	Vanguard Learning Trust *As a group of local primary and secondary schools, Vanguard Learning Trust's mission is to serve its local community by providing outstanding, inclusive education. The Trust has a collective purpose and responsibility to provide effective teaching, through a curriculum based on equality of opportunity and entitlement that allows students to shine both in and out of the classroom. Each school in the Trust has its own ethos, which also complements the Trust's vision and values, with the common aspiration that all students can achieve their potential.*

Behaviour policy
Part A: Trust-wide

Summer 2026

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Part A: Trust-wide

Section 1: Introduction

1.1 Aim of policy

The behaviour strategy of Vanguard Learning Trust is centred on creating calm, safe, inclusive and purposeful learning environments across all schools within the Trust. The Trust believes that high expectations, positive relationships and consistent routines are fundamental to ensuring that all students feel safe, respected and able to learn. The Trust is committed to developing a positive behaviour culture in which students are supported to regulate their behaviour, understand the impact of their actions and take increasing responsibility for themselves and others. Good behaviour and self-discipline support effective learning, safeguard wellbeing and help prepare children and young people for life beyond school. The Trust recognises that behaviour is a form of communication and that some students may require additional support, intervention or reasonable adjustment in order to meet behavioural expectations. Schools will therefore adopt a consistent, fair and relational approach that combines clear boundaries with appropriate pastoral and safeguarding support.

1.2 Values of the Trust

The Trust's three values are aspiration, community and equity. These values are at the heart of the behaviour expectations.

- **Aspiration**: The Trust seeks to foster positive attitudes and relationships within all our schools, help to safeguard and promote the welfare of students, aspiring to create the best possible learning environments; schools will enable students to understand the implications of their behaviour, to control their own behaviour and most importantly to take responsibility for their behaviour, aspiring to be the best that they can be; and all schools within the Trust will raise awareness amongst students for the need to recognise and manage their emotions and reactions, and to develop resilience for their life beyond school.
- **Community**: The Trust seeks to ensure that every member of the Trust-wide community feels a sense of belonging, that they feel valued, respected and treated fairly; schools within the Trust will provide an ethos and working environments within which everyone feels safe and able to share ideas, opinions and feedback; and schools will look for opportunities to raise awareness amongst students to ensure that their behaviour does not put their peers or staff at an increased risk in respect of health and safety.
- **Equity**: The Trust will always seek equity, maximising the quality of the learning experience for all students to ensure that all students can learn effectively regardless of personal obstacles or barriers; schools will foster discipline and mutual respect between students and their peers, and between staff and students, so that everybody has an equal opportunity to achieve; and all schools within the Trust will support students whose behaviour within the school environment is challenging or who may find friendship and cooperation difficult.

1.3 Structure of policy

This policy consists of two parts, designed to encourage a sense of collective commitment to creating a safe and equitable learning environment for all students, whilst appreciating the unique nature and cultures of our individual schools.

- **Part A** explores the Trust-wide expectations of the high behavioural standards that is expected by all students; refers to relevant legislative guidance; and provides clarity about the roles and responsibilities of all stakeholders. Promoting positive behaviour requires the commitment of all staff and students; consistency of practice is needed across all Trust schools to ensure that students know the standards of behaviour expected of them. A shared commitment from parents/carers, governors and the wider community is an important factor in promoting good

behaviour as is the support of the local authority and other agencies. All appendices relating to Part A are numbered, eg. Appendix 1.

- **Part B** provides information about the individual schools' policies and procedures, outlining the support and interventions used to address poor behaviour and sets out the sanctions that will follow if this policy is not adhered to. All appendices relating to Part B are alphabetised, eg. Appendix A.

1.4 Review

Part A of this policy will be reviewed annually by the board of trustees (BoT). Part B will be reviewed annually by headteachers and local governing bodies (LGBs).

1.5 Legislation, statutory requirements and statutory guidance

This policy is based on legislation and statutory guidance including:

- Behaviour in schools: advice for headteachers and school staff (DfE, 2024)
- Keeping Children Safe in Education (DfE, current version)
- Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement (DfE, current version)
- Searching, screening and confiscation: advice for schools (DfE, 2022)
- Use of reasonable force in schools (DfE)
- Preventing and tackling bullying (DfE, 2017)
- Sharing nudes and semi-nudes: advice for education settings working with children and young people
- Working Together to Safeguard Children
- The Equality Act 2010
- The Children and Families Act 2014
- Supporting pupils at school with medical conditions
- SEND Code of Practice: 0 to 25 years

In addition, this policy is based on:

- Section 91 of the Education and Inspections Act 2006, which outlines schools' powers to discipline pupils
- Schedule 1 of the Education (Independent School Standards) Regulations 2014
- The Human Rights Act 1998
- Data protection legislation, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018

This policy complies with the Trust's funding agreement and articles of association.

Section 2: Application of policy

2.1 Trust community

This policy applies to all members of the Trust community. All schools within the Trust use a management information system to track and monitor student behaviour. Parents/carers will be kept updated about student behaviour and the application of this policy through various means, such as email, phone calls, letters and parents evenings. Schools within the Trust will praise good behaviour and apply sanctions for unacceptable behaviour; this includes behaviour that takes place outside of school premises, where it is reasonable to do so, for example if allegations of bullying or if inappropriate online activity taking place outside of school hours has been reported. Schools will seek to maintain a culture in which students, staff and parents/carers feel able to raise concerns openly and safely. Behaviour concerns will be addressed promptly, proportionately and consistently, with due regard to safeguarding responsibilities, individual needs and the wider wellbeing of the school community.

2.2 Behaviour culture and routines

Schools within the Trust will actively teach and reinforce expected behaviours, routines and conduct. This may include:

- explicit teaching of routines and expectations;
- assemblies and tutor activities;
- modelling by staff;
- personal development curriculum content;
- restorative and reflective approaches;
- recognition and celebration of positive conduct; and
- opportunities for student voice and leadership.

Schools recognise that positive behaviour cultures are built through consistency, predictability, respectful relationships and a shared sense of belonging.

2.3 Students

The Trust expects its students to maintain similar high standards of behaviour outside of school and so all aspects of the behaviour policy extend to students' behaviour beyond the school gates. When deciding whether it would be reasonable to impose a sanction for poor behaviour outside of the school, including over the weekend and during school holidays, staff will consider:

- whether the student is taking part in any school-organised or school-related activity, travelling to or from the school, wearing school uniform or is in some other way identifiable as a student at the school or Trust at the time of the poor behaviour; and/or
- the severity of the misbehaviour, whether the student's behaviour could have repercussions for the orderly running of the school, whether the behaviour poses a threat to another student or member of the public or could adversely affect the reputation of the school and/or Trust.

Section 3: Roles and responsibilities

All members of the Trust community are expected to follow this policy and treat one another with dignity, kindness and respect. Roles, responsibilities and expectations of each section of the Trust community are set out in this section.

3.1 Board of trustees

Trustees will work with relevant members of the Trust's central team each school's senior leadership team (SLT) to help set the ethos and a set of core values that promote high standards of expected behaviour from students attending its schools. Trustees will monitor and evaluate the impact of the policy and will hold the chief executive officer (CEO) and headteachers to account for its implementation. Trustees will ensure that they receive relevant training on suspensions, exclusions, behaviour and discipline at least every two years.

3.2 Chief executive officer

The CEO will ensure that this policy is applied consistently across all schools within the Trust and will report back to the trustees. They will ensure that senior staff receive regular continued professional development and receive regular training on behaviour management.

3.3 Local governing board (LGB)

Governors in each school will review and monitor the application and implementation of this policy by receiving regular reports from the school headteacher on behavioural sanctions and support that is put in place for students at their school. Local governors will scrutinise relevant data, review relevant suspension and exclusion decisions and act as a point of challenge for decisions taken by the headteacher.

3.4 Headteacher

The headteacher of each Trust school is responsible for:

- reviewing and approving this behaviour policy;
- ensuring that the school environment encourages positive behaviour;
- ensuring that staff deal effectively with poor behaviour;
- monitoring how staff implement this policy to ensure rewards and sanctions are applied consistently to all groups of students;
- ensuring that all staff understand the behavioural expectations and the importance of maintaining them;
- providing new staff with a clear induction into the school's behavioural culture to ensure they understand its rules and routines, and how best to support all students to participate fully;
- offering appropriate training in behaviour management, and the impact of special educational needs and disabilities (SEND) and mental health needs on behaviour, to any staff who require it, so they can fulfil their duties set out in this policy;
- ensuring this policy works alongside the safeguarding policy to offer students both sanctions and support when necessary; and
- ensuring the data from the behaviour log is reviewed regularly, to make sure that no groups of students are being disproportionately impacted by this policy.

3.5 Staff

The responsibilities of Trust staff in fostering and maintaining high standards of behaviour are set out in **Appendix 1** of this policy. All staff are expected to model respectful and professional conduct and to apply school systems fairly, consistently and proportionately. Staff will:

- maintain high expectations of student conduct and engagement;
- establish and maintain clear routines and boundaries;
- develop positive relationships with students;
- respond to behaviour consistently and in line with this policy;
- consider the individual needs, vulnerabilities and circumstances of students, including SEND and safeguarding factors;
- record incidents accurately and promptly;
- work collaboratively with parents/carers and external professionals where appropriate; and
- contribute to a culture of safety, inclusion and belonging.

Staff will receive regular training on behaviour, safeguarding, child development, trauma-informed practice, SEND and de-escalation strategies. Headteachers are responsible for ensuring that training reflects the needs and context of their school community.

3.6 Students

Trust-wide rights and responsibilities of students and students are set out in **Appendix 2** of this policy, to which all children must adhere. School-specific rules are outlined in Part B of this policy. Students will regularly receive reminders of the rules and expected standards of behaviour. Students are expected to have a positive attitude and maintain high expectations for themselves. Students will be asked to give feedback on their experience of the behaviour culture to support the evaluation, improvement and implementation of the behaviour policy.

3.7 Parents/carers

Parents/carers play an important role in ensuring good behaviour from their children. The generic home-school agreement, found in **Appendix 3**, helps to clarify expectations, outlining the roles, responsibilities of parents/carers in fostering good behaviour. Schools are able to make changes to this agreement in relation to their context and will therefore be in Part B of the policy.

Section 4: Child-on-child abuse

4.1 Definition

4.1.1 The Trust's approach

The Trust wants to make sure that all students feel safe in their school and are accepted into the Trust community. The Trust's ethos is one of inclusion and equality; child-on-child abuse of any kind is regarded as a serious breach of this behaviour policy and will not be tolerated. The Trust will take all reasonable measures to ensure the safety and wellbeing of all students and staff, which includes protection from child-on-child abuse.

4.1.2 Child-on child abuse

Child-on-child abuse is defined as any form of physical, sexual, emotional or financial abuse, and/or coercive control, exercised between children and within children's relationships, both intimate and non-intimate. Child-on-child abuse is behaviour by an individual or group of individuals which can be a one-off incident or repeated over time. Child-on-child abuse is unacceptable and will be taken seriously. Further information about the many forms that child-on-child abuse can take is described in **Appendix 4A**.

4.2 Bullying

4.2.1 Overview and definition of bullying

In line with statutory guidance, schools must have measures in place to prevent all forms of bullying. The Trust's approach to bullying sits within a broader section on child-on-child abuse, reflecting the reality that bullying is one form of harmful behaviour that children may experience from peers. This integrated approach ensures bullying is addressed within a wider safeguarding framework, in accordance with '*Keeping Children Safe in Education'* and the DfE's guidance '*Preventing and Tackling Bullying'* (2017, click here). By situating the Trust's anti-bullying strategy within this context, the Trust seeks to ensure a robust, joined-up response that is fully compliant with national expectations.

4.2.2 Definition of bullying

Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally and involves an imbalance of power. Bullying can include:

- physical bullying;
- verbal bullying;
- relational or social bullying;
- prejudice-based or discriminatory bullying;
- online or cyberbullying; and
- bullying related to protected characteristics.

Single incidents and friendship issues may still require intervention and support even where they do not meet the definition of bullying. Further information about different types of bullying can be found in **Appendix 4B**.

4.2.3 Recording, analysing and monitoring bullying

Schools record incidents of bullying on their management information system (MIS) and monitor patterns or repeat incidents through regular analysis. This includes reviewing types and frequency of bullying, as well as any demographic factors that may indicate disproportionate impact. Schools report on incidents of bullying to their LGB and to the Trust central team as part of regular safeguarding and behaviour reporting cycles.

4.3 Allegations

If an allegation of child-on-child abuse is made, the school will:

- take it seriously;
- investigate as quickly as possible to establish the facts;
- record and report the incident and depending on how serious the case is, it may be reported to the headteacher;
- provide support and reassurance to the victim;
- make it clear to the person exhibiting the behaviour that it will not be tolerated. If there is a group of people involved, they will be spoken to individually and possibly as a whole group. It is important that children who have harmed another, either physically or emotionally, redress their actions, and staff will make sure that they understand what they have done and the impact of their actions;
- discuss the matter with both parties by bringing them together (if appropriate), ensuring that the perpetrator considers the other person's point of view. Sometimes a 'no blame' approach will be used, at other times it may be more appropriate to use negotiation and/or sometimes sanctions;
- ensure that if a sanction is used, it will correlate to the seriousness of the incident, that the student exhibiting the behaviour will be told why it is being used; and
- consider whether suspension or exclusion is appropriate in light of the circumstances.

4.4 Support for students

Students who have experienced child-on-child abuse, such as bullying, will be supported through a range of pastoral strategies tailored to individual needs. This may include named key adult support, restorative conversations, peer mentoring, adjusted curriculum or timetable arrangements, and signposting to in-school or external counselling. Where appropriate, lead staff will also work closely with parents/carers and other professionals to ensure that the student(s) feels safe, listened to and well-supported. Students who engage in child on child abuse or bullying behaviour will be supported to reflect on their actions and to develop empathy, self-regulation and respect for others. Interventions may include behaviour mentoring, check-in/check-out processes, social skills support, restorative approaches or targeted therapeutic input. The Trust recognises that some students may be particularly vulnerable to child-on-child abuse or bullying, including those with SEND, those with protected characteristics and those who have experienced trauma or adversity. Schools are expected to take proactive steps to identify and address any such vulnerabilities in their planning and pastoral care.

4.5 Inappropriate use of social media

The Trust recognises that online behaviour can significantly affect the safety and wellbeing of students and staff. Behaviour that occurs online, including outside of school hours, may be addressed under this policy where it:

- causes or risks causing harm to members of the school community;
- amounts to bullying, harassment, discrimination or abuse;
- creates safeguarding concerns;
- disrupts the orderly running of the school; or
- damages the reputation of the school or Trust.

Schools will respond proportionately to concerns involving social media or online communication and will work with parents/carers, external agencies and, where appropriate, the police. Where concerns relate to safeguarding or suspected criminal activity, schools may preserve and share relevant information in line with safeguarding duties and data protection legislation. Staff do not have an automatic right to search personal devices without consent unless permitted under statutory guidance. Any searches or requests to view content will be conducted lawfully, proportionately and in accordance with DfE guidance. Where a member of staff has reasonable grounds to suspect that a student is using social media in an inappropriate way, which could cause harm to another person, the member of staff should report this to a member of the school's SLT. Following any such report an investigation will follow during which an authorised member of staff may ask that the student gives them access to their social

media account. In the event that the student refuses to co-operate and will not give access to an authorised member of staff during an investigation, this could lead to a decision being taken based on the balance of probabilities that a certain event did or did not happen.

4.6 Prejudice or discriminatory behaviour

Prejudice-related or discriminatory behaviour is not tolerated within Vanguard Learning Trust. Schools will respond seriously to incidents involving prejudice, discrimination or harassment, including behaviour related to:

- race or ethnicity;
- religion or belief;
- sex or misogyny;
- disability;
- sexual orientation;
- gender reassignment;
- pregnancy or maternity; and
- any other protected characteristic.

This includes discriminatory language, so-called 'banter', online behaviour, gestures, symbols, intimidation or harassment. All incidents will be recorded and reviewed in line with safeguarding and behaviour procedures. Appropriate action will be taken, which may include education, restorative work, pastoral intervention, sanctions and referral to external agencies where necessary. Schools will seek to address discriminatory behaviour through both accountability and education, helping students to understand impact, respect difference and contribute positively to an inclusive school culture.

4.7 Harmful sexual behaviours

4.7.1 Summary of approach

Sexual violence and sexual harassment are never acceptable and will not be tolerated. The Trust will act swiftly in response to instances of alleged child-on-child abuse and will follow its safeguarding policy, statutory guidance provided in *Keeping Children Safe in Education* and *Working Together to Safeguard Children,* as well as the Department for Education (DfE) guidance on sexual violence and harassment between children. Risk assessments will be carried out and measures put in place while investigations into any reports continue. Support will be provided to the alleged victim and alleged perpetrator. The outcome of the investigation may lead to sanctions being imposed in accordance with the terms of this policy.

4.7.2 Defining of harmful sexual behaviours

Addressing inappropriate behaviour (even if it appears to be relatively innocuous) is an important intervention that helps prevent problematic, abusive and/or violent behaviour in the future. Sexual violence and sexual harassment should never be passed off as 'banter', 'just having a laugh', 'part of growing up' or 'boys being boys'. The Trust defines sexual harassment as 'unwanted conduct of a sexual nature' that can occur online and offline and both inside and outside of school. Whilst not intended to be an exhaustive list, sexual harassment can include:

- sexual comments, such as: telling sexual stories, making lewd comments, making sexual remarks about clothes and appearance and calling someone sexualised names;
- sexual 'jokes' or taunting; and
- physical behaviour, such as: deliberately brushing against someone, interfering with someone's clothes, displaying pictures, photos or drawings of a sexual nature.

