parents, pupil and school is fundamental and our **Home-School Agreement** is set out in Appendix 1 of the Behaviour and Discipline Policy, with our school commitments and our expectations for students and their carers. These contribute to:

- the smooth running of the school;
- a high standard of learning;
- creation of opportunities for achievement and praise;
- consistent use of the system of rewards;
- positive use of criticism;
- fair and reasonable use of sanctions when necessary;
- involvement of parents regarding both rewards and sanctions.

At Brentwood Ursuline, our school rules and classroom expectations flow from our ethos and we expect the highest possible standards from all students. We ask for their best. When we work like this as a community, it underpins the respect we should show for others and it impacts significantly on relationships, learning and self-esteem.

Our school uses three non-negotiables as the expectations. These are:

- Punctual and prepared for school and lessons;
- Polite and respectful of others;
- Positive attitude towards learning.

The non-negotiables help the school to achieve its aims and aids the pupils in their development and growth. Teachers regularly refer to them in lessons and they are also relevant in our form time lessons in the morning.

Our school expects the students to:

- Meet the **Student Code of Conduct**, as set out in Appendix 2 of the Behaviour and Discipline policy;
- Move quietly around the school, keeping to the left;

- Treat the school buildings and school property with respect;
- Wear the correct uniform at all times;
- Accept sanctions as opportunities for growth and development, and as a necessary part of a restorative approach in line with the Catholic faith;
- Refrain from behaving in a way that brings the school into disrepute, including when outside school or online;
- Observe the **Social Media Rules**, as set out in Appendix 3 of the Behaviour and Discipline policy.

Praise

The school acknowledges one very important aspect of our community is the encouraging response children receive from both adults and their peers for success. We can create a positive learning environment by recognising positive efforts, praising pupils and building mutual respect between staff, pupils and themselves. Rewards are available for use by all staff and may include:

- Verbal praise;
- Verbal praise accompanied by a note in the pupil's exercise book and/or planner;
- Awarding of achievement points for significant contributions to the school and/or lessons by individuals;
- Awarding of house points for significant contributions to the school and/or subjects by groups of individuals;
- Departmental certificates/messages home via Arbor;
- Attendance certificates;
- Invitations to reward events, such as celebration breakfasts or lunchtime with key staff;
- Vouchers;
- Mini Proclamation certificates and rewards;
- Competition certificates;
- Jack Petchey Award;
- Catholic School Citizenship Award;
- Reward trips;
- Junior Prize Giving / Senior Prize Giving ceremonies.

Behaviour

Disruption is defined as any action that interferes with teaching and learning, potentially affecting the learning environment and/or the school community for all students.

Misbehaviour is defined as poor behaviour; or behaviour which contravenes our student code of conduct; or behaviour which fails to respect or meet the non-negotiables as set out in the Expectations section of this policy.

Examples of misbehaviour may include the following, although this list is not exhaustive:

- Disruption in lessons, in corridors between lessons, and at break and lunchtimes;
- Non-completion of classwork or homework;
- Poor attitude to learning and/or others;
- Incorrect uniform;
- Regular lateness to school and/or lessons.

Serious misbehaviour is defined as a pattern of violations of the Student Code of Conduct; or acts of aggression; or actions that endanger the safety and well-being of others within the school community; or repeated instances of misbehaviour that have a negative impact on the school community.

Examples of serious misbehaviour may include the following, although this list is not exhaustive:

- Repeated breaches of the school rules and expectations;
- Any form of bullying (see the school's Anti-Bullying policy for examples);
- Sexual violence, such as rape, assault by penetration, or sexual assault ((see the school's Harmful Sexual Behaviour policy for examples);
- Sexual harassment, meaning unwanted conduct of a sexual nature (see the school's Harmful Sexual Behaviour policy for examples);
- Truancy;
- Vandalism;
- Theft;
- Fighting;
- Smoking;
- Racist, sexist, homophobic or discriminatory behaviour;
- Possession of any prohibited/banned items. These include:
    - Knives or weapons;
    - Alcohol;
    - Illegal drugs;
    - Stolen items;
    - Tobacco and cigarette papers;
    - E-cigarettes or vapes;
    - Fireworks;
    - Pornographic images;
    - Any article a staff member reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to the property of, any person (including the pupil).

