



BEHAVIOUR MANAGEMENT, DISCIPLINE AND SANCTIONS POLICY

This policy which applies to the whole college including boarding is publicly available at www.natmatsci.ac.uk and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from the college office.

All employees should read this policy in conjunction with our Safeguarding – Student Protection Policy, Anti-Bullying, Whistleblowing Policy, Staff Code of Conduct and The Teachers’ Standards.

Legal Status

Complies with the Education (Independent School Standards) (England) (Amendment) Regulations currently in force.

Applies to:

- all staff and volunteers working in the college along with the board of directors.
- **Designated Member of Staff responsible for Behaviour Management:**
The member of staff with overall responsibility for Behaviour Management in the whole school is Ms Antonia Giovanazzi (Principal) who also has oversight of Pastoral Care and Anti-Bullying at the College.

Monitoring and review: This policy is subject to continuous monitoring, refinement and audit by Ms Antonia Giovanazzi, Principal. The Proprietor will undertake a full annual review of this policy and procedures, inclusive of its implementation and the efficiency with which the related duties have been discharged. This discussion will be formally documented in writing. Any deficiencies or weaknesses recognised in arrangements or procedures will be remedied immediately and without delay. All staff will be informed of the updated/reviewed policy which will be made available to them in either a hard copy or electronically.

Signed:

Date Reviewed: January 2019

Date of Next Review: January 2020

Ms. Antonia Giovanazzi
Principal.

Dr. Elizabeth McFarlane
Proprietor’s Nominated Person

Statement of Purpose: We believe that setting high standards for behaviour is an integral part of fostering a positive attitude to learning and raising attainment. Our behaviour policy is based on assertive discipline, i.e. that individuals are in control of their actions and can choose to act and respond in certain ways. We believe that all adults and students have:

- The right to be safe;
- The right to learn;
- The right to be treated with fairness and respect.

Context: As part of our Behaviour Policy all students and adults have the right to live in a supportive, caring environment in which everyone feels safe and free from bullying and harassment that may include cyber-bullying

and prejudice-based bullying related to special educational need, sexual orientation, sex, race, religion and belief, gender reassignment or disability (as defined in the Equality Act 2010), and the use of discriminatory language. Bullying can occur through several types of anti-social behaviour. We ensure that students can understand and respond to risk, for example risks associated with extremism, new technology, substance misuse, knives and gangs, personal relationships and personal safety. Our college makes the relevant information available to comply with the above. Our policies, working practices, documentation and record keeping support the implementation outlined above. The Behaviour Management Policy is dovetailed with the Anti-Bullying Policy (with support for the victim and the bully) and makes it clear what the sanctions are for bullying.

We aim to:

- Maintain a positive and supportive college environment with students given recognition for high standards of behaviour.
- Ensure that all students are treated consistently. This means that there will not be variations in expectations between staff, and that the same standards of behaviour apply outside the classroom as within.
- Involve parents/guardians at the early stage if a student does not meet our expectations regarding behaviour, ensuring we can take a joint approach to resolving any issues.
- Allow students the opportunity to make a 'fresh start' if undesirable behaviour must be dealt with, and not to judge students on previous behaviour.
- Listen to all points of view before making any judgement concerning undesirable behaviour.

It is a primary aim of our college that every member of the college community feels valued and respected, and that each person is treated fairly and well. We are a caring community, whose values are built on mutual trust and respect for all. The college behaviour policy is therefore designed to support the way in which all members of the college can live and work together in a supportive way. It aims to promote an environment where everyone feels happy, safe and secure. The primary aim of the behaviour policy is not a system to enforce rules. It is a means of promoting good relationships, so that people can work together with the common purpose of helping everyone to learn.

College Ethos

The National Science and Mathematics College is expected to be a place where:

- all individuals are respected, and their individuality valued;
- students are encouraged to achieve;
- self-discipline is promoted, and good behaviour is the norm;
- rewards and sanctions are applied fairly and consistently;
- bullying, disruption and harassment are not tolerated;
- early intervention is the norm;
- there is an emphasis on self-discipline

The ethos of our college is such that all who come here are valued as individuals. Students are given clear guidance as to what is, and is not, acceptable behaviour, so that they can develop their own moral code. It is important that each person is treated fairly and is shown respect by other students and adults. Students should never be allowed to feel that sexism, elitism, racism etc. are acceptable. We expect all members of our college – students, parents and staff – to adhere to the guidelines, requiring these to be applied consistently. All members of staff have an important role to play in promoting good behaviour. A particular strength is our approach to Spiritual, Moral, Social and Cultural Development (SMSC).

Our College Rules

Everyone has the right to be safe: We insist that students do not act in a physical way towards each other. We teach students that problems need to be solved through discussion and agreement. Retaliation is not acceptable as a reason for a physical response and will be dealt with on an equal level to the initiator.

Everyone has the right to learn: We will not allow students to disturb or interrupt the learning of other students. Teachers also have the right to teach, and for this reason, continual disturbances will not be tolerated.