4.7.3 Reports of harmful sexual behaviours

All reports of sexual violence and sexual harassment are thoroughly investigated, addressed and logged; victims are fully supported by staff. Along with providing support to students who are victims of sexual violence or sexual harassment, the school provides the alleged perpetrator(s) with an education,

safeguarding support as appropriate and will implement disciplinary sanctions as appropriate. A child abusing another child may be a sign they have been abused themselves or a sign of wider issues that require addressing within the culture of the school. Taking disciplinary action and providing appropriate support, can, and should, occur at the same time if necessary. Educational strategies may include:

- mentoring programme
- counselling sessions
- pastoral support sessions that focus on specific behaviours and attitudes
- external agency advice and support
- risk assessments
- behaviour contracts
- restorative sessions

4.7.4 School's response

The school's response to sexual violence and sexual harassment will always be:

- proportionate
- considered
- supportive
- decided on a case-by-case basis

It will be for senior staff and the school's designated safeguarding lead (DSL), or deputy, to decide how they will address reports of sexual harassment/violence in the school based on the individual circumstances of each incident and in accordance with statutory guidance. Parents/carers will always be contacted about the outcome of any investigation and sanctions that have been issued in relation to their own children, which will be issued on a case-by-case basis and take in to account:

- the age and developmental stage of the alleged perpetrator(s);
- the nature and frequency of the alleged incident(s); and
- how to balance the sanction alongside education and safeguarding support (if necessary, these should take place at the same time).

4.7.5 Sharing information

Generally, schools will seek consent from the child reporting the incident before sharing information. However, the school can share information without consent in certain circumstances, such as if a crime may have been committed or it is necessary for the welfare of a child. In certain circumstances, the school may need to involve outside professionals such as Children's Services and/or the police. It will be for the school's DSL (or deputy) to use their professional judgment as to whether outside agencies should be contacted but it will usually be reasonable to expect this will happen in cases where it seems sexual violence may have occurred.

4.7.6 Relationships, Sex and Health Education (RSHE) curriculum

The Trust recognises and values the importance of preventative education for all students and follows a broad and balanced Relationships and Sex Education (RSHE) curriculum. RSHE provides lifelong learning about the emotional, social and cultural development of students and involves learning about relationships, sexual health, sexuality, healthy lifestyles, diversity and personal identity. RSHE involves acquiring information, developing skills, forming positive beliefs, values, attitudes and personal empowerment to deal with situations within relationships and the family unit. It teaches what constitutes acceptable and unacceptable behaviour in relationships; this helps students to understand the positive effects that good relationships have on their mental wellbeing in order to identify when relationships are not right and understand how such situations can be managed.

4.7.7 Online and indecent images

Sexual harassment can also occur online. This may be standalone, or part of a wider pattern of sexual harassment and/or sexual violence. It may include:

- consensual and non-consensual sharing of nude and semi-nude images and/or videos;
- sexualised online bullying;
- unwanted sexual comments and messages, including, on social media; and
- sexual exploitation; coercion and threats.

4.7.8 Indecent images

The possession, uploading or forwarding of an indecent image of a person under the age of 18 may constitute a criminal offence. If the school staff have reason to believe that a criminal offence may have been committed they will refer the matter to the police. More information on indecent images and child-on-child abuse is contained in **Appendix 4A**.

4.8 Training

Staff and governors receive training on child-on-child abuse (including bullying) prevention and response at induction and as part of safeguarding refresher training at the start of each academic year. Additional professional development opportunities are provided throughout the year based on school or Trust priorities, including safeguarding updates, curriculum training and workshops on topics such as trauma-informed or restorative practice.

Section 5: Supporting the behaviour of students who may have additional needs

5.1 Special educational needs and/or disabilities

5.1.1 Definition

In the context of this policy, students are considered to have special educational needs and/or disabilities (SEND) if they:

- have difficulties in learning which are significantly greater than the majority of other students of the same age; or
- have a disability which prevents or limits them from accessing the curriculum; or
- have behavioural, emotional or social difficulties which impact adversely on their learning and progress.

5.1.2 Responding to breaches of the behaviour policy from students with SEND

The school recognises that the behaviour of students may be impacted by a special educational need or disability (SEND). When incidents of misbehaviour arise, schools will consider them in relation to a student's SEND, although not every incident of misbehaviour will be connected to their SEND. Decisions on whether a student's SEND had an impact on an incident of misbehaviour will be made on a case-by-case basis. Decisions will be informed by documented evidence, professional input and relevant assessments where available. When dealing with misbehaviour from students with SEND, especially where their SEND affects their behaviour, the school will take its legal duties into account when making decisions about enforcing the behaviour policy. The legal duties include:

- taking reasonable steps to avoid any substantial disadvantage to a disabled pupil being caused by the school's policies or practices (Equality Act 2010, click here);
- using best endeavours to meet the needs of pupils with SEND (Children and Families Act 2014, click here); and
- ensuring that if a student has an education, health and care (EHC) plan, the provisions set out in that plan must be secured and the school must co-operate with the local authority and other bodies.

Schools will also consider whether repeated behavioural incidents may indicate unmet needs, communication difficulties, sensory regulation needs, trauma, adverse childhood experiences or mental health difficulties. Behaviour support strategies should therefore be aligned, where appropriate, with safeguarding, SEND and pastoral planning.

5.1.3 Preventative measures
As a part of meeting these duties, lead staff will anticipate, as far as possible, all likely triggers of misbehaviour and put in place support to prevent these from occurring. Any preventative measures will be included in the 'assess, plan, do, review' cycle and will take into account the specific circumstances and requirements of the student concerned. Examples of preventative measures include (but are not limited to):

- allowing short, planned movement breaks for a student whose SEND means that they find it difficult to sit still for long;
- adjusting seating plans to allow students with visual/hearing impairment to sit near the teacher;
- adjusting uniform requirements for a student with sensory issues or who has severe eczema; and
- training for staff in understanding conditions such as autism, attention deficit hyperactivity disorder and other neurodivergent conditions.

5.1.4 Reasonable adjustments
Reasonable adjustments are changes made to remove or reduce disadvantage for students with disabilities and are a legal requirement under the Equality Act 2010. An example of a reasonable adjustment that may be made would be to impose a different or more lenient sanction for a student whose behaviour is in consequence of their disability than would be imposed for a student exhibiting the same behaviour who does not have that disability. A pastoral support plan (PSP), such as the template in **Appendix 7**, may be used for children presenting challenging behaviour, including where SEND may be a contributing factor. Advice will be sought from external agencies where necessary to assist with putting in place appropriate support strategies, which will be monitored and reviewed. Each school's special educational needs policy can be reviewed for more information.

5.1.5 Adapting sanctions for students with SEND
When considering a behavioural sanction for a student with SEND, schools will consider whether the behaviour may have been influenced by the student's disability, unmet needs or difficulties with communication, emotional regulation, impulse control, sensory processing or social understanding. Schools will consider:

- whether the student understood the rule or instruction;
- whether the student was able to regulate or adapt their behaviour at the time;
- whether reasonable adjustments had been implemented appropriately;
- whether the sanction is proportionate in light of the student's needs and circumstances; and
- whether additional assessment or support may be required.

Schools will ensure that responses remain lawful, proportionate and non-discriminatory.

5.1.6 Considering whether a pupil displaying challenging behaviour may have unidentified SEND
The school's special educational needs co-ordinator (SENCo) will evaluate a student who exhibits challenging behaviour to determine whether they have any underlying needs that are not currently being met. Where necessary, support and advice will also be sought from specialist teachers, an educational psychologist, medical practitioners and/or others, to identify or support specific needs. When acute needs are identified in a student, the school will liaise with external agencies and plan support programmes for that child. The school will work with parents/carers to create the plan and review it on a regular basis.

5.1.7 Students with an education, health and care plan (EHCP)
The provisions set out in the EHC plan must be secured and the school will co-operate with the local authority and other bodies. If the school has a concern about the behaviour of a student with an EHC plan, it will make contact with the local authority to discuss the matter. If appropriate, the school may request an emergency review of the EHC plan.

5.1.8 Staff training

Staff training will include matters such as how certain special educational needs, disabilities or mental health needs may at times affect a student's behaviour. Where relevant, engagement with experts, such as educational psychologists and other support staff such as counsellors and mental health support teams, can help to inform effective implementation of this policy.

5.2 Supporting students who present physically harmful behaviours

The Trust recognises that some children and young people may present behaviours that place themselves or others at risk, including aggressive, threatening or violent language or behaviour. Schools are expected to respond to such behaviours through a graduated, relational and trauma-informed approach that prioritises safety, early intervention and coordinated support. This may include:

- identifying emerging patterns or escalation risks;
- undertaking risk assessments where appropriate;
- implementing pastoral support plans or behaviour support plans;
- involving safeguarding, SEND and pastoral professionals;
- engaging parents/carers and external agencies;
- considering environmental or timetable adaptations;
- using restorative and therapeutic approaches where appropriate; and
- ensuring proportionate consequences where behaviour places others at risk.

The Trust recognises that violent or aggressive behaviour may sometimes be associated with unmet needs, trauma, adverse childhood experiences, social influences or safeguarding concerns. However, the safety and wellbeing of students and staff will remain paramount.

Section 6: Investigating incidents and decision-making

6.1 Overview of process

When investigating behavioural incidents, schools will seek to establish the facts in a fair, impartial and proportionate manner. Investigations will be conducted with due regard to safeguarding responsibilities, confidentiality, the rights of all parties involved and relevant statutory guidance. Investigations may include:

- appointing an appropriate lead investigator;
- clarifying the scope and purpose of the investigation;
- gathering witness accounts and written statements;
- reviewing electronic communications, CCTV or other available evidence where lawful and appropriate;
- considering contextual, safeguarding and SEND factors;
- making findings based on the balance of probabilities; and
- recording outcomes, actions and support measures.

Schools will endeavour to complete investigations promptly while ensuring sufficient time is taken to establish the facts properly. The outcome of school investigations will be determined on the civil law burden of proof 'on the balance of probabilities'. More information regarding the investigation process can be found in **Appendix 5.**

6.2 Interviewing children

Witness evidence forms the most crucial part of the fact-finding process although relevant digital evidence can also be critically important. In many types of cases, particularly where child witnesses are involved, recall may not be linear, there may be gaps in memory and accounts can change over time. This does not mean that a witness lacks credibility and it is the job of the investigator to get a thorough and accurate account of what happened. This can be done by having a properly structured interview that is planned for in advance, factoring in the needs of the witness together with carefully structured questioning. Staff will receive training on strategies around communicating with students throughout the

year and are encouraged to work collaboratively on methods and initiatives to help improve communication within their school and local community. It is the responsibility of headteachers to organise ongoing training which will take into account staff's specific roles in relation to communicating and working with students. Schools will adhere to the DfE guidance on Suspensions and Permanent Exclusion, including the need to take students' views into account before making a decision to exclude, and supporting the student to do so (for example through advocates such as parents, social workers or other trusted adults) where appropriate.

6.3 Working positively with agencies

Schools will work positively with external agencies to seek appropriate support from them, ensuring that they are informed of relevant school policies to ensure that the needs of all students are met. Should a professional from an agency, such as a police officer, wish to question the student, the school will ensure that an appropriate adult is present at all times and will inform the student's parents/carers of what has happened as soon as possible. Staff should be mindful of Data Protection legislation and therefore should ask for any request in writing before sharing a subject's information unless a legal exemption applies.

6.4 Use of CCTV

Some of the Trust schools use closed-circuit television (CCTV) within its premises. One reason why some schools use CCTV is to provide a safe and secure environment for students, staff and visitors. If behavioural incidents are recorded on CCTV, the footage may be viewed as part of the investigation and the content considered before imposing a sanction. Parents/carers may request to view CCTV footage of an incident that involves their child. They will not, however, be allowed an electronic copy. There may, however, be circumstances when the headteacher will refuse permission, eg. the student's account is significantly different and/or police involvement. In complex cases, advice will be sought in relation to how the footage can be used. Schools' CCTV and data protection policies can be referred to for more information.

6.5 Balance of probabilities

School investigations are based on the civil standard of proof, namely 'on the balance of probabilities'. This means that decisions will be made on the basis of whether it is more likely than not that an incident occurred. Schools are not required to establish facts 'beyond reasonable doubt', which is the standard used in criminal courts. When making decisions, schools may consider:

- witness accounts;
- physical or digital evidence;
- previous patterns of behaviour where relevant and proportionate;
- contextual and safeguarding information; and
- the credibility and consistency of information provided.

When the interpretation of an event differs, staff will consider the evidence and make a decision based on the balance of probability that a particular fact is true i.e. that it is more likely than not that a particular event occurred. Therefore, a student may be given a sanction for an action/involvement in an incident that they deny. The school will always conduct a comprehensive investigation (as noted in **Appendix 5**) which may result in sanctions being decided on several days after an incident has occurred. For a more serious incident, previous behaviour/information may be taken into consideration, especially when considering the likelihood of a student's involvement in a specific incident. In exceptional circumstances, students may receive a suspension or have alternative provision arranged pending an investigation if there is a possibility that the welfare of other students may be compromised by that student remaining in the school.

6.6 Joint enterprise and collective responsibility
Headteachers will not automatically apply the same sanctions to a whole group as there may well be individual circumstances that need to be considered. Any decisions to exclude or suspend students will be made in accordance with the DfE guidance and on the basis of careful consideration of each of the individual circumstances of each student.

6.7 Managing requests for confidentiality
All school investigations should be treated as confidential processes, subject to any legal or regulatory obligations to report issues which particularly arise in the school context and the framework in relation to safeguarding and child protection. There are also cases that may warrant a report to a statutory agency if there are immediate risks to safety or welfare. This is particularly important when dealing with allegations of harassment or sexual misconduct in a school where the school must follow the guidance provided in Keeping Children Safe in Education and Working Together to Safeguard Children KCSIE and current government advice on information sharing. Further information on how the schools use personal information can be found in schools' data protection policies and privacy notices.

6.8 Sharing information about sanctions
Parents/carers will be informed of the sanction issued to their child. Information about sanctions given to children other than their own will not usually be shared with parents/carers.

6.9 Off-site behaviour
Students are expected to make the most of any off-site activities that the school provides. Sanctions may be applied where a student has misbehaved off-site when representing the school. This means misbehaviour when the student is:

- taking part in any school-organised or school-related activity (e.g. school trips);
- travelling to or from school;
- wearing school uniform; and/or
- in any other way identifiable as a student of the school.

Sanctions may also be applied where a student has misbehaved off-site, at any time, whether or not the conditions above apply, if the misbehaviour:

- could have repercussions for the orderly running of the school;
- poses a threat to another student; and/or
- could adversely affect the reputation of the school.

Sanctions will only take place on school premises or elsewhere when the student is under the lawful control of a staff member (eg. on a school-organised trip).

6.10 Online misbehaviour
The school can issue behaviour sanctions to students for online misbehaviour when:

- it poses a threat or causes harm to another student;
- it could have repercussions for the orderly running of the school;
- it adversely affects the reputation of the school; and/or
- the student is identifiable as a member of the school.

Sanctions will only be given out on school premises or elsewhere when the student is under the lawful control of a staff member.

6.11 Suspected criminal behaviour
If a student is suspected of criminal behaviour, the school's headteacher will make an initial assessment of whether to report the incident to the police. When establishing the facts, the headteacher and/or lead staff will endeavour to preserve any relevant evidence to hand over to the police. If a decision is made to report the matter to the police, the headteacher (or a delegated member of staff) will make the report. School staff will not interfere with any police action taken. However, the school may continue to

follow its own investigation procedure and enforce sanctions, as long as it does not conflict with police action. If a report to the police is made, the designated safeguarding lead (DSL) will make a tandem report to children's social care, if appropriate.

Section 7: Mobile phones and smart technology

Schools within the Trust currently set their own rules regarding the possession and use of mobile phones, smart watches, headphones and other electronic devices. Where devices are permitted, students must use them responsibly and in accordance with school expectations. Students must not:

- use devices to bully, harass or intimidate others;
- record or photograph staff or students without permission;
- access or share inappropriate material;
- disrupt learning;
- use devices during examinations or assessments unless authorised; or
- use devices in ways that compromise safeguarding, privacy or dignity.

Schools may confiscate devices where school rules have been breached. Searches of devices will only take place where lawful, necessary and proportionate and in accordance with statutory guidance.

Section 8: Searching, screening and confiscation of prohibited items

Searching, screening and confiscation is conducted in line with the DfE's latest guidance on searching, screening and confiscation (click here).

8.1 Offensive and prohibited items

The school prohibits the following articles (as set out in section 550ZA of the Education Act 1996 and in The Schools (Specification and Disposal of Articles) Regulations 2012)) for which a personal search may be conducted:

- knives and weapons
- alcohol
- illegal drugs
- stolen items
- fireworks
- tobacco and cigarette papers
- pornographic images
- any article that the member of staff reasonably suspects has been, or is likely to be used
    - to commit an offence
    - to cause personal injury to, or damage to property of any person (including the student)

In addition, all Trust schools prohibit vaping substances or related paraphernalia. Students may also be searched for these items.

8.2 Smoking-related articles

Possession of the following smoking-related articles may result in an internal or fixed-term suspension (depending on the previous incidents) and a personal search may be conducted. These items will not be returned to the student:

- cigarettes
- vape pens and other vaping devices
- other smoking-related items e.g. 'shisha pens', 'E cigarettes' or similar articles
- ignition materials such as lighters and matches

8.3 Maintaining a culture of safety

The headteacher of each school will oversee the practice of searching to ensure that a culture of safe, proportionate and appropriate searching is maintained, which safeguards the welfare of all students and

staff, with support from the designated safeguarding lead (or deputy). Each school's headteacher will ensure that a sufficient number of staff are appropriately trained in how to lawfully and safely search a student who is not co-operating, so that these trained staff can support and advise other members of staff if this situation arises.