Serious matters relating to law breaking will be **reported to the police**. Examples could include: theft; criminal damage; alcohol/drug use; violence against others; sexual violence and other serious matters relating to law breaking. The school will co-operate fully with police investigations.

When considering cases of misbehaviour or serious misbehaviour, it may be necessary to conduct an investigation. This will be conducted by relevant staff and will follow the principles outlined in **Considering breaches of the Behaviour and Discipline Policy**, Appendix 4 of the Behaviour and Discipline policy.

When investigations are ongoing, students must be compliant with staff requests, cooperate and hand over items when requested to do so, and aid staff in any searches conducted.

Sanctions

It is important to deal with disruption and with breaches of the school's rules and routines calmly and quickly. The basis of good discipline is the relationship between the pupils and teacher in the classroom. A pupil should not be removed from the classroom until other strategies have been tried or unless there is a serious risk of safety or repeated failure to follow instructions and meet the Non-Negotiables.

The following actions may apply if a pupil fails to keep to the rules in class or in other ways breaks the school's rules and routines:

- Verbal warning;
- Contact with parents;
- Subject detention;
- Subject isolation (moving the pupil to another teacher's classroom);
- Lunchtime detention;
- Awarding of behaviour points for cases of misbehaviour by individual students;
- Loss of house points for cases of misbehaviour;
- Head of Year detention;
- Form Tutor Report;
- Head of Year Report;
- Senior Leadership Team (SLT) Report;
- Suspension from school;
- Off-site direction (sending the pupil to another school for an agreed period in order for them to reflect on their behaviour);
- Permanent exclusion.

Further information about off-site direction can be found in Pages 20 to 22 in this DfE guidance:
https://assets.publishing.service.gov.uk/media/66be0d92c32366481ca4918a/Suspensions_and_permanent_exclusions_guidance.pdf

Permanent exclusion is a last resort for BUCHS and all steps are taken to avoid this.

However, involvement with or acting in a manner that brings serious risk of harm to members of the school community or seriously damages the good name of the Brentwood Ursuline will usually result in permanent exclusion from the school.

There are certain offences that undermine the fundamental principles on which the good order of the school is built. Such offences will usually be punished with a suspension. These offences include:

- failure to follow a reasonable instruction from a member of staff;
- aggressive words or actions towards a member of staff;
- swearing in front of a member of staff.

(***The above is not an exhaustive list and may include other offences deemed incompatible with the school's standards***)

One of the sanctions available for school is to use detentions. Detentions can vary by time and place according to the severity of the concern. In the case of after school detentions students will be given reasonable notice and contact with parents will occur.

After school detentions operate between 30 minutes and one hour. This will ensure that:

- parents are not anxious if their child is late;
- any necessary transport arrangements can be made;
- change of date can be made if there are extenuating circumstances, although these should be rare and must be communicated in writing by the parent/carer prior to the detention.

Confidentiality is important, so the school will not enter discussions with parents about students other than their child, or discuss sanctions other than those imposed on their child. It is expected that students and parents will also respect this principle of confidentiality.

Mobile Phones and Electronic Devices

Years 7 to 11

In line with Department for Education guidance, the school recognises that all schools should be mobile phone-free environments, Mobile phones and smart devices should not be seen, heard or used during the school day. This includes mobile phones, smart watches, smart glasses/Meta glasses, earbuds/headphones with communication functionality, and any personal electronic device capable of messaging, recording, Internet access or notifications. Personal smart devices are not permitted for use in school unless explicitly authorised by staff for educational purposes and for very specific and limited use.

