

Behaviour Statement of Practice



THE
LONG EATON
SCHOOL



Review date: September 2022
Responsible Officer: Tom Worn, Assistant Principal

Introduction

This document sets out the arrangements for the variety of methods used to reward and sanction student behaviour at The Long Eaton School and details of the procedures and practices implemented in line with the Trust policy for behaviour and exclusions. The purpose of the policy is:

- To affirm the school's commitment to promoting positive behaviour and ensuring a well ordered environment in which effective teaching and Learning can take place.
- To fulfil the Governors' duty of care to students and employees.
- To outline the roles and responsibilities of staff within the school.
- To detail the procedures to be followed by staff when dealing with behavioural issues.

Related Policies, Statements of Practice and Procedures

- SEN Policy
- PSHE Policy
- Attendance and Punctuality Statement of Practice
- Safeguarding Policy
- Peer on Peer Abuse Policy
- Safeguarding Statement of Practice

Statement of Practice

Rewards

The role of rewards and praise in recognising and promoting The Long Eaton School's values is a key component of developing the potential of our students by giving them encouragement and praise. We endeavour to catch and celebrate every students' achievements both inside and outside of the classroom and believe that good behaviour is also best promoted and developed by drawing attention to and rewarding well behaved and hardworking students via a range of different opportunities and forums.

Student's efforts and achievements are rewarded through the allocation of positive points using Go4Schools, which is live online for all parents, carers and students to access at all times. Positive points are handed out for a variety of different reasons such as a positive contribution to a class, outstanding homework, regular attendance and also punctuality amongst others. The accumulation of these points results in certification at various levels (Bronze, Silver, Gold & Platinum) along with many other rewards on a termly basis; these include early lunch passes breakfast/lunch with senior leaders and reward afternoons. Student achievements, both in and out of school, are also celebrated through our termly reward assemblies. These assemblies recognise students who have made an outstanding contribution to their lessons and have been nominated by their teachers for a termly department award. Nominations are emailed out to the relevant parents/carers prior to the assemblies and subsequent winners are announced during the rewards assemblies.

More details about our rewards system will be announced alongside the launch of our new vision in September.

Sanctions

At The Long Eaton School, we promote outstanding behaviour and have consistent standards and expectations of our students. However, where behaviour does not meet our high expectations, there is a clear sanctions system which all of our staff follow. We believe this system ensures a fair and consistent approach for all which helps to underpin our education focus whilst maintaining discipline and mutual respect between students, staff and students and all in our community with the school environment at all times.

Warning 1- Indicates that the student is not meeting the standards expected and a change in their behaviour is required. Staff will make it clear what the warning is given for and will allow students the opportunity to improve their behaviour. This warning is not logged.

Warning 2- If behaviour hasn't improved, the student will be issued with their second warning. This is a final reminder of the need for the student to improve their behaviour. This warning will be logged on Go4Schools as a neutral point (not contributing to their overall points tally).

Negative Point- If behaviour still hasn't improved, the student is issued with a negative point. This is recorded on Go4Schools and triggers a 1 hour after school detention which will be completed that day unless it is received after lunch, if this is the case it will be carried over to the next day. Parents/carers will receive a text informing them of the after school detention.

Isolation- If the behaviour is still not modified, then the student will be removed from the lesson by a member of staff on walkabout. When collected, students will be taken to the Isolation Room and will remain there for the remainder of the day. The after school detention will still remain in place at the end of the day.

In addition to the above, a number of behaviours will trigger an immediate negative point and an hour after school detention. These include:

- Swearing/inappropriate language around the school (not at a member of staff);
- Disrespect of another student, staff member or of the environment;
- An act of defiance;
- A persistent uniform issue;

Students receiving two negative points in a day will spend the next day in isolation. Students receiving three negative points in a week will spend a day in isolation.

Students who miss their detentions will be referred to the Year Leader. Persistent failure to attend detentions will lead to a day in the Isolation Room.