8.4 Searches

If an investigation or an allegation leads to reasonable suspicion of the presence of a prohibited item, and the search of a student's clothes, bags and lockers is deemed appropriate, a search may be carried out by the headteacher or by a member of staff authorised by them. Where possible, searches will be conducted by authorised staff of the same sex as the student and in the presence of another member of staff acting as a witness, unless there is a risk of serious harm if the search is delayed. Staff will follow the latest DfE guidance on searching, screening and confiscation and on the use of reasonable force when conducting a search. Any searches of students will be implemented in a manner that respects students' rights, privacy and dignity, while striking a balance between safety and maintaining a supportive learning environment. Vanguard Learning Trust's protocol for conducting a search can be found in **Appendix 6**. Staff will be trained on how to carry out searches and the headteacher will ensure that staff who are permitted to carry out searches have been appropriately trained. Staff will take into consideration the age and needs of students being searched or screened. This includes the individual needs or learning difficulties of students with SEND and making reasonable adjustments that may be required where a student may have a disability.

8.5 Confiscation of prohibited items

Any of the items listed in Section 7.1 and 7.2 that are found in a student's possession as a result of a search will be confiscated. These items will not be returned to the student. Schools will also confiscate any item that is harmful or detrimental to school discipline. Staff may confiscate or seize items in the possession of students that pose a risk to staff or students, are illegal or banned by the school rules or is evidence in relation to an offence and may confiscate, retain or dispose of a student's property as a disciplinary sanction so long as it is reasonable in the circumstances. Confiscation of a student's property will be proportionate and aimed at maintaining an environment conducive to learning and one which safeguards the rights of other students to be educated.

8.6 Disposal of prohibited items

Where appropriate, the school's headteacher may retain or dispose of a student's property as a punishment and are protected from liability for damage to, or loss of, any confiscated items. Guidance on what to do with particular confiscated items can be found in the latest DfE guidance on searching, screening and confiscation.

Section 9: Restrictive interventions, including reasonable force and seclusion

9.1 Principles

The Trust is committed to providing a safe, inclusive and respectful learning environment for all students. Restrictive interventions, including the use of reasonable force and seclusion, are exceptional measures and must only ever be used where necessary to prevent harm. The Trust is clear that restrictive interventions:

- are not a behaviour management strategy;
- must never be used as a punishment;
- must always be lawful, reasonable, proportionate and the least restrictive option available; and
- must be applied for the shortest possible time necessary to manage risk.

Trust schools will prioritise prevention, early intervention and de-escalation in all behaviour support arrangements.

9.2 Legal basis and scope
All members of staff (and any person authorised by the headteacher to have control or charge of students) have a legal power to use reasonable force and other restrictive interventions to prevent a student from:

- committing a criminal offence;
- injuring themselves or others;
- causing serious damage to property; and/or
- seriously prejudicing the maintenance of good order and discipline.

This legal power applies on school premises and off site, including during educational visits, transport arrangements and other school-organised activities.

9.3 Use of reasonable force
Reasonable force refers to physical contact used to control or restrain a student in order to manage an immediate risk. Any use of force must be:

- necessary in the circumstances;
- proportionate to the risk presented; and
- the minimum force required to achieve safety.

The Trust does not permit:

- force used as a punishment;
- deliberate infliction of pain;
- any intervention that restricts breathing or compromises a student's airway; or
- holding a student face down or in a way that places them at risk.

Staff must take account of a student's age, understanding, medical needs, mental health needs, SEND adjustments and/or accommodations, trauma history and other vulnerabilities when deciding whether force is necessary and how it is applied.

9.4 Seclusion
Seclusion refers to the practice of placing a student in a confined space and preventing them from leaving. Seclusion is considered a restrictive intervention under DfE guidance. The Trust recognises that seclusion may only be used in exceptional circumstances, where:

- there is a serious and immediate risk of harm;
- no less restrictive alternative is available; and/or
- it is necessary to protect the student or others.

Staff should only put a student in seclusion to protect others from harm, when a student is experiencing high levels of emotional or behavioural dysregulation. The student should be supervised during the whole period of seclusion. When the immediate risk of harm is reduced, the student should be allowed to leave. Seclusion will never be used:

- as a disciplinary sanction;
- for staff convenience; and/or
- as a routine response to behaviour.

Any use of seclusion will be treated as a significant incident and is subject to the same safeguards, recording, reporting and review requirements as the use of reasonable force.

9.5 Students with SEN and/or disabilities
Restrictive interventions, including reasonable force, can be used on students with special educational needs and/or disabilities (SEND). Where a student's behaviour means that it is more likely that staff will need to use reasonable force or other restrictive interventions, schools will have a risk assessment in place. Schools will work to manage and reduce the risk, for example, by understanding the student's triggers and providing staff training. Where appropriate, schools will work with the student, their parents/carers and other professionals to develop prevention and de-escalation strategies, as well as a

behaviour plan that sets out prevention strategies and the types of physical interventions that will be used.

9.6 Recording, reporting and oversight
All significant incidents involving restrictive interventions, including reasonable force or seclusion, must be:

- recorded promptly and accurately on a standalone log;
- a copy of the report should be placed on the child's file of the school's safeguarding reporting platform;
- logged in accordance with Trust procedures; and
- reported to parents/carers as soon as reasonably practicable.

9.7 Oversight of senior leaders
Senior leaders will review incidents to:

- ensure the intervention was appropriate;
- identify any learning or training needs; and
- consider whether behaviour support, SEND provision or reasonable adjustments require review.

The Trust will use recorded information to monitor patterns, reduce reliance on restrictive interventions and strengthen preventative practice.

9.8 Support following incidents
Following any restrictive intervention, schools must ensure that:

- the student is supported to recover emotionally and physically;
- staff involved are offered appropriate support; and
- behaviour plans, pastoral support plans or SEND plans are reviewed where relevant.

Restrictive interventions should lead to reflection and improvement, not repetition.

Section 10: Student co-operation

10.1 Staying safe in school buildings
Unless students are taking part in an after-school activity, the school site should be vacated by 10 minutes after the school day has finished, which varies from school to school (this is noted in Part B of this policy). Students must not loiter in the vicinity of the school after this time. All students are encouraged to report any anti-social behaviour to any staff member as soon as possible. Incidents of graffiti or damage are reported as soon as they are found. For schools that use CCTV, footage will be used to identify any students who have been involved in vandalism. Students are only permitted to use toilet cubicles by themselves. Any students that enter toilet cubicles together or in a group will receive a sanction in line with this policy. Repeated offences will lead to higher sanctions.

10.2 Ongoing behavioural issues
Students whose behaviour is an ongoing cause for concern will lose the privilege of taking part in extracurricular activities (eg. representing the school in sports events, taking part in school performances etc), school trips, enrichment days and all celebratory events. This is a consequence of the lack of trust in students' behaviour. All these activities are for students who have proven that they can behave appropriately even when the boundaries are different. Decisions about participation will be made by the headteacher or a delegated member of staff and will take into account the individual circumstances for example where a student has SEND.

10.3 Responding to incidents
Students are expected to provide an honest account of events. Sanctions may be imposed for students who hinder or obstruct the school's investigation of an incident, or who knowingly provide false information.

10.3.1 Witnesses
Where an incident has taken place, schools will carry out an investigation as outlined in Section 6. Students will usually be interviewed by staff and/or asked to write a statement. If the incident is a criminal matter, students will be informed that their witness statement may be passed to the police if requested. If students are found to provide misleading and/or untruthful information, they will receive a sanction proportionate to the impact of the misrepresentation and/or falsehood (suspension or internal exclusion).

10.3.2 Suspects
If a student is a suspect in an investigation and is unwilling to cooperate, the school applies the same principle as the legal system; senior staff will investigate and make conclusions based on facts.

10.3.3 Anonymity
Staff will try to protect students' anonymity but it may not always be possible based on the context and the number of witnesses.

10.3.4 Context
The school will consider the full context of an incident before deciding on outcomes or sanctions. This may include:

- the age and developmental stage of the student;
- safeguarding concerns or vulnerabilities;
- SEND, mental health or medical needs;
- provocation, coercion or peer influence;
- whether the behaviour was deliberate, impulsive or reactive;
- whether the student attempted to seek support or remove themselves from the situation; and
- the impact on others and the wider school community.

Retaliation will not normally be considered self-defence. Schools will seek to balance accountability with support and will consider whether further intervention, assessment or safeguarding action is required.

10.3.5 Restoration
Schools may use restorative approaches to help repair relationships, rebuild trust and support students to understand the impact of their behaviour. Restorative practice does not replace appropriate sanctions where required, but may operate alongside them. Restorative approaches may include:

- restorative conversations;
- facilitated meetings;
- reflective work;
- written apologies;
- mediation; and
- community-based reparation activities.

Participation should be safe, appropriate and proportionate, taking into account the wishes and wellbeing of those affected.

10.3.6 'Safeguarding separation'
In exceptional circumstances, a decision may be taken to temporarily remove a student from the school community, , for safeguarding purposes. This may include a temporary safeguarding-related direction not to attend school premises, a suspension where appropriate, or placement in alternative provision where

lawful and necessary. This may be to protect the student (for example, from potential retaliation or peer pressure), to reduce the risk of further harm to others or to allow for a calm and safe investigation into a serious incident. Such decisions are made with the involvement of the school's designated safeguarding lead and must be proportionate, clearly documented and subject to review. Where a safeguarding separation is applied, schools must continue to fulfil their safeguarding and educational responsibilities, ensuring the student receives appropriate support, supervision and reintegration planning. The Trust will monitor the use of safeguarding separation to ensure it is used appropriately and equitably.

10.4 Malicious allegations

Where a student makes an allegation against a member of staff and that allegation is shown to have been deliberately invented or malicious, the school's headteacher will consider whether to discipline the student in accordance with this policy. Where a student makes an allegation of sexual violence or sexual harassment against another student and that allegation is shown to have been deliberately invented or malicious, the headteacher will consider whether to discipline the student in accordance with this policy. In all cases where an allegation is determined to be unsubstantiated, unfounded, false or malicious, the headteacher (in collaboration with the local authority designated officer (LADO), where relevant) will consider whether the student who made the allegation is in need of help, or the allegation may have been a cry for help. If so, a referral to children's social care may be appropriate. The headteacher will also consider the pastoral needs of staff and students accused of misconduct. The Trust's safeguarding policy contains further information on responding to allegations of abuse against staff or other students.

Section 11: Pastoral support plans

11.1 Purpose of pastoral support plans

Pastoral support plans (PSPs) are designed to identify and address the specific needs of students who may be facing challenges or difficulties that are significantly affecting their wellbeing, behaviour or academic performance. By creating a well-structured, personalised and coordinated programme of support, schools can provide targeted interventions to help these students overcome obstacles and thrive. PSPs provide a framework for schools to implement strategies and interventions that promote positive mental health, resilience and emotional well-being among students and are of particular use for students with SEND. This can help create a supportive and nurturing environment that enhances students' overall educational experience. An example PSP template can be found in **Appendix 7**. To provide further support, the structure and language of this plan may be adjusted to suit the age, stage and needs of the individual child. Where appropriate, students should be involved in shaping their own pastoral support plan so that targets, strategies and support mechanisms are understood and meaningful.

11.2 Students who need extra support

PSPs may be used to support students at risk of permanent exclusion, where usual school strategies may not have been effective. They may also be used for students with other responsibilities, lifestyle demands or home circumstances that add challenges, meaning that they need additional support, for example young carers, refugees or for students who have experienced recent bereavement. PSPs may also be used for students who have had a number of suspensions or have other pastoral concerns that cannot be met with usual pastoral support or mentoring.

11.3 Communication between stakeholders

PSPs facilitate collaboration and communication between various stakeholders involved in a student's education, such as teachers, support staff, parents/carers, and external agencies, usually over a period of 8 to 16 weeks. This ensures that everyone is aware of the student's needs, goals and strategies for support, leading to a co-ordinated and consistent approach to help the student.

11.4 Monitoring and evaluation

PSPs also contain mechanisms for monitoring and evaluating the effectiveness of the support strategies implemented, including regular reviews and progress against agreed success indicators. This allows schools to track a student's progress, make adjustments as needed and ensure that the support provided is having a positive impact.

Section 12: Alternative provision

12.1 Power of schools to direct a student off-site

Headteachers have the power to direct off-site education; this is not a permanent exclusion but a headteacher's right to use when they have decided this is required for a specific reason, eg. to improve behaviour and/or for specific safeguarding reasons. A direction off-site will not be used as a sanction or punishment for past misconduct. The off-site direction could be to another mainstream school or to an alternative provision (AP) setting. The DfE guidance indicates that parents should be consulted but that the direction is the headteacher's decision. This is different from a situation where a school is consulting with a family about a prospective managed move as outlined in Section 12. Where a student is directed off-site, the school will provide the parent/carer (and where required the local authority) with written information in accordance with statutory guidance and legislation, including the purpose of the placement, its expected duration, review arrangements and the objectives to be achieved.

12.2 Directing a placement for students at risk of permanent exclusion

When a student is at risk of permanent exclusion, and would benefit from support outside of the school setting to improve behaviour, an off-site direction may be made (see above). This is one of the ways that schools will try to avoid the need for a permanent exclusion. An off-site direction will only be used where in school interventions and/or outreach have been unsuccessful or deemed inappropriate. Where a student has an education, health and care plan, the school will notify and involve the local authority in accordance with statutory requirements.

12.3 Purpose of alternative provision

AP placements should support students with their personal, social and academic needs, allowing them to overcome barriers to attainment and should motivate students to learn, develop their self-confidence and improve their attendance and engagement. They should be educational and restorative, and have highly skilled, trained and qualified staff to help students make progress and may work closely with outside agencies including social care services, education psychology services and youth offending teams. Placements may be used protectively, coupled with reintegration or transition planning where appropriate. Any placements will be closely monitored and will involve the voice of the child and their parents/carers wherever possible. They will be reviewed regularly to ensure they remain in the best interests of the student and continue to meet identified educational, safeguarding and pastoral needs.

12.4 Arrangements

The length of time a student spends in AP will depend on what best supports the student's needs and potential educational attainment. During this period of off-site direction, the student might be in AP on a part-time schedule with continued mainstream schooling, or full-time for a limited period. The student remains the responsibility of the school and will be dual registered with the school and the AP. The school, and local governing board, will also keep the placement under review.

12.5 Types of alternative provision

AP can include educational establishments which are not mainstream, academy, special or private/independent schools. Pupil referral units and medical needs/tuition services are also considered alternative provision. Schools and the local authority can use further education colleges and sixth form centres for alternative provision for 14 – 16 year olds.

12.6 What can be expected from alternative provision
AP must meet the needs of students and enable them to achieve at least a good educational attainment level on a par with their mainstream peers, while the needs which require intervention are addressed. The school remains responsible for the monitoring and tracking of attainment, attendance, behaviour and safeguarding of their students placed in AP.

12.7 The review process
The child, parents/carers and all professionals involved must be clear why, when, where and how the placement will be reviewed. Schools will notify parents/carers (and the local authority where required) of review meetings and any decisions to extend an off-site direction in accordance with statutory requirements. Reviews should be frequent enough to provide assurance that the off-site education is achieving its objectives and that the student is benefiting from it. Parents/carers and the local authority can request in writing that the LGB reviews the placement. When this happens, LGBs must comply with the request as soon as reasonably practicable.

12.8 Attendance at alternative provision
Expectations around the student's attendance at AP will be agreed at the start of the placement. If the student does not attend, the AP will investigate in the first instance as it will be best placed to contact parents/carers and will let the school know of the student's absence. If a student's attendance to the AP is below expectations, they will be reminded why they have been instructed to attend the AP and why it is the best option for them. If this fails, the case may be referred to the local authority for further action; this may result in a fixed penalty notice being issued if a student persistently fails to attend AP and may result in prosecution.

12.9 Ofsted Inspection
Ofsted may inspect any AP arranged by the school. They will also look at records and documentation, such as research and risk assessments, to make sure that students are safe and the placement is in their best interest. Ofsted will evaluate how schools take responsibility for these students. They will confirm whether the AP is:

- suitable and safe;
- effective in helping students make progress;
- meets the academic and pastoral needs of the students; and
- meets the specific needs of students who have SEND.

Section 13: Managed moves

13.1 Definition
'Managed move' is a term used to initiate a process that leads to the permanent transfer of a student to another mainstream school, as part of a behaviour management process. Managed moves are voluntary, must be agreed by all parties and should be strictly in the child's best interests. A managed move will be offered as part of a planned intervention, preceded by information-sharing between the current school, receiving school and supported by an effective integration strategy. Managed moves are a permanent arrangement and are used to help individual children to remain in school and successfully complete their education.

13.2 Arrangements
The school should be satisfied all reasonable steps have been taken to resolve the student's difficulties. The school will then consult the parents/carers and the student about their views on a move to another school at a review meeting as part of the student's current pastoral support programme. If parents/carers agree that a managed move is appropriate, and written consent is obtained, they will be

asked to express a preference for an alternative school. Parents/carers must, however, be informed that a request for a managed move may not always be accepted and also that any transport requirements are the responsibility of the home school and the parent.