Everyone has the right to be treated with fairness & respect: We expect students to show respect to adults and vice versa. We also expect students to show respect to each other, as we would adults to other adults. We ask that adults and students listen to other people's point of view with respect. Students will always be able to give their opinion, although this may not always happen immediately, depending on the circumstances.

The Role of the Principal: The Principal has overall responsibility for supporting personal, social and emotional development, including issues concerning behaviour. The Principal's role is to determine the detail of the standard of behaviour acceptable to the College, having responsibility for maintaining day-to-day discipline in the college, which will include making rules and provision for enforcing them. Support for staff faced with challenging behaviour is also an important responsibility of the Principal. In compliance with DfE Guidance *Behaviour and Discipline in Colleges* (2016), we ensure that our professional practice:

- promotes self-discipline and proper regard for authority among students; has a consistent approach to behaviour management; has clear, well organised working practices along with maintaining its facilities to a high standard;
- encourages good behaviour and respect for others and prevents all forms of bullying students; ensures that the standard of behaviour is acceptable; regulates the conduct of Students;
- provides support to students to self-manage their behaviours, considering all aspects of the student and why they are displaying certain behaviours; provides staff development and support; liaises with parents and other agencies;
- includes issues related to students with special educational needs or disabilities and provides reasonable adjustments for these students;
- makes provision for continuous professional development with reference to: positive behaviour management, physical intervention (the use of reasonable force) and anti-bullying procedures;
- has at least weekly whole college discussions about students' behaviours and records behaviour strategies in online behaviour management logs; manages students' transition;
- ensures a strong college leadership; supports teachers with classroom management; implements rewards and sanctions; behaviour strategy and the teaching of good behaviour;
- understands current legislation, research and philosophy on promoting positive behaviour and on handling Students' behaviour where it may require additional support;
- can access relevant sources of expertise on promoting positive behaviour within the curriculum for supporting personal, social and emotional development;
- familiarises new staff members with the college's behaviour policy and guidelines for behaviour;
- takes appropriate disciplinary action against students who are found to have made malicious accusations against staff and fulfils its duties under both the *Equality Act 2010* (HM Government: 2010) http://www.legislation.gov.uk/ukpga/2010/15/pdfs/ukpga_20100015_en.pdf
- *Special Educational Needs and Disability Code of Practice: 0 to 25 years Statutory guidance for organisations who work with and support students and young people with special educational needs and disabilities* (DfE and Department for Health: January 2015)

The Role of All Members of Staff: All members of staff are expected to encourage good behaviour and respect for others in Students and to apply all rewards and sanctions fairly and consistently. Staff are also responsible for ensuring that the policy and procedures are followed, and consistently and fairly applied. Well-planned, interesting and demanding lessons make a major contribution to good discipline. The college has clear policies concerning teaching and learning. Staff are supported with effective classroom management strategies to ensure effective behaviour management (See Managing and Changing Students' Behaviour Document). Staff need to recognise that codes for interacting with other people vary between cultures, and staff need to be aware of, and respect, those used by all members of the college. All staff need to provide a positive model of behaviour by treating Students, parents and one another with friendliness, care and courtesy. Through regular discussions at staff meetings and briefings regarding students' behaviours, the college endeavours to ensure that staff apply all standards fairly and consistently. Any students with specific behaviour issues will have their behaviour monitored and recorded electronically as part of a Pastoral Support Programme (PSP).

All members of staff are expected to be clear in their understanding of the standards expected of our Students and to be vigilant in ensuring that any lapses of behaviour, either in or out of the classroom do not go unchecked. With that in mind all staff should strive to:

- develop an effective rapport with each individual Student; establish a feeling of security for Students by being consistent, firm and fair with them;
- avoid direct confrontation but deal with situations in a calm and reasoned manner; send problematic students to the Vice Principal or Principal of College; know the whereabouts of every student in their charge at all times;
- seek advice from the Form Tutor or Senior Staff member as and when a need arises and follow the procedures outlined below.

The Role of the Students: Students are expected to take responsibility for their own behaviour and will be made fully aware of the college policy, procedures and expectations. We ensure that all students are aware of the reward systems and sanctions that are in use. Discussions as part of PSHE lessons, Student Voice and class meetings are used to discuss behavioural issues. Students also have a responsibility to ensure that incidents of disruption, violence, bullying and any forms of harassment are reported. The college has a separate Anti-Bullying Policy, and issues related to bullying are specifically dealt with through PSHE lessons, as well as on an ongoing basis. At The National Science and Mathematics College we recognise that every Student has the right to feel safe, to learn and to be treated with respect. Linked to those rights are the following responsibilities:

In the Classroom: Students at The National Science and Mathematics College are expected to:

- arrive at lessons on time properly equipped; enter the classroom in an orderly manner when invited by their teacher;
- ensure that telephones and other electronic devices are switched off
- enter classrooms quietly and sit in the place allocated by their teacher;
- follow the particular ground-rules established by departments for lessons in which practical work takes place;
- contribute to the creation of a good learning atmosphere; treat all other Students, members of staff and visitors with respect;
- record all homework set; ensure the classroom is left in a tidy state at the end of each lesson and
- leave the classroom in an orderly manner.