We strongly discourage students from bringing mobile phones or smart devices to school. If parents feel a mobile phone is necessary for their child's safety when travelling to and from school, it must be switched off on arrival through the school gate and **stored in a secure, locked safe in each form classroom**. Phones must not be used, seen or heard on the school site. Phones and smart devices may only be switched on once the student has left the school premises at the end of the day.

The school cannot accept liability for the loss, theft or damage of mobile phones, smart devices or other electronic equipment brought onto the school site.

Parents and carers are asked to support this policy by avoiding direct communication with students during the school day. Any urgent messages should be communicated via the School Office.

Sixth Form

In line with Department for Education guidance, schools should be mobile phone-free environments by default, with any exceptions being limited and clearly defined. Sixth Form students may bring mobile phones and smart devices to school; however, the use of mobile phones is permitted only at certain times and in designated Sixth Form areas. There is no requirement for a Sixth Form student to store their mobile phones in a secure, locked safe, unless it has been agreed with a parent for a specific reason by the Assistant Headteacher in charge of the Sixth Form.

For the purposes of this policy, smart devices include mobile phones, smart watches, earbuds/headphones with communication functionality, smart glasses/Meta glasses, laptops, tablets, and any personal electronic device capable of messaging, recording, internet access or notifications.

As part of the Sixth Form's Bring Your Own Device (BYOD) approach, students are encouraged to bring a laptop or tablet to support independent study and learning. These devices may be used during supervised study periods and when authorised by staff for educational purposes.

Mobile phones are not considered part of the school's BYOD provision and must not be used as learning devices in lessons or study periods unless explicitly authorised by a member of staff.

Mobile phones and smart devices must not be used during lessons, assemblies, movement around the main school site, or in the presence of younger students, unless explicitly

authorised by a member of staff for educational purposes. Devices should not be seen, heard or used outside of permitted Sixth Form areas. This reflects the school's expectation that Sixth Form students model high standards of conduct and support the school's wider mobile phone-free environment.

Students are expected to always use mobile phones and smart devices responsibly and respectfully. Use of laptops and tablets during supervised study periods must be for academic purposes only. Any misuse of mobile phones or smart devices will be dealt with in line with the school's Behaviour Policy and may result in confiscation or other appropriate sanctions.

The school cannot accept liability for the loss, theft or damage of mobile phones, smart devices or other personal electronic equipment brought onto the school site.

Students accessing the school's Wi-Fi or using personal devices for learning must comply fully with the school's ICT Acceptable Use Policy.

Parents and carers are asked to support this policy by avoiding direct communication with students during the school day. Any urgent messages should be communicated via the School Office.

Use of Restrictive Interventions, including Reasonable Force

It is illegal to use force on a pupil for the purpose of punishment. For clarity, the school has a legal obligation under our 'duty of care' to keep the children and young people we support safe and can use restrictive interventions and reasonable force in certain circumstances.

The decision on whether it is reasonable to use a restrictive intervention depends on the individual circumstances of each situation. To make this assessment, the member of staff should consider the following:

- Is it necessary?
- Is it proportionate?
- Have you considered the pupil's welfare? (Department for Education advice, 2026)

All teachers may use reasonable force to prevent or stop a pupil from:

1. causing injury to themselves or others
2. committing a criminal offence
3. damaging property
4. causing disorder among pupils at the school, whether during a teaching session or otherwise.

When a significant incident occurs in which a member of staff uses force on a pupil, the school will keep a written record of the incident, including the following details as a minimum:

- names of pupil and staff directly involved
- any relevant needs or circumstances of the pupil, including whether the pupil involved has an identified special educational need or disability and their SEN status code
- time, date, location and approximate duration of the intervention
- brief account of the incident, including what led up to the incident, identified or potential triggers if known, any preventative or de-escalation strategies used, and (where relevant) what type of reasonable force was applied, the degree of force, and details of any physical injuries sustained

- brief account of why the use of force was assessed as necessary in that instance
- any post-incident support, such as details of any medical treatment for injuries or other adverse impacts

The school's proforma for a significant incident involving reasonable force is included as Appendix 5.

