

KD
GRAMMAR
SCHOOL
FOR BOYS

FAITH • LEARNING • LIFE

Kassim Darwish Grammar School for Boys

Behaviour Policy

1. AIMS OF POLICY

- The aims of the 'Behaviour Policy' are to:
 - Maintain good discipline and order in the school,
 - Promote high standards of behaviour and conduct at all times,
 - Encourage students to take responsibility for their own actions,
 - Support students in correcting their behaviour,
 - Provide clear guidelines to ensure fairness and consistency in implementing the policy.

2. SCHOOL ETHOS

- The school ethos is to:
 - Provide a safe, caring and supportive environment, in which all students feel secure and happy.
 - Promote self-discipline and good working habits.
 - Encourage respect, honesty, consideration and politeness towards each other.
 - Instil a sense of pride, shared responsibility and community in the school.
 - Enable all students to benefit from and contribute to school life fully.
 - Provide a positive learning experience with good discipline in which all students are encouraged and realise their full potential both within and outside the classroom.
- Teachers, students and support staff have a collective responsibility to maintain and uphold the ethos of the school both in and out of school. All members of staff are expected to encourage good behaviour and respect towards each other.

3. SCHOOL RULES

- The school rules reflect the ethos of the school and are needed for the:
 - Safety and wellbeing of both students and staff.
 - Protection of the environment and personal/school property.
 - Academic and personal development of the students.
 - Reputation of the school.
- The school rules are:
 - Follow **all** school policies and procedures.
 - Follow the expectations based on the three principles explained in this section.
 - Not supply/possess/use any banned item listed in section 4.
 - Follow the expectations and regulations relating to serious misconduct explained in section 5.
 - Enter and exit the school via the specified routes.
 - Sign in at school office if they arrive late to school.
 - Bring their planner to school every day; it needs to be signed by parent/carer every week.
 - Remain in designated areas throughout the school day, including the start and end of the school day, break and lunchtimes.
 - Not leave the school premises without prior permission from the Senior Leadership Team; they need to sign out at the main reception.
 - Not absent themselves from any lesson/session/activity without permission from a member of staff.

The school expectations are based on three principles:

BE PREPARED TO LEARN

Switch mobile phone off – it must not be seen, heard or used
Wear full school uniform
Be punctual to lessons – line up sensibly
Take out equipment promptly
Follow teacher's instructions
Concentrate and participate fully in lessons
Use planner to write homework and deadlines

RESPECT EACH OTHER

Speak politely – do 'not' use foul/offensive language
Behave sensibly
Put your hand up and do 'not' call out
Seek permission before handling the property of others
Avoid loitering in corridors
Be mindful of others' personal space

RESPECT OUR SCHOOL

Throw litter away in the bin
Consume food and drink in designated areas
Stay clear of 'out of bound' areas
Seek permission before entering a classroom
Walk along the left side of corridors – do 'not' run
Wear appropriate footwear on the pitch
Use sports equipment approved by the school

All students are expected to respect and obey all school rules at all times when they are at school, representing the school and/or wearing school uniform in or outside the school premises – this includes travelling to and from school.

Please refer to the 'School Uniform Policy' for the school rules on appearance and uniform as well as action which may be taken if students fail to comply with them. Any breaches to these rules may also result in sanctions being imposed which are outlined in this policy.

4. BANNED ITEMS

Knives and weapons e.g. blades, firearm

Alcohol

Illegal drugs

Stolen items

Tobacco products e.g. cigarettes

Fireworks

Pornographic images/material (including those on electronic devices)

Any article that is suspected to have been, or is likely to be used to commit an offence, cause personal injury or damage to property

E-cigarettes

Shisha pens

Lighters and matches

Laser pens
Pellet/toy guns
Hard cricket balls

Any items which are illegal to possess or carry, or inappropriate for the age of the child e.g. psychoactive substances (also known as 'legal highs')

A student or a student's possessions may be searched **with or without his consent** if there are reasonable grounds to suspect that he has a 'banned item' from this list.

Reasonable force may only be used to search for a **prohibited item** which is specified in the DfE guidance titled 'Searching, Screening and Confiscation (July 2022)'. These prohibited items are highlighted in 'italics' in the list of banned items.

Please refer to the 'Using Reasonable Force Policy' and the 'Searching, Screening and Confiscation' policy for more information.