Behaviour elsewhere: It is the responsibility of each Student to:

- move between lessons and around the building and site in a safe and sensible manner;

- behave in a safe and responsible manner at break and lunchtimes which does not disrupt other lessons that might be taking place at those times;
- wear the college uniform correctly and with pride;
- take responsibility for their bags and equipment;
- avoid any interference with the equipment or property of others; look after and take pride in the equipment, facilities and buildings of The National Mathematics and Science College;
- adhere to the Home/College Agreement in all respects and in particular with reference to the use of ICT equipment at The National Science and Mathematics College and to familiarise themselves with the rules on computer use displayed in each room and the ICT Student Use Policy and
- remember that they are ambassadors for The National Science and Mathematics College and to act accordingly **within and outside the walls of the college.**

The Role of Parents: The National Science and Mathematics College strongly encourages an ethos and culture whereby there is clear communication with, and the support of parents. Parents are expected to take responsibility for the behaviour of their student both inside and outside the college. We try to build a supportive dialogue between the home and the college, and we inform parents immediately if we have concerns about their student's welfare or behaviour. Parents who have concerns regarding their student's behaviour are encouraged to contact the college and arrange an appointment to discuss any issues. Parents will be involved early on if there are difficulties at college, and we expect parents to work with the college to resolve any difficulties. If a student is on the receiving end of misbehaviour of any serious nature, we would contact the parent to explain the incident and how this has been dealt with. By working collaboratively with parents, Students receive consistent messages about how to behave at home and at college. We expect parents to encourage their students to support the college rules, their student's learning, and to co-operate with the college, as set out in the home–college agreement. If any parent feels that we are not dealing with an issue in a fair way, complaints may be made using the Complaints Procedure.

It is also an offence under section 547 of the Education Act 1997 for any person (including a parent) to cause a nuisance or disturbance on college premises. Parents should not become angry publicly, and if they have a problem this should be dealt with in privacy. If parents were to show aggressive or abusive behaviour, it can present a risk to staff and students. If there are any concerns about the behaviours of parents or visitors, they are required to leave the premises. If there is a court order against a parent seeing their student, the college will abide by the conditions of the Order. College premises are private property and parents will generally have permission from the college to be on college premises. However, in cases of abuse or threats to staff, Students or other parents, colleges may ban parents from entering the college. For example, a parent who has been banned from entering the college premises is trespassing if he or she does so without permission and the police will be called. All adults, including staff, parents and visitors, are expected to behave in a manner which is in line with and supportive of our college ethos.

The Teacher and Classroom Management Support: Teachers will take responsibility for maintaining good behaviour within their classroom and throughout the college if needed. The college has clear policies concerning teaching and learning. Staff are supported with effective classroom management strategies to ensure effective behaviour management. Within the classroom, students will be given the opportunity to take responsibility and to use their initiative for the good order of the class. The general practice of classroom management involves many rewards being given to students on a daily basis, such as verbal praise. College reports are also seen as a means of constructive praise.

Standards of Behaviour: The National Science and Mathematics College demands high standards of behaviour and endeavours to encourage good habits of work and behaviour from the moment a student enters the college. All staff are expected to promote good behaviour and self-discipline amongst students and to deal appropriately with any unacceptable behaviour. Punctual attendance at college and lessons is required. It is appreciated that there will

be variations in staff acceptance and tolerance of Students' behaviour in class depending on the nature of the class and content of the lessons, but behaviour that does not allow constructive teaching and learning is unacceptable. All staff have a duty to ensure that disruption is not tolerated.

The College Environment: We are aware of the impact of The National Science and Mathematics College environment on the behaviour of our Students. If we are to raise self-esteem and demonstrate the value of each individual member of our college then we must make sure that this is reflected in the appearance of the college. The care and sensitivity with which Students' work is displayed both in the classroom and throughout the college will radically affect the feeling of welcome and ownership by all. Staff will have a commitment to the appearance of the college buildings by picking up litter, noting displays coming adrift and removing items left lying around. The Students will also be encouraged to be similarly aware so that they feel they personally have a responsibility for keeping the college clean, tidy and attractive. Students showing pride in their own classroom and cloakroom is the first step towards this.

Behaviour Structure

General College Rewards and Sanctions

Our aim is to enable each student to realise his or her potential. It is necessary that rules are made clear to students and are observed by them for their safety, comfort and respect for others. We aim to ensure students are supervised in a structured and disciplined but friendly and protective environment whilst maintaining the health, security and general psychological well-being of students, to nurture them and ensure they are in the best frame of mind to study optimally. General codes to follow are:

- We expect every member of the college community to offer each other the same levels of respect that they would expect others to give to them regardless of gender, race, disability, religion or belief, or sexual orientation. We also expect discretion and awareness when interrelating with others in the college. Members of the community should not be overly physical or close with each other. This may cause offence to others.
- Respect our environment. Everyone is expected to take care and respect the College and Boarding spaces. You should be responsible for clearing your own litter and not leave litter of any kind around. You should not leave your belongings anywhere other than in your allocated lockers which remain locked at all times. Food and drink must only be consumed in the Common Room (with the exception of sealed water bottles, which may be taken into teaching rooms). Please note – drinks are not allowed in science laboratories.
- Security. All members of the community are expected to wear identification lanyards, which must be visible at all times. Ensure that you are wearing these around your necks and on display at all times in the college.
- Dress. Both staff and students have dress codes. These should be adhered to at all times with the exception of 'mufti' days when smart/casual clothing may be worn.