The school uses the following DfE source of advice on restrictive interventions, including the use of reasonable force:

https://assets.publishing.service.gov.uk/media/6943dad6501cdd438f4cf5aa/Restrictive_interventions_including_use_of_reasonable_force_in_schools.pdf

Limitations

The ubiquity of mobile phones and social media can present considerable challenges to the school regarding discipline. Problems that arise during school hours or on school IT equipment will be investigated as fully as possible, in the same way as other investigations (see Appendix 4).

When problems arise away from school or outside school hours, the school is not in a position to carry out an investigation. Such problems are within the jurisdiction of the home and parents are responsible for taking steps to manage the issue.

Data Management

The prompt and accurate recording of incidents is considered particularly important to the effectiveness of the school's discipline policy and include the following measures:

- All staff are acutely aware of the need for timeliness, accuracy and detail when reporting and recording behaviour incidents;
- The school maintains accurate records of all behaviour incidents and actions taken;
- The school records and reports details of searches, student restraint and incidents of a bullying or racist nature in accordance with its statutory duties;
- The school uses an electronic database to record the application of rewards and sanctions to enable forensic analysis of trends amongst key groups of students.

Any data collected is held securely and accessed by, and disclosed to, individuals only for the purposes of making decisions on and applying sanctions.

Safeguarding

The school recognises that changes in behaviour may be an indicator that a pupil is in need of help or protection. We will consider whether a pupil's misbehaviour may be linked to them suffering, or being likely to suffer, significant harm.

Where this may be the case, we will follow our child protection and safeguarding policy, and consider whether pastoral support, an early help intervention or a referral to children's social care is appropriate.

Appendix 1

BRENTWOOD URSULINE CONVENT HIGH SCHOOL AGREEMENT BETWEEN SCHOOL, HOME AND STUDENT

We believe that students, parents and the school achieve their potential when working closely together.

As the Brentwood Ursuline Convent High School we will:

- foster the teachings and spiritual values of the Catholic faith together with the
- spirit of self-confidence and independence necessary in the modern world;
- enable your child in achieving her potential as a valued member of the school
- community;
- provide a broad and balanced curriculum to meet the individual needs of your
- child;
- foster high standards of work and behaviour through building good relationships
- and developing a sense of responsibility;
- keep you informed about general school matters and about your child's progress;
- be open and welcoming and offer opportunities for you to become involved in school events.

As parents we expect that you will:

- see that our/my child attends school regularly, on time and properly equipped;
- see that our/my child wears the correct school uniform;
- let the school know about any concerns or problems that might affect our/my child's work, behaviour or attendance;
- support the school's policies and rules, including those in place to ensure a phone-free school;
- support our/my child in homework and other opportunities for home-learning;
- attend parents' consultations/evenings and discussions about our/my child's progress;
- get to know about our/my child's life at the school
- respect the privacy of the school's social media channels and not distribute or share our media further.

As a Student we expect that you will:

- attend school every day on time, fully equipped for school lessons/activities;
- give of your best at all times and take responsibility for your own learning;
- do all classwork and homework to the best of your ability;
- respect and be polite and helpful to others;
- respect the physical environment of our school;
- observe the school rules and code of conduct;
- follow the expectations on being a phone-free school relevant for your year group;
- wear the school uniform correctly and be tidy in appearance;
- act appropriately and reflect the standards of the school whilst travelling to and from home;
- produce work of my own creation following the rules of the school's IT policy; ·
- refrain from accessing or sharing media distributed on school social media channels.

Appendix 2

STUDENT CODE OF CONDUCT

Our School Rules and Classroom Expectations flow from our ethos and we expect the highest possible standards from all students. We ask for their best. When we work like this as a community it underpins the respect we should show for others and it impacts significantly on relationships, learning and self-esteem.

There is one principle that guides our relationships with others:

"Everyone acts with courtesy and consideration to others at all times."