Although not included in the list of 'banned items', students are NOT expected to bring the following items to school:

Aerosol cans/sprays e.g. deodorant
Solvent based products e.g. correcting fluid
Permanent marker pens
Playing/trading cards
Single use plastic bottles
Fizzy drinks
Energy drinks
Chewing gum
Fitness / Strengthening equipment
Footballs (except those provided by the school can be used)

5. SERIOUS MISCONDUCT

The main types of behaviour, which are considered to be serious misconduct include, but are not limited to:

Theft
Racism
Sexual violence or sexual harassment
Supply/possession/use of any banned item
Blackmail/intimidation
Bullying
Vandalism
Physical violence
Cheating or plagiarism
Smoking
Truancy
Breach of the school's policies on the acceptable use of technologies or online safety
Persistent minor breaches of discipline or attitudes or behaviour which are inconsistent with the School's ethos
Other serious misconduct which affects the welfare of a member or members of the school community or which brings the school into disrepute (single or repeated episodes) on or off school premises
Other criminal offence

6. IMPLEMENTATION OF BEHAVIOUR & DISCIPLINE POLICY

The school rules, policies and procedures will be amended from time to time and reinforced in assemblies and on other appropriate occasions.

The Behaviour & Discipline policy will also be implemented in the following ways:

- Regular meetings (staff, pastoral, senior leadership) involving staff are planned throughout the academic year to discuss issues relating to behaviour.
- School rules will be clearly displayed in the students' planners and around the school. They will also be reinforced at every opportunity in our daily routine including:
Whole school, year and special assemblies
Form time activities
PSHEE lessons
SMSC enrichment activities
Workshops
- Regular discussions are planned between students and form tutors during form time to reinforce the school rules.
- Relevant information will be relayed to all staff efficiently,
- It may be appropriate to contact outside agencies including a student's previous school who displays disruptive behaviour,
- Heads of Year will need to be informed when staff would like to involve parents in discipline issues,
- Opportunities such as assemblies, prayer times and Friday sermons, are taken to remind students of the expectation of the school,
- Meetings with Prefects, School Council, Student Breakfast Mornings and questionnaires are used to gather feedback from students and their opinions with regards to the behavioural procedures and the school's approach to promoting positive behaviour patterns,
- Weekly behaviour is reviewed by the pastoral team.
- Regular training to staff will take them to provide them with opportunities to learn, develop and improve their existing knowledge and skills to promote high standards of behaviour and discipline.

7. REWARDS

- Rewards are given to motivate and encourage students to develop positive working habits, attitudes and behaviour. The rewards system is also used to recognise high levels of school attendance.
- Teachers are expected to apply rewards and sanctions consistently and fairly.

- Staff may use their own rewards system within their classroom to promote positive behaviour.

All rewards will be issued fairly and consistently in accordance with the school's Equal Opportunities Policy. The school rewards system should be used appropriately to promote positive attitudes and behaviour and to recognise contribution to the school community:

Verbal praise: by all staff

Annual Reward Trip: Students who have achieved a high level of attendance and have maintained good conduct throughout the year are invited

Merits System: merits are awarded for effort and achievement in subjects:

25 merits – postcard

50 merits – Bronze award

75 merits – Silver award

100 merits – Gold award

150 merits – Executive head teacher's award

200 merits – Trustee's Award

House System: This is used to promote responsibility, accountability and working collectively as a team to achieve the desired goals. The House System also recognises personal achievements of students and rewards them with House points which also benefit the House to which they belong. Activities and events are organised to enable students to gain 'House points' such as:

Sports day

Inter-house competitions and challenges

Charity days

Prefects System: The selection process for year 10 and 11 students as 'prefects' is based upon excellent standards in behaviour, attitude and conduct – this is a highly regarded position and the selection process encourages students to behave as positive role models to other students.

Opportunities to reward students:

Lessons

Form time

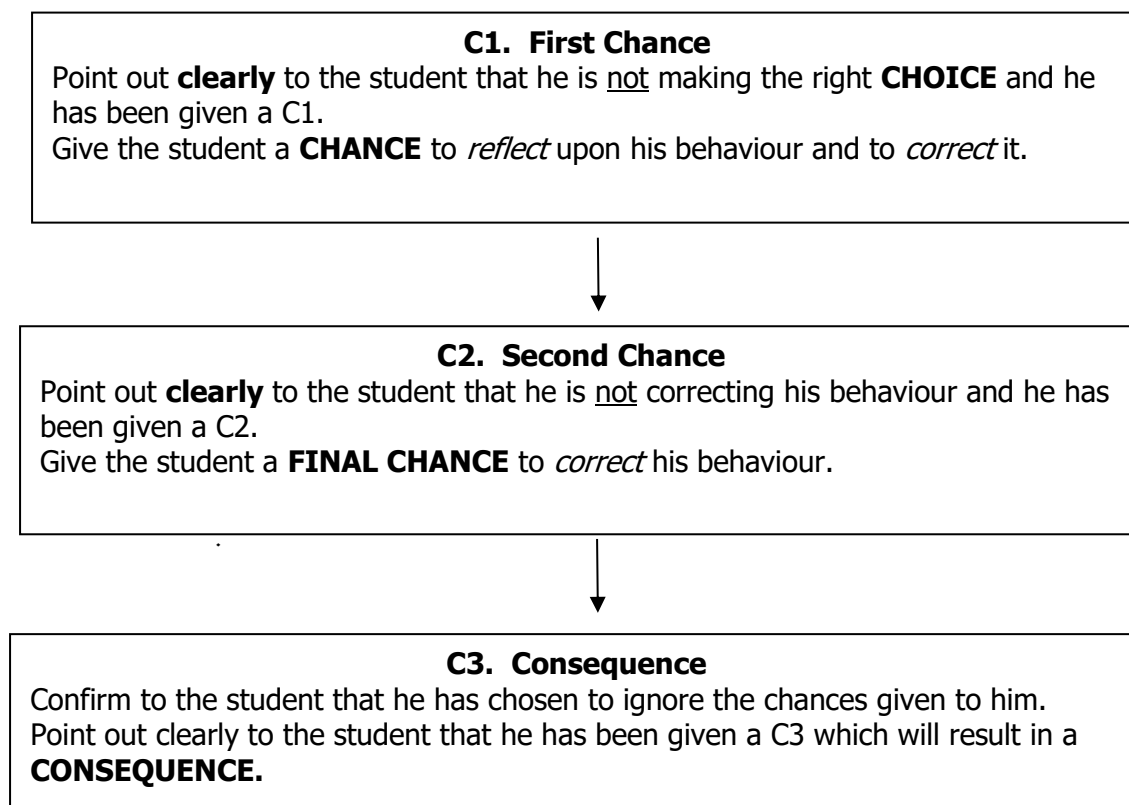
Celebration/Whole School/Head of Year/House assemblies

Annual presentation evenings

Special events such as Sports days, Charity days, etc

8. DEALING WITH INCIDENTS OF BEHAVIOUR & DISCIPLINE

For incidents of low level disruption/breaches of school rules, a system of 'Choices, Chances and Consequences' will be used by members of staff:



Teachers are expected maintain good discipline both in and out of the classroom and challenge any breaches of the school rules. A **C3 Consequence** should be communicated by members of staff to the Head of Year so that unacceptable behaviour is addressed at the earliest opportunity.

Heads of Year will decide on the most appropriate 'consequence' for the incident reported to them such as a sanction and/or behaviour points. Any sanctions given will form part of the student's permanent disciplinary record which will enable patterns of behaviour to be monitored by the pastoral team.

9. SANCTIONS

- All sanctions will be issued fairly and consistently.
- The school's pastoral system is to encourage students to take responsibility for their own actions and to support positive behaviour modification.
- There are a range of sanctions which may be issued to students who breach the school rules, procedures and policies in relation to discipline. They should be applied when it is necessary to show disapproval of unacceptable behaviour.
- Teachers are expected to deal appropriately with unacceptable behaviour and it is the duty of all staff to ensure the highest standards of behaviour at all times. There may be slight variations in staff tolerance of student behaviour which may depend upon the nature of the lesson and the class. However, the school's behaviour and discipline policy needs to be followed to ensure consistency and fairness.
- The sanctions issued by the school will NOT be degrading or humiliating.
- When deciding upon the appropriate sanction, it is necessary to consider how any action or inaction may affect the welfare of the student(s) involved, the welfare of other students and the impact on the whole school community.

In accordance with the law, corporal punishment is not allowed.