Rewards

Students can receive House Points for any acts of kindness or consideration to each other or the environment. These are at the discretion of teaching staff.

Students who carry out significant acts of kindness or consideration to each other or the environment may receive commendation recommendations. These commendation recommendations are passed onto members of the Leadership Team, via members of staff which in turn will be recognised with commendations made in assemblies and with the information shared with parents. These commendations carry a value of 50 House points.

Sanctions

If a student breaks the general college rules (see above) appropriate action will be taken by a member of the Leadership Team. These actions can include, but are not limited to:

- Deduction of House points
- Communication home to parents
- Letter of apology
- Common Room/ Study Room clear up
- Note placed on AXIS (student file)
- Sent home or back to Hall of Residence to change (in the case of inappropriate dress)

Academic Rewards and Sanctions

The college's mission statement states its intention: ***To provide a caring and secure environment where young people, passionate and curious about mathematics and science, learn collaboratively, in a creative, stimulating and innovative way.***

To meet this statement, it is important that students align themselves to the aims of the college. With that in mind, it is important to have a structured and supportive environment which allows each student to maximise their own potential. Therefore, every student is expected to:

- attend each lesson (and if not possible, ensure the necessary procedures are followed to inform the necessary staff)
- be on time for lessons
- be organised and have the correct equipment and resources
- demonstrate effort and engagement in the lessons
- be polite and respectful to all staff (teaching, admin, boarding and other) and students at all times

The teaching staff are committed to rewarding students who demonstrate these positive attributes, but they will also impose sanctions on those who do not. If a student is not demonstrating any of these expectations, then the staff will:

1. Formal conversation with the Form Tutor, recorded on AXIS and possible detention, depending on the offence.
2. For persistent/serious misconduct, a student is entered on AXIS for a detention. This should take place as close as possible to the issuing of the detention. Non-attendance will result in communication to parents and a rescheduled detention will be made by Dr Robotham (Senior Teacher)
3. If problems continue then further interventions can be, including but not limited to:
 - a. More permanent supervised study with senior member of staff
 - b. Organised meeting with parents/guardians either in person or via SKYPE or WeChat.
 - c. Further interventions deemed necessary by the Principal can also be used.

Commendations and House Points

For work or conduct of a high standard, House Points are given by teaching staff. If the work or conduct is of an exceptionally high standard, then the subject teacher can recommend the student for a Principal's commendation that goes above and beyond normal commendations. When a student is awarded a Principal's commendation, their photograph is taken with the award and included in the newsletter sent out to all parents. A communication is also made to parents to make them aware of the outstanding achievement. A Principal's recommendation carries 100 House points.

Boarding Rewards and Sanctions

	Type of offence	Sanction choice
1	<p>Overslept</p> <p>Missed check in /meeting without valid reason</p> <p>Untidy room/ insufficient effort shown in maintaining communal area.</p> <p>Movement around boarding after lights out</p> <p>Disregard for instruction from boarding staff</p> <p>Missing from study time without authorisation</p> <p>Poor behaviour/effort during study time</p> <p>Low level disruption in house</p>	<p>Meeting with their Warden to discuss</p> <p>Housebound for the evening – sign every hour from 6pm until curfew</p> <p>No extension for following weekend at the weekend</p> <p>Letter of apology</p> <p>Inform Student, Tutor, Boarding Manager and Pastoral Coordinator</p> <p>Record sanction on Axis</p>
2	<p>Repeatedly overslept (3 weekday mornings in the week)</p> <p>Repeated and persistent low level misdemeanours</p> <p>Breaking of Housebound/ Missed Housebound</p> <p>Check-ins</p>	<p>Meeting with their Warden to discuss</p> <p>Housebound for following night (at discretion of Warden)</p> <p>Housebound for weekend (Friday evening until Sunday curfew) - sign every hour</p> <ul style="list-style-type: none"> • Friday – 6pm – curfew • Saturday & Sunday - from 10am – 8pm No weekend permission for the following weekend. <p>Letter of apology</p> <p>Inform Student, Tutor, Boarding Manager, Pastoral Coordinator & Parents; Record sanction on Axis</p>
3	<p>Leaving residence during boarding time without permission</p> <p>Found in restricted area of college/grounds/facility</p> <p>Found with evidence of alcohol in college.</p> <p>Found with evidence of smoking in room</p> <p>Persistent misbehaviour/ continued disregard for rules</p> <p>Evidence of petty theft</p> <p>Singular damage to property or knowingly causing damage.</p>	<p>Meeting with the Boarding Manager to discuss offence.</p> <p>Housebound for the week (Mon-Fri)</p> <p>More serious offences, weekend gating can be applied.</p> <p>No weekend permission for the following weekend.</p> <p>£800 fine for smoking related offences.</p> <p>Letter of apology</p> <p>Possible one-time referral to college counsellor.</p> <p>Inform Student, Tutor, Boarding Manager, Pastoral Coordinator & Parents;</p> <p>Record sanction on Axis</p>
4	<p>Identified risk to the health, safety or wellbeing of boarding community</p> <p>Instance of dangerous use of alcohol.</p> <p>Serious breach of Boarding rules.</p> <p>Underage consumption of alcohol.</p> <p>Evidence of serious damage to property in facility</p> <p>Breach of Tier 4 conditions</p>	<p>Meeting with member of Leadership Team & Boarding Manager (parents/guardian & tutor invited) - Serious Behavioural Issue</p> <p>Leadership Team detention (restrictions in form of Housebound and limitation of free time with study)</p> <p>Student is placed on a behaviour agreement with set of conditions for future behaviour, reviewed together with academic performance and attendance.</p> <p>Weekly progress report – reviewed with Senior Teacher</p> <p>Possible referral to, college counsellor or educational psychologist.</p>