13.3 Information sharing
When a receiving school has been identified and the parents/carers have agreed, information will be shared with the potential receiving school. A meeting will then be arranged as soon as possible at the receiving school to agree whether to proceed with the managed move. The discussion will consider timings of the move and the induction process of the receiving school.

13.4 Managed moves
A managed move may be a preventative measure to permanent exclusion in a similar way to that in which direction to AP can be used on a temporary basis. As above, a managed move is a permanent move to a new mainstream school, to be undertaken as part of a planned intervention, when it is in the student's best interests and when agreed with the parents and the admission authority of the new school.

13.5 Managed moves and students with EHCPs
If the student has an EHCP and the school is considering a managed move, the school must first contact the local authority which maintains the student's EHCP. The usual statutory processes for amending a student's EHCP will apply.

Section 14: Suspensions and permanent exclusions

14.1 Principles
The Trust is committed to ensuring that suspensions and permanent exclusions are used lawfully, fairly, proportionately and as a last resort. Schools will:

- consider the individual circumstances of each case;
- ensure decisions are made in line with statutory guidance;
- balance the needs and safety of the wider school community with the needs of the individual student;
- consider whether additional support or assessment is required;
- work with parents/carers and external agencies where appropriate; and
- support students to reintegrate successfully following suspension.

The Trust is committed to reducing avoidable suspensions and permanent exclusions through early intervention, relational practice and targeted support. A headteacher may cancel a suspension or permanent exclusion that has already begun (or has not yet begun) provided the governing board has not yet met to consider reinstatement. Where an exclusion is cancelled, all relevant parties will be informed without delay and the student will be permitted to return to school immediately in accordance with statutory guidance. Separation for safeguarding purposes is distinct from suspension and permanent exclusion and will be managed in accordance with Section 9 and statutory safeguarding guidance.

14.2 Off-rolling
Trust schools are aware that off-rolling is unlawful. Ofsted defines off-rolling as:

> '*The practice of removing a student from the school roll without a formal, permanent exclusion or by encouraging a parent to remove their child from the school roll, when the removal is primarily in the interests of the school rather than in the best interests of the pupil.*'

Headteachers, or deputy headteachers who are deputising, will not suspend or exclude students unlawfully by directing them off site, or not allowing students to attend school:

- without following the statutory procedure or formally recording the event, e.g. sending them home to 'cool off';
- because they have special educational needs and/or a disability (SEND) that the school feels unable to support;
- due to poor academic performance;
- because they haven't met a specific condition, such as attending a reintegration meeting; or
- by exerting undue influence on a parent to encourage them to remove their child from the school

14.3 Legislation and statutory guidance

The statutory guidance from the Department for Education: Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including student movement. is based on the following legislation, which outlines schools' powers to exclude students:

- Section 51a of the Education Act 2002, as amended by the Education Act 2011
- The School Discipline (student Exclusions and Reviews) (England) Regulations 2012 as amended

In addition, this information is based on:

- Part 7, chapter 2 of the Education and Inspections Act 2006, which sets out parental responsibility for excluded students
- Section 579 of the Education Act 1996, which defines 'school day'
- The Education (Provision of Full-Time Education for Excluded students) (England) Regulations 2007, as amended by The Education (Provision of Full-Time Education for Excluded students) (England) (Amendment) Regulations 2014
- The Equality Act 2010
- Children and Families Act 2014

14.4 Definitions

The following outlines key definitions in relation to suspensions and permanent exclusions:

- **Suspension**: when a student is removed from the school for a fixed period. This was previously referred to as a 'fixed-term exclusion'.
- **Permanent exclusion:** when a student is removed from the school permanently and taken off the school roll. This is sometimes referred to as an 'exclusion'.

The roles and responsibilities of headteachers, governing bodies and the local authority in relation to suspensions and permanent exclusions are outlined in **Appendix 8**. This includes information on how decisions are made and how information is shared with parents/carers, governing bodies and third-parties. Where a student has a social worker or is looked after, schools will ensure that relevant professionals are informed and involved in accordance with statutory guidance. Parents/carers can apply for an independent review, outlined in **Appendix 9**. The Trust will arrange for an independent panel to review the decision of the governing board not to reinstate a permanently excluded student.

14.5 Types of behaviour that may result in internal exclusion, suspension or permanent exclusion

Appendix 10 outlines types of behaviour and possible consequences that may result in an internal exclusion, suspension or a permanent exclusion. This is not an exhaustive list and factors will be taken into account such as the student's age and whether they have any special educational needs as outlined in Section 5.

14.6 Returning from a suspension

14.6.1 Reintegration strategy

Following suspension, the school will put in place a strategy to help the student reintegrate successfully into school life and full-time education. Where necessary, the school will work with third-party organisations to identify whether the student has any unmet special educational and/or health

needs. The following measures may be implemented, as part of the strategy, to ensure a successful reintegration into school life:

- Maintaining regular contact during the suspension or off-site direction and welcoming the student back to school.
- Daily contact in school with a designated pastoral professional.
- Mentoring by a trusted adult or a local mentoring charity.
- Regular reviews with the student and parents/carers to praise progress being made and raise and address any concerns at an early stage (see section 11.7).
- Informing the student, parents/carers and staff of potential external support.

14.6.2 Reintegration meetings

The school will explain the reintegration strategy to the student in a reintegration meeting before or on the student's return to school. During the meeting the school will communicate to the student that they are getting a fresh start and that they are a valued member of the school community. The student, parents/carers, a member of senior staff, and any other relevant staff will be invited to attend the meeting. The meeting can proceed without the parents/carers in the event that they cannot or do not attend. The school expects all returning students and their parents/carers to attend their reintegration meeting, but students who do not attend will not be prevented from returning to the classroom.

14.7 Consideration of reinstatement of a student

The school's LGB has the ability, in certain circumstances, to consider and decide on the reinstatement of a suspended or permanently excluded student within 15 school days of receiving the notice of the suspension or exclusion.

14.8 Removal from the school register

A student's name will be removed from the school admission register if:

- 15 school days have passed since the parents/carers were notified of the governors' decision to not reinstate the student and no application has been made for an independent review panel.
- The parents/carers have stated in writing that they will not be applying for an independent review panel.

Where an application for an independent review has been made within 15 school days, the LGB will wait until that review has concluded before removing a student's name from the register.

14.9 Internal provision to reduce permanent exclusions

Schools will seek to reduce the need for permanent exclusion through early identification, targeted intervention and the use of supportive internal provision. Strategies may include:

- pastoral support plans;
- mentoring and key adult support;
- SEND assessment and intervention;
- alternative provision placements;
- modified timetables where lawful and appropriate;
- therapeutic or counselling support;
- restorative practice;
- behaviour interventions; and
- multi-agency working.

The Trust remains committed to inclusion while recognising that there may be exceptional circumstances where permanent exclusion is necessary in order to maintain the safety, wellbeing and education of others.

14.10 Representations regarding suspensions and permanent exclusions
Parents may make representations to the LGB in relation to a suspension or permanent exclusion.

Section 15: Monitoring policy's implementation

This policy will be reviewed annually with other Trust policies, and updated in line with changes to legislation and relevant guidance. Part of this review will involve the creation of case studies exploring the impact of the Trust's collective endeavour to support student behaviour and the application of this policy. Data pertaining to student behaviour, particularly of students who fall within vulnerable subgroups, will be tracked and analysed to ensure that interventions are personalised and highly targeted towards the needs of those students. The Trust will work with its schools to consider this data, and whether there are patterns across the Trust, recognising that numbers in any one school are often too low to allow for meaningful statistical analysis. The school will use the results of this analysis to make sure it is meeting its duties under the Equality Act 2010. If any trends or disparities between groups of students are identified by this analysis, the school will review its policies to tackle them. Stakeholder feedback will also be collected and evaluated at regular intervals to understand perceptions and experiences of the school's behaviour culture.

Section 16: Information sharing

All schools within the Trust work in conjunction with students, parents/carers and external agencies to ensure a safe environment for both students and members of the community.

Section 17: Complaints

If parents/carers have any concerns or complaints over the application or implementation of this policy they should raise their concerns with a staff member or the headteacher in accordance with the Trust's complaints policy; the majority should be able to be dealt with informally and should be resolved at this level. If the concern or complaint relates to a suspension or exclusion, the statutory procedure set out in the DfE exclusions guidance will be followed.

Version history

First issue/revision date	Approved by	Summary of changes if not first issue
May 2026	BoT	**New** ● Section 2.2 - Behaviour culture and routines ● Section 7 - Mobile phones and smart technology, in preparation for decision about Trust-wide approach to use of mobile phones ● Section 9 - Restrictive interventions, including reasonable force and the use of seclusion **Updated** ● Section 1.1 - language updated to better establish the tone of the policy ● Section 1.5 - updated references to current legislation and statutory guidance ● Section 3.5 - updated language to better encapsulate responsibilities of staff with regards to behaviour ● Section 4.5 - inappropriate use of social media in response to updated definitions and understanding ● Section 4.6 - included specific information about protected characteristics

		● Section 5.1.2 - added information about different types of SEN need and considerations ● Section 5.1.5 - improved language around adapting sanctions for students who may have SEN ● Section 6.1 - improved language summarising approach to investigating incidents ● Section 6.5 - added information about how schools come to a decision in establishing 'reasonable doubt' ● Section 8.1 - added vapes and related paraphernalia to list of prohibited items ● Section 10.3.4 and 10.3.5 - minor language tweaks to add clarity to expectations around student co-operation following behaviour incidents ● Section 11 - added a line that students should be involved in shaping of their pastoral support plans ● Section 14.1 - added clarity around the principles of suspensions ● Section 14.9 - further information around internal provision to reduce the risk of permanent exclusions ● Appendices - minor adjustments to language/phrasing throughout
July 2025	BoT	New sections: ● Section 5.2: Supporting students who present violent or pre-violent behaviours ● Section 6.9: Information about how schools will address off-site misbehaviour ● Section 6.10 Information about how schools will address online misbehaviour ● Section 6.11 Information about how schools will address suspected criminal behaviour ● Section 9.3.6: 'Safeguarding separation' ● Section 9.4: Information about how schools can address malicious allegations Updated sections: ● Section 1.5: Legislation, statutory requirements and statutory guidance related to behaviour ● Section 4.2.1: Clarity that the strategy to tackle bullying is within the Trust's wider context of a strategy of tackling child-on-child abuse ● Section 4.2.2: Adjusted the definition of bullying, taken from statutory guidance ● Section 4.2.3: Specific information about recording and monitoring of bullying, which is a statutory responsibility for schools ● Section 5: Information regarding supporting the behaviour of students with SEND ● Section 7 and Appendix 6: Updated information regarding searches, screening and

		confiscated to align with statutory guidance and model policy by The Key (checked by Forbes Solicitors) ● Section 14: Information about how schools use data related to behaviour ● Appendix 1: Inserted reference to responsibilities for school leaders regarding induction and transition arrangements ● Appendix 8: Adjusted the wording regarding the decision to permanently exclude, based on advice from WS
July 2024	BoT	Updates to policy
July 2023	BoT	Updates to policy

Appendices

Appendix 1: Responsibilities of staff in supporting positive behaviour

School leaders will ensure that they:

- communicate the contents of this policy to all students, staff and parents/carers so that the Trust's expectations are transparent to all stakeholders, and that expectations of, and responses to, behaviour are consistent, fair, proportionate, and predictable.
- ensure that staff will do this through a variety of means, such as outlining expectations during student induction activities, as well as frequent reminders of expectations throughout the academic year, such as during form times/assemblies and through the facilitation of the school's PSHE programme,
- support staff in applying this policy fairly, consistently, proportionately, and without discrimination, taking into account SEND as well as the additional challenges that some vulnerable students may face;
- ensure that reasonable adjustments are made for disabled students, as required;
- support incoming students to meet behaviour standards by offering an induction process to familiarise them with the behaviour policy and the wider school culture; and
- ensure that information that related to student behaviour issues is transferred to relevant staff as part of transition arrangements to help ensure that behaviour is continually monitored and that the right support is in place.

Teaching staff and teaching assistants will:

- model positive behaviour in the classroom and promote a teaching and learning ethos which encourages all students to attend and participate in lessons whatever their level of ability or need;
- not tolerate disruption to teaching, learning or school routines and take proportionate action to restore acceptable standards of behaviour;
- challenge students to meet expectations and maintain the boundaries of acceptable conduct;
- record incidents of poor behaviour and any given sanctions in the student's behaviour log which is managed on a school level;
- provide praise, rewards and reinforce positive behaviour;
- deal with incidents of bullying, discrimination, aggression and derogatory language quickly and effectively;
- focus on de-escalation and preventative strategies rather than being solely reactive;
- consider the welfare of the whole Trust community and ensure that the majority of students' education is not jeopardised by the disruptive behaviour of a minority of students;
- contribute to the development of systems which support and reinforce positive behaviour;
- recognise that there may be contributory factors which affect student's behaviour and respond according to individual need;
- identify students who are experiencing difficulties in developing or sustaining appropriate behaviour and put in place general and targeted interventions to improve student behaviour and provide support. This could include:
    - more frequent engagement with parents/carers
    - home visits
    - mentoring and coaching
    - report cards
    - time in a student support unit
    - engaging with local partners and agencies to address specific challenges
    - consideration of whether a multi-agency assessment referral is required; and/or
    - designing a behaviour contract and/or pastoral support plan, with set targets

and support strategies embedded within

- contact parents/carers if there is a problem with attendance, punctuality or equipment and about any concerns or problems that affect their child's work or behaviour;
- set, mark and monitor homework and provide facilities for children to do homework in the school if required;
- send parents/carers annual written reports on their child's progress and arrange parents' evenings during which progress will be discussed; and
- engage with and attend all training and development sessions to continually improve behaviour management and learn from best practice.

Support staff will:

- help manage and maintain the school's expectations of good behaviour;
- assist teaching staff with developing independence and resilience of students;
- encourage and reward good behaviour and work;
- encourage interaction between children, when appropriate;
- help to maintain a safe working environment; and
- report issues with students and/or student interactions to a teacher or pastoral leader.

Appendix 2: Trust-wide rights and responsibilities of students

Rights	Responsibilities
To feel safe both in and out of the classroom	Have regard for your own safety and that of others and care for school equipment/ resources/ environment
To learn, free from the disruption of others	Be prepared to engage in class and be involved with learning
Be valued and have good work recognised and rewarded	Accept and learn from any sanctions that you receive
To receive help and support where requested	Follow staff instructions and seek help when needed
To be listened to and respected	Respect yourself, other people and their belongings
To be treated fairly	Be self-disciplined and follow the school rules set out below
To be treated as an individual	Inform a member of staff when this policy has been breached by yourself or another student

School rules are outlined in the respective school's Part B.

Appendix 3: Generic expectations of parents/carers in supporting positive behaviour

Parents/carers are expected to:

- support the school in the application and enforcement of this policy;
- inform the school of any challenging behaviour exhibited at home, special education needs or changes in circumstances that may account for changes in their child's behaviour;
- ensure their child attends the school on time, appropriately dressed, fed, rested, and equipped;
- work with the school in support of their child's learning;
- attend virtual or in-person meetings at the school with staff to discuss their child's behaviour and to adhere to any parenting contracts that put in place;
- inform the school in writing of any medication their child needs to take;
- support their child in homework, revision and other opportunities for home learning;
- attend parents' evenings and discussions about their child's progress, if reasonably possible; and
- provide appropriate supervision for their child during the first 5 days of suspension, ensure that their child is not present in a public place during school hours without reasonable justification and, if invited, attend a reintegration interview at the school with their child.

Home-School Agreement

As part of the induction process of all schools within the Trust, parents/carers and their child will be asked to sign a Home-School Agreement.

This agreement emphasises the importance of parental involvement in their child's education. It encourages parents/carers to actively engage in their child's learning, support their academic progress, attend school events, and contribute to their child's overall development.

The agreement includes information about the school's values, ethos, and expected behaviour. It ensures that parents/carers and students are aware of the school's principles and helps create a positive and respectful learning environment aligned with those values.

The Home-School Agreement is designed to facilitate effective communication between parents/carers and schools. They may include provisions for regular parent-teacher meetings, progress reviews, or methods of communication that parents/carers can use to reach out to teachers or school administration.

The Agreement is a shared endeavour in encouraging students to take ownership of their learning and behaviour. It sets our expectations of how parents/carers can support their child's students' attendance, punctuality, completion of homework, and adherence to the school's code of conduct, fostering a sense of shared responsibility and accountability.

In case of disagreements or disputes between parents/carers and the school, the Home-School Agreement can serve as a reference point for resolving conflicts. It provides a framework for constructive discussions and problem-solving, promoting a collaborative approach to addressing issues that may arise.

Appendix 4A: Forms of child-on-child abuse

Physical abuse
Physical abuse may include hitting, kicking, nipping, shaking, biting, hair pulling, or otherwise causing physical harm to another person. There may be many reasons why a child harms another and it is important to understand why they have engaged in such behaviour, including accidentally, before considering the action to take or sanctions to introduce.

Cyberbullying
Cyberbullying can happen at all times of the day, with a potentially bigger audience. Cyberbullying involves the use of mobile devices to harass, threaten or intimidate someone. Bullying, including cyberbullying may constitute a criminal offence under legislation such as the Malicious Communications Act 1988 (which states that a person who sends electronic communications which are "indecent or grossly offensive, convey a threat or false information or demonstrate that there is an intention to cause distress or anxiety to the victim" would be deemed to have committed an offence). The Communications Act 2003, and the Sexual Offences Act 2003. Outside of the immediate support students may require in these instances, if the school staff consider that an offence may have been committed they will inform the Police.