Forms of sanctions for cases of misbehaviour:

After school detention, 45 minutes (when 4 behaviour points have been reached)
Meeting with Head of Year,
Withdrawal of free time,
Restriction to outside play,
Lunchtime support,
Separation from peers/Seating plan,
Removal of privileges,
Reporting to the Head of Year at break and/or lunch time
After School Head of Year detention, 1 hour (which is equal to 5 behaviour points)

Serious Misconduct ONLY:

Internal isolation (1 day is equal to 8 behaviour points),
Fixed term exclusion for a specified number of days (1 day exclusion is equal to 10 behaviour points),
Permanent exclusion from the school

Forms of sanctions for homework issues:

These may include failure to submit homework on time, unsatisfactory quantity and/or quality of homework. In such cases, the following measures will be taken:

Verbal warning,
Phone call or email to parents to discuss homework concerns,
Break or lunch 'catch up' session(s) to complete/improve work,
Homework point on MCAS (My Child at School) portal for parents,
After school detention, 1 hour (when 5 homework points have been reached)
Meeting with Head of Year

Incidents Involving Serious Breaches of Discipline

- For a case involving a **serious** breach of discipline, a referral will be made to the Head of Year who will then investigate the incident, possibly in collaboration with other members of staff.
- It may be necessary to remove a student from his lesson in order for the Head of Year to establish the facts by questioning a student and/or obtaining a written account from him.
- Head of Year will endeavour to resolve any serious breach of discipline as soon as possible however this will depend on the nature of the referral and the time at which the information is received.
- For any incident identified as 'serious misconduct', Head of Year will inform a member of the Pastoral Team or Senior Leadership Team immediately after which the most appropriate sanction will be decided.
- Parents will be informed of the incident and the outcome of the investigation by the Head of Year or Senior Leadership Team.

d) Student Report System

Head of Year may choose to implement the report system for cases where there is a **repeated** pattern of behaviour of:

- Low level disruption
- Breaches of the school rules and expectations
- Academic concerns (such as organisation, effort, homework, progress)

The aims of the system are to:

- Monitor the behaviour of students at different levels.
- Provide a clear structure for intervention.
- Encourage and support students to take responsibility for their own behaviour.
- Provide parents with the opportunity to support their child in making positive choices.
- Provide evidence for discussions with students, their parents and the pastoral team.
- Provide evidence for referrals regarding additional support or alternative arrangements.

There are three levels of report: YELLOW, ORANGE and RED. Head of Year will decide which level of report is the most appropriate to place the student on and parents will be informed. Head of Year will review the progress of the student at the end of each week in order to determine the next steps to take.

Heads of Year will inform form tutors of incidents of misbehaviour. They may also share behavioural and/or work-related issues with the form tutors if their involvement is deemed beneficial. Strategies to improve behaviour and working habits will be discussed.

USE OF MOBILE PHONES

This section of the policy applies to mobile phones and any other electronic device brought into school.

The school has ZERO TOLERANCE towards the use of mobile phones.

a) Guidelines for the Possession of Mobile Phones

Students are allowed to bring mobile phones into school. If they choose to do so, it is on the understanding that they agree with the following limitations on its use:

- **Mobile phones must NOT be seen, heard or used on the school premises.**
- Mobile phones must not be accessed by students for 'any' reason during school hours.
- Mobile phones must be **switched off** at all times during the school day, including break and lunchtimes, and remain off whilst students are on the school premises.
- Mobile phones must be **switched off** in all areas of the school's premises including but not limited to classrooms, corridors, playground and pitch. It is not acceptable for phones merely to be put on silent or pager mode.
- Mobile phones must be kept **out of sight** in all areas of the school's premises during the school day, including break and lunchtimes, and remain off whilst students are on the school premises.
- No student may take a mobile phone into a room or other area where examinations are being held.
- The security of mobile phone will remain the student's responsibility in all lessons including PE lessons.
- Mobile phones must be switched off or handing over at the request of a member of staff.
- Content on the mobile phone (e.g. messages, emails, pictures, videos, sound files) must be shown at the request of a member of staff.

b) Unacceptable Use of Mobile Phones

The school will consider any of the following to be unacceptable use of a mobile phone:

- Photographing or filming another student or member of staff without their knowledge or permission.
- Photographing or filming in toilets, changing rooms or any area on the school premises.
- Using a mobile phone outside school hours in such a way that it undermines the stability of the school, risks damaging the reputation of the school and/or is contrary to the Islamic ethos of the school.
- Using a mobile phone to contact parents immediately following an incident so that the ability of staff to deal with an incident is compromised.
- Using a mobile phone to contact parents by a student due to him feeling unwell.

c) Misuse of Mobile Phones

Please refer to the school's **Anti-Bullying Policy** in relation to cyber-bullying and criminal law.