5	Serious disregard for rules causing serious risk to boarding community/potential serious risk to boarding community Serious cases of theft Causing significant and permanent damage to persons or property. Contravening prohibited substances policy – including illegal drugs and legal highs. Bringing the college into disrepute. Police investigations Positive drugs tests	Meeting with Principal - Possible outcomes: <ul style="list-style-type: none"> • Final warning • Suspension from both boarding and academic • Boarding suspension • Boarding expulsion • College expulsion
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Rewards

	Action	Reward and person of responsibility
1	Tidy room, punctual for registration/curfew	Weekly check and points awarded by the Warden responsible for the floor
2	Random acts of kindness, improved behaviour	Weekly check and points awarded by the Warden responsible for the floor
3	Contributions to the boarding community, significant contribution to helping boarding staff or other boarders,	Wardens recommendation to the Boarding Manager
4	Significant change in behaviour, community award, recommendation from student council of award (termly), organising weekend activity	Boarding Manager
5	Boarder of the week, Boarding Manager award for exceptional cases.	Boarding Manager

Contact Book / Target Sheet

A target sheet will be used to monitor behaviour over a fixed period of two weeks as a way of keeping parents informed of improvement in behaviour. This will be set up by the Tutor and the Pastoral Objectives will be agreed and the student will be clear about expectations, with support being given if needed.

Pastoral Support Programme

If behaviour does not improve, an individual strategy for the student will be set up in conjunction with the Pastoral Coordinator parents and the Form Tutor. More explicit rewards and sanctions, and specified support, will be set out in a document signed by all parties.

Exclusions

Fixed term exclusions will only be used as a final resort following persistent unacceptable behaviour or a one-off incident of extreme misbehaviour. Such misbehaviour would be judged on individual circumstances, with the student being immediately removed from the College. This behaviour may be:

- violence towards another student or adult;
- swearing at an adult;
- racism;
- a deliberate act of destruction towards college property or

- behaviour which directly causes a danger to their own or another student's health and safety (e.g. running from college).

If a student is excluded for a second time during any one term, a meeting with the student, parent (in person or by phone or other virtual means), Principal, Tutor will be arranged, along with appropriate outside agencies. This will help the student to work towards modifying their behaviour.

Guidelines for Staff: All members of staff are expected to be clear in their understanding of the standards expected of our students and to be vigilant in ensuring that any lapses of behaviour, either in or out of the classroom do not go unchecked. With that in mind all staff should strive to:

- Develop an effective rapport with each individual Student.
- Establish a feeling of security for students by being consistent, firm and fair with them.
- Avoid direct confrontation but deal with situations in a calm and reasoned manner.
- Send problematic students to the pastoral coordinator and / a member of the Leadership Team.
- Know the whereabouts of every student in their charge at all times.
- Seek advice from the Tutor or member of the Leadership Team as and when a need arises.
- Follow the procedures outlined below.

Staff Development and Support: We support our staff in managing and modifying students' behaviour through appropriate Continuing Professional Development (CPD) whereby we bring in specialist trainers to develop staff skills further. We also have detailed supporting documents and clear procedures which enable staff to feel confident in dealing with behaviour accordingly.

The National Science and Mathematics College Counsellor Option as part of support students to Self-Manage their Behaviour: It may be helpful for an impartial member of staff to become involved or to be consulted. The use of a Counsellor is established as a support mechanism and can be used for on-going behavioural problem or in times of personal need. At The National Mathematics and Science College, the students will know this person as the College Counsellor who is employed by the college. The Principal and members of the Leadership Team are always available as a point of reference. The counsellor will maintain a close interest in the behaviour and achievements of the students and will liaise regularly with the teacher/s who work most closely with him or her. Sometimes it may well be helpful to remove a disruptive student to meet the Counsellor and this can be arranged through Reception and/or Form Tutors. As the counsellor gets to know the students better there should be an input into the behaviour management strategy that is agreed as being the most appropriate. The counsellor may also be used for family mediation group sessions. This is organised through the Form Tutor and Pastoral Coordinator and/or member of the Leadership Team.