Sharing nude and semi-nude images (formerly known as sexting)
Sharing of nude or semi-nude images is when someone sends or receives a sexually explicit text, image or video via the internet or mobile device. This includes sending 'nude/semi-nude pics' or 'rude pics' or 'nude/semi-nude selfies'. Pressuring someone into sending a nude picture can happen in any relationship and to anyone, whatever their age, gender or sexual preference. Once the image is taken and sent, the sender has lost control of the image and the image could end up anywhere. By having in their possession or distributing to others indecent images of a person under 18, many young people are not aware that they could be committing a criminal offence under the Sexual Offences Act 2003.

Any direct disclosure by a student will be taken very seriously. A student who discloses they are the subject of sexual imagery is likely to be embarrassed and worried about the consequences. It is likely that disclosure in the school is a last resort and they may have already tried to resolve the issue themselves. When an incident involving the inappropriate sharing of images via the internet or mobile device comes to the school's attention we will follow the guidance as set out in the UK Council for Internet Safety (UKCIS) publication outlined below. The key consideration is for staff not to view or forward illegal images of a child. In some cases, it may be more appropriate to confiscate any devices to preserve any evidence and hand them to the Police for inspection.

When considering appropriate action regarding the sharing of inappropriate images, the DSL will take the age of the child involved and the context into account. Children under 13 are given extra protection from sexual abuse. The law makes it clear that sexual activity with a child under 13 is never acceptable and that children of this age can never legally give consent to engage in sexual activity. Any situations involving students and the sharing of nude and semi-nude images will be taken seriously as potentially being indicative of a wider child protection concern or as being problematic sexual behaviour.

Initiation/hazing
Hazing is a form of initiation ceremony which is used to induct newcomers into an organisation such as a school or sports team etc. Hazing can also be used as initiation into a street or other 'gang'. There are several different forms, from relatively mild rituals to severe and sometimes violent ceremonies. The idea behind this practice is that it welcomes newcomers by subjecting them to a series of trials which promote a bond between them. After the hazing is over, the newcomers also have something in

common with older or established members of the organisation or 'gang', because they have all experienced this as part of a 'rite of passage'. Many rituals involve humiliation, embarrassment, abuse and harassment.

Prejudiced-based and discriminatory bullying/behaviour
The term prejudiced-based or discriminatory bullying refers to a range of hurtful behaviour which is physical, emotional or both, causes someone to feel powerless, worthless, excluded or marginalised, and which is connected with prejudices around belonging, identity and equality in wider society – in particular, prejudices related to disabilities and special educational needs, ethnic, cultural and religious backgrounds, gender, home life, (for example in relation to issues of care, parental occupation, poverty and social class) and sexual identity (homosexual, bisexual, transsexual).

Teenage relationship abuse
Teenage relationship abuse is defined as a pattern of actual, or threatened acts, of physical, sexual and/or emotional abuse perpetrated by an adolescent (between the ages of 13 and 18) against a current or former partner. Abuse may include insults, coercion, social sabotage, sexual harassment, threats and/or acts of physical or sexual abuse. Abuse can occur online and offline and is never acceptable. 3.9

Upskirting
'Upskirting' typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm. It is now a criminal offence.

Verbal abuse
Verbal abuse may include insults, name calling, gossiping, rumour-mongering, repeated teasing or making offensive remarks. There may be many reasons why a child harms another and it is important to understand why they have engaged in such behaviour, including accidentally, before considering the action to take or sanctions to introduce.

Racist abuse
Racist abuse refers to a range of hurtful behaviour, both physical and psychological, that makes an individual(s) feel unwelcome, marginalised and excluded, powerless or worthless because of colour, ethnicity, culture, faith community, national origin or national status.

Sexist abuse
Sexist abuse refers to a range of behaviours which demean, intimidate or harm another person.

Homophobic, biphobic or transphobic abuse
This is where bullying is motivated by a prejudice against lesbian, gay or bisexual people, or towards people whose sense of their gender or gender identity is different to typical gender 'norms' The above lists are not exhaustive, but are intended to give examples of the types of child-on-child abuse which young people may experience.

Extra-familial harm
Extra-familial harm is defined as risks to the welfare of children that arise within the community or peer group, including sexual and criminal exploitation. A key element of extra-familial harm is that in general, harm does not arise from the home environment; parents may not be aware that their child is at risk or may be struggling to protect their child and the family from harm against exploiters. However, sometimes parental neglect and lack of supervision may contribute to the young person's exposure to extra-familial harm. Children who experience difficulties or instability at home may be more likely to spend more time outside of home and hence be more vulnerable to extra-familial harm.

Extra-familial harm can take the form of:

- Child sexual exploitation
- Child criminal exploitation including drug dealing both locally and through county lines
- Modern slavery and trafficking
- Gang activity and youth violence
- Radicalisation

Students who are more vulnerable to child-on-child abuse

The influence of peers is possibly the most significant factor in a child's social development and, as such, anyone can be subject to child-on-child abuse. However, there are certain groups who may be more at risk than others. For example, those with protected characteristics such as:

- Those who are socially isolated from their peer-group
- Those who are questioning their sexuality and identity
- Those with SEND needs (the Trust is careful not merely to assume that indicators of possible abuse relate only to their specific learning needs and are not investigated beyond this assumption)
- Those with different ethnicity, race or religious beliefs
- Young carers
- Students that identify as LGBTQIA+
- Looked after children
- Students who are on a Child in Need (CIN) or Child Protection (CP) plan
- Students who have poor attendance to school
- Students who are known to the police
- Students with mental health concerns

Appendix 4B: Types of bullying

Bullying can include:

Type of bullying	Definition
Emotional	Being unfriendly, excluding, tormenting
Physical	Hitting, kicking, pushing, taking another's belongings, any use of violence (including the threat of violence)
Prejudice-based and discriminatory, including: • Racial • Faith-based • Gendered (sexist) • Homophobic/biphobic • Transphobic • Disability-based	Taunts, gestures, graffiti or physical abuse focused on a particular characteristic (e.g. gender, race, sexuality)
Sexual	Explicit sexual remarks, display of sexual material, sexual gestures, unwanted physical attention, comments about sexual reputation or performance, sharing of nude or semi-nude images and/or videos (including pseudo-images, which are computer-generated images that otherwise appear to be a photograph or video), or inappropriate touching
Direct or indirect verbal	Bullying that takes place online, such as through social networking sites, messaging apps, gaming sites, devices or via images, audio, video, or written content generated by artificial intelligence (AI)
Cyber-bullying	Bullying that takes place online, such as through social networking sites, messaging apps, gaming sites, devices or via images, audio, video, or written content generated by AI

Appendix 5: Procedure for investigating incidents

Assess the information that has come in: what has happened (if anything) and who is involved (known or unknown parties). Before commencing a school investigation, the school should ascertain whether police involvement is necessary and get advice if there is any uncertainty. The school should identify breaches of relevant policies, considering how misconduct has been identified, as well as how it was identified or reported.

Appoint an investigator. This could be an internal investigator or an external investigator depending on the complexity of the investigation, the skill and experience of the in-house team to do it, the number of people involved and the time and commitment needed to get the investigation done. Where children are being interviewed it is best to appoint an investigator who is appropriately trained in interviewing children which requires a specific skill set.

Prepare an investigation plan. This will define the parameters of the investigation, the resources needed, the suggested methodology for the investigator, timeframe and identify any risk areas as well as the support needs of everyone involved. In a complex and large-scale investigation perhaps involving lots of witnesses, the plan will be kept under regular review and will be updated accordingly.

Gathering evidence

Initial investigations of minor infractions of the policy may be carried out by a member of staff on their own. Further investigations or initial fact finding of more serious offences may be carried out by two staff together if necessary, in order to expedite the process. In secondary schools, students who have witnessed the behaviour will be asked to provide written, signed and dated incident reports. In primary schools, students who have witnessed the behaviour may be asked to provide a written account or may be asked to describe to staff what they saw and the member of staff will make a note of the response. See guidance on interviewing students in Section 6.2.

Keeping records. Investigators will record thought processes and actions that might have been taken. This will help evaluate the decision-making process and will be a helpful tool to help evaluate how the matter was handled.

Appendix 6: Searches, screening and confiscation

Searches will only be carried out by a member of staff who has been authorised to do so by the headteacher, or by the headteacher themselves. School staff who are authorised by the headteacher to search students will adhere to the statutory safeguarding guidance contained in *Keeping Children Safe in Education* and *Working Together to Safeguard Children* and DfE guidance on searching, screening and confiscation.

Subject to the exception below, the authorised member of staff carrying out the search will be of the same sex as the student, and there will be another member of staff present as a witness to the search. An authorised member of staff of a different sex to the student can carry out a search without another member of staff as a witness if:

- the authorised member of staff carrying out the search reasonably believes there is risk that serious harm will be caused to a person if the search is not carried out as a matter of urgency; **and**
- in the time available, it is not reasonably practicable for the search to be carried out by a member of staff who is the same sex as the student; **or**
- it is not reasonably practicable for the search to be carried out in the presence of another member of staff.

When an authorised member of staff conducts a search without a witness, they should immediately report this to another member of staff, and make sure a written record of the search is kept. If the authorised member of staff considers a search to be necessary, but not required urgently, they will seek the advice of the headteacher, designated safeguarding lead (DSL) or pastoral member of staff who may have more information about the student. During this time the student will be supervised and kept away from other students.

A search can be carried out if the authorised member of staff has reasonable grounds for suspecting that the student is in possession of a prohibited item or any item identified in the school rules for which a search can be made, or if the student has agreed. An appropriate location for the search will be found. Where possible, this will be away from other students. The search will only take place on the school premises or where the member of staff has lawful control or charge of the student, for example on a school trip. Before carrying out a search the authorised member of staff will:

- assess whether there is an urgent need for a search;
- assess whether not doing the search would put other students or staff at risk;
- consider whether the search would pose a safeguarding risk to the student;
- explain to the student why they are being searched;
- explain to the student what a search entails – e.g. “I will ask you to turn out your pockets and remove your scarf”;
- explain how and where the search will be carried out;
- give the student the opportunity to ask questions; and
- seek the student’s co-operation.

If the student refuses to agree to a search, the member of staff can give an appropriate behaviour sanction. If they still refuse to co-operate, the member of staff will contact a senior member of staff to try to determine why the student is refusing to comply. The authorised member of staff will then decide whether to use reasonable force to search the student. This decision will be made on a case-by-case basis, taking into consideration whether conducting the search will prevent the student harming themselves or others, damaging property or causing disorder.

The authorised member of staff can use reasonable force to search for any prohibited items identified in section 3, but not to search for items that are only identified in the school rules. The authorised member of staff may use a metal detector to assist with the search. An authorised member of staff may search a student's outer clothing, pockets, possessions, desk or locker. 'Outer clothing' includes:

- Any item of clothing that isn't worn wholly next to the skin or immediately over underwear (eg. a jumper or jacket being worn over a t-shirt)
- Hats, scarves, gloves, shoes or boots

Searching students' possessions

Possessions means any items that the student has or appears to have control of, including:

- Desks
- Lockers
- Bags

A student's possessions can be searched for any item if the student agrees to the search. If the student does not agree to the search, staff can still carry out a search for prohibited items (listed in **Part A, Section 7**) and items identified in the school rules. An authorised member of staff can search a student's possessions when the student and another member of staff are present. If there is a serious risk of harm if the search is not conducted immediately, or it is not reasonably practicable to summon another member of staff, the search can be carried out by a single authorised member of staff.

Informing the DSL

The staff member who carried out the search should inform the DSL without delay:

- of any incidents where the member of staff had reasonable grounds to suspect a student was in possession of a prohibited item as listed in **Part A, Section 7**; and/or
- if they believe that a search has revealed a safeguarding risk.

All searches for prohibited items listed in **Part A, Section 7**, including incidents where no items were found, will be recorded in the school's safeguarding system.

Informing parents/carers

Parents/carers will always be informed of any search for a prohibited item listed in **Part A, Section 7**. A member of staff will tell the parents/carers as soon as is reasonably practicable:

- What happened
- What was found, if anything
- What has been confiscated, if anything
- What action the school has taken, including any sanctions that have been applied to their child

Support after a search

Irrespective of whether any items are found as the result of any search, the school will consider whether the student may be suffering or likely to suffer harm and whether any specific support is needed (due to the reasons for the search, the search itself, or the outcome of the search). If this is the case, staff will follow the school's safeguarding policy and speak to the DSL. The DSL will consider whether pastoral support, an early help intervention or a referral to children's social care is appropriate.

Strip searches

The authorised member of staff's power to search outlined above does not enable them to conduct a strip search (removing more than the outer clothing) and strip searches on school premises shall only be carried out by police officers in accordance with the Police and Criminal Evidence Act 1984 (PACE) Code C.

Before calling the police into school, staff will assess and balance the risk of a potential strip search on the student's mental and physical wellbeing and the risk of not recovering the suspected item. Staff will

consider whether introducing the potential for a strip search through police involvement is absolutely necessary, and will always ensure that other appropriate, less invasive approaches have been exhausted first. Once the police are on school premises, the decision on whether to conduct a strip search lies solely with them. The school will advocate for the safety and wellbeing of the student(s) involved. Staff retain a duty of care to the student involved and should advocate for student wellbeing at all times.

Communication and record-keeping

Where reasonably possible and unless there is an immediate risk of harm, before the strip search takes place, staff will contact at least one of the student's parents/carers to inform them that the police are going to strip search the student, and ask them whether they would like to come into school to act as the student's appropriate adult. If the school can't get in touch with the parents/carers, or they aren't able to come into school to act as the appropriate adult, a member of staff can act as the appropriate adult (see below for information about the role of the appropriate adult). The student's parents/carers will always be informed by a staff member once a strip search has taken place. The school will keep records of strip searches that have been conducted on school premises, and monitor them for any trends that emerge.

Who will be present

This subsection and the 1 directly following apply to strip searches that involve the exposure of a student's intimate body parts but schools may decide to follow these procedures for other searches. For any strip search that involves exposure of intimate body parts, there will be at least 2 people present other than the student, except in urgent cases where there is risk of serious harm to the student or others. One of these must be the appropriate adult, except if:

- The student explicitly states in the presence of an appropriate adult that they do not want an appropriate adult to be present during the search, and
- The appropriate adult agrees

If this is the case, a record will be made of the student's decision and it will be signed by the appropriate adult. No more than two people other than the student and appropriate adult will be present, except in the most exceptional circumstances. The appropriate adult will:

- Act to safeguard the rights, entitlements and welfare of the student
- Not be a police officer or otherwise associated with the police
- Not be the headteacher
- Be of the same sex as the student, unless the student specifically requests an adult who is not of the same sex

Except for an appropriate adult of a different sex if the student specifically requests it, no one of a different sex will be permitted to be present and the search will not be carried out anywhere where the student could be seen by anyone else.

Care after a strip search

After any strip search, the student will be given appropriate support, irrespective of whether any suspected item is found. The student will also be given the opportunity to express their views about the strip search and the events surrounding it. As with other searches, the school will consider whether the student may be suffering or likely to suffer harm and whether any further specific support is needed (due to the reasons for the search, the search itself, or the outcome of the search). Staff will follow the school's safeguarding policy and speak to the DSL. The DSL will consider whether, in addition to pastoral support, an early help intervention or a referral to children's social care is appropriate. Any student(s) who have been strip searched more than once and/or groups of students who may be more likely to be subject to strip searching will be given particular consideration, and staff will consider any preventative approaches that can be taken.

Seizure of items
Staff may seize an electronic device to examine any data or files on the device if they think there is good reason to do so. These data or files may be erased before returning the item if they believe there is good reason to do this (guidance on this is provided in the DfE'S guidance on searching, screening and confiscation). If the member of staff conducting the search suspects they may find an indecent image of a child, the member of staff should never intentionally view the image, and must never copy, print, share, store or save such images. When an incident might involve an indecent image of a child and/or video, the member of staff should confiscate the device, avoid looking at the device and refer the incident to the designated safeguarding lead. Staff will have regard to the UK Council for Internet Safety advice for managing incidences of sharing nudes and semi-nudes when managing these issues.

Screening of students
Schools may require students to undergo screening by a walk-through or hand-held metal detector (arch or wand) regardless of whether they suspect the student of having a weapon and without the student's consent.

Appendix 7: Pastoral support plan (PSP) template

Pastoral support plan

NAME	GENDER	AGE	DOB	SEN SUPPORT CiC / EHCP	UPN

SCHOOL	CLASS / TEACHER	PSP START DATE	CO-ORDINATED BY

PSP TIME LIMIT AND REVIEW DATES WEEKLY PLAN	HOW WILL THE STUDENT KNOW THAT THEY ARE 'ON TRACK'? (ongoing recognition of weekly success)

STUDENT PROFILE	
WHAT IS GOING WELL?	WHAT IS NOT GOING WELL

STUDENT COMMITMENT	PARENTAL COMMITMENT
Signed……	**Signed……**

SCHOOL SUPPORT AND STRATEGIES	SUPPORT FROM OUTSIDE AGENCIES

PROACTIVE (How will adults know that I'm calm, relaxed and ready to learn?)	**ACTIVE** (How will adults know that I'm on the edge/ becoming anxious?)	**REACTIVE** (How will adults know that I'm ready to explode?)	**RECOVERY** (How will adults know that I'm returning to my calm feeling?)
What will the adults do to support me when I feel like this?	What will the adults do to support me when I feel like this?	What will the adults do to support me when I feel like this?	What will the adults do to support me when I feel like this?

HOW WILL I KNOW THAT I'M DOING WELL?	WHAT WILL HAPPEN TO HELP ME GET BACK ON TRACK?