The following are examples of misuse but are not exclusive:

- the deliberate engineering of situations where people's reactions are filmed or photographed in order to humiliate, embarrass and intimidate by publishing to a wider audience such as on Facebook or YouTube
- bullying, harassing or intimidating staff or students by the use of text, email or multimedia messaging, sending inappropriate messages or posts to social networking or blogging sites
- the use of a mobile phone for 'sexting' (the deliberate taking and sending of provocative images or text messages)
- pupils posting material on social network sites with no thought to the risks to their personal reputation and sometimes with the deliberate intention of causing harm to others
- making disrespectful comments, misrepresenting events or making defamatory remarks about teachers or other students
- publishing photographs of vulnerable students, who may be on a child protection plan, where this may put them at additional risk

d) Dealing with Breaches of the Guidelines

Incidents involving the misuse and/or unacceptable use of a mobile phone (or other electronic device) will be dealt with using the same principles set out in this policy – please also refer to the **Anti-Bullying Policy** (see sections on 'cyber-bullying') and/or **E-Safety policy**.

These incidents will be treated as a 'serious' breach of this policy and so appropriate sanctions outlined in this policy will be imposed that are proportionate to the severity of the incident.

Students are aware that if their mobile phone is seen, hear or used, it will lead to its confiscation, communication with parents and the imposition of other sanctions up to and including exclusion from school.

Evidence of a cyber-bullying offence or suspected offence, will be collected – please refer to **Anti-Bullying Policy** (sections on 'cyber-bullying').

Any safeguarding concerns will be reported to the **Designated Safeguarding Lead (DSL)** immediately.

The Head teacher and designated members of staff have the right to view files stored in confiscated equipment.

Using the mobile phone outside school hours to intimidate or upset staff or students will be considered a breach of these guidelines in the same way as unacceptable use which takes place in school time.

Students should be aware that the police will be informed if there is a serious misuse of the mobile phone where criminal activity is suspected. The school will work with the Police to detect those involved in criminal acts involving cyber-bullying.

If a student commits an act which causes serious harassment, alarm or distress to another student or member of staff, the ultimate sanction may be permanent exclusion. School will consider the impact on the victim of the act in deciding the sanction.

e) Confiscation of Mobile Phones

If a phone is confiscated, the school will make it clear for how long this will be and the procedure to be followed for its return.

If a mobile phone is confiscated, then at the discretion of the Head of Year/Pastoral:

- The mobile phone will be returned to the student at the end of the school day.
- The student's parent/carer will be informed that the mobile phone can be collected at the end of school day from the Head of Year/Pastoral.
- The incident will be recorded in the school behaviour log for monitoring purposes.

- The school will ensure that confiscated equipment is stored in such a way that it is returned to the correct person.
- In the case of repeated or serious misuse, the phone will only be returned to a parent/carer who will be required to visit the school by appointment to collect the phone. This may be at the end of a week, a half term or longer. At the discretion of the Senior Leadership Team, the phone may be returned to the student at the end of the confiscation period.
- Where a student persistently breaches the expectations, following a clear warning, the Head teacher may impose an outright ban from bringing a mobile phone to school. This may be a fixed period or a permanent ban.

CHILD-ON-CHILD SEXUAL VIOLENCE AND SEXUAL HARASSMENT

a) School Culture

It is made clear in every aspect of our culture that sexual violence and sexual harassment are never acceptable, will not be tolerated and that students whose behaviour falls below expectations will be sanctioned.

All members of staff are made aware of the importance of creating a culture in which sexual harassment of all kinds is treated as unacceptable in the following ways:

- challenge all inappropriate language and behaviour between students,
- never normalise sexually abusive language or behaviour by treating it as 'banter', an inevitable fact of life or an expected part of growing up.
- advocate strenuously for high standards of conduct between students and staff; this is achieved by demonstrating and modelling manners, courtesy and dignified/respectful relationships.

b) Dealing with Incidents of Child-On-Child Sexual Violence Or Sexual Harassment

Reports of any incident involving child-on-child sexual violence or sexual harassment, offline or online, will be dealt with using the principles set out in **Safeguarding policy**; the general safeguarding principles set out in Keeping Children Safe In Education (KCSIE) will be followed, particularly Part 5 which provides guidance for supporting students exhibiting sexually inappropriate and/or harmful sexual behaviour.