Support Systems for Students: The National Science and Mathematics College places considerable emphasis on the pastoral support for all students. We have set procedures for supporting students with their behaviour problems. Students are supported in their behaviour through high expectations of positive behaviour instilled in assemblies, Personal, Social, Health, Economic (PSHE) education and Citizenship, class routines and positive role models of staff and older students. In some cases, we may refer students to outside agencies who will liaise with both the college and the student's parents to provide additional support.

Liaison with Parents and other Agencies: We have strong links with outside agencies including resources such as counselling. In some cases, we may refer students to these outside agencies who will liaise with both the college and the student's parents to provide additional support. The National Science and Mathematics College also has access to educational psychologists and the educational welfare service at the local authority. The college has a good working relationship with the local authority and complies with their safeguarding procedures. Parents will be informed of behaviour management techniques used in our college through our Behaviour Policy

Organisation and Facilities: Within the organisation of the college, there is a total commitment by all the staff team to place students at the centre of concern. This is supported by our policy, procedures and working practices. We have a clear ethos and culture along with appropriate educational facilities within our environment which enable students to be come as personally adequate, socially competent and as independent as their potential will allow.

Duties under the Equality Act 2010 and supporting Students with Special Educational Needs and disabled Students: In accordance with the Equalities Act 2010, the college acknowledges its legal duties in respect of safeguarding and special educational needs. In particular we give due consideration to our students who require such due to their special educational needs or disability when considering behaviour, discipline and sanctions. Adjustments will be made according to the student's individual specific needs. Particular consideration will be given to those Students with special educational needs or disability when considering behaviour, discipline and sanctions. The National Science and Mathematics College takes account of any special educational needs when considering whether or not to exclude a Student. Students will not be treated less favourably for reasons related to the disability and steps will be taken to ensure this. Steps could include differentiation in the college's behaviour policy, behaviour modification strategies and requesting external help with the Student.

All rewards and sanctions must be applied fairly and consistently and in accordance with the College's Equal Opportunities Policy. There will be no discrimination on the basis of gender, race, religion, belief, culture, sexual orientation, special educational needs or disability. The college will always take account of any special educational needs when considering whether or not to exclude a student. Students will not be treated less favourably for reasons related to the disability and steps will be taken to ensure this. Steps could include differentiation in the college's behaviour policy, behaviour modification strategies and requesting external help with the student. This policy supports the college community in aiming to allow everyone to work together in an effective and considerate way. The college expects every member of the college community to behave in a considerate way towards others. We treat all Students fairly and apply this behaviour policy in a consistent way. This policy aims to help students to grow in a safe and secure environment, and to become positive, responsible and increasingly independent members of the college community. The college rewards good behaviour, as it believes that this will develop an ethos of kindness, co-operation and self-discipline.

Recording: Incident Log and Sanction Books: The Principal regularly checks the incident log and sanctions book so that behavioural patterns can be identified which are considered alongside the Pastoral Coordinator and members of the Leadership Team and Principal. The college keeps a variety of records of incidents of misbehaviour. This includes a register of sanctions imposed for serious misbehaviour. The teacher records any significant classroom incidents. These notes should be kept on the college's information management system (Axis) under the notes function.

Fixed Penalty Exclusion and Permanent Exclusions: The National Science and Mathematics College will apply its behaviour policies in a consistent, rigorous and non-discriminatory way and all areas of application of these policies will be monitored routinely. Ultimate sanctions at The National Science and Mathematics College are: Fixed Penalty and Permanent Exclusion. Neither sanction is used lightly. The power to suspend or expel a Student can only be exercised by the Principal. If the Principal excludes a Student, the parents are informed immediately, giving reasons for the exclusion. At the same time, the Principal makes it clear to the parents that they can, if they wish, appeal against the decision to the Chairman of the Board. The college informs the parents how to make any such appeal. It is the responsibility of the Board, with the help of the Principal to monitor the rate of exclusions, and to ensure that the college policy is administered fairly and consistently. Please refer to our Exclusion Policy for extreme cases, and also our Anti-Bullying Policy

Behaviour outside college (See Behaviour Management on Educational Visits and Off-site Activities): Students' behaviour outside college on educational visits and sports fixtures is subject to the college's behaviour policy. Bad behaviour in such circumstances will be dealt with as if it had taken place in college. The Principal will not allow Students to participate in an educational visit (including residential visits) if their behaviour at college indicates that the Student's presence on the activity will be prejudicial to good order and/or safety. Any serious offences whilst on an educational visit will result in the parents having to collect their Student from the venue at their own expense.

