

Habs

HABERDASHERS'
GIRLS' SCHOOL

Behaviour, Rewards and Sanctions Policy

Policy Type	Statutory
Regulation	ISSR: 3(h), 5(b)(iii), 9(a)(b)(c), 32(3)(a)
Approval Committee	TLC
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1 Related Information

1.1 Availability of Statutory Policies

All statutory policies are available on the School's website.

1.2 Statutory Guidance

This statutory policy has been reviewed in accordance with the following guidance:

3(h) utilises effective strategies for managing behaviour and encouraging pupils to act responsibly
5(b)(iii) encourage pupils to accept responsibility for their behaviour, show initiative and understand how they can contribute positively to the lives of those living and working in the locality in which the school is situated and to society more widely.
9. The standard in this paragraph is met if the proprietor promotes good behaviour amongst pupils by ensuring that—
9(a) a written behaviour policy is drawn up that, amongst other matters, sets out the sanctions to be adopted in the event of pupil misbehaviour;
9(b) the policy is implemented effectively; and
9(c) a record is kept of the sanctions imposed upon pupils for serious misbehaviour
32(3)(a) particulars of the School's policy on and arrangements for admissions, misbehaviour and exclusions.

1.3 Supporting Documents

The following related information is referred to in this policy:

Absence Policy
Alcohol, Drugs and Smoking Policy
Anti-Bullying Policy
Coach Code of Conduct
Complaints Policy
Criminal Justice and Immigration Act 2008
Education Act 1996
Education and Inspections Act 2006
E-Safety Policy/Acceptable Use Policy
Expulsion and Suspension Policy
General Data Protection Regulation (2018)
Keeping children safe in education (September 2023)
Schools (Specification and Disposal of Articles) Regulations 2012
School Rules
Screening, searching and confiscation (January 2018)
Use of reasonable force (July 2013)

1.4 Terminology

Expulsion is the permanent dismissal of a Student from the School following serious misconduct formally recorded.

Head means Headmistress of Haberdashers' Girls' School.

Parents includes one or both parents, a legal guardian, or education guardian.

School means Haberdashers' Girls' School, as now or in the future constituted (and any successor), part of Haberdashers' Aske's Elstree Schools Limited, the School Trustee of Haberdashers' Aske's Charity.

School Rules include any behaviour code or code of conduct.

Student or **Students** means any student or students in the School at any age.

Suspension is the temporary exclusion of a Student from the School.

2 Introduction

We aim to encourage all Students to take pride in their School and to have a sense of responsibility for all members of the community so that everyone can flourish. The School expects all members of the School community to be considerate, inclusive and role models for each other. Poor behaviour will not be tolerated and will be dealt with immediately.

This policy is applicable to all Students at the School, although the rules and their application may differ according to their age. This policy is also mindful of and gives advice on the need for equality, malicious allegations against staff, the use of reasonable force, searching and confiscation.

The School attaches importance to, amongst other things, courtesy, integrity, honesty, good manners, good discipline and respect for the needs of others. All Students are expected to engage fully in School life, to be punctual, to work hard, to follow the School's behaviour code and to comply with the School Rules and the Uniform and Dress Code. The Head (and other members of staff acting on their behalf) has authority delegated by the Governing Body to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of all members of the School community.

2.1 Behaviour Away from the School Premises

This policy applies to Students when they are away from the School premises, for example when:

- Travelling to and from the School by whatever means
- Taking part in or supporting any activity organised by or endorsed by the School.

All Students using the coach service must adhere to the Coach Code of Conduct.

This will normally be where the conduct in question could have repercussions for the orderly running of the School, affects the welfare of a member of the School community or a member of the public, or which brings the School into disrepute.

The School's behaviour code of conduct is based on the premise that each Student should be able to learn in safety and in civilised surroundings. All Students should be aware that any serious or repeated breach could lead to Expulsion. The School expects the atmosphere in the classroom to be purposeful and the Students to be attentive and courteous so that there is an orderly and disciplined approach. Students are expected to complete class and homework assignments according to the published timetables and to the best of their ability.

The Head is entitled to exercise a wide discretion in relation to the School's policies, rules and regime and will exercise this discretion in a reasonable and lawful manner, and with procedural fairness when the status of a Student is an issue.

2.2 Equality

The School will make reasonable adjustments for managing behaviour which is related to a Student's special educational needs or disability. The School recognises that where challenging behaviour is related to a Student's special educational needs or disability, use of positive discipline and reward methods may enable the School to manage the Student's behaviour more effectively and improve their educational outcomes.

Where Expulsion needs to be considered, the School will ensure that a Student with a disability or special educational needs is able to present their case fully where their disability or special educational needs might hinder this.

Due regard will also be made for any requirements relating to religious observance that affect the Student.

2.3 Malicious Allegations against Staff

Where a Student makes an accusation against a member of staff and the accusation is shown to have been deliberately invented or malicious, the Head will consider whether to take disciplinary action in accordance with this policy.

Where Parents have made a deliberately invented or malicious allegation, the Head will consider whether to require the Parents to withdraw their child or children from the School on the basis that they have treated the School or a member of staff unreasonably.

In accordance with the DfE's guidance Keeping children safe in education (September 2023), the School will consider a malicious allegation to be one where, on the balance of probabilities, there has been a deliberate act to deceive and the allegation is entirely false.

2.4 Use of Reasonable Force

Corporal punishment is never used or threatened to be used.

Any use of force by staff will be reasonable, proportionate and lawful. Reasonable force will be used in accordance with the DfE guidance Use of reasonable force (July 2013) and only when immediately necessary and for the minimum time necessary to prevent the Student from doing or continuing to do any of the following:

- Commit a criminal offence
- Injure themselves or others
- Cause damage to property, including their own
- Engage in any behaviour prejudicial to good order and discipline at the School or among any of its Students, whether that behaviour occurs in a classroom or elsewhere.

In deciding whether reasonable force is required, the needs of individual Students will be considered, and reasonable adjustments will be made for Students with special educational needs or disabilities.

Where reasonable force is used by staff, this is recorded in writing and Parents will be informed about serious incidents involving the use of force. In the EYFS setting at the School, Parents will be informed about any use of reasonable force on the day of the incident or as soon as reasonably practicable. Where reasonable force is used, staff should seek a witness to observe where possible. Force is never used as a form of punishment.

2.5 Searching and Confiscation

The School staff may search a Student and/or their locker, for any item, with the Student's consent. This will always be conducted by two members of staff. Appropriate consideration will be given to factors that may influence the Student's ability to give consent. If the Student refuses, sanctions will be applied in accordance with this policy.

In relation to prohibited items, as defined in the School Rules, the Head and any staff authorised by them, may search a Student or a Student's possessions, without their consent, where they have reasonable grounds for suspecting that a Student has a prohibited item in their possession.

Such action will be taken in accordance with the DfE guidance Screening, searching and confiscation (September 2018), see Appendix A.

3 Behaviour

3.1 Behaviour in the Junior School

In the Junior School, we have a positive culture where Students are expected to be engaged with the task in hand. Praise and recognition of effort motivate positive behaviour.

Whilst sanctions are kept to a minimum, a system of staged sanctions is applied should a Student continuously give cause for any concern.

Where misbehaviour stems from an issue that needs expert help, appropriate advice is sought.

An important part of the School's pastoral care is to help Students face up to their responsibility for their own behaviour and to understand the need to apologise if appropriate. Depending on the circumstances, the apology may be oral or written, public or private.

Bullying is always seen as a serious offence and is referred immediately to the Head of Junior School. See the School's Anti-Bullying Policy.

3.2 Behaviour in the Senior School

The Senior School operates within a positive ethos, emphasising praise and reward rather than sanction. In extreme cases, a Student may be sanctioned in accordance with this policy.

Bullying is always seen as a serious offence and is referred immediately to the Head of Year or Head of Sixth Form who will inform/liaise with the Assistant Head (Pastoral) or the Deputy Head (Pastoral). See the School's Anti-Bullying Policy.

4 Rewards

4.1 Rewards in the Junior School

We reward Students through recognition of effort, and by both group and individual praise, written and/or spoken, as appropriate. A house points system operates in the Junior School whereby each Student can gain points for their house for exceptional effort, achievement and contribution to the School community. House points are announced every half term in assembly.

Individual class teachers may reward effort and good behaviour with stickers or stamps, class points, star of the day awards or Golden Time opportunities.

Over the course of the year, each Student will be awarded a certificate in one of our weekly Celebration Assemblies, for demonstrating of one of our school values: ambition, curiosity, community, or courage. Photographs of the weekly certificate winners are shared on the noticeboard outside the Head of Junior School's office, and in the school newsletter. Achievements in music, sport and other areas are also celebrated in these weekly assemblies.

4.2 Rewards in the Senior School

We reward Students by recognising what they have done, with either verbal or written praise. Exceptional achievement is referred to the Head, who may invite the Student to sign the School Excellence Book. Striking or impressive achievement and/or effort or progress is recognised by a 'Cornflower' Award. House points are also given as a reward for good behaviour, demonstration of the School values or academic achievement.

5 Sanctions

5.1 Sanctions in the Junior School

In the Junior School, students are given the opportunity to understand, acknowledge and correct behaviour through discussion and encouragement. If the behaviour then persists, behaviour points will be given, in line with our Junior School Code of Conduct.

Level 1 – If a child continues with a negative behaviour, despite previous discussion with an adult, they will be given a behaviour point. Behaviours which might result in a behaviour point being given might include:

- Disrespect for others
- Poor attitude to learning
- Disrespect for property/the school environment
- Technology misuse
- Incorrect uniform
- Unsafe behaviours

Level 2 – Any student receiving three behaviour points during the course of a single term will be asked to attend a 'Keep In.' Any behaviours deemed more serious than a Level 1 behaviour may also result in a 'Keep In.' This involves a twenty-minute reflection with a member of the

Junior School Extended Leadership Team, to take place during the student's break or lunchtime. Parents will be informed by their child's class teacher if their child has been asked to attend a 'Keep In.' This may be by email or by phone call. Behaviours which might result in a 'Keep In' include:

- Any deliberate act of physical violence – e.g. pinching, hitting with a hand or object, spitting, stamping. *The exception to this is during the first half term of Rainbow, where pupils are learning the rules of acceptable behaviour.*
- Swearing

Level 3 – More serious breaches of the Code of Conduct will be dealt with at the discretion of the Junior School Senior Leadership Team. Parents will be contacted by a member of Junior School Senior Leadership to discuss this.

5.2 Sanctions in the Senior School

We try to keep sanctions as low key as possible and aim for a restorative outcome. If a Student is not meeting the School's expectations the Student may be reprimanded or kept in during the lunch hour, which would take priority over any club or extra-curricular activity; a Level 1 sanction. An after-School detention may be used for persistent failure to meet the School's expectations or where behaviour is deemed serious enough to inform the Parents and record the behaviour more formally; a Level 2 sanction.

At least 24 hours' notice must be given to the Parents and, if the Student is kept in after School, the Head of Year or Head of Sixth Form will contact the Parents by phone or email and give the date and time of the detention, and the reason for it. The support of the Parents in reinforcing the message here is always a great help and we, together with the Parents, work to encourage the Student to make a fresh start after the sanction is spent.

A Student wearing non-uniform items, jewellery or who breaches the School's policy on mobile devices should expect to have them/it confiscated. The items should be collected from a Deputy Head before the Student goes home that same day.

A Student who is having difficulty over a period of time is sometimes placed 'on report', usually after consultation with their Parents. They will be given a timetable or a report booklet for 1 week and each member of staff taking a lesson will be asked to confirm that they have behaved suitably. Students who are having problems organising their work may be placed on homework report by the Head of Year or Head of Sixth Form after discussion with the Student, their tutor and their Parents.

5.2.1 Supporting the Student

After an incident of misbehaviour, the Student will be spoken to by their form tutor to ascertain if the poor behaviour is due to a wider issue. If this is the case, the Student is encouraged to meet with a suitable member of staff who can help and support them for example, the School Counsellor, the Head of Year, their Tutor. In discussion with the Student, and if appropriate, their Parents will be informed of the issues and the School will work with them to support the Student. The Student may be placed on behaviour report for 2 weeks with the Head of Year or Head of Sixth Form monitoring progress. If appropriate, the Student will be offered support from a prefect or student mentor (whom will have received appropriate training) or a member of staff with whom the Student has good rapport. At the end of the 2 weeks, the Head of Year or Head of Sixth Form will meet with the Student again to reassess how the Student is feeling. It is reinforced to the Student that in line with the School's ethos the School accepts that individuals make mistakes or poor errors of judgement and are allowed to move on with no further recriminations.

5.2.2 Serious Breaches of Discipline

In the case that a Student is suspected to have committed a serious breach of School discipline, the School will follow the procedures in the Expulsion and Suspension Policy.

All sanctions imposed on Students for serious misbehaviour will be recorded and the record kept by the Head.

Appendix A - Searching and Confiscation

All Schools have a general power to impose reasonable and proportionate disciplinary measures on Students (Education and Inspections Act 2006). This enables a member of staff to confiscate, retain or dispose of a Student's property as a disciplinary penalty where it is reasonable to do so. The School's policy on searching and confiscation has regard to guidance published by the Department for Education (DfE), Screening, searching and confiscation (September 2018).

1. Prohibited items

The following are 'prohibited items' under Section 550ZA (3) of the Education Act 1996 and Regulation 3 of the Schools (Specification and Disposal of Articles) Regulations 2012:

- Knives or weapons, alcohol, illegal drugs and stolen items
- Tobacco, vapes/e-cigarettes and cigarette papers, fireworks and pornographic images
- Any article that a member of staff reasonably suspects has been, or is likely to be used:
 - To commit an offence, or
 - To cause personal injury to, or damage to the property of, any person (including the Student) and
- Any item banned by the School Rules. Students must not have any such item in their possession on the School premises or at any time when they are in the lawful charge and control of the School (for example on a School trip).

2. Searching with Consent

Before any search is undertaken, the Student will usually be asked to consent. In seeking consent, the age and maturity of the Student will be taken into account, together with any special needs the Student may have. Where possible two members of staff will always be present. Written consent will not usually be required. If a member of staff suspects that a Student has an item that is banned by the School, they can instruct the Student to turn out their pockets or bag. If the Student refuses, disciplinary action may be taken in accordance with this policy.

3. Searching for Prohibited Items

Where the Head or an authorised member of staff has reasonable grounds to suspect that a Student may have a prohibited item, consent is not required, and the search will be carried out by two members of staff. Reasonable force may be used during such a search.

The Head has authorised the following staff to carry out searches and retain or dispose of items in accordance with this policy:

- Members of the Senior Leadership Team or Extended Leadership Team (of which the Designated Safeguarding Lead and Deputy Designated Safeguarding Leads are members)
- Designated Visit Leaders.

Searches will be carried out only on the School premises or, if elsewhere, where the member of staff has lawful control or charge of the Student, for example on a School trip or in training settings.

When Students travel outside England on a School trip, they will be required as a condition of participating in the trip to confirm their consent in writing to any search that may be considered necessary by an authorised member of staff during the period in which Students are outside England.

If it is believed that a Student has a prohibited item, it may be appropriate for a member of staff to carry out:

- A search of outer clothing
- A search of School property (e.g. Student's locker or desk)
- A search of personal property (e.g. bag or pencil case).

Searches will be conducted in such a manner as to minimise embarrassment or distress. Any search of a Student or their possessions will be carried out in the presence of the Student and another member of staff. Where a Student is searched, at least one member of staff present will be the same gender as the Student.

Where it is reasonably believed that serious harm may be caused if the search is not carried out immediately and it is not practicable to summon another member of staff, a member of staff may carry out a search of a Student of the opposite sex and/or in the absence of a witness.

Where the Head or member of staff authorised by the Head find anything which they have reasonable grounds for suspecting is a prohibited item, they may seize, retain and dispose of that item in accordance with this policy.

4. Confiscation

Under the School's general power to discipline, a member of staff may confiscate, retain or dispose of a Student's property as a disciplinary penalty where it is reasonable to do so. Confiscation of an item may take place following a lawful search as set out above, or however the item is found if the member of staff considers it to be harmful or detrimental to School discipline.

5. Searching Electronic Devices

An electronic device such as a mobile phone or a tablet computer may be confiscated in appropriate circumstances in accordance with this policy. If there is good reason to suspect that the device has been or could be used to cause harm, to disrupt teaching or break the School Rules, any data or files on the device may be searched and, where appropriate, data or files may be erased before the device is returned to its owner. Any data or files will only be erased if there is good reason to suspect that the data or files have been or could be used to cause harm to disrupt teaching or break the School Rules.

If inappropriate material is found on an electronic device, the member of staff may delete the material, retain it as evidence of a breach of School discipline or of a criminal offence or hand it over to the police if the material is of such seriousness that police involvement is required.

6. Disposal of Confiscated Items

Alcohol: alcohol which has been confiscated will be destroyed.

Controlled drugs: controlled drugs will usually be delivered to the police as soon as possible. In exceptional circumstances and at the discretion of the Head or authorised member of staff, the drugs may be destroyed without the involvement of the police if there is good reason to do so. All relevant circumstances will be taken into account and staff will use professional judgement to determine whether the items can be safely disposed of. They will not be returned to the Student. In taking temporary possession and disposing of controlled drugs, the member of staff should ensure a second adult witness is present throughout, the sample is sealed with the date and time on and stored in a secure location.

Other substances: substances which are not believed to be illegal drugs, but which are harmful or detrimental to good order and discipline (for example 'legal highs') may be confiscated and destroyed. Where it is not clear whether or not the substance seized is an illegal drug, it will be treated as though it is illegal and disposed of as above.

Stolen items: stolen items will usually be delivered to the police as soon as possible. However, if, in the opinion of the Head or authorised member of staff, there is good reason to do so, stolen items may be returned to the owner without the involvement of the police. This is likely to apply to items of low value, such as pencil cases.

Tobacco or cigarette papers: tobacco, cigarette papers, e-cigarettes or e-sticks will be disposed of.

Fireworks: fireworks will not be returned to the Student. They will be disposed of safely at the discretion of the Head or other authorised member of staff, which may include donation to an appropriate charity.

Pornographic images: pornographic images involving children or images that constitute 'extreme pornography' under section 63 of the Criminal Justice and Immigration Act 2008 will be handed to the police as soon as practicable. As possession of such images may indicate that the Student has been abused, the School's Designated Safeguarding Lead will also be notified and will decide whether to make a referral to children's social care.

Other pornographic images will also be discussed with the School's Designated Safeguarding Lead. The images may then be passed to children's social care for consideration of any further action. If no action is to be taken by the local authority, the images will be erased after a note has been made for disciplinary purposes confirming the nature of the material.

An article used to commit an offence or to cause personal injury or damage to property: such articles may, at the discretion of the Head or authorised member of staff taking all the circumstances into account, be delivered to the police, returned to the owner, retained or disposed of.

Weapons or items which are evidence of an offence: such items will be passed to the police as soon as possible.

An item banned under the School Rules: such items may, at the discretion of the Head or authorised member of staff taking all the circumstances into account, be returned to its owner, retained or disposed of.

Electronic devices: if it is found that a mobile phone, laptop or tablet computer or any other electronic device has been used to cause harm, disrupt teaching or break the School Rules, including carrying out cyberbullying, the device will be confiscated and may be used as

evidence in disciplinary proceedings. Once the proceedings have been concluded, the device must be collected by their Parents and the Student may be prohibited from bringing such a device onto the School premises or on School trips. In serious cases, the device may be handed to the police for investigation.

7. Communication with Parents

There is no legal requirement for the School to inform Parents before a search for banned or prohibited items takes place or to seek their consent to search their child and it will not generally be practicable to do so. However, the School will inform their Parents of any search that takes place and provide details of any items that have been found. In appropriate cases the School will consult their Parents on how the School should dispose of certain items.

The School will keep a record of searches carried out, which can be inspected by Parents of the Student(s) involved, subject to any restrictions under the General Data Protection Regulation (2018). The record will include details of the disposal of items confiscated.

Complaints about searching or confiscation will be dealt with through the School's complaints procedure. See the School's Complaints Policy.

The School will take reasonable care of any items confiscated from Students. However, unless negligent or guilty of some other wrongdoing causing injury, loss or damage, the School does not accept responsibility for loss or damage to property.