The **Designated Safeguarding Lead (DSL)** will be informed immediately of the incident who is the most appropriate person to advise the pastoral team on the school's initial response. As with all safeguarding matters, it will be important that the DSL is engaged and makes referrals into support services as appropriate.

Each incident will be considered on a case-by-case basis. Abuse that occurs online or outside of the school will not be downplayed but treated equally seriously. The school will respond assertively to sexually inappropriate behaviour as this is an important intervention that helps prevent challenging, abusive and/or violent behaviour in the future.

Where relevant, students who fall short of the school's expectations in behaviour may be sanctioned as outlined in this policy whilst other investigations by the police and/or children's social care are on-going.

In instances where reports of sexual abuse or harassment are proven to be deliberately invented or malicious, the school will consider whether disciplinary action is appropriate for the individual who made it as per this policy.

c) Victims of Child-On-Child Sexual Violence Or Sexual Harassment

It is essential that all victims are reassured they will be supported, kept safe, and are being taken seriously, regardless of how long it has taken them to come forward.

A victim will never be given the impression that they are creating a problem by reporting sexual violence or sexual harassment. Nor will a victim ever be made to feel ashamed for making a report or their experience minimised.

FIXED-TERM EXCLUSION

For cases of 'Serious Misconduct', the Executive Head teacher needs to be informed. She will be expected to act fairly and reach a decision based upon the evidence provided on a case-by-case basis.

A student may be 'excluded for a specific number of days' as a result of a case of serious misconduct, criminal offence or persistent low level breaches of discipline.

- When the period of exclusion has completed, parents may be required to accompany their son to school and attend a meeting with the Pastoral Team.
- The student may be placed **on report** in order to monitor his behaviour upon his return to school. Support and advice will be given to the student to correct his behaviour and to avoid a further breach of the school rules.
- Guidance and strategies for staff on how to support the student for positive behaviour modification will be shared as appropriate.
- The student will also be expected to catch up with missed work and he will be supported in doing so.
- In circumstances where a student's behaviour is deemed a safeguarding concern or if poor behaviour may be an indication of underlying safeguarding concerns, the pastoral team will liaise with the Designated Safeguarding Lead (DSL) and use intervention strategies to prevent exclusion.

In accordance with the Equality Act (2010), the school will not exclude students because of their protected characteristic nor will the school discriminate against them during the exclusion process. Protected characteristics include: age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

PERMANENT EXCLUSION

For a very grave breach of school discipline or a serious criminal offence, a student may be permanently excluded from the school. This outcome is reserved for the 'most' serious cases of behaviour and discipline.

Please refer to the 'Exclusion Policy' for more information.

SPECIAL EDUCATIONAL NEEDS AND DISABILITIES

- The school will make reasonable adjustments to manage behaviour for students with special educational needs or disabilities in accordance with the Equality Act 2010.
- Staff should seek advice from the Head of Pastoral if they are unsure about how to manage a student's behaviour where this is or may be related to a special educational need or disability.
- A student will not be faced with disciplinary action if he fails to meet the school's requirements as a direct consequence of his disability.
- If there is a concern that a student's behaviour is as a result of his special educational needs not being met, SENCO will be contacted for advice, guidance and to provide strategies to support the student. Please refer to 'Special Educational Needs and Disabilities' policy.
- Where Expulsion or Removal needs to be considered, the school will seek to make as such adjustments as are reasonable so as to assist a student with a disability or special educational needs is able to present their case fully where their disability or special educational needs might hinder this.

SAFEGUARDING

If there is a concern that a student's behaviour is deemed a safeguarding concern or if poor behaviour may be an indication of underlying safeguarding concerns, the school's Designated Safeguarding Lead will be informed. The school's procedures for 'Safeguarding & Child Protection' will be followed. Please refer to 'Safeguarding & Child Protection' policy.

In such circumstances, the pastoral team will use intervention strategies to prevent exclusion.

PARENTAL INVOLVEMENT

The school aims to strengthen the **home-school partnership** in order to support students and work closely together in their best interest. The points of contact in school will be made clear to parents should they wish to discuss any issues or raise any concerns which they may have.

- Parents will be encouraged to be involved in the promotion of good behaviour and positive working habits and to also support the school rules.
- Parents will be contacted to discuss any issue of behaviour or discipline if it is considered appropriate to do so. They will also be informed of any disciplinary action taken.
- When there is a serious concern, parents will be involved in the correction process. Students will be made aware that contact with parents is in itself a serious sanction and this may act as a deterrent.