Attendance

- Every student is expected to attend school every day. All absence should be avoided.
- Uniform must be worn correctly.
- Every student must be in Registration at 8.45 am.
- No student may leave the school during school hours without obtaining written permission from their Head of Year. The school will not allow a student to leave without permission from the parent.
- No student may miss PE unless s/he has a written request in school planner from his/her parent to do so.
- Parents must notify the school as soon as possible on each day of absence. A parental note explaining the reason for the absence should be produced on the student's return to school. If absence is greater than 3 days a medical certificate should also be provided. Please note that leave of absence cannot be granted other than in exceptional circumstances. 'Exceptional' in this context does not include holidays or dramatic productions/rehearsals, nor does it usually cover family commitments. Any requests for exceptional absence should be made in writing to the Headteacher well in advance, and certainly before any commitments are made that might be difficult for parents to change.

Behaviour and Safety

- Students must treat others and their property with respect, courtesy and consideration; including when travelling to and from school, or on trips.
- Students should move about the school quietly and in an orderly fashion, keeping to the LEFT, taking special care to keep in single file on staircases.
- Students must follow reasonable instructions from those in authority promptly. Failure to do so undermines the good order and safety of the school community
- Students must not use offensive language. Swearing in front of a teacher is completely unacceptable
- Violence towards another student is completely unacceptable. In the event harmful sexual behaviour or fighting taking place, the school holds all students involved responsible for any use of violence on their part. Provocation is not an excuse for violence.
- Students must not use or access any electronic device after entering the school grounds through a school gate. The following devices must remain switched off and out of use during the school day:

    - Mobile phones
    - Smartwatches
    - Earbuds or headphones with smart functionality
    - Smart glasses (including Meta Glasses)
    - Digital cameras
    - Any other smart or internet-connected communication device
    - Tablets (where applicable)

- In the case of mobile phones, Year 7 to 11 students should **store these in a secure, locked safe in each form classroom**. Sixth Form pupils are not required to store their mobile phones in the lockable safes but should not use them outside the designated Sixth Form areas**.**
- Wilful damage to the furniture and fabric of the building, or to the grounds, is an offence.
- It is the responsibility of every student to keep the school clean and free of litter. Use the recycling bins provided for relevant items.
- Valuables should not be brought to school: no responsibility can be taken by the school if students ignore this rule and subsequently suffer the loss of valuables.
- Possession, or consumption, of alcohol, cigarettes, vapes, intoxicating or banned substances is not allowed when in school uniform or on the school premises.
- A student's bag, blazer or locker may be searched for items that contravene school regulations. Searches will normally be carried out with the student's consent, except where possession is suspected of the following items:

    - knives or weapons;
    - alcohol;
    - illegal drugs;
    - stolen items;
    - tobacco and cigarette papers;
    - e-cigarettes,
    - fireworks;
    - pornographic images;
    - 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 the property of, any person (including the student).

- Chewing gum is not allowed when in school uniform. Food should only be consumed in the dining hall or outside.
- Students needing medication should provide an explanatory note from their parent; they should hand medicines in to the First Aid supervisor on arrival and arrange with the supervisor when they will self-administer their medication.
- Students should not bring cars onto school premises.
- Students wishing to bring visitors to the school must first ask permission of the Headteacher.
- Students are expected at all times to uphold the Catholic values and good name of Brentwood Ursuline particularly when in uniform but not exclusively. Students who engage in behaviour that is counter to these values or brings the school into disrepute may, following investigation, be subject to the full range of sanctions available, including permanent exclusion. The following examples of such behaviour are intended as a guide and the list is not exhaustive:

- Sexual harassment/sexual violence;
- Criminal activity;
- Making or distributing material of an offensive nature;
- Rudeness or lack of consideration to members of the public;
- Vandalism (including graffiti or defacement of school property and/or property of others);
- Offensive language;
- Violent language or aggressive behaviour towards a member of the public.

Classroom Expectations

Students are given the following guidance.