REVIEW (to be written in from the beginning of the PSP process)	
Key dates	**Actions from the review meetings**
Week 4: date……..	
Week 8: date……..	

Notes:

Appendix 8: Roles and responsibilities of headteacher, local governing board and local authority in relation to exclusions and suspensions

The headteacher

Deciding whether to suspend or exclude
Only the headteacher, or acting headteacher, can suspend or permanently exclude a student from school on disciplinary grounds. The decision can be made in respect of behaviour inside or outside of school. The headteacher will only use permanent exclusion as a last resort.

Before deciding whether to suspend or exclude a student, the headteacher will:

- Consider all the relevant facts and evidence on the balance of probabilities, including whether the incident(s) leading to the exclusion were provoked.
- Allow the student to give their version of events.
- Consider whether the student has special educational needs for which reasonable adjustments are required to be made (SEN).
- Consider whether the student is especially vulnerable (e.g. the student has a social worker, or is a looked-after child [LAC]).
- Consider whether all alternative solutions have been explored, such as off-site direction or managed moves

The length of a suspension will be decided on by the headteacher who will take into account:

- The age of the student;
- Their disciplinary record;
- The nature of the offence;
- Any exam obligations.

The headteacher will consider the views of the student, in light of their age and understanding, before deciding to suspend or exclude, unless it would not be appropriate to do so. Students who need support to express their views will be allowed to have their views expressed through an advocate, such as a parent or social worker. The headteacher will not reach their decision until they have heard from the student, and will inform the student of how their views were taken into account when making the decision.

As outlined in the statutory exclusions guidance, a decision to exclude a student permanently will be taken only:

- in response to serious breach, or persistent breaches, of the school's behaviour policy, **and**
- where allowing the student to remain in school would seriously harm the education or welfare of the student or others such as staff or students in the school.

Informing parents
If a student is at risk of suspension or exclusion the headteacher will inform the parents (or social worker / Virtual School Head (VSH) if applicable) as early as possible, in order to work together to consider what factors may be affecting the student's behaviour, and what further support can be put in place to improve the behaviour. If the headteacher decides to suspend or exclude a student, the parents will be informed of the period of the suspension or exclusion and the reason(s) for it, without delay. The parents will also be provided with the following information in writing, without delay:

- The reason(s) for the suspension or exclusion
- The length of the suspension or, for a permanent exclusion, the fact that it is permanent
- Information about parents' right to make representations about the suspension or permanent

exclusion to the local governing board and how the student may be involved in this
- How any representations should be made
- Where there is a legal requirement for the local governing board to hold a meeting to consider the reinstatement of a student, and that parents (or the student if they are 18 years old) have a right to attend the meeting, be represented at the meeting (at their own expense) and to bring a friend

The headteacher will also notify parents without delay and by the end of the afternoon session on the first day their child is suspended or permanently excluded, that:
- For the first 5 school days of an exclusion (or until the start date of any alternative provision or the end of the suspension, where this is earlier), the parents are legally required to ensure that their child is not present in a public place during school hours without a good reason. This will include specifying on which days this duty applies
- Parents may be given a fixed penalty notice or prosecuted if they fail to do this

If alternative provision is being arranged, the following information will be included, if possible:
- The start date for any provision of full-time education that has been arranged
- The start and finish times of any such provision, including the times for morning and afternoon sessions, where relevant
- The address at which the provision will take place
- Any information the student needs in order to identify the person they should report to on the first day

Full-time education (off-site or in a shared provision) will be provided from the sixth day of any period of suspension of six days or longer or where the cumulative period of suspensions in any one term exceeds five. This means that if a child has more than five consecutive school days of suspension, then education must be arranged for the sixth school day of suspension, regardless of whether this is because of one decision to suspend the student for the full period or multiple decisions to suspend the student for several periods in a row.

If the headteacher does not have all the information about the alternative provision arrangements by the end of the afternoon session on the first day of the suspension or permanent exclusion, they can provide the information at a later date, without delay and no later than 48 hours before the provision is due to start. The only exception to this is where alternative provision is to be provided before the sixth day of a suspension or permanent exclusion, in which case the information may be provided with less than 48 hours' notice, with parents' consent.

Providing education during the first 5 days of a suspension or permanent exclusion
During the first 5 days of a suspension, if the student is not attending alternative (AP) provision, the headteacher will take steps to ensure that achievable and accessible work is set and marked for the student. Online pathways such as Google Classroom or Oak Academy may be used for this. If the student has a special educational need or disability, the headteacher will make sure that reasonable adjustments are made to the provision where necessary. If the student is looked after or if they have a social worker, the school will work with the LA to arrange AP from the first day following the suspension or permanent exclusion. Where this isn't possible, the school will take reasonable steps to set and mark work for the student, including the use of online pathways.

Informing the local governing board and the local authority
The headteacher will, without delay, notify the Chair of the local governing board, the local authority (LA) and the social worker and / or VSH, if appropriate of:
- Any permanent exclusion, including when a suspension is followed by a decision to permanently

exclude a student
- Any suspension or permanent exclusion which would result in the student being suspended or permanently excluded for a total of more than 5 school days (or more than 10 lunchtimes) in a term
- Any suspension or permanent exclusion which would result in the student missing a National Curriculum test or public exam

For a permanent exclusion, if the student lives outside the LA in which the school is located, the headteacher will also, without delay, inform the student's 'home authority' of the exclusion and the reason(s) for it. The headteacher will notify the local governing board once per term of any other suspensions of which they have not previously been notified, and the number of suspensions and exclusions which have been cancelled (see below), including the circumstances and reasons for the cancellation.

Cancelling suspensions and permanent exclusions
The headteacher may cancel a suspension or permanent exclusion that has already begun, but this will only be done where it has not yet been reviewed by the local governing board. Where there is a cancellation:
- The parents, local governing board and LA (including the social worker and VSH where applicable) will be notified without delay
- Parents will be offered the opportunity to meet with the headteacher to discuss the cancellation
- The student will be allowed back in school without delay

The local governing board
Considering suspensions and permanent exclusions
Responsibilities regarding exclusions are delegated to the school's local governing board. The board has a duty to consider parents' representations about a suspension or permanent exclusion. Any panel set up to consider exclusions will consist of at least 3 members and may be drawn from the LGB and/or Trustees. The panel must consider the reinstatement of an excluded student within 15 school days of notification of the exclusion if:
- The exclusion is permanent
- It is a suspension which will bring the student's total number of school days of suspension to more than 15 in a term
- It would result in a student missing a public exam or national curriculum test. In this circumstance the exclusions panel must meet as soon as possible, before the date of the test or exam as far as reasonably practical to do so. If this is not possible the Chair of Governors will consider the exclusion and decide whether or not to reinstate the student.

For suspensions of five school days or less in a term:
- governors must consider any representation from parents, but
- they cannot direct reinstatement and are not required to arrange a meeting with parents.

For suspensions of 6-15 school days in one term, governors must consider any representations from parents within 50 school days but only if parents request a meeting; governors can uphold an exclusion or reinstate the student (earlier or immediately). In the absence of any representations from the parents, the local governing board can consider reinstatement on their own.

In the case of a permanent exclusion, the LGB will follow the statutory guidance on exclusions at the time of the exclusion and convene to consider the reinstatement of the student within 15 school days. The panel will comprise 3 or more members who have undergone appropriate training, drawn from the LGB and/or Trustees, and will be independently clerked. When considering reinstatement of an excluded student the panel can either:

- Decline to reinstate the student, or
- Direct the reinstatement of the student immediately, or on a particular date

In reaching a decision, the panel must consider whether the exclusion was lawful, reasonable and procedurally fair and whether the Headteacher followed their legal duties. Minutes will be taken of the meeting, and a record of evidence considered kept. The outcome will also be recorded on the student's educational record. The Chair of the panel will notify, in writing, the Headteacher, parents and the LA of its decision, along with reasons for its decision, without delay. Where an exclusion is permanent, the panel's decision letter will also include the following:

- The fact that it is permanent
- Notice of parents' rights to ask for the decision to be reviewed by an independent review panel.

The local authority

For permanent exclusions, the local authority (LA) will arrange suitable full-time education to begin no later than the sixth school day after the first day of the exclusion.

Appendix 9: Independent review

If parents apply for an independent review within the legal timeframe, the Trust will arrange for an independent panel to review the decision of the local governing board not to reinstate a permanently excluded student.

Applications for an independent review must be made within 15 school days of notice being given to the parents by the school's local governing board of its decision to not reinstate the student **or**, if after this time, within 15 school days of the final determination of a claim of discrimination under the Equality Act 2010 regarding the permanent exclusion.

Following its review, the independent panel will decide to do one of the following:

- Uphold the local governing board's decision
- Recommend that the local governing board reconsiders reinstatement
- Quash the local governing board's decision and direct that they reconsider reinstatement (only if it judges that the decision was flawed)

Appendix 10: Sanctions in relation to internal/fixed-term suspensions and permanent exclusions

This appendix outlines types of student behaviour that could lead to a higher level sanction. More information regarding sanctions issued in individual schools can be found in Part B.

Internal suspensions

For minor and/or first incidents, the length of a suspension will generally be shorter; the length of time will increase for persistent misbehaviour. For more significant incidents, however, the length of time of the suspension will reflect the seriousness of the situation. The following are examples of incidents that will usually lead to an internal suspension:

- Repetitive acts of bullying (including cyber bullying);
- Acts of racist, disablist, religious intolerance, gender-based, homophobic, biphobic or transphobic abuse;
- Acts of defiance to a member of staff, including walking out of a classroom without permission (repetitive behaviour will lead to fixed-term suspension or permanent exclusion);
- Acts of behaviour that prevent teachers from teaching and/or students from learning;
- Acts of insolence towards a member of staff;
- Acts of inappropriate conduct towards staff, other students or members of the public;
- Acts of directly swearing at, and/or using abusive language towards, other students;
- Acts of plagiarism;
- Intimidation;
- Failure to attend a missed after-school detention;
- Poor behaviour or failure to report whilst on a post suspension report card;
- Failure to complete a school report including loss of, and/or, defacing, reports and not seeing the designated member of staff;
- Late arrival to school twelve times or more in a term without a reasonable excuse.
- Acts of sharing inappropriate material (this could be a fixed-term suspension depending on the circumstances)
- Acts of inappropriate behaviour in a school detention.

Smoking and vaping

1. Acts of smoking, including holding a lit cigarette (including an e-cigarette or vape), in the vicinity of the school grounds, in or out of school uniform on a school day, including sixth Form students (any repetitive behaviour will lead to a suspension);
2. Possession of cigarettes (including smoking-related equipment and/or vapes) and/or association with students who are smoking/vaping;
3. Possession of ‘e-cigarettes’, vapes or shisha pens, or similar.

Any repetitive behaviour of 1, 2 or 3, or a combination of the above, will lead to a suspension.

Suspensions

For minor and/or first incidents, the length of a suspension will generally be shorter; the length of time will increase for persistent misbehaviour. For more significant incidents, however, the length of time of the suspension will reflect the seriousness of the situation. The following will usually lead to a suspension:

- Acts of physical aggression or incitement to physical aggression (including assaults on other students);
- Persistent refusal to follow staff instructions or to accept the authority of the school (students are expected to follow staff instructions and accept the authority of the school.
- Persistent refusal to follow the school’s code of conduct, other school rules, discipline and uniform code;

- Possession and/or use/consumption of any of the following either on the school premises, on the way to or from school or on a school trip:
    - Illegal drugs
    - Chemicals, solvents
    - Alcohol
- Possession and/or use of any of the following:
    - Prohibited items (see Appendix 11: Searches)
    - Pornographic materials (including misuse or attempted misuse of ICT equipment). See Indecent Images Protocol;
    - Replica weapons;
- Possession of a laser pen; acts of using a laser pen, irrespective of ownership;
- Acts of abuse of any nature including incitement to abuse on religious, racial, sexuality, age or gender related grounds;
- Acts of bullying (including cyber bullying);
- Malicious accusations against school staff;
- Acts of behaviour that are dangerous or deemed to endanger the health, safety and wellbeing of any person associated with the school or a member of the public;
- Acts of contaminating food or drink which is likely to be consumed by staff or students;
- Acts of using any sharp object inappropriately;
- Acts of defiance to a senior member of staff (repetitive behaviour could lead to a permanent exclusion);
- Acts of swearing directly at a member of staff;
- Acts of vandalism or damage;
- Any act, either by word or deed which brings the school into disrepute. This includes any mention of the school or school staff on social media;
- Theft from students, staff, visitors, school property, the school's canteen and/or shoplifting;
- Burglary of the school at any time;
- Recording anti-social behaviour, including fighting, bullying, homophobic, biphobic, transphobic racist, sexist or gender-based comments or incidents and assaults of any description which involve members of the school community;
- Forwarding an inappropriate video, eg. a fight and/or posting on social media irrespective of whether or not the student recorded it;
- Acts of inappropriate use of technology
- Acts of fraudulent behaviour, including forgery and plagiarism, for any examination work;
- Setting off the school fire alarm without good reason;
- Acts of encouraging fighting or being a spectator of a premeditated fight;
- Refusal to cooperate with the school's investigation, obstructing an investigation or providing misleading information;
- Acts of smoking or vaping on the school site or in the school building.

Permanent exclusions

The statutory exclusions guidance states that a decision to exclude a student permanently should only be taken in response to a serious breach or persistent breaches of the school's behaviour policy **and** where allowing the student to remain in school would seriously harm the education or welfare of the student or others, such as staff or students in the school. The following will usually lead to permanent exclusion for a 'one-off' incident:

- Serious actual or threatened violence against, and/or injury to a student, a member of staff, or a member of the general public;
- Sexual abuse or assault. Advice will be sought from the appropriate professionals and statutory safeguarding guidance will be followed);

- Supplying directly/indirectly an illegal drug in school to students in and out of school (the 2012 Association of Chief Police Officers guidance will be followed);
- Carrying an offensive weapon in school, on the way to or from school or on a school trip;
- Reckless behaviour, such as letting off fireworks, orchestrating a bomb hoax, throwing any object, which endangers individuals' welfare and safety.

Based on the school's duty to share information with other agencies relating to criminal activity and/or students at risk, the school will consider, on an individual basis and in accordance with statutory safeguarding guidance, whether to inform the police, or other appropriate professionals, including social services.

	Vanguard Learning Trust *As a group of local primary and secondary schools, Vanguard Learning Trust's mission is to serve its local community by providing outstanding, inclusive education. The Trust has a collective purpose and responsibility to provide effective teaching, through a curriculum based on equality of opportunity and entitlement that allows students to shine both in and out of the classroom. Each school in the Trust has its own ethos, which also complements the Trust's vision and values, with the common aspiration that all students can achieve their potential.*

Behaviour policy
Part B: Ruislip High School
Autumn 2026

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Part B: Ruislip High School

Section 1: Ethos

1.1 The school environment
The school believes that effective learning and teaching can only take place in a well-ordered environment. Promoting positive behaviour requires the commitment of all staff and students; consistency of practice is needed across the school to ensure that students know the standards of behaviour expected of them. A shared commitment from parents/carers, governors and the wider community is an important factor in promoting good behaviour, as is the support of the local authority and other agencies. Managing behaviour is based on building relationships with students, who should be treated as individuals with appropriate rewards and sanctions. It is essential to establish clear expectations, beyond which the school is not prepared to tolerate disruption and to ensure that every member of staff upholds this level. Avoiding confrontation when working with students is one of the keys to success. Good behaviour should be an expectation to the point where students do not tolerate bad behaviour themselves.

1.2 Students at Ruislip High School
Ruislip High School (RHS) expects all its students to be engaged and motivated learners and to develop a strong sense of both rights and responsibilities. This is achieved by the use of clearly defined boundaries and rigorous support by both the academic and pastoral teams, together with praise and reward schemes which acknowledge both the effort and attainment achieved by RHS students. All students at RHS have a right to the best possible education. All teachers have the right to be able to deliver that education in a calm and disciplined classroom. This policy aims to set out clear directions for dealing with behaviour which does not support the school's ethos.

1.3 Code of Conduct
To achieve the school's vision, it is the responsibility of all members of staff at RHS to ensure that the behaviour policy is applied consistently throughout the school day and that the protocols for dealing with incidents of poor or undesirable behaviour are adhered to. Students and staff are expected to follow the RHS's Code of Conduct; this is prominently displayed in each classroom. RHS expects its students to maintain similar high standards of behaviour beyond the school grounds. Therefore, all aspects of the behaviour policy extend to students' behaviour on the way to school, from school, whilst wearing school uniform in any public place, on school visits and online.

1.4 The principles behind this policy
The local governing body (LGB) believes that in order to enable effective learning and teaching to take place, good behaviour in all aspects of school life is necessary. It seeks to create a caring, learning environment in the school by:

- promoting good behaviour and discipline;
- promoting self-esteem, self-discipline, proper regard for authority and positive relationships based on mutual respect;
- ensuring fairness of treatment for all;
- encouraging consistency of response to both positive and negative behaviour;
- promoting equality of opportunity for all;
- promoting the community ethos of the school;
- promoting early intervention; and

- providing a safe environment free from disruption, violence, bullying and any form of harassment or prejudice.

Section 2: Student messages (eg. pledges, mnemonics)

Ruislip High School has 7 core values. **Appendix 2** contains further information.

Section 3: How the behaviour policy is implemented at Ruislip High School

3.1 The highest expectations for behaviour in the classroom

Ruislip High School expects the highest standards of behaviour for learning in the classroom. This is to ensure that all students have the best opportunity to experience learning and have the best chance of future success. Therefore, students will be subject to a three strike mode:

- Strike 1: Verbal warning
- Strike 2: Level 2 behaviour incident recorded on the school's online behaviour recording platform
- Strike 3: Removal from the lesson for any behaviour that is not conducive to a positive learning environment (see **Appendix 1** for further details)

Students will be regularly reminded of their responsibilities to ensure that the classroom has the best possible environment for learning.

