

Appendix 11



Behaviour & Discipline Policy (Senior School)

All members of staff are responsible for discipline within the classroom and around the school in general. You must be fair and consistent in your discipline and punishments.

Pupils at Kimbolton School are expected to adhere to the school Code of Conduct published at the start of each term in the School Calendar which is distributed to all pupils and parents. This policy is applied in line with the school Safeguarding Policy and Keeping Children Safe in Education (September 2018) and the Prevent Risk Assessment (including if required, the Channel Programme).

The Code of Conduct enshrines the behavioural ethos of Kimbolton School. It was produced with a large degree of staff and pupil input.

Pupils are expected to show consideration for the interests of other members of the school community and for the School's general well-being. Pupils should treat people inside and outside the School with courtesy and respect. Pupils should care for their school environment and generally contribute to its welfare through self-discipline and common sense. (taken from the Code of Conduct preamble).

The sanctions imposed on pupils who transgress the expectations and rules of the School are outlined below. Kimbolton School also actively encourages and celebrates *good* behaviour. A system awarding Merits and Commendations is in place, encompassing reward for strong academic performance and excellent behaviour over and above that expected. The Senior and Prep School have systems appropriate to their age related needs.

The Headmaster is responsible for;

- setting the standard of acceptable behaviour
- the maintenance of discipline.
- encouraging good behaviour and respect for others
- preventing all forms of bullying (see Bullying Policy)
- regulating the conduct of pupils

The Sanction process is overseen through the school pastoral and academic systems. Pupils who transgress will be admonished by their tutor/teacher in the first instance. Thereafter, the Hm/HoD and then Senior Deputy Head (who is a member of the safeguarding team) become involved, depending upon the severity of the case. If at any point there are concerns about safeguarding or a child's wellbeing, then the DSL will be informed.

In certain serious cases, the Senior Deputy Head will become involved at the first stage. The Headmaster will usually delegate the investigation of more serious matters to the Senior Deputy Head. The Senior Deputy Head's report will be used by the Headmaster to determine the appropriate punishment for the offence.

Kimbolton School sanctions should;

- be consistently and fairly applied
- ensure that punishments are proportionate to the offence
- enable pupils to make reparation where possible

Senior School Sanctions:-

Kimbolton School sanctions are progressive;

- a) Departmental detentions
 - b) Conduct detention for minor offences (Friday lunchtime)
 - c) Hm/HoD detention (Friday after school)
 - d) Headmaster's detention (Saturday morning)
 - e) Exclusions
- Detentions are always recorded
 - Detention as a sanction takes precedence over other activities

a) Departmental Detention

Heads of subject departments take the lead in dealing with academic issues relating to poor work or unacceptable classroom behaviour. Suitable academic work is set by the department. Subject departments inform parents where there is cause for concern over poor academic work.

b) Conduct Detention

This is used for the minor infringement of school rules and for pupils who have failed to respond to the subject department sanctions. Held on Friday lunchtime in the White Hall 1310 to 1345. Detainees are given a written task. A pupil who misses a Friday detention without due reason is placed in a Friday after school detention by the Senior Deputy Head. A member of the Senior Leadership Team oversees the detention.

c) Friday after school detention

Friday 1630 to 1745. This is used for a more serious offence, but one not requiring the intervention of the Headmaster or Senior Deputy Head. A Friday after school detention overrides all other activities. Tasks are determined by the Hm (or HoD if purely an academic issue). The Hm or HoD informs parents of the detention and the offence for which it was given by phone, confirmed by letter.

d) Headmaster's Detention

Saturday 0845 to 1100. The extended Saturday detention for serious offences is at the discretion of the Headmaster, or in his absence, the Senior Deputy Head. Headmaster's Detentions override all other activities (fixtures etc). Pupils report to the Library on the Saturday. The pupil will be seen by the Headmaster personally. Tasks are determined by the Headmaster or Hm/HoD. The Headmaster informs parents of the detention and the offence for which it was given by phone, confirmed by letter.

e) Exclusions (short term and permanent)

1. Pupils will be excluded:

- in cases of a serious breach of the School's expected standards of behaviour, as set out in the 'Expectations' of the Code of Conduct.
- if the continued presence of the excludee in the School would seriously damage the education or the welfare of other pupils or staff.

2. Factors which are considered before an exclusion

- has an appropriate investigation been conducted?
- has all the relevant evidence been considered?
- Has the pupil's version been heard?
- If appropriate, have teacher(s) and other pupils been consulted/interviewed?

If the balance of probabilities has been established, the pupil may be excluded.

3. Only the Headmaster can exclude. If the Headmaster is absent, the Senior Deputy Head may exclude on a temporary basis pending the return of the Headmaster.

4. A decision to exclude a pupil permanently, as befitting its gravity, is only taken as a last resort when strategies for dealing with disciplinary offences have been employed to no avail or if an exceptional 'one-off' offence has been committed, e.g:

- serious violence, actual or threatened, against a pupil or member of staff. This may take the form of a verbal assault;
- sexual abuse or assault;
- supplying or possessing an illegal drug on school premises (see also *Drugs and Substance Abuse Policy*);
- carrying an offensive weapon.

5. Short term exclusions will usually be for a three – seven day duration.

6. All exclusions will be recorded in the Senior Deputy Head's register.

7. Parents will be informed at the earliest possible instance of the decision to exclude. The information will be relayed to parent(s) by personal interview where practicable.
8. Excluded pupils will be barred from the school premises for the duration of the Exclusion. Their involvement in school arranged trips or events, off the school premises, will also be forbidden whilst Excluded.
9. The *Parental Complaints Procedure* outlines the appeal process.

Policy on Physical Restraint of Pupils

The School reserves the right for its staff to use reasonable force to control or restrain a pupil in specific circumstances, in accordance with the Education and Inspections Act 2006.

Points of Reference

- It is not necessarily unlawful to have contact with children.
- Where reasonable force is used to restrain a pupil, it is defined as 'the minimum needed to achieve the desired result'. Force is not expected to cause injury. Indeed contact must be avoided if possible.
- The circumstances warranting physical force must be 'reasonable'. Force should be the last resort in resolving a situation.
- Intervention is permissible in self-defence.
- Control of this nature may be exercised by teaching staff and non-teaching staff who have a supervisory role.

Circumstances when physical intervention may be appropriate

Force that is reasonable in all the circumstances may be needed to prevent a pupil from doing or continuing to do, any of the following:

- committing a criminal offence
- injuring themselves or others
- causing damage to property (including a pupil's own property)
- engaging in any behaviour prejudicial to maintaining good order and discipline. This applies both in school and in out of school activity.

To be more specific, reasonable force might be appropriate when:

- pupils are fighting
- a pupil is engaged in, or is on the verge of committing, deliberate damage or vandalism to property
- a pupil is causing, or at risk of causing, injury or damage by accident, by rough play or by misuse of dangerous materials or objects
- a pupil is behaving in a way that is seriously disrupting a lesson and causing distress to others

Application of Force

Intervention can take several forms; touching, holding, pushing, pulling, leading a pupil by the arm, shepherding a pupil away by placing a hand in the centre of the back.

Except in the most exceptional circumstances where there is no alternative, physical intervention should not include:

- holding a pupil around the neck, or by the collar, or in any way that might restrict the pupil's ability to breathe
- slapping, punching or kicking a pupil
- twisting or forcing limbs against a joint
- tripping up a pupil
- holding or pulling a pupil by the hair
- touching or holding a pupil in a way that might be considered indecent

Reporting

When force is used to control or restrain a pupil, the member of the teaching or non-teaching staff should report the matter orally to the Headmaster, Senior Deputy Head or senior member of staff and provide a written report within 12 hours to the Headmaster. For Prep School pupils, the Prep Headmaster will be informed in the first instance and thereafter the Headmaster.

The report should include:

- the name(s) of pupil(s) involved and when and where the incident occurred
- the name(s) of any witnesses
- the reason force was necessary
- the details of the incident through time
- the pupil's response and the outcome of the incident
- details of any injury to anyone or any damage to property

Aftermath

- The Headmaster or Senior Deputy Head will contact the parents/guardians of the pupil involved as soon as is practical
- Any complaint will be dealt with by procedures already in place

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