Classrooms (including laboratories, workshops and gyms) are your places of work. Just as in any workplace, there need to be clearly understood rules and expectations to allow everyone to work successfully, safely and enjoyably.

Start of lessons:

- Arrive on time, enter rooms sensibly and sit down to begin work.
- Expect teachers to enforce rules which apply to uniform and jewellery.
- Take out books, pens and equipment and put bags away.
- Remain silent when the register is called.

During lessons:

- When your teacher talks to the whole class, remain silent and concentrate.
- If the class is asked a question, put up your hand to answer: do not call out.
- You must have the equipment, books and folders needed.
- You are expected to work sensibly with those around you: do not annoy or distract them.
- If you arrive late without justifiable cause you must expect to be detained for the amount of time you missed in order to make up the work.
- Homework must be recorded in your planner.
- Eating, drinking and chewing are not allowed.
- You must not leave a lesson without official permission from the teacher and without a note.

End of lessons:

- You should not begin to pack away until your teacher tells you to do so.
- When told, stand and push in or put up your chairs: any litter should be picked up.
- Walk quietly and sensibly around the school, keeping to the left of the corridor whenever possible.

FINALLY, BUT MOST IMPORTANTLY

Teachers are in the position of parents/guardians while you are in school. This means in particular that requests from teachers should be carried out at once and without argument.

Appendix 3

Social Media Rules and Expectations

Social media networking is defined as media designed to encourage social interaction and create communications which are highly accessible. Examples include (but are not exclusive to) TikTok, Facebook, X, YouTube, Snapchat and Instagram.

Students and staff must observe the following principles when working online or using social media:

1. **BE POLITE**. Never send or encourage others to send abusive messages. Respect the rights, beliefs and privacy of others.

2. **USE APPROPRIATE LANGUAGE**. Remember that you are using a global public system. Never swear, use vulgarities or any other inappropriate language.

3. **BE LEGAL**. Illegal activities of any kind are strictly forbidden. Pupils must adhere to the legal age restrictions placed on each social media platform

4. **BE RESPECTFUL**. Do not post images of yourself or other students in BUCHS uniform. The uniform represents the school, not the individual student, so the school reserves the right to decide the appropriate use of the uniform. Showing yourself or others in uniform may also compromise your/their safety by enabling strangers to identify you/them more easily. You are strongly advised to set your privacy settings to the highest level available.

5. **BE SAFE**. Do not post content that may be considered in any way to be inappropriate (e.g. sexually explicit) or might be harmful in other ways, such as radicalisation, bullying or upsetting.

6. **PROTECT PRIVACY**. Do not reveal any personal information to anyone, especially the home address or personal telephone of yourself, any other students or the school. Do not reveal your password to anyone, or use anyone else's phone, log-on details or password.

7. **DO YOUR DUTY**. Do not engage in social media activity that may bring BUCHS into disrepute: you are an ambassador for your school and you have a duty to uphold its ethos and values. If you are in doubt as to what that ethos and those values are, you should ask your Head of Year or a senior member of staff for clarification before taking any action.

8. **RESPECTING THE SCHOOL COMMUNITIES' PRIVACY**. Do not access or share any materials distributed by the school via social media. The school uses social media to celebrate and promote the positive aspects of our community, and we make every effort to ensure that this content remains private and accessible only to members of our school community.

These principles always apply to all students. Failure to abide by them will attract sanction from the school and may, if appropriate, be reported to the police.

Pupils should refer to the Brentwood Ursuline Convent High School acceptable usage policy which is sent to parent/carers when their child joins Brentwood Ursuline Convent High School.