3.2 'Back on Track': Removal from lessons

Minor incidents are dealt with by the class teacher in the first instance in accordance with the strike system and professional judgement. Students will be removed from their lesson if their behaviour does not change following a second 'Strike'. Students will be immediately removed from their lesson should they engage in any disrespectful behaviour (being rude/insolent; arguing with staff; not following staff instructions) or if their behaviour is offensive or inappropriate. Students will go on a report in the subject they have been removed from. The length of this report will be down to the discretion of the curriculum leader. Students who are removed from lessons will also receive a 45 minute detention and parents/carers will be required to attend a meeting in school.

3.3 After-school detentions

After-school detentions will take place every Tuesday to Friday. On Tuesdays, Wednesdays and Thursdays, students will be supervised by heads of year and curriculum leaders, along with support from teaching staff. A member of the school's senior leadership team will supervise on Fridays. Occasionally, there will be detentions set on a Monday, often during a week when detentions cannot occur on a Thursday due to staff training and school events. The detentions will be either 30 minutes in length or 1 hour in length. If students do not attend an after-school detention, then the consequence will escalate. Period 5 teachers will remind and escort students to detentions when possible, but students are expected to take ownership of attending these themselves.

3.4 Behaviour in the community

Behaviour within the school community and during social time must be of the highest standard. Therefore, students will receive a sanction ('yellow card') for the following:

- Inappropriate behaviour, which can include:
    - Movement with named student/s (occasionally students who are behaving poorly together at social times will be separated so that they do not spend time together at social times)
    - Not following staff instructions

    - Littering
    - Loitering
- Poor uniform

The following procedures are followed when students are issued with a yellow card:

- 1 occasion: Tutor conversation
- 2/3 occasions: 30 minute after school detention
- 4/5 occasions: 60 min after school detention
- 6+ occasions: Internal suspension

The yellow cards will be checked in tutorial on a weekly basis and sanctions will be set by the form tutor or head of year. The yellow card count will reset at the end of each week for every student and the sanctions will be based on the previous week's data. If a student's behaviour during social times goes beyond that of a yellow card then the student will be removed to the 'Back on Track' room. The student will also complete a 45 minute detention at the end of the same day. In most cases, the removal will be for the remainder of the day, however, removals earlier in the day, such as break time, can be reviewed by the head of year and SLT.

Sanctions are needed to respond to inappropriate behaviour. However, time will be taken to fully understand the context of the behaviour, considering the possibility of safeguarding issues. Further support will be offered if required. A range of sanctions are clearly defined in the procedures and their use will be characterised by clarity as to why the sanction is being applied and what changes in behaviour are required to avoid future sanctions. The procedures make a clear distinction between the sanctions applied for minor and major issues.

Section 4: Internal/fixed-term suspensions and permanent exclusions

4.1 Overarching principles

This policy cannot provide an exhaustive list of possible student behaviours that could lead to a sanction. The overarching principle will always be the intentions of students in terms of whether they directly or indirectly involve themselves in the behaviour and/or situation. It can therefore include sanctions for students involving a third party to carry out the behaviour on their behalf. There may be cases where safeguarding separation is used as a protective measure designed to ensure student welfare. For example in cases involving peer-on-peer abuse. This procedure necessitates the provision of educational instruction off-site as an alternative to formal exclusion

4.2 Internal suspensions

For minor and/or first incidents, the standard length of a suspension will generally be one day. The length of time will increase for persistent misbehaviour. For more significant incidents, however, the length of time of the suspension will reflect the seriousness of the situation (further information can be found in **Appendix 1**).

4.3 Fixed-term suspensions

For minor and/or first incidents, the standard length of a suspension will generally be one day; the length of time will increase for persistent misbehaviour. For more significant incidents, however, the length of time of the suspension will reflect the seriousness of the situation. Alternative provision will also be considered (further details can be found in **Appendix 1**).

4.5 Permanent exclusions

A decision to exclude a student permanently will be taken only where there has been a serious breach of the school's behaviour policy and/or a student remaining in the school would seriously harm the welfare and/or education of the student or others in the school.

Section 5: Relevant staff and chain of communication

5.1 Board of trustees

Trustees will work with relevant members of the Trust's central team and each school's senior leadership team (SLT) to help set the ethos and a set of core values that promote high standards of expected behaviour from students attending its schools. Trustees will monitor and evaluate the impact of the policy and will hold the chief executive officer (CEO) and headteachers to account for its implementation. Trustees will ensure that they receive relevant training on suspensions, exclusions, behaviour and discipline at least every two years.

5.2 Chief executive officer

The CEO will ensure that this policy is applied consistently across all schools within the Trust and will report back to the trustees. They will ensure that senior staff receive regular continued professional development and receive regular training on behaviour management.

5.3 Local governing body

Governors of the school will review and monitor the application and implementation of this policy by receiving regular reports from the headteacher on behavioural sanctions and support that is put in place for students. The local governing body will scrutinise relevant data, review relevant suspension and exclusion decisions and act as a point of challenge for decisions taken by the headteacher.

5.4 Headteacher

The headteacher of Ruislip High School, with support from their SLT, will ensure that staff are supported and up-to-date with policy changes. They will ensure that lessons are well led, effectively managed and that staff regularly and effectively self-evaluate their behaviour management strategies. The headteacher will ensure that the teaching of behaviour expectations is included in induction for all staff and students, regardless of whether they enter the school at standard or non-standard entry points. The headteacher will monitor how staff implement this policy to ensure rewards and sanctions are applied fairly and consistently, searches are carried out lawfully and the use of removal from the classroom is used appropriately, as well as not having a disproportionate effect on students sharing particular protected characteristics. The headteacher will act as a source of support and guidance for staff on behaviour management strategies and discipline.

5.5 Staff

The responsibilities of Trust staff in fostering and maintaining high standards of behaviour are set out in **Part A**, **Appendix 1** of this policy. Staff will receive training on behaviour strategies throughout the year and are encouraged to work collaboratively on methods and initiatives to help improve behaviour within their school and local community.

5.6 Students

The rights and responsibilities of students are set out in **Part A, Appendix 2** of this policy along with a list of the rules to which all students must adhere. Students will regularly receive reminders of the rules and expected standards of behaviour. Students are expected to have a positive attitude and maintain high

expectations for themselves. Students will be asked to give feedback on their experience of the behaviour culture to support the evaluation, improvement and implementation of the behaviour policy.

5.7 Parents/carers
Parents/carers play an important role in ensuring good behaviour from their children. The school's home-school agreement **(see Appendix 6**) helps to clarify expectations, outlining the roles and responsibilities of parents/carers in fostering good behaviour.

Section 6: Attendance, punctuality and registers, rewards and sanctions

6.1 Attendance
The aim of Ruislip High School is for all students to attend school every day that they are fit to do so. Regular school attendance is vital for students in order that they can make good progress and achieve their academic potential. The School defines regular attendance as 96%. The school does, however, recognise that for some students regular attendance may be an extremely difficult target to achieve; the school, therefore, aims to give as much support and positive praise as practically possible in order to assist students in regular daily attendance. Students who do not attend regularly may be placed at considerable risk and, in some cases, may be drawn into patterns of antisocial or criminal behaviour.

6.2 Punctuality
School starts at 8:30am for all students. Lateness to school is not acceptable, as students arriving late to school and lessons can affect learning and cause disruption for their classmates. Punctuality is monitored on a daily/weekly and termly basis (see **Appendix 3** for further information). If a student arrives to a lesson over five minutes late without a clear authorised reason from a member of staff they will automatically receive a 30 minute after school detention. A student who fails to attend a lesson inside the first 10 minutes will be taken to 'Back on Track' and this will be logged as a lesson refusal (truancy).

6.3 AM/PM registration procedures
Teachers are responsible for taking the register promptly at the start of the day using the school's MIS system Staff should register each student using one of the following codes:

- / = Present
- N = Absent
- L = Late

Upon entering an L mark, teachers will be prompted to enter into the system the number of minutes late. This allows the school to monitor the punctuality of students and take action accordingly.

6.4 Lesson registers
Class teachers are responsible for taking registers at the beginning of their lessons. This is to ensure that all students are where they are expected to be. Members of the senior team are called to assist if a student has not arrived at their lesson. Accurate registers allow staff to pick up on trends and patterns or absence.

6.5 Rewards for good attendance
Rewards aim to recognise and encourage good/improved attendance and punctuality. Rewards come in many different forms (see **Section 10**).

The school's Attendance Policy can be found here.

Section 7: Uniform

Students at Ruislip High School are expected to wear the correct uniform at all times (other than specified non-school uniform days) whilst on the school premises and when travelling to and from school. Roles and responsibilities regarding uniform can be found in **Appendix 4**.

The school's Uniform Policy can be found here.

Section 8: Inclusion and special educational needs and/or disabilities (SEND)

8.1 Student participation

The school encourages all students, including those with SEND, to make decisions about their education. All students are expected to reflect on, and evaluate, their own learning and discuss their needs with a member of staff. Students participate, where possible, in all the decision-making processes, including setting targets, discussing their choices, assessment of needs and in the review procedures.

8.2 Reasonable adjustments

Staff should consider whether a student's SEND has contributed to the misbehaviour and if so, whether it is appropriate and lawful to sanction the student. In considering this, schools should refer to the Equality Act 2010 and schools guidance. Staff should also consider whether any reasonable adjustments need to be made to the sanction in response to any disability the student may have. It is also important for the schools to seek to try and understand the underlying causes of behaviour and whether additional support is needed.

The school's SEND policy can be found here.

Section 9: Behaviour topics and implementation

9.1 Mental health

As part of the school's commitment to promoting positive mental health and wellbeing for all students, the school offers support to all students by:

- raising awareness of mental health during assemblies, tutor time and provision of personal, social, health and economic education (PSHE)
- signposting all students to sources of online support on the school website;
- having open discussions about mental health during lessons;
- providing students with avenues to provide feedback on any elements of the school that is negatively impacting their mental health;
- appointing a senior mental health lead with a strategic oversight of the whole school approach to mental health and wellbeing; and
- offering pastoral support through heads of year, pastoral and assistant pastoral directors.

The school's Mental Health and Wellbeing Policy can be found here.

9.2 E-safety

The school provides internet access to all students and staff. The school's acceptable use agreement helps to protect students, staff and the school by clearly communicating the school's expected standards of online behaviour (see **Appendix 5**).

The school's Online Safety Policy can be found here.

9.3 National tests
Ruislip High School expects all students to arrive before the start time of every examination. All student belongings need to be stored in lockers before the start of the examinations. The only item permitted to be taken into an examination is a clear water bottle with all the labelling removed. Students will have an opportunity to run through the procedures of entering, sitting and exiting an examination during the pre-public examination season. Any student that is suspected of malpractice will be reported to the awarding body, which may result in penalties, including disqualification. Any student that is suspected of malpractice will also be unable to attend any school events, including Prom.

The school's Examination Policy can be found here.

9.4 Taking a proactive approach to reducing harmful behaviours
Being proactive when dealing with student behaviour is crucial for creating a positive and conducive learning environment. Proactivity allows teachers to address potential issues before they escalate, promoting a more productive and harmonious classroom dynamic. By establishing clear expectations and rules from the outset, teachers can prevent disruptive behaviours and foster a culture of respect and responsibility. Proactive measures such as consistent communication with students, implementing effective behaviour management strategies and providing individual support when needed, can prevent behavioural problems, enhance engagement, and maximise learning outcomes. By taking a proactive approach, teachers at Ruislip High School are helping to create an environment where students feel valued, supported and motivated to succeed academically and socially.

9.5 Smoking and vaping
Acts of smoking are strictly prohibited. This includes holding a lit cigarette (including an e-cigarette or vape) in the vicinity of the school grounds, in or out of school uniform on a school day. This also includes Sixth Form students. It is also prohibited to be in possession of cigarettes (including smoking-related equipment and/or vapes) or associate with students who are smoking/vaping. It is not permitted to be in possession of 'e-cigarettes', vapes or shisha pens, or similar items.

Section 10: Rewards

10.1 Celebration assemblies
Celebration assemblies are held at the end of each term. Subject teachers present awards to students for outstanding effort/attainment. The headteacher's award is presented to students receiving five or more 'A1' grades on their most recent tracking report.

10.2 Weekly assemblies
All student achievements are celebrated during the weekly assemblies. The school encourages students to inform their tutors of any achievements, including those not acquired in school.

10.3 Behaviour MIS system Reward System - 'Star Points'
Students are rewarded with star points in lessons for displaying one of the Ruislip High School values as outlined in **Appendix 2**. Students can use these points to 'purchase' prizes through their form tutor and their positive points will be shared on a weekly basis during tutorial. These prizes range from equipment to £10 online shopping vouchers. Students can save their points up over time.

10.4 School trips
School trips and activities are organised at various times throughout the year as part of the school's extended curriculum. Student participation in school trips will be determined by senior staff who will consider a range of factors including: individual student attendance and the reason behind any absence; individual student behaviour and attitude to learning, particularly where there are health and safety concerns.

10.4 Presentation evening
Members of staff nominate students and award subject prizes annually. One subject award is presented for each key stage group (Key Stage 3 to Key Stage 5). Prizes are also awarded during the evening itself to students who have gone above and beyond to support the school community in some way.

10.5 Attendance rewards
The school's pastoral team regularly rewards high levels of attendance and significant improvements in attendance at both tutor group and individual student level. The tutor group with the highest weekly attendance receives a tutor time breakfast on a weekly basis. Certificates are distributed in celebration assemblies for students with high and/or improving attendance. A termly raffle is started towards the end of each term to promote strong attendance at times when attendance rates can slip. This is supported by the parents association group 'Friends of Ruislip High School', who donate a family hamper to the winning student from each year group on the last day of each term.

10.6 'Community Cards'
Students are encouraged to display good manners and courtesy at all times. All staff on duty have the option to reward students during social times and in the corridors for displaying desirable behaviour by giving them a 'Community Card'. A 'Community Card' will be worth four star points which students can use to purchase items from the Learning Resource Centre.

Section 11: Student possessions

11.1 Mobile phones
Students are allowed to bring mobile phones into school. The school has a 'see it/hear it/take it' policy with regard to these items. The school advises students not to bring other electronic equipment, such as tablets etc. into school unless asked to do so as part of a lesson. Sanctions for non-compliance are as follows:

- First occasion in a term: Equipment confiscated and taken to the main office for collection by the student at the end of the day. A warning letter is sent to the student's parent/carer.
- Second occasion in a term: Equipment confiscated and taken to the main office for collection by parent/carer. A letter is sent to the student's parent/carer and an additional sanction is given, such as an after-school detention.
- Third and subsequent occasions in a term: Equipment confiscated and taken to the main office for collection by parent/carer. A letter is sent to the student's parent/carer and an extended sanction is given. A parental meeting will be arranged. In addition, phones must be handed to reception on entry into school each morning until the end of term.

If a mobile phone/smart watch is used to contact a third party, including parents or carers, which leads them to contact the school, this will be sanctioned with an internal or fixed-term suspension, depending on the amount of disruption caused to staff, or concerns regarding the safety of staff or students. This includes students involving another student who makes contact with a third party with or without their

knowledge. In addition, contact with a third party may involve using any other form of communication, eg. the internet, and/or through any medium or device.

11.2 KS3 smart phones

Key Stage 3 are not permitted to bring smart phones to school. These will be confiscated and stored in the front office.

- First occasion in a term: The smart phone will be confiscated and taken to the main office for collection by the parent at the end of the day. A warning letter will be sent to the student's parent/carer.
- Second occasion in a term: The smart phone will be confiscated and taken to the main office for collection by the parent / carer. A letter will be sent to the student's parent/carer and a 60 minutes after school sanction will be issued.
- Third and subsequent occasions in a term: The smart phone will be confiscated and taken to the main office for collection by parent/carer. A letter is sent to the student's parent/carer and an extended sanction is given. A parental meeting will be arranged. In addition, phones must be handed to reception on entry into school each morning until the end of term.

11.3 Bikes and scooters

All students receive an assembly on bike safety when they join Ruislip HIgh School in Year 7. Students are not permitted to bring their bike on any pedestrian part of the school grounds. Students must wear a helmet and cycle responsibly. Any reckless behaviour (eg. wheelies) will be sanctioned:

- First instance: 30 minute after school detention.
- Second instance: 60 minute after school detention.
- Third instance: Internal suspension and meeting with parents/carers.

11.4 Banned articles

The following banned articles will be confiscated on sight and will not be returned to the student. The school does not take responsibility for these items because they are banned and therefore should not be brought into school. The school will endeavour to keep the items in reception for three weeks and a parent/carer will be expected to collect the confiscated item. This is with the exception of energy drinks, fizzy drinks, chewing gum and corrective fluid, which will be disposed of immediately.

- Hoodies, denim jackets, hats or other items of non-uniform clothing.
- Jewellery, including rings (other than one small stud in the bottom of each ear lobe; these should be a tiny plain silver or gold type stud).
- Music devices, with the exception of those being used as part of a lesson.
- Smart watches or any wearables e.g. smart glasses
- Smart phones for all KS3 students.
- Corrective fluid or any other flammable liquid.
- Make-up (and/or any make-up related paraphernalia).
- Chewing gum.
- Sharpeners or sharp scissors.
- Smoking-related articles and/or vapes.
- Aerosols, perfumes or body sprays.
- Energy drinks.
- Any fizzy drinks.
- Any items with political slogans or badges (only authorised school badges can be worn).

Section 12: Student voice

12.1 Student 'learning lens'

Student feedback about teaching and learning is incredibly important to driving professional development and curriculum implementation. Feedback is taken through a combination of form time learning lens discussions and student questionnaires. In form time, students will discuss with their form tutors about the learning in a particular subject to engage them to think about how the curriculum is delivered. This is followed up by student questionnaires that help inform curriculum leaders about how students feel about the teaching and learning in their subject. When lead practitioners carry out department learning lenses, they will also speak to students in the classroom to get their feedback regarding their learning.

12.2 Student parliament

Students are elected annually to the school's student parliament. Two students are elected for every tutor group as student parliament representatives. Two students are elected from each year group following an application process as head of student parliament for that year group and deputy head of student parliament. The student parliament meets with the head of year and assistant headteacher once every term to discuss whole school issues. An agenda is then brought to the headteacher once every term and changes are discussed and put in place if appropriate.

12.3 Safeguarding focus groups

Students are elected annually to the school's safeguarding focus groups. Two students are elected from each tutor group following an application process. The focus groups meet with a member of the safeguarding team once a term to discuss safeguarding topics.

12.4 Equality and diversity focus groups

Students are elected annually to the school's student equality committee. Three students are elected from each form. The student equality committee meets with the equality and diversity lead once every half term to discuss whole school issues relating to equality and diversity. An agenda is then brought to the deputy headteacher once every half term and changes are discussed and put in place if appropriate.

Section 13: Student leadership positions

13.1 Sixth Form student leaders

Students are chosen annually to form the school's Sixth Form leadership team. Students are elected following an application process. The Sixth Form leadership team lead on whole school events and support students in the lower school.

13.2 Year 11 prefects

Students are elected annually to the Year 11 prefect team. Students are elected following an application process. The Year 11 prefects support the heads of year and younger students. They also support whole-school events. Senior prefects are also elected following a further round of applications and interviews.

13.3 Year 9 ambassadors

Students are elected annually to the school's Year 9 ambassador team. Students are elected following an application process. The Year 9 ambassadors support with tours of the school and also on external visitors days.

Appendix 1 - Strike system, back on track, detentions, suspensions and exclusions

Strike and warning system

- Strike 1: The teacher will issue a verbal warning and the student's name or initials will be written on the board
- Strike 2: The teacher will issue a Strike 2 and the student's name or initials will be written on the board. This will be logged as a Level 2 negative behaviour.
- Removal: If the student fails to correct their behaviour, they will be removed and this will be logged as a Level 3 negative behaviour.

In the instance of disrespectful behaviour (rudeness/insolence, arguing with staff, not following instructions), the student will be removed to the Back on Track room without warning. If a student fails to complete a homework assignment the teacher will set a Study Club intervention for the next available session for that student in order to ensure the homework has been completed. Teachers and their department areas will monitor this data to ensure that bespoke interventions are put in place for regular offenders.

Back on Track: removal from lessons

If a student is removed from a lesson, they will be escorted to the 'Back on Track' room by a senior member of staff. On arrival at 'Back on Track', the student will have their mobile phone confiscated and they will complete appropriate work in silence for a period of three consecutive lessons irrespective of the time of day. As an immediate consequence of the lesson removal, the student will sit a forty-five minute school detention on the same day, at the end of which their phone will be returned. Parents/carers will be notified of the removal and the forty-five minute detention via the school's management information system. The classroom teacher or head of department will contact the parent/carer to explain the reason/s for the lesson removal and to arrange a reintegration meeting. The student will not be permitted to return to lessons in the subject until the meeting has taken place. If the student has been removed from a lesson but it was not with the normal subject teacher then the action following the removal will be down to the discretion of the Curriculum Leader who will ensure there is communication with the parents/guardians.

Rules during after school detentions

Students are explicitly told the following rules:

- Students must sit silently, facing the front.
- Students must follow all instructions from staff without argument or delay.
- Students must put up their hand if they need help, but this must be limited and not attention seeking.
- Students will be dismissed individually and must leave the site immediately. Students are not allowed to wait on site for their friends.
- Students who do not follow these rules or fail to arrive are usually placed in a repeat, longer detention and then in an internal suspension should rules also be broken in the second detention, accompanied with a parental appointment.

Internal suspensions

The following will usually lead to an internal suspension:

- Repetitive acts of bullying (including cyber bullying).
- Acts of racist, disablist, religious intolerance, gender-based, homophobic, biphobic or transphobic abuse.

- Acts of defiance to a member of staff, including walking out of a classroom without permission or walking away from staff when being spoken to around school.
- Acts of reapplying make-up during the school day or failure to correct a uniform infringement when asked to (repetitive behaviour will lead to fixed-term suspension or permanent exclusion).
- Acts of behaviour that prevent teachers from teaching and/or students from learning.
- Visits to other schools at the start and end of the school day without good reason and without permission from parents/carers and/or staff from either school.
- Acts of insolence towards a member of staff.
- Acts of inappropriate conduct towards staff, other students or members of the public.
- Acts of directly swearing at, and/or using abusive language towards, other students.
- Acts of plagiarism.
- Intimidation.
- Failure to attend a missed after-school detention.
- Truanting and/or logging onto their parents'/carers' online home-school communication account.
- Conduct which results in a third party contacting the school either in person or by phone.
- Acts of sharing inappropriate material (this could be a fixed-term suspension depending on the circumstances).
- Acts of inappropriate behaviour in a school detention.
- Engaging with students from other schools, or other young people who do not attend Ruislip High School, in the vicinity of the school, including along Sidmouth Drive or West End Road (this could be a fixed-term suspension depending on the circumstances).
- Entering or being present in the same toilet cubicle as another student(s) (this could be a fixed-term suspension depending on the circumstances).
- Acts of physical aggression or incitement to physical aggression (this could be a fixed-term suspension depending on the circumstances).

Fixed term suspension

The following will usually lead to a fixed-term suspension:

- Acts of physical aggression or incitement to physical aggression (including assaults on other students).
- Acts of irresponsible behaviour which lead to a direct or indirect physical incident with a member of staff.
- Persistent and/or malicious refusal to follow staff instructions or to accept the authority of the school (students are expected to follow staff instructions and accept the authority of the school. The school cannot carry out its duty of care unless this key expectation of the Home–School Agreement is in place).
- Persistent and/or malicious refusal to follow the school's code of conduct, other school rules, discipline and uniform code.
- Possession and/or use/consumption of any of the following either on the school premises, on the way to or from school or on a school trip:
    - Illegal drugs (possession is a minimum of a five-day suspension; usage is a minimum of eight days)
    - Chemicals, solvents (possession is a minimum of a five-day suspension; usage is a minimum of eight days)
    - Alcohol
    - Any items that are deemed to have been stolen
- Possession and/or use of any of the following:

    - Pornographic materials (including misuse or attempted misuse of ICT equipment). See Indecent Images Protocol
    - Replica weapons
    - Any articles deemed offensive
- Possession of a laser pen (three days); acts of using a laser pen, irrespective of ownership (five days).
- Acts of abuse of any nature, including incitement to abuse on religious, racial, sexuality, age or gender related grounds.
- Acts of persistent and/or malicious bullying (including cyber bullying).
- Malicious accusations against school staff.
- Acts of behaviour that are dangerous or deemed to endanger the health, safety and wellbeing of any person associated with the school.
- Acts of contaminating food or drink which is likely to be consumed by staff or students.
- Acts of using any sharp object inappropriately.
- Acts of defiance to a senior member of staff (repetitive behaviour could lead to a permanent exclusion).
- Acts of swearing directly at a member of staff.
- Acts of vandalism or damage.
- Any act, either by word or deed which brings the school into disrepute. This includes any mention of Ruislip High School or school staff on social media.
- Inability to remain within the spirit and provision of the school's published Behaviour Policy, Home-School Agreement and any subsequent contracts.
- Theft from students, staff, visitors, school property, the school's canteen and/or shoplifting.
- Burglary of the school at any time (minimum of five days).
- Recording anti-social behaviour, including fighting, bullying, homophobic, biphobic, transphobic racist, sexist or gender-based comments or incidents and assaults of any description which involve members of the school community.
- Students will receive a longer sanction if they forward an inappropriate video, e.g. a fight and/or post on social media even if they did not record it.
- Acts of inappropriate use of technology including misuse of artificial intelligence (more information can be found in the school's ICT Acceptable Use Policy).
- Acts of fraudulent behaviour, including forgery and plagiarism, for any examination work.
- Setting off the school fire alarm without good reason (minimum of five days).
- Acts of encouraging fighting or being a spectator of a premeditated fight.
- Refusal to co-operate with the school's investigation, obstructing an investigation or providing misleading information.
- Being in possession of cigarettes or vapes in school (acts of smoking or vaping in the vicinity of school or in the school building will result in a longer suspension).
- Repeated acts of engaging with students from other schools, or other young people who do not attend Ruislip High School, in the vicinity of the school, including along Sidmouth Drive or West End Road (this could be a permanent exclusion depending on the circumstances).
- Repeated acts of racist, disablist, religious intolerance, gender-based, homophobic, biphobic or transphobic abuse.

Permanent Exclusion

The following will usually lead to permanent exclusion for a 'one-off' incident:

- Serious actual or threatened violence against, and/or injury to a student, a member of staff, or a member of the general public (this includes arranging for a group of students or an individual

from another school, or other young people who do not attend Ruislip High School, to congregate in the vicinity of the school).

- Sexual abuse or assault. However, advice will be sought from the appropriate professionals.
- Supplying directly/indirectly an illegal drug in school and/or to Ruislip High students out of school.
- Carrying an offensive weapon in school, on the way to or from school or on a school trip. A weapon is defined as any object that can cause serious harm (pain, discomfort, harm or injury) to an individual and/or is used to threaten a person.
- Reckless behaviour, such as letting off fireworks, orchestrating a bomb hoax, throwing any object, which endangers individuals' welfare and safety.

Based on the school's duty to share information with other agencies relating to criminal activity and/or students at risk, the school will consider, on an individual basis, whether to inform the police, or other appropriate professionals, including social services. The school may make arrangements for a student to be educated through alternative provision if there has been involvement in a criminal activity, either in or out of school. The headteacher may decide to exclude permanently based on a student being given twelve days or more of fixed-term suspensions, or that his/her behaviour is having a detrimental effect on the school community and/or students' wellbeing.

Appendix 2: The 7 values of Ruislip High School

The school expects that students will demonstrate:

Respect

- Value all members of the school community
- Display good manners at all times
- Show tolerance of others with different points of view and beliefs
- Have respect for the school buildings, facilities and surrounding environment

Unity

- Develop confidence through participation
- Volunteer for a variety of school activities
- Show loyalty to friends and to the school
- Work with staff and peers to create a positive learning environment

Integrity

- Be trustworthy
- Set personal goals for improvement
- Be resourceful
- Have high standards with regard to behaviour and achievement

Self-Discipline

- Keep the school rules
- Demonstrate self-control
- Complete tasks on time
- Be resilient

Learning

- Be proud of personal achievements
- Produce home or school work of the highest possible quality
- Make the best use of talents, time and resources
- Take pride in learning, both within and beyond the classroom
- Shows excellent literacy skills

Inspiration

- Lead by example
- Show support and care for those who need help
- Pursue individual interests in a manner which broadens horizons
- Demonstrate patience and understanding

Perseverance

- Never give up
- Seek help when necessary
- Be aspirational
- Learn from mistakes and take something positive from the experience
- Correct and improve work (literacy)

Appendix 3 - Punctuality to school

Punctuality to school will be dealt with on a daily basis. Any student who arrives late to school without an authorised reason will receive a detention on the same day or next available day. Students need to arrive at school by 8:30am at the latest. Any student who arrives at school between 8:31am to 9:00am will receive a 25 minute lunchtime detention on the same day. They will also have their mobile phone confiscated and this will be returned at the end of the lunchtime detention. If a student does not attend their lunchtime detention, their phone will be returned to the front office for their parent/s to collect at a convenient time. Additionally, students will be issued a 60-minute after-school detention for the subsequent available session. Any student who arrives over 30 minutes late to school will receive a 60 minute detention on the following day. They will also have their mobile phone confiscated and this will be returned to them at the end of the school day. Heads of year will monitor repeat offenders and further sanctions could be applied and punctuality contracts put in place.

Appendix 4: Uniform

Parents and carers

Parents and carers and are expected to make sure their child has the correct uniform and PE kit, and that every item is:

- Clean
- Clearly labelled with the child's name
- In good condition

Parents/carers are also expected to contact the pastoral director or assistant pastoral director if they want to request an amendment to the uniform policy in relation to:

- Their child's protected characteristics
- The cost of the uniform

Parents are expected to lodge any complaints or objections relating to the school uniform in a timely and reasonable manner. The school will work closely with parents to arrive at a mutually acceptable outcome should a family require support purchasing the uniform.

Staff

Staff will closely monitor students to make sure they are wearing the correct uniform. They will give any students and families breaching the uniform policy the opportunity to comply, but will follow up with the headteacher if the situation doesn't improve. In cases where it is suspected that financial hardship has resulted in a student not complying with this uniform policy, staff will take a mindful and considerate approach to resolving the situation.

Governors

The governing board will review this policy and make sure that it:

- is appropriate for the school's context;
- is implemented fairly across the school;
- takes into account the views of parents/carers and students; and
- offers a uniform that is appropriate, practical and safe for all students.

The board will also make sure that the school's uniform supplier arrangements give the highest priority to cost and value for money, for example by avoiding single supplier contracts and by re-tendering contracts at least every 5 years.

Appendix 5: Responsible Internet Use Agreement

The extract below is taken from the Ruislip High School
IT Acceptable Use Policy

The school computer system provides internet access to students and staff. This Acceptable Use Agreement will help protect students, staff and the school by clearly stating what is acceptable and what is not.

- I will only use IT systems in school, including the internet, email, digital video, and mobile technologies for school purposes;
- I will not download or install software on school technologies;
- I will only log on to the school network, other systems and resources with my own username and password;
- I will follow the school's IT security system and not reveal my password to anyone and change it regularly;
- I will only use my school email address;
- I will make sure that all IT communication with students, teachers or others are responsible and sensible;
- I will be responsible for my behaviour when using the internet. This includes resources I access and the language I use;
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material, I will report it immediately to my teacher;
- I will not give out any personal information such as name, phone number or address. I will not arrange to meet someone unless this is part of a school project approved by my teacher;
- Images of students and/or staff will only be taken, stored and used for school purposes in line with school policy and not be distributed outside the school network without the permission of the student's parents/carers;
- I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, students or others distress or bring the school into disrepute;
- I will support the school's approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community; this includes the copying of images from the school's network or website for use outside of school;
- I will respect the privacy and ownership of others' work online at all times;
- I will not attempt to bypass the internet filtering system;
- I understand that all my use of the internet and other related technologies can be monitored and logged and can be made available to my teachers;
- I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent/ carer will be contacted;
- I will respect the copyright of others and will not plagiarise other people's work;
- I understand that photographs, video and other media taken within school grounds or at school organised events including off-site school visits, MUST NOT be placed on any social media platform (private or public);

- Parents/carers understand that the school will take all reasonable precautions to ensure that

students cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature and content of materials accessed through the internet. I agree that the school is not liable for any damages arising from the use of internet facilities.

IT, including the internet, e-mail, mobile technologies and online resources have become an important part of learning at school. The school expects all students to be safe and responsible when using any IT. It is essential that students are aware of eSafety and know how to stay safe when using any IT. Students are expected to read and discuss this agreement with their parents / carers and follow the terms of the agreement. Any concerns or explanation can be discussed with their class teacher or the school e-safety coordinator.

Declaration

I/we agree to support the Responsible Internet Use Agreement as set out in the terms above.

Signature of Parent/carer ……. Date

…….

Signature of Student …….. Date

……. Signature of Staff Member

……. Date …….

Appendix 6: Home-school agreement

At Ruislip High School, we believe that a strong partnership between school, students, and parents is essential to achieving the best possible outcomes for every child. This Home-School Agreement outlines the shared responsibilities and expectations that support a successful and respectful learning environment. By working together, we can ensure that each student is supported, challenged, and inspired to reach their full potential.

As a Ruislip High School student I agree to:

- Attend school and lessons on time, prepared and ready to learn;
- Work hard, complete all tasks on time, and seek help when needed;
- Wear the correct uniform, bring the right equipment, and follow school rules;
- Show care and respect for others, the school environment, and the wider community;
- Raise any concerns about wellbeing, behaviour, or safety with a member of staff.

All staff agree that, in carrying out their work, they will:

- Provide high-quality teaching, learning, and guidance tailored to each student's needs, supported by regular assessment and feedback;
- Maintain a safe, supportive, and inclusive environment that recognises and values every student;
- Communicate regularly with parents about progress and promptly address concerns regarding attendance, behaviour, or equipment;
- Offer a range of extracurricular opportunities and educate students on personal safety, including e-safety and responsible social media use.

As a Ruislip High School Parent/Guardian I agree to:

- Ensure my child attends school on time, in the correct uniform and with the necessary equipment;
- Encourage my child to work hard, behave well, engage in lessons and complete class and homework to their full potential;
- Communicate any concerns that may affect my child's learning or behaviour and engage respectfully with school staff during appropriate hours;
- Support school policies, attend parent meetings, and work collaboratively with the school to support my child's progress;
- Treat all members of the school community with respect and handle any concerns or disputes calmly and privately.

Declaration

☐ By ticking the box, I confirm that my child and I have read and understand this agreement. My child and I agree to support the commitments outlined.