Students' Conduct outside the College: Any student found to show misbehaviour or bullying outside the college (including students travelling to/from college, on an educational visit, or where a student can be identified such as through an email etc) that is witnessed by a staff member or is reported to the Principal will be subject to proportionate disciplinary measures. External misbehaviour includes: behaviour that could have repercussions on the orderly running of the college, posing a threat to another student or member of the public, or behaviour that could adversely affect the reputation of the college. This will follow the Serious Misbehaviour process mentioned above and could lead to exclusion from the college.

Behaviour of Parents on/off the College Premises: It is expected that parents will comply with our college regulations regarding dropping off and collecting their students and when on the college premises. On arrival at the college, parents must report immediately to the college reception. They may not wander around the college premises unaccompanied.

Parents do not have permission to turn up at the college during college hours unannounced demanding to see their student's teacher. If this happens, and they refuse to leave, they will be escorted off the premises. Parents may not meet class teachers when they are teaching, and appointments must be made. If there is a court order against a parent seeing their student, the college will abide by the conditions of the order. For example, a parent who has been banned from entering the college premises is trespassing if he or she does so without permission and the police will be called. A note must be written if a Student has to be taken out of college hours e.g. for a doctor's appointment. The student will then be collected by a member of the office staff ready to meet the parent at the appropriate time. The Student is then signed out and back in again on return. Parents should not approach other parents on the college premises concerning external matters. Matters concerning Students in the college should be handled objectively through the college and not solely between parents.

Anti-Bullying: For information of how we deal with incidents of bullying, please see our Anti-Bullying policy. If a case occurred of severe or persistent bullying strong sanctions, such as exclusion, would be implemented.

Corporal Punishment: Under section 131 of the College Standards and Framework 1998, corporal punishment is prohibited in all colleges and is a criminal offence. The college policy is that under no circumstances will corporal punishment ever be used or threatened. The prohibition includes the administration of corporal punishment to a Student during any activity whether or not within the college premises. The prohibition applies to all 'members of staff'. These include all those acting in loco parentis, such as unpaid, volunteer supervisors. The verbal threat of corporal punishment is also strictly forbidden.

Punishments that are humiliating or degrading will not be used. The following sanctions / punishments will never be used: -

- Corporal punishment.
- The use of sarcasm, demeaning or insensitive comments towards Students is not acceptable in any situation.
- Any form of hitting of a Student (including hitting a Student in anger or retaliation).
- Deprivation of food or drink.
- Enforced eating or drinking.
- Prevention of contact by telephone to parents or any appropriate independent listener or helpline.

- Requirement to wear distinctive clothing.
- Withholding of any aids or equipment needed by a Student.

Physical Intervention: Teachers may use 'physical intervention' to avert 'an immediate danger of personal injury to, or an immediate danger to the property of, a person' (including the student). The position is stated in DfE Guidance Behaviour and Discipline in Colleges. Teachers in our college do not hit, push or slap Students. Staff only intervene using the minimum force required to physically restrain Students to prevent them injuring themselves or others, damaging property or committing a criminal offence. Details of such an event (what happened, what action was taken and by whom, and the names of witnesses) are brought to the attention of the Principal and recorded in the Student's personal file. The Student's parents are informed on the same day. Records are kept of when force is used, and parents are informed. Training and Guidance is given to all 'members of staff' (as defined above) on the circumstances in which 'physical intervention' is allowable and the techniques to use.

Involvement of Students: Article 12 of the UN Convention on the Rights of the Student allows Students who are capable of forming views to express those views. The Student Voice will be involved in reviewing the college's antibullying policies and procedures and in the college's programme to reinforce self-discipline and positive work and behaviour patterns. All Students are involved in the discussion process through activities of the Personal, Social Health and Economic Education Programme (PSHEE) appropriate to their age.

Equal Opportunities: All rewards and sanctions must be applied fairly and consistently and in accordance with the College's Single Equalities Policy. There will be no discrimination on the basis of gender, race, religion, belief, culture, sexual orientation, special educational needs or disability. This policy supports the college community in aiming to allow everyone to work together in an effective and considerate way. The college expects every member of the college community to behave in a considerate way towards others. We treat all Students fairly and apply this behaviour policy in a consistent way. This policy aims to help Students to grow in a safe and secure environment, and to become positive, responsible and increasingly independent members of the college community. The college rewards good behaviour, as it believes that this will develop an ethos of kindness, co-operation and self-discipline. Concerns about the welfare of colleagues or students should be communicated to the Principal immediately. Remember, these guidelines will protect you, the students and the college. Failure to comply may well be interpreted by the college as misconduct. Please be aware of the importance of these measures and adhere to them at all times.

The Right to Learn in a Calm and Undisrupted Atmosphere: Students should move around the college calmly and quietly. To benefit fully from lessons, students should have all necessary equipment and books. Homework and the date for handing it in should be written down in the homework diary. All work submitted should reflect a student's best efforts. Work that is badly presented or well below a Student's capabilities is unacceptable and will be returned to the Student in order for it to be done again. To ensure that the learning of others is not disturbed, calling out and other forms of disruptive behaviour are forbidden. Students will only be acknowledged and given the right to speak if they first raise their hand. Mobile phones are not permitted in lessons unless permission has been sought from the teacher.