MALICIOUS ALLEGATIONS AGAINST STAFF

- The school 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.
- Where a student makes a malicious accusation against a member of staff, the Executive Head teacher will consider whether to take disciplinary action in accordance with this policy.
- Where a parent has made a malicious allegation, the Executive Head teacher will consider whether to require that parent to withdraw their child or children from the school on the basis that they have treated the school or a member of staff unreasonably and compromised the trust between the parent and the school.

USE OF REASONABLE FORCE

See the school's 'Use of Reasonable Force' policy which has been produced in accordance with DfE guidance for *Use of Reasonable Force in Schools (July 2013)* and *Screening, Searching and Confiscation (July 2022)*.

Any use of force by staff will be reasonable, proportionate and lawful. Reasonable force may be used to prevent a student from:

- Committing a criminal offence
- Hurting himself or others inside or outside the classroom
- Causing damage to their own or another person's property
- Engaging in any behaviour which leads to disorder

In these circumstances, force may be used to:

- Control a student or to restrain a student, for example, if he is at risk of harming himself or another individual,
- Prevent a student leaving a classroom which would then risk his safety or lead to behaviour that disrupts the behaviour of others,
- Conduct a search for a **prohibited** item (see page 4).

Please refer to 'Searching, Screening and Confiscation' Policy and 'Use of Reasonable Force' Policy.

FORCE IS NEVER USED AS A FORM OF PUNISHMENT.

The needs of individual pupils will be considered when deciding whether reasonable force should be applied. Reasonable adjustments will be made for students with **special educational needs or disabilities**.

Where reasonable force is used by staff, this will be recorded in writing and the student's parents/carers will be informed about serious incidents involving the use of force.

SEARCHING STUDENTS

Please refer to the school's **Searching, Screening & Confiscation Policy** which has been produced in accordance with DfE guidance for *Screening, Searching and Confiscation (July 2022)* and *Use of Reasonable Force in Schools (July 2013)*.

Staff should first question a student and if appropriate, request that the student surrenders the item. If this is unsuccessful, the student should first be given the opportunity to consent to a search before finally undergoing a search without consent, if this is considered safe and necessary to do so.

Staff conducting the search must be male (same sex as the student being searched). There must also be a member of staff (male if possible) present as a witness.

Search with consent

Staff may search a student with their consent for any item.

If a member of staff suspects that a student has a stolen or banned item in his possession, they can instruct the student to 'turn out' his pockets or bag. If the student refuses, appropriate sanctions will be applied in accordance with this policy.

Search without consent

This should be seen as a 'last resort' and only used if other options have been exhausted. The Executive Head teacher and authorised staff may search a student or a student's possessions without his consent, where they have reasonable grounds for suspecting that a student has a 'banned item' listed in this policy.

CONFISCATION OF ITEMS

Please refer to the school's **Searching, Screening & Confiscation Policy** which has been produced in accordance with DfE guidance for *Screening, Searching and Confiscation (July 2022)* and the 'School Uniform' policy.

- School staff can confiscate any item, however found, which is considered harmful or detrimental to the school discipline. This includes a mobile phone which is seen, heard or used.
- A student can be asked to remove any outer garment or item not accepted as part of the school uniform and it can be confiscated until the end of the day.

RECORD KEEPING

- A record of all sanctions is maintained with details of the name of the student concerned, date of referral, the reason for the referral / nature of incident, details of the sanction imposed.
- A separate record is maintained for incidents of the following nature:

Serious misconduct
Based on 'protected characteristics'
Bullying (see Anti Bullying Policy)
Involved the use of reasonable force
Racism
Sexual harassment/violence

References:

Any action will be taken in accordance with DfE guidance for:

Behaviour and Discipline in Schools (January 2016)
Behaviour in schools: advice for head teachers and school staff (September 2022)
Preventing and Tackling Bullying (July 2017)
Cyber-bullying: Advice for head teachers and school staff (2014)
Searching, Screening and Confiscation (July 2022).
Use of Reasonable Force (July 2013)
Keeping Children Safe in Education (2023)
Sexual violence and sexual harassment between children in schools and colleges (DfE, May 2018);

Date	June 2023
Reviewed by	Mrs F Bani
Next Review Date of this Policy	Summer Term 2024