Serious incidents will incur a one hour after school detention and a more serious sanction such as isolation or fixed term exclusion. These behaviours may include:

- Inappropriate language towards staff
- Dangerous behaviour
- Repeated defiant behaviour
- Racist/homophobic/transphobic behaviour
- Physical aggression
- Peer on peer abuse
- Poor behaviour in the Isolation Room

When poor behaviour is identified, the school will use a range of disciplinary measures including, but not limited to:

- Verbal reprimand
- Moving of seat in a classroom setting
- After school detention *
- Removal to the Isolation Room**
- External isolation (another Academy within the Trust)
- Regular reporting to monitor behaviour in and out of lessons
- Pre exclusion warning
- Fixed term exclusion

*DfE Guidance 2016 states that parental consent is not required for detentions. School should consider whether suitable travel arrangements can be made by the parent for the student. It does not matter if making these arrangements is inconvenient for the parent. We hope that parents support us in raising and maintaining standards of behaviour to ensure high quality teaching and student progress.

****DfE Guidance 2016 states that schools can adopt a policy which allows disruptive students to be placed in an area away from other students for a limited period. At The Long Eaton School, our expectations are clear and information about our behaviour policy is displayed in all of our classrooms. Negative points are accumulated and the following sanctions apply at each point. These are reset at the start of each half term.**

5 Negative points: Communication with Form Tutor/Year Leader and green report card.

10 Negative points: 1 day in isolation followed by Year Leader report card (Orange). A meeting with parents will also take place.

15 Negative points: 3 days in isolation on another site followed by SLT report card (red). A meeting with parents will also take place.

20 Negative points: Fixed term exclusion from school followed by SLT report card (red). This will also come with a compulsory meeting with parents before readmission back into school. A review meeting date will also be scheduled.

The Power to Discipline beyond the School Gate

The Long Eaton School will regulate student behaviour in circumstances “to such extent as is reasonable”, when a student behaves in such a way that contravenes the school codes of conduct off the school premises and which is witnessed by a staff member or reported to the school by a parent or member of the public.

- Therefore a student may be disciplined for any misbehaviour when the child is:
- Taking part in any school organised or school-related activity.
- Travelling to or from the school.
- Wearing The Long Eaton School uniform/ PE clothing.
- In some other way identifiable as a student at The Long Eaton School.
- Could have repercussions for the orderly running of the school.
- Poses a threat to another student or member of the public.
- Could adversely affect the reputation of the school.

The fact that any poor behaviour has taken place outside of the school is likely to be regarded as an aggravating factor when deciding an appropriate sanction. The Principal will also consider whether it is appropriate to notify the police of the actions taken against a student. In cases where the behaviour is criminal or poses a serious threat to a member of the public the police will be informed.

The Use of Mobile Electronic Devices

The school recognises the desire of some parents and carers for their child to have a mobile phone in order to make contact for safety purposes. If mobile phones or other electronic devices are brought into school, they must be kept out of sight and switched off during the school day. In the case of an emergency, the mobile phone may be used before and after school in order for a parent to be in contact with the student. During the school day any contact with the student should be made through Student Services. If a student is using a mobile phone or electronic device without permission, the student will be issued with an immediate second warning which will be logged on Go4Schools. If it used again in school within a week, it will be confiscated and kept in a secure place to be collected by a parent/carer. Repeated defiance of this policy, will lead to further sanctions for the student.

Support for our Students

There are a number of different facets to the support on offer for our students and all play a crucial role in helping our students thrive during their time with us.

- **Form Tutors-** Each student has a form tutor who will, where possible, stay with them from Year 7 until Year 11. Our tutors see their forms every day for 30 minutes in the morning are there to offer advice and support as well as deliver our PSHE curriculum. They also have a role in setting our standards at the start of each day with regards to behaviour, attendance and uniform.

- **Year Leaders**- Our five Year Leaders oversee all aspects of each year group and are the first contact for any behaviour incidents. They are the main contact for parents and carers. They are all trained deputy Designated Safeguarding Leads and work with a variety of agencies to help support our students.
- **Student Support**- Some of our students will be referred to Student Support to engage in strategies to help develop their behaviour. They are referred to the team by the Year Leader to be part of intervention programmes with the intention of reengaging with our standards and expectations. These programmes are run by our student support mentors and are temporary programmes where students are given approaches to enable them to be independent to the Student Support team in the long term.
- **Positive Outcomes Department (POD)** - Student support for those who have behavioural difficulties and also have SEND, will be supported in a similar way in the POD with the Learning Support team.

Behaviour in TLES Sixth Form

As active members of the whole school community, 16+ students serve as role models for our younger students. Excellent behaviour in the sixth form is characterised in the same way as it always has been: our students work respectfully and safely, maintaining positive relationships with staff and other students. Our 16+ students are known for their own high standards of personal behaviour. Students at The Long Eaton School Sixth Form display excellent behaviour by adhering the following expectations.

- being polite and courteous to all other members of the 16+ and wider school community
- maintaining the clean and tidy 16+ centre environment, looking after furniture and all other resources
- eating ONLY in the common room and NOT in the study centre, or classrooms. Food is NOT to be taken into the main school buildings
- moving around the Main School buildings quickly and quietly so as not to disturb any classes in an orderly manner
- Using Mobile devices ONLY in the Sixth Form Centre and NOT in the Main School - Mobile phones are switched off and in your bags whilst in the Main School
- wearing appropriate clothing in line with 16+ Dress Code of Conduct
- adhering to and responding quickly to all directions and instructions given by the school staff
- reporting matters of safety appropriately to a member of staff when necessary
- maintaining appropriate personal hygiene in all areas of the school
- bringing all appropriate subject specific resources to lessons. This may include the student Knowledge Book
- arriving at the classroom in a timely manner and remaining in the lesson for its entirety
- complete all class work and homework in readiness for lessons
- respectfully engaging in their lessons with focus, and responding positively to feedback to improve work where necessary

16+ Students are role models to younger students in the school

Appendix 1- Guidance on Screening, Searching and Confiscation

This guidance is related to the following advice which will be kept under review and updated as necessary:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/674416/Searching_screening_and_confiscation.pdf

Searching with Consent

School staff can search students with their consent for any item which is banned by the school rules.

Searching without Consent – What the law says:

What can be searched for?

- ✓ Knives or weapons
- ✓ Alcohol
- ✓ Illegal drugs
- ✓ Stolen items (referred to in the legislation as ‘prohibited items’).
- ✓ Tobacco and cigarette papers
- ✓ Fireworks
- ✓ Pornographic images
- ✓ Any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence or to cause personal injury to, or damage to property of, any person (including the student).
- ✓ Any item banned by the school rules which has been identified in the rules as an item which may be searched for.

Confiscation

- ✓ School staff can seize any prohibited item found as a result of a search. They can also seize any item, however found, which they consider harmful or detrimental to school discipline.

Can I search?

Yes, if you are the Headteacher or a member of school staff authorised by the Headteacher.

- You **MUST** be the same sex as the student being searched; and there must be a witness (also a staff member) and, if at all possible, they should be the same sex as the student being searched.
- There is a limited exception to this rule. You can carry out a search of a student of the opposite sex to you and 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.**

When can I search?

If you have reasonable grounds for suspecting that a student is in possession of a prohibited item.

Also note:

- The law also says what must be done with prohibited items which are seized following a search.
- The requirement that the searcher is the same sex as the student and that a witness is present will continue to apply in nearly all searches. Where it is practicable to summon a staff member of the same sex as the student and a witness, then the teachers wishing to conduct a search must do so.

Establishing grounds for a search

- Teachers can only undertake a search without consent if they have reasonable grounds for suspecting that a student may have in his or her possession a prohibited item. The teacher must decide in each particular case what constitutes reasonable grounds for suspicion. For example, they may have heard other students talking about the item or they might notice a student behaving in a way that causes them to be suspicious.
- In the exceptional circumstances when it is necessary to conduct a search of a student of the opposite sex or in the absence of a witness, the member of staff conducting the search should bear in mind that a student's expectation of privacy increases as they get older.
- The powers allow school staff to search regardless of whether the student is found after the search to have that item. This includes circumstances where staff suspect a student of having items such as illegal drugs or stolen property which are later found not to be illegal or stolen.
- School staff can view CCTV footage in order to make a decision as to whether to conduct a search for an item.

Location of a search

- Searches without consent can only be carried out on the school premises or, if elsewhere, where the member of staff has lawful control or charge of the student, for example on school trips in England or in training settings.
- The powers only apply in England.

During the search

Extent of the search – clothes, possessions, and lockers.

What the law says:

- 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 but 'outer clothing' includes hats; shoes; boots; gloves and scarves.
- 'Possessions' means any goods over which the student has or appears to have control – this includes 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.

Also note:

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

Lockers

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

Use of Force

Members of staff can use such force as is reasonable given the circumstances when conducting a search for knives or weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images or articles that have been or could be used to commit an offence or cause harm. Such force cannot be used to search for items banned under the school rules.

Items found as a result of a ‘without consent’ search – what the law says:

- A person carrying out a search can seize anything they have reasonable grounds for suspecting is a prohibited item or is evidence in relation to an offence.
- Where a person conducting a search finds alcohol, they may retain or dispose of it. This means that schools can dispose of **alcohol** as they think appropriate, but this should not include returning it to the student.
- Where they find **controlled drugs**, these must be delivered to the police as soon as possible but may be disposed of if the person thinks there is a good reason to do so.
- Where they find **other substances** which are not believed to be controlled drugs, these can be confiscated where a teacher believes them to be harmful or detrimental to good order and discipline. This would include, for example, so called ‘legal highs’. Where staff suspect a substance may be controlled they should treat them as controlled drugs as outlined above.
- Where they find **stolen items**, these must be delivered to the police as soon as reasonably practicable – but may be returned to the owner (or may be retained or disposed of if returning them to their owner is not practicable) if the person thinks that there is a good reason to do so.
- Where a member of staff finds **tobacco or cigarette papers** they may retain or dispose of them. As with alcohol, this means that schools can dispose of tobacco or cigarette papers as they think appropriate, but this should not include returning them to the student.
- **Fireworks** found as a result of a search may be retained or disposed of but should not be returned to the student.
- If a member of staff finds a **pornographic image**, they may dispose of the image unless its possession constitutes a specified offence (i.e. it is extreme or child pornography) in which case it must be delivered to the police as soon as reasonably practicable. Images found on a mobile phone or other electronic device can be deleted unless it is necessary to pass them to the police.
- Where an **article that has been (or could be) used to commit an offence or to cause personal injury or damage to property** is found it may be delivered to the police or returned to the owner. It may also be retained or disposed of.
- Where a member of staff finds **an item which is banned under the school rules** they should take into account all relevant circumstances and use their professional judgement to decide whether to return it to its owner, retain it or dispose of it.
- Any **weapons or items which are evidence of an offence** must be passed to the police as soon as possible.

Confiscation is a sanction applied as part of the whole school behaviour policy. It has a range of legal implications and staff will need to follow this guidance to ensure they are acting at all times within the law.

Statutory guidance on the disposal of controlled drugs and stolen items

- It is up to teachers to decide whether there is a good reason not to deliver stolen items or controlled drugs to the police. In determining what is a “good reason” for not delivering controlled drugs or stolen items to the police the member of staff must have regard to the following guidance issued by the Secretary of State:
 - **In determining what is a ‘good reason’ for not delivering controlled drugs or stolen items to the police, the member of staff should take into account all relevant circumstances and use their professional judgement to determine whether they can safely dispose of a seized article.**
- Where staff are unsure as to the legal status of a substance and have reason to believe it may be a controlled drug they should treat it as such.
- With regard to stolen items, it would not be reasonable or desirable to involve the police in dealing with low value items such as pencil cases. However, school staff may judge it appropriate to contact the police if the items are valuable (iPods/laptops) or illegal (alcohol/fireworks).

Statutory guidance for dealing with electronic devices

- Where the person conducting the search finds an electronic device they may examine any data or files on the device if they think there is a good reason to do so. Following an examination, if the person has decided to return the device to the owner, or to retain or dispose of it, they may erase any data or files, if they think there is a good reason to do so.
- The member of staff must have regard to the following guidance issued by the Secretary of State when determining what is a “good reason” for examining or erasing the contents of an electronic device:
 - In determining a ‘good reason’ to examine or erase the data or files the staff member must reasonably suspect that the data or file on the device in question has been, or could be, used to cause harm, to disrupt teaching or break the school rules.
- If inappropriate material is found on the device it is up to the teacher to decide whether they should delete that material, retain it as evidence (of a criminal offence or a breach of school discipline) or whether the material is of such seriousness that it requires the involvement of the police.

Telling parents and dealing with complaints

- Schools are not required to inform parents before a search takes place or to seek their consent to search their child.
- There is no legal requirement to make or keep a record of a search.
- Schools should inform the individual student’s parents or guardians where alcohol, illegal drugs or potentially harmful substances are found, though there is no legal requirement to do so.
- Complaints about searching should be dealt with through the normal school complaints procedure.

School Procedure

- Before confiscation takes place the student should be asked to remove any item which is against The Long Eaton School dress code as outlined in the Student Planner, Staff Handbook and communicated to parents.
- If the student repeatedly wears an inappropriate item; confiscation is the sanction.
- If students do not comply with staff requests to hand over the item/s then refusal to follow instructions should be dealt with according to the behaviour policy.

Safeguarding

- Staff should take particular care when confiscating items of clothing or jewellery. In particular, they should have appropriate regard to whether the item in question has a religious or cultural significance to the student.
- In order to safeguard themselves and the student they should avoid physical contact or interference with students’ clothing of any kind.
- In order to minimise risk, staff should ensure that if an item of clothing or jewellery is confiscated; **this is done by a member of staff in the presence of another member of staff whenever possible. Confiscation of any item that would leave the student only partly dressed must be avoided.**

Banned Items

The following are not allowed in school:

- Alcohol
- Illegal substances
- Any intoxicating substances e.g. legal highs
- Energy drinks

- Chewing gum
- Substitute cigarettes, including electronic cigarettes
- Cigarette papers and tobacco
- Matches, lighters or smoking materials
- Fireworks
- Pornographic images
- Stolen items
- Solvents
- Aerosols
- Any kind of knife or weapon, real or imitation
- Any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property

Students who break school rules by bringing in any of the above will receive sanctions in line with the school Behaviour Policy. In the case of drugs, weapons and knives and extreme or child pornography, these will be handed over to the police. For other items the school will decide if and when to return a confiscated item.

Other items for which confiscation is appropriate are those which could be a distraction to learning, counter to the ethos of the school, potentially harmful or offensive or in breach of school policies. The member of staff will decide which action is to be taken in accordance with the school's behaviour policy.

What to do with confiscated items

- Confiscated items must be clearly labelled with the students' name and the date of confiscation.
- They should be given to the staff at Student Services or main reception so that if return at the end of the day or collection by parent(s)/carer(s) is deemed appropriate, this can take place.
- If items are kept overnight or are to be handed to the police they will be stored in the school safe.
- The school reserves the right to retain or dispose of alcohol, tobacco or cigarette papers should it be appropriate, but they should not be returned to the student.