Disciplinary Action against Students who are found to have made Malicious Accusations against Staff: Malicious accusations against our staff are not acceptable and are taken very seriously. If an allegation is determined to be unfounded, the college will refer the matter *Children's Social Care* to decide whether the student concerned needs services or support. On the rare occasions where it can be proved that the allegation has deliberately been invented or is malicious, the Head may temporarily or permanently exclude the Student.

Legal Status:

- Complies with the Education (Independent School Standards) (England) (Amendment) Regulations currently in force.
- Equality Act (2010), Education Act (2011)
- *Behaviour and Discipline in Schools, Advice for Head Teachers and College Staff* (DfE: updated January 2016) www.gov.uk/government/publications/behaviour-and-discipline-in-schools
- ***Use of Reasonable Force. Advice for Principals, Staff and Governing Bodies (DfE 2013)*** which incorporates previous directives.

Related Documents:

- Anti-bullying Policy and Procedures; Safeguarding Students - Student Protection Policy and Procedures
- Exclusions Policy; Physical Intervention – Use of Reasonable Force; Managing and Modifying Students' Behaviour
- Special Educational Needs and Disabilities (SEND) Policy; Personal, Social, Health and Economic Education (PSHEE)
- Spiritual, Moral, Social and Cultural (SMSC) Policy; 3Supervision of Students Policy

SEARCHING AND CONFISCATION

This appendix applies to all staff, volunteers and contractors, paid and unpaid, working in the College including governors. Our college fully recognises the responsibility it has under section 157 of the Education Act 2002 to have arrangements in place to safeguard and promote the welfare of students.

Care and consideration will be given to the age of the student when following the guidance in this policy. This policy has been written using advice taken from *Searching, Screening and Confiscation: Advice for Headteachers, school staff and governing bodies* DfE 2014.

Search with Consent

- College staff can search a student for any item if the student agrees. The school will consider the age of the student when considering consent.
- It is enough for the teacher to ask the student to turn out his or her pockets or if the teacher can look in the pupil's bag or locker and for the student to agree. They do not need written consent from the student.
- The College makes clear in their school behaviour policy and in communications to parents and students what items are banned. 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, the teacher can apply an appropriate sanction as set out in the school's behaviour policy.
- A student refusing to co-operate with such a search raises the same kind of issues as where a student refuses to stay in a detention or refuses to stop any other unacceptable behaviour when instructed by a member of staff – in such circumstances, college can apply an appropriate sanction

Search Without Consent

- The Principal and staff authorised by the Principal have a statutory power to search students or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item. Prohibited items are:
 - knives or weapons;
 - alcohol;
 - illegal drugs;
 - stolen items;
 - tobacco and cigarette papers;

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)
- The staff member conducting the search must be the same sex as the student being searched; and there must be a witness (also a staff member) and, if at all possible, they should be the same sex as the student being searched.
- There is a limited exception to this rule. Staff can carry out a search of a student of the opposite sex without a witness present, but only where the staff member reasonably believes that there is a risk
- That serious harm will be caused to a person if they do not conduct the search immediately and where it is not reasonably practicable to summon another member of staff.

Establishing grounds for a search

- Teachers 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.
- In the exceptional circumstances when it is necessary to conduct a search of a student of the opposite sex or in the absence of a witness, the member of staff conducting the search should bear in mind that a student's expectation of privacy increases as they get older.
- The powers allow college 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.
- College staff can view CCTV footage in order to decide as to whether to conduct a search for an item.
- Searches without consent can only be carried out on the college premises or, if elsewhere, where the member of staff has lawful control or charge of the student, for example on school trips in England or in training settings.

Confiscation

- College staff can seize any prohibited item found as a result of a search. They can also seize any item, however found, which they consider harmful or detrimental to school discipline.
- When deciding what to do with the confiscated items, staff will follow the guidelines set out in Searching, Screening and Confiscation: Advice for Principals, school staff and governing bodies DfE 2014

Also note: 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, which only a person with more extensive powers (e.g. a police officer) can do.

Lockers and desks: Under common law powers, schools are able to search lockers and desks for any item provided the student agrees. Schools can also make it a condition of having a locker or desk that the student consents to have these searched for any item whether or not the student is present. If a student does not consent to a search (or withdraws consent having signed a consent form) then it is possible to conduct a search without consent but only for the "prohibited items" listed above.

Use of reasonable force (Please refer to our Physical Restraint and Use of Reasonable Force Policy)

Informing Parents

- There is no requirement for the college to inform parents before a search
- Parents may be informed as part of the college behaviour policy and procedures.
- Parents will be informed if the matter is sufficiently serious or could be potentially harmful to the student or the college.
- If a parent makes a complaint, then the normal procedures for dealing with a complaint should be followed.

Record Keeping: Although there is no legal requirement for the school to keep records of searches or confiscation. However, as part of our normal procedures any such event will be recorded.