Key rules and legislation

- It is forbidden to take photographs or make videos of any kind in school except under the personal direction and supervision of a teacher in **exceptional circumstances**;

- It is forbidden to use the Brentwood Ursuline Convent High School logo, letterheads or branding on personal social media sites, or to use the school's name to endorse any products without the prior permission of the Headteacher;

- Pupils must only communicate electronically with staff through the school email account or the school Microsoft Teams account;

- If British decency laws are breached or the Computer Misuse Act 1990 is breached then a student is likely to have the matter referred to other authorities including the Police. The Computer Misuse Act 1990 identifies three specific offences:

    - Unauthorised access to computer material (that is, a program or data);
    - Unauthorised access to a computer system with intent to commit or facilitate the commission of a serious crime;
    - Unauthorised modification of computer material.

The school reserves the right to investigate any allegations which may contravene the school rules and principles stipulated above.

For further guidance on the Communication Act 2003, section 127, please refer to the listed website: https://www.cps.gov.uk/legal-guidance/communications-offences

What if I have concerns about what I see or experience online on social media?

Students who have concerns about personal social media usage should refer to the Safeguarding team in the first instance and, where necessary, the Headteacher.

Appendix 4

Considering breaches of the Behaviour and Discipline Policy

Conducting Investigations

The school will carry out investigation into suspected breaches of the school's Behaviour and Discipline Policy and our Code of Conduct. Investigations will be carried out as promptly as possible and will include gathering evidence from the student(s) involved, as well as witnesses. Investigations will be carried out by Heads of Year, members of the Senior Leadership and/or Heads of Departments.

Gathering evidence will be done by interviewing students and, as part of the interview process, asking them to write a record of the incident. If the school needs further clarification, or if new evidence comes to light, a student may be asked to consider their statement again and be given the opportunity to amend it. Written statements will be signed by students to verify that they have been produced by them and reflect their own words. Parents will not usually be involved in investigative interviews, unless the school deems it helpful to their investigation.

The school expects students to cooperate fully, honestly and promptly with an investigation. Withholding information, or giving an incomplete or misleading account, will be classified as failure to cooperate fully with an investigation and will be subject to sanction.

Investigative interviews will be carried out in accordance with the school's normal high standards regarding the safeguarding of students. Confidentiality is important, so the school will not enter discussions with parents about students other than their child, or discuss sanctions other than those imposed on their child. It is expected that students and parents will also respect this principle of confidentiality.

The school will endeavour, as far as is practical, to keep parents informed, but circumstances may make it necessary to prioritise discretion and promptness in the investigation; in complex investigations, it may not be appropriate to discuss the details of an investigation with parents until a clear picture has been obtained from the evidence.

If there is the potential for the most serious sanctions (e.g. a lengthy suspension or permanent exclusion) to be applied, parents may be invited to meet with the Headteacher, or delegated senior leader, to discuss the situation before a final decision is made.

It may be the case that evidence comes to light following a disciplinary sanction that justifies reconsideration of the original sanction imposed. In these cases, the school reserves the right to impose an additional sanction in the light of the new evidence.

Searching of students

The school has a statutory power to set rules on searches and has a duty as an employer to manage the safety of staff, students and visitors. Prohibited or banned items are set out in Page 3 of the Behaviour and Discipline Policy.

Headteachers and authorised staff may search for any item banned by the school rules, which has been identified as an item which may be searched for. 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 the student or expected school behaviour standards. Certain items, such as illegal drugs or weapons, will require contact with the Police.

In the event that a search is required the following guidelines should be followed:

- Searches should only be carried out in the presence of two members of staff. At least one member of staff will be part of the Senior Leadership Team or a Head of Year;
- Where available there should be at least one member of staff present of the same gender as the student;
- Students should only be asked to remove outer clothing.

Any prohibited items found will be marked in an envelope and placed in the school safe.

In the event that it is an illegal substance or an item intended to be used as a weapon the said item will be handed to the police.

Whilst there is no legal duty to inform parents of searches, the school will notify parent(s)/carer(s) if their child has been subject to a search. Complaints about searching should be dealt with through the normal school complaints procedure.

Further guidance on searching, screening and confiscation can be found at https://www.gov.uk/government/publications/searching-screening-and-confiscation

Confiscation of items

From time to time it may be necessary for an item(s) to be removed from a student. This may be for the safety of the student and/or the safety of others, because the presence of the item(s) is disruptive to learning, or because the item(s) infringes school rules.

Students must cooperate and hand over such items when requested to do so.

Items that constitute a hazard should be securely stored and then delivered to a police officer as soon as reasonably practicable [weapons, stolen items, drugs etc]. Full details should be recorded of the circumstances around the confiscation, for future reference.

The rule on mobile phones is clear; we are a phone-free school and all mobile phones should be switched off before students enter the school gate and then **stored in a secure, locked safe in each form classroom if the pupils are in Years 7 to 11**. A mobile phone will be confiscated if a student has been found using it without permission and in breach of the school's clear directive on ensuring a phone-free environment. Any confiscation will result in a parent being contacted to organise and agree the return of the device to the parent.

Items confiscated for the first time, other than electronic devices and mobile phones, which do not constitute a safety hazard, will usually be returned to the student at the end of the day, on the understanding that such items will not appear in school again.

Items may be collected by parents in person, subject to arrangement in advance with the school, on the understanding that such items will not appear in school again.

With regard to electronic devices, the person who seized the item may examine data or files on the device, with a second member of staff present, if the person thinks there is a clear reason to do so. One of the members of staff involved in examining any data must be a school leader, such as a member of SLT or a Head of Year. If it is suspected that obscene or indecent images are contained on a device then no examination of such material should be carried out. The device should be handed over to the police for examination to ensure that no one puts themselves in a vulnerable situation. Following an examination, if the person has decided to return the item to its owner, retain it or dispose of it, the person may oversee any data or files judged harmful or inappropriate are erased from the device if the person thinks there is a good reason to do so. This will only be carried out with the permission of the Headteacher. The teacher carrying out a confiscation will be responsible for recording it on

Arbor. It is the confiscating teacher's responsibility to put the item in an envelope, marked with the student's name, form, the name of the item, the date and the teacher's name. Items should then be put in a safe and secure place.

Appendix 5

Brentwood Ursuline Convent High School
Significant Incident involving Reasonable Force

Name of person completing this form: _____
Role / position: _____
Date of completion: ___ / ___ / _____

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1) Pupil details

Pupil name: _____

Date of birth: ___ / ___ / ____

Year & Form: _____

SEND status (if applicable): _____

2) Incident details

Date of incident: ___ / ___ / _____ **Time of incident:** _____: ____

Location of incident: _____

Approximate duration of intervention: _____

Description of incident
Provide a factual summary of what happened before, during and after the intervention.
(Include triggers, behaviour that led to intervention, and actions taken.)

3) <u>De-escalation and prevention</u>
What de-escalation or preventative strategies were used (if any)?

4) <u>Restrictive intervention used</u>
Type of intervention (tick all that apply):
☐ Physical intervention / reasonable force
☐ Escorting pupil
☐ Blocking / guiding movement
☐ Seclusion for safety
☐ Other (specify): _____
Describe the force/intervention used and degree of force:

5) Justification
Why was the restrictive intervention assessed as necessary?
(Explain risks involved, why less restrictive options were not sufficient.)

6) <u>Outcomes</u>

Was there any injury?

☐ Yes ☐ No If yes, describe injuries and treatment provided:

Any property damage? ☐ Yes ☐ No If yes, specify:

7) <u>Post-incident support</u>

Support provided to pupil:

Support provided to staff:

Were parents/carers informed on the same day? ☐ Yes ☐ No

Method of communication? ☐ Arbor Message ☐ Email

8) <u>Witnesses</u>

List any witnesses (staff/pupils) if relevant:

1. _____
2. _____
3. _____

9) <u>Follow-up actions</u>
Further actions taken (e.g., positive reintegration, review of behaviour plan, risk assessment update, training):

10) <u>Signatures</u>

Staff member completing report: _____

Signature: _____ Date: ___ / ___ / _____

Senior leader review (name): _____

Signature: _____ Date: ___ / ___ / _____