

## PROCEDURE TITLE: Behaviour for Learning and Anti-Bullying Policy

STATUS: Statutory

DATE of REVIEW: September 2019



### 1. Ethos Statement

- 1.1 At The Latimer Arts College we are committed to creating a positive, inclusive learning and working environment that promotes excellence.
- 1.2 We foster a culture of tolerance and mutual respect, where individuality is celebrated in order to ensure that all members of the College community, whatever their gender, ethnic origin, religion, sexual orientation, social background or ability, can thrive personally, socially, morally, spiritually and educationally, without interruption, bullying or harassment.

### 2. Background and Purpose

- 2.1 At The Latimer Arts College we aim to promote values of honesty and respect in our students through positive role models, high expectations and high quality, consistent teaching and learning.
- 2.2 The purpose of this policy is to fulfil our duty of care to students and employees: promote teaching, learning and high standards of attainment and to preserve the reputation of the College.
- 2.3 Students are expected to attend College and to behave in a positive and respectful way at all times, whilst in College and when off site in College uniform or representing the College.
- 2.4 The rewards and sanctions detailed in this policy are to demonstrate actions, both positive and negative, have consequences: the rewards in this policy show that we celebrate success. The sanctions show that misbehaviour is not acceptable and will be addressed.
- 2.5 The governors and senior leaders of the College expect that teachers have a core responsibility for managing behaviour in their classrooms and that all staff in the College have responsibility for addressing behaviour (both positive and negative) outside of the classroom.
- 2.6 This policy acknowledges the school's legal duties under the Equality Act 2010, in respect of safeguarding and in respect of students with special educational needs.

### 3. Statement of our Principles

- 3.1 Our principles are centred around our College Values statement:
  - All students have a right to learn in a safe and secure environment.
  - All staff have a right to work in a safe and secure environment.
  - We will promote high expectