



Policy on Behavioural Management and Discipline

Co-ordinator – Assistant Headteacher – Inclusion

Updated – July 2018

Ratified by Governors – September 2018

Review Date – July 2019

This policy should be read in conjunction with the following policies and procedures.

- Robertsbridge Uniform Policy
- Robertsbridge Home school Agreement
- Staff Code of Conduct
- Anti-bullying policy
- Race equalities policy
- Attendance policy
- SEN policy
- Exclusions procedures

Introduction

All members of the school community have the right to work within a safe, well ordered and supportive environment where effective learning can take place. Everyone is expected to behave in a responsible manner, showing consideration, courtesy and respect for other people at all times. Any action that does not allow teachers to teach, students to learn or is clearly disrespectful of people or property must be challenged.

Behavioural management is based on the principle of positive reinforcement of good work and behaviour, the mutual respect of staff and students and the use of consistently applied sanctions. This will not only encourage students to respect one another regardless of race or gender, to respect property and to respect adults, but it also enables students to be valued and rewarded for their achievements.

The behaviour management policy depends on a consistent approach by all colleagues and a commitment by them to play a full part in ensuring that students meet our common expectations of the highest standards, both academic and social.

Effective behaviour management in the classroom and across the college is based on:

- The whole staff team being consistent;
- Regular use of praise (3x greater than negative reinforcement) for students who are getting it right;
- Reasoned, thoughtful responses, not emotive language or raised voices;
- Positive student-teacher relationships;
- Respect for the dignity and rights of all learners and staff;
- Clear warnings and choices about the consequences of behaviour
- Ongoing encouragement of student self-discipline;
- Prevention, planning for good behaviour through teaching routines and high expectations;
- Consequences that are clearly understood, linked to student choices and consistently applied;
- A culture of repair and rebuild, so that students who have received a sanction and transgressed are reintegrated into the classroom through positive teacher action.

Aims

The implementation of this policy will:

- encourage students to take responsibility for their own actions
- allow all students to develop academically, emotionally and socially
- develop a sense of justice, fairness and tolerance towards others
- create a positive learning environment
- engender cohesive and consistent behaviour management by all staff
- secure a safe environment in which students flourish

Principles of Behavioural Management at Robertsbridge Community College

The College defines acceptable behaviour as that which promotes mutual respect, courtesy, co-operation and consideration from all students in terms of their relationships with other students within/outside the College, teachers and other College staff and with visitors or other persons within/outside the College premises.

This is based on the following:

- The right of all students to have the best possible learning environment.
- The right for everyone at Robertsbridge to feel safe and cared for and be treated politely and fairly.
- It is the duty of everyone at Robertsbridge to care for each other and promote a good image of the College.
- The ability of everyone to take responsibility for their own behaviour and recognise the impact of their behaviour on others within the College and greater community.
- Good communication with parents or carers, outside agencies and other schools.

The College has defined unacceptable behaviour as behaviour that causes others within the community physical and/or mental/emotional harm and/or behaviour that disrupts the learning community in the College.

This can include:

- name calling,
- verbal abuse,
- threatening language or behaviour,
- intimidation,
- physical/mental/emotional abuse, bullying, cyber bullying and harassment, including racist, sexist and homophobic abuse,
- disobedience to staff,
- use of obscene language,
- misuse of drugs or smoking materials,(including e-cigarettes),
- carrying an offensive weapon or any object that could be construed as dangerous,
- disruption of lessons,
- malicious accusations against school staff,
- malicious use of the internet social networking sites such as Facebook, misuse of the internet, (see Acceptable use Policy),
- failure to comply with the College rules,(see Appendix) any act which undermines the authority of staff,
- bringing a banned item into school, (See Appendix)

-
- any act which undermines the College's authority or reputation.
 - the sharing of views or opinions that could be considered to be extreme in nature, designed to cause alarm / distress or spread hate amongst groups within the College or community as a whole. (Linked to Prevent.)
 - disruption to the learning environment
 - possession of items likely to cause injury or offense to themselves or others.

These procedures focus on the following areas of College expectations:

1) Around the College

All members of staff at Robertsbridge have a role in ensuring that the College's expectations of student behaviour continue to be met when students are not in a formal lesson situation. The culture and ethos of the College depends upon the commitment of all staff to consistently re-enforce these standards.

All duty staff at break and lunchtime, supported by their team leader, must take a lead in ensuring that high standards of behaviour are maintained and that agreed sanctions and procedures are followed through. Between lessons and the 10 minutes before and after College begins and ends staff are on duty and should support this team by ensuring they challenge any students who are in breach of the minimum standards.

2) Outside of College hours

Students are expected to demonstrate acceptable behaviour whilst traveling to and from the College and whilst in the Robertsbridge uniform or are identifiable as Robertsbridge students. Students who are deemed to have not demonstrated acceptable behaviour outside of College hours by the headteacher may receive a sanction for bringing the College into disrepute.

3) During lessons or learning mentor time (N.B. This includes organised learning activities that may take place in or out of College, during the school day)

The role of the classroom teacher and support staff is to ensure that students meet the College expectations.

In order to support the best possible learning it is important that classroom teachers use the College rewards system where expectations are met and exceeded.

However, on the occasions when expectations are not met, teachers/support staff must ensure that students' behaviour is managed according to procedures within this document. This may mean that appropriate sanctions are applied and followed through when teachers have followed the guidelines and expectations are not met.

The following procedure is used within lessons by all classroom teachers;

- **Level 1** - Verbal warning
- **Level 2** - Stopping progress & learning – Name on the **board**
- **Level 3** - Stopping progress & learning 2 – Name **ticked** on the board, department detention issued
- **Level 4** - Final warning – **EXIT** – student to leave the room to complete work in another classroom.

***Please note that a teacher may move straight to Exit if they deem this necessary.**

- **Level 5** - If a student refuses to leave the room, they will be collected by a member of College staff and will receive a day in internal isolation.

Any mobile phones out during the school day will be confiscated. (Unless subject teachers have given permission for them to be used as a resource)

Recognition of Improvement

We, as a College, strongly believe that praise is the key to the success of every student's well-being. Our aim is to increase self-esteem and raise achievement by rewarding adherence to the College's minimum standards of behaviour in the College community. We recognise and promote good and improved behaviour by students through a system of recognition and rewards. (Please see Rewards and recognition policy for further information)

Sanctions for Behaviour

Students will always be given a chance to consider their behaviour. They will be encouraged and helped to make apologies to other students or staff they may have offended; show they can keep to the College rules; or make suitable restoration.

The College uses a range of sanctions to deal with inappropriate behaviour by students these may include:

- **Misdemeanours/Conduct concern.** These are warnings for infringements in our basic behaviour code, e.g. incorrect uniform, littering, swearing etc. Two warnings in a week will result in a sanction.
- **Exit.** Is the removal of a student from a lesson for behaviour that disrupts the learning and teaching of others.
- **Restorative Justice** (when appropriate).
- **Verbal reprimand.**
- **Internal Isolation** for a period of time **Referring** matters to the Student support leader
- **Student Report System.** This is a system to monitor various aspects of a students' behaviour and engagement across all subjects. They can be daily or weekly checks.
- **Communication** with parents/carers;
- **Parent meetings**
- **Referral** to external agencies where possible;
- **Detentions and loss of social time** during and after school hours.
- **Community Service – including litter picking etc**
- **Internal Fixed Term exclusions**
- **External Fixed term or permanent exclusion**
- **School to School placements**

Detentions Outside School Hours

Robertsbridge Community College will inform parents of the detention in most instances unless the detention takes place during the school day. (These will be recorded in the student planners)

Please note it is the parents responsibility to arrange suitable travel arrangements. In negotiation with parents, the College may deem that special consideration may be given in regards to a student's safety.

Non-attendance at detentions will result in one of the following (dependant on individual circumstances)

- **Head of Department/Pastoral Detention**
- **Leadership detention**
- **Internal exclusion**
- **External exclusion**

School to School Placements

An alternative sanction to address serious poor behaviour is for a student to transfer to another school as part of a placement. This could be on a short term (4-6 weeks) or longer for students at risk of permanent exclusion.

In accordance with statutory DoFE guidance the threat of permanent exclusion would never be used to influence a parent's decision to remove a child from Robertsbridge Community college and we would always consider the best interest of the child in any decision. There is no legal obligation for the school to fund any associated costs such as transport or uniform but consideration may be given for parents facing financial difficulties. The arrangements for formal and informal placements are in accordance with the process and procedures issued by the East Sussex Behaviour and Support Service.

Exclusions

The decision to exclude a student from College is a very serious matter and it will never be taken lightly. However, the Headteacher and Governors reserve the right to exclude a student in the following circumstances:-

- (a) In response to a serious breach of the College's Behaviour Policy
- (b) If allowing the student to remain in College would seriously harm the education, safety or welfare of the student or others in the College. (Please refer to Appendix 3 of this policy)

Uniform/Appearance

- Uniform rules must be adhered to as per uniform list.

Girls	Boys
Black knee length skirt (with school logo)*	Black tailored trousers.
Tailored shorts in summer	Tailored shorts in summer
Or Black tailored trousers	No tapered waists/legs
White shirt/College polo shirt	White shirt/College polo shirt
College sweater	College sweater
Black or white ankle socks/tights	Black or white socks
Sensible, formal shoes (black)	Sensible, formal shoes (black)

(Canvas/trainer style shoes or boots will not be accepted)

Tie (only with white shirt)	Tie (only with white shirt)
-----------------------------	-----------------------------

No visible T shirts or vests under shirts or polo shirts

- Coats and fashion sweatshirts should not be worn inside the college
- *Skirts must be appropriate length and must be regulation Robertsbridge design
- One pair of stud earrings may be worn. No other jewellery is allowed
- Make up must not be worn and must be discreet in year 11.
- No unnatural hairstyles – patterned, shapes, or symbols cut into the hair will not be permitted. Hair to be cut no shorter than a grade 2.
- Nail polish/acrylic/fake nails are not allowed

Substances

- Smoking is not allowed on college premises or while travelling to and from college.
- No cigarettes, electronic cigarettes, lighters or matches should be brought to college.
- No intoxicating substances should be brought into college.
- There should be no aerosols in college.
- There should be no chewing gum in college.
- Canned drinks/energy drinks should not be brought in to college.

Valuables

- MP3 players, iPods/iPads, personal stereos, cameras and computer games should not be brought into college or they will be confiscated. Parents/carers will be expected to collect.
- No expensive equipment should be brought into college, except for the purposes of study and only with prior specific permission.

-
- Large sums of money should only be brought in cases of real necessity and handed to the finance office for safe-keeping.
 - Mobile telephones must not be used during the college day. They will be confiscated and Parents/Carers will be expected to collect.

Movement around College

- On corridors and stairs, throughout, movement should be in single file, to the left.
- Pupils must walk sensibly around the building.
- Pupils should observe entry / exit signs and the one-way system.
- If a pupil needs to leave a class during lessons then they will need an 'Out of class pass'

Public Transport

While travelling to and from school, students are ambassadors for the college and are expected to behave appropriately.

- Pupils should remain seated on buses and trains throughout the journey.
- Pupils should never put their heads out of bus windows.
- Pupils must stand well back from the train as it approaches the platform.
- Bags should not be left in train corridors.
- Pupils may not cycle on train platforms.
- Prefects are to be obeyed and respected.
- **Consideration and respect should be shown to the general public at all times.**

Reports for improvement

Pupils may be placed onto a report card to monitor a range of issues. This can be linked to their academic progress, attitude to learning, punctuality, detention frequency, or following a fixed term exclusion. (This is not an exhaustive list).

Report cards allow staff and parents to monitor the pupils. Report cards will be issued at the discretion of the SSL, SLT, or LM.

Robertsbidge Basic Expectations.

Expectations of Staff

- Colleagues should conduct themselves in a manner that reflects our school ethos and values
- Colleagues should dress appropriately in accordance with the school [dress code](#).
- Teachers, Cover Supervisors and Teaching Assistants will meet and greet the class at the classroom door at the start of lessons.
- A register of attendance should be completed on SIMs in each learning mentor session and in each lesson.
- Teachers should have a progress file with key groups of students identified clearly on seating plans.
- Lessons (including cover lessons) should be planned to meet students needs.
- At the end of lessons students should be dismissed in an orderly fashion.
- Teachers will set homework and provide students with feedback in line with their departmental policy. Department marking policies will sit within the whole school marking and feedback policy.
- Students should be rewarded for hard work. Rewards should be recorded on SIMs.
- When student behaviour does not reflect our expectations; students will be sanctioned in line with the school policy for [managing student behaviour](#). Student behaviour and sanctions will be [fully recorded on SIMs](#)

Expectations of students.

- At all times students should conduct themselves in a manner that reflects our school ethos and values and respect the rights of others to learn. When this is not the case, colleagues should follow our policy for managing student behaviour ensuring that inappropriate behaviour is sanctioned and fully recorded.

On Call and Exits

- During lessons a senior member of staff will always be “On Call / Resolution” to support teaching staff as required.
- Students may be removed from the classroom and exited within the department. If an exit is required this should be recorded and sanctioned with an ASD.
- Students may be removed from the classroom and relocated to IEU, or to a relevant member of the leadership team. If a callout is required this should be recorded and sanctioned with an internal isolation.

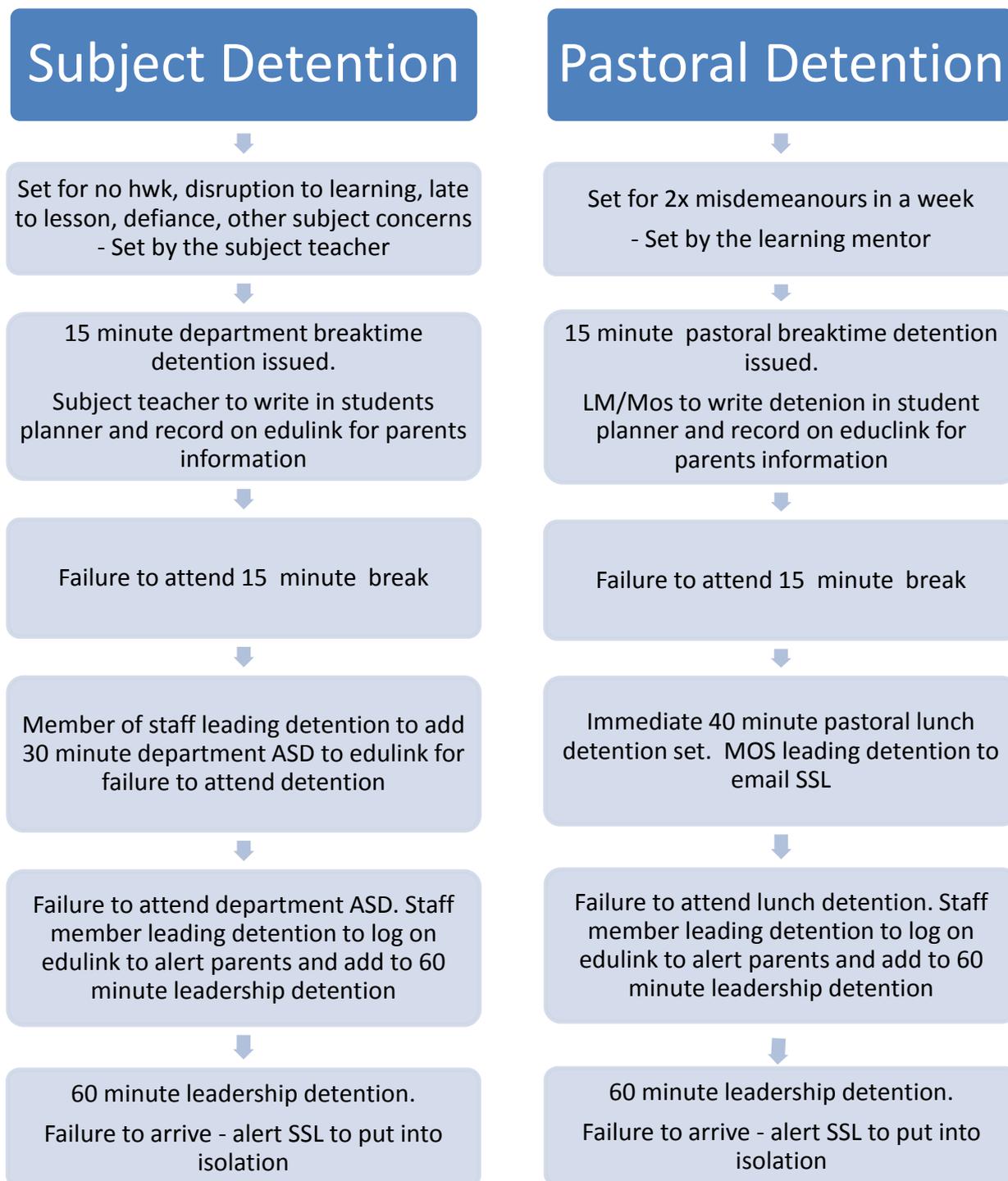
Basic Expectations

Students- Non Negotiable

Non Negotiable	Explanation	Sanction
Uniform	Uniform checks are the responsibility of the learning mentor. During form time time send students to SSL where necessary for the correct attire. Coats are not allowed to be worn in the building. If a student arrives to a lesson inappropriately dressed please challenge the student.	Misdemeanour set
Ready to Learn	Equipment checks are the responsibility of the learning mentor. Learning mentors should provide students with the correct equipment during tutor time. (Where possible). Planners should be on the desk in every lesson. If a student arrives to a lesson without equipment, please provide equipment and sanction and record.	Misdemeanour set/Department detention set
Punctuality	Students should be on time for lessons. Lateness should always be sanctioned and recorded on SIMs/Edulink.	Department detention
Presentation of work	Work should be presented in a manner which reflects the best of a student's ability.	Redo Work Department detention
Homework	Students will complete their homework on time and should be rewarded for doing so.	Department Detention
Food and Drink	Inside the building, food and drink (other than water) should only be consumed in designated eating areas (Foyer, Hall & Gym in winter). Students may not take hot food from the foyer/hall. All staff should challenge students eating outside of designated areas.	Misdemeanour set
Mobile Phones and Headphones	Students will not use a mobile device inside the school. Mobile devices should be switched off and in bags unless being used in lessons as part of a planned activity. Refusal to follow an instruction regarding a mobile phone should be treated as defiance – If this is the case, the device should be confiscated and placed in school safe until an agreed time or a parent collects the phone.	Confiscation
Students out of lessons	Students will not generally be given permission to leave lessons. In an emergency a student may only leave the classroom with a pass and only one at a time.	Misdemeanour set

Sanctions at Robertsbridge

Detention Process and Administration



****Please be aware that it is up to the subject leader to manage/quality assure the logging/setting of department detentions and any subsequent leadership detentions.***

****Misdemeanours must be checked and detentions logged by the learning mentors***

Robertsbridge Community College

SANCTION LEVELS – CLASSROOM / SOCIAL TIME

LEVEL OF SANCTION	CONSEQUENCES AND CHOICE OF ACTION
<p>LEVEL 1 Verbal Warning by Teacher – no formal recording</p>	<ul style="list-style-type: none"> ➤ Be spoken to and reminded of the expectations and consequences of Level 2 ➤ May be asked to move ➤ Card given (Where appropriate) ➤ Required to stay behind to discuss their behaviour
<p>LEVEL 2 Stopping Progress & Learning</p>	<ul style="list-style-type: none"> ➤ Be asked to move ➤ Name on the board ➤ Be given Break Detention/Department Detention/Misdemeanour Detention ➤ Card given (Where appropriate) ➤ Behaviour points given and recorded on SIMS
<p>LEVEL 3 Stopping Progress & Learning</p>	<ul style="list-style-type: none"> ➤ Name ticked ➤ Department Detention/Misdemeanour issued ➤ Card given (Where appropriate) ➤ Behaviour points given and recorded on SIMS
<p>LEVEL 4 Exit Subject teacher sanction with formal recording</p>	<ul style="list-style-type: none"> ➤ Exit – Removal from the lesson ➤ Whole college ASD set ➤ Behaviour points given and recorded on SIMS ➤ LM to discuss with student ➤ Subject teacher to discuss incident with student
<p>LEVEL 5 Refusal to follow an Exit Involvement of SSL/Callout duty staff, recording, parental notification and/or meeting</p>	<ul style="list-style-type: none"> ➤ Student removed from lesson ➤ Parents notified and/or meeting arranged ➤ Reflection meeting between classroom teacher and student ➤ Internal isolation
<p>LEVEL 5 Involvement of Student Support Leader Immediate Level 5: Serious risk to other's safety/well-being Fighting/violent behaviour Stealing Vandalism Possession of offensive weapon Drug/alcohol – possession, abuse or supply Etc.</p>	<ul style="list-style-type: none"> ➤ Removal to Internal Exclusion whilst investigated ➤ Evidence gathered ➤ Internal Exclusion ➤ Report to Senior Staff ➤ Meetings arranged for all parties ➤ Use of Internal Exclusion for a period of time with an identified exit strategy/review meeting ➤ FTE/PTE ➤ Parents notified immediately ➤ Consider intervention from external agencies ➤ Inclusion Unit for further support – reintegrated back to normal lessons when acceptable

SANCTION LEVELS – MISDEMEANOURS

LEVEL OF SANCTION	CONSEQUENCES AND CHOICE OF ACTION
<p>LEVEL 1 Warning by member of staff – recorded in the planner</p>	<ul style="list-style-type: none"> ➤ Be spoken to and reminded of the expectations and consequences ➤ Misdemeanour recorded ➤ Learning mentor to monitor and email the SSL when required – two warnings in a week will result in a sanction (15 min break)
<p>LEVEL 2 Lm monitoring – If multiple misdemeanours have been set</p>	<ul style="list-style-type: none"> ➤ Learning mentor to discuss concerns with the student and support where required ➤ Detentions set and recorded on SIMS ➤ Learning mentor to contact home ➤ LM report card ➤ *If 6+ misdemeanours are set in 1 week – students are to be added to Friday leadership detention ➤ *If a student receives 6+ misdemeanours for the same issue, LM to contact home and alert SSL.
<p>LEVEL 3 Involvement of SSL, recording, parental notification and/or meeting</p>	<ul style="list-style-type: none"> ➤ Concerns raised at the Inclusions meeting ➤ Communication with parents – phone call or/and meeting to set actions ➤ SSL to monitor and report back weekly ➤ SSL report monitoring
<p>LEVEL 4 Involvement of Senior Leadership Team</p>	<ul style="list-style-type: none"> ➤ Parents notified and meeting arranged ➤ Internal isolation ➤ AH report monitoring with a member of SLT ➤ Consider intervention from external agencies <p>Each individual will be dealt with on a case by case basis – may need to upscale to level 5 if required (see previous page)</p>

SANCTION LEVELS – Report Cards

LEVEL OF SANCTION	CONSEQUENCES AND CHOICE OF ACTION
<p>LEVEL 1 Stage one report monitoring – Yellow card</p>	<ul style="list-style-type: none"> ➤ Monitored by the learning mentor ➤ Edulink message home – sent by the Im (use set template) ➤ Targets set and student to meet with the Im every morning to discuss progress ➤ If they receive negative feedback on the report they will automatically get a detention set by their Im (KS Break) ➤ Receiving negative comments or being late to form time or a lesson will mean they have not had a successful report.
<p>LEVEL 2 Stage two report monitoring – Amber card</p>	<ul style="list-style-type: none"> ➤ When the student moves up to Stage two, the Im must communicate this with the child’s parents. This can be done via email or preferably a phone call in order to share their concerns. ➤ Monitored by the SSL ➤ Targets set and student to meet with the SSL every morning ➤ If they receive negative feedback on the report they will automatically get a detention set by their SSL (KS Break) ➤ Receiving negative comments or being late to form time or a lesson will mean they have not had a successful report. ➤ An unsuccessful report for 2 days this will result in one days internal isolation – SSL to inform parents
<p>LEVEL 3 Stage three report monitoring – Red card</p>	<ul style="list-style-type: none"> ➤ When the student moves up to Stage three, the SSL must communicate this with the child’s parents. This must be done via a phone call in order to share their concerns. ➤ Monitored by the member of SLT ➤ A meeting will be arranged with the parents and the member of SLT who will be monitoring the report
<p>LEVEL 5</p>	<ul style="list-style-type: none"> ➤ Internal Exclusion ➤ Meetings arranged for all parties ➤ Use of Internal Exclusion for a period of time with an identified exit strategy/review meeting ➤ FTE/PTE ➤ Parents notified immediately ➤ Consider intervention from external agencies ➤ Inclusion Unit for further support – reintegrated back to normal lessons when acceptable

A student can be placed on a report for any of the following:

- Attitude & Independence
- Quality completion and Management
- Resilience, values and attitude
- Engagement, feedback and behaviour

- Management and input to work

Important information:

- ✓ A student can be placed on any of the stages
- ✓ A student can be successful with a stage one report and be removed from any further monitoring

Investigating incidents

All students and members of staff involved will be required to write an incident statement form and some may be verbally asked questions to verify or clarify their statements. This information will be collated and carefully examined before any decisions are made.

We will:

- ensure that relevant staff receive adequate and appropriate training for the conduct of any investigations, including in respect of the recording of evidence and the taking of incident statements.
- provide adequate non-contact time for the conduct of investigations.
- notify the police and other relevant bodies of incidents where it is appropriate to do so.
- complete all investigations within a reasonable timescale
- ensure that appropriate feedback from any investigation undertaken is provided to relevant persons together with recommendations for action.

A copy of the results of all investigations undertaken will be held on record until such time as the student leaves the College. Where an investigation finds that there is no case to be heard, this will be clearly indicated on the paperwork.

Confiscating Items

All staff have the right to confiscate items which students are not permitted to bring to the College and / or are disrupting the learning environment, (this includes items that contravene the uniform policy of the College). Any items confiscated will be given to student support leaders/reception and can only be collected at the end of the College day.

The following items **WILL NOT BE RETURNED** and may be passed to the police or disposed of.

- Smoking materials including E-cigarettes / vapour type smoking devices.
- Alcohol
- Pornography
- Drugs (including prescription if not prescribed for them)
- Substances that are or appear to be illegal or dangerous.

***Please note, mobile phones will be locked in the safe until a parent can collect.**

Searching Students –Searches with and without consent (Education Act 2011)

Only members of staff authorised by the Headteacher have the right to search items where they reasonably suspect that the items have been, or could be, used to cause harm, to disrupt teaching or break the College rules.

Searching with consent – School staff authorised by the Headteacher may search with the student's consent for any item, whilst noting that the ability to give consent may be limited by age or other factors.

Searching without consent - Authorised staff may only search without the student's consent for anything which is either 'prohibited' (as defined in Section 550AA of the Education Act 1996) or appears in the Academy rules as an item which is banned. Searches without consent can only be 7

carried out on the school premises, or, if elsewhere, where the authorised member of staff has lawful control or charge of the student, e.g on a school trip.

Prohibited items are:

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

In carrying out the search:

The authorised member of staff must have reasonable grounds for suspecting that a student is in possession of a prohibited item i.e. an item banned by the College rules and which can be searched for.

The authorised member of staff should take care that, where possible, searches should not take place in public places e.g. an occupied classroom, which might be considered as exploiting the student being searched.

The authorised member of staff carrying out the search must be the same gender as the student being searched; and there must be a witness (also a staff member) and, if at all possible, they too should be the same gender as the student being searched.

There is a limited exception to this rule:

Authorised staff can carry out a search of a student of the opposite gender including without a witness present, but only where you reasonably believe that there is a risk that serious harm will be caused to a person if you do not conduct the search immediately and where it is not reasonably practicable to summon another member of staff.

Extent of the search:

The person conducting the search may not require the student to remove any clothing other than outer clothing.

Outer clothing means clothing that is not worn next to the skin or immediately over a garment that is being worn as underwear (outer clothing includes hats; shoes; boots; coat; blazer; jacket; gloves and scarves).

'Possessions' means any goods over which the student has or appears to have control – this includes desks, lockers and bags.

A student's possessions can only be searched in the presence of the student and another member of staff, except where there is a risk that serious harm will be caused to a person if the search is not

conducted immediately and where it is not reasonably practicable to summon another member of staff.

The power to search without consent enables a personal search, involving removal of outer clothing and searching of pockets; but not an intimate search going further than that, which only a person with more extensive powers (e.g. a police officer) can do.

Use of reasonable force – force cannot be used to search without consent for items banned under the College rules regardless of whether the rules say an item can be searched for.

Use of Reasonable Force

The term “reasonable force” covers the broad range of actions used by most teachers at some point in their career that involves a degree of physical contact with students. Force is usually used either to control or restrain, which could range from guiding a student to safety by the arm to more extreme circumstances such as breaking up a fight or where a student needs to be restrained to prevent violence or injury. Reasonable in the circumstances means using no more force than is needed.

Control means either passive physical contact, such as standing between students or blocking a student’s path, or active physical contact such as leading by the arm out of the classroom.

Restraint means to hold back physically or to bring a student under control. It is typically used in more extreme circumstances, for example when two students are fighting and refuse to separate without physical intervention.

All members of staff have the legal power to use reasonable force to prevent students from committing an offence, injuring themselves or others, or damaging property.

Members of staff are also able to use reasonable force in order to maintain good order and discipline in the classroom.

The Headteacher and other authorised members of staff are able to use reasonable force when conducting a search without consent for certain prohibited items, including the following:

- Knives
- Weapons
- Illegal drugs
- Stolen items
- Tobacco, cigarette papers and e-cigarettes
- Fireworks
- Pornographic images
- Any articles that have been used, or could be used, to commit an offence or harm

Though members of staff are able to search for all items listed as prohibited, reasonable force will only be used, if necessary, to search for the items listed above.

The decision whether or not to physically intervene is down to the member of staff’s professional judgement and will depend on individual circumstances.

All Staff are expected to adhere to the Staff Code of Conduct and in line with statutory guidance Robertsbridge Community College adheres to the principle that force is not used as a punishment in any circumstances.

Exclusion procedure

Most exclusions are of a fixed term nature and are of short duration (usually two or three days). Following exclusion, parents are contacted immediately where possible. A letter will be sent by post giving details of the exclusion and the date the exclusion ends. Parents have a right to make representations to the Governing Body and the LEA as directed in the letter. There are links in the letter to parent support and advice

A reintegration meeting will be held following the expiry of the fixed term exclusion and this will involve a member of the Senior Management Team and other staff where appropriate. This is to discuss the incident and to attempt to prevent a reoccurrence of the incident or behaviours which led to the exclusion.

During the course of a fixed term exclusion where the student is to be at home, parents are advised that the student is not allowed on the College premises, and that daytime supervision is their responsibility, as parents/guardians.

On return to the college pupils will be placed on a college report card. This is to facilitate a focused entry back into the college. Students will also have a review meeting two weeks after the reintegration.

Governors Discipline Committee

Students who continue to display dangerous or inappropriate behaviour, despite intervention and a range of strategies enforced, will be seen before the Governing body. During this stage, students must discuss their previous behaviour with the members of the governing discipline committee. Parents/carers must also be present.

Permanent Exclusion

The decision to exclude a student permanently is a serious one. There are two main types of situation in which permanent exclusion may be considered.

- (1.) The first is a final, formal step in a concerted process for dealing with disciplinary offences following the use of a wide range of other strategies, which have been used without success.

It is an acknowledgement that all available strategies have been exhausted and is used as a last resort. This would include persistent and defiant misbehaviour, repeated bullying, (which would include racist or homophobic bullying) repeated possession and or use of an illegal drug on College premises, repeated disruption of lessons, failure to obey instructions from senior staff. This is not an exhaustive list.

- (2.) The second is where there are exceptional circumstances and it is not appropriate to implement other strategies and where it could be appropriate to permanently exclude a student for a first or 'one off' offence. These might include:

- Serious actual or threatened violence against another student or a member of staff.
- Sexual abuse or assault.
- Supplying an illegal drug.
- Carrying an offensive weapon *.
- Arson.

The College will consider police involvement for any of the above offences.

** Offensive weapons are defined in the Prevention of Crime Act 1953 as “any article made or adapted for causing injury to the person; or intended by the person having it with him for such use by him.”*

These instances are not exhaustive but indicate the severity of such offences and the fact that such behaviour seriously affects the discipline and well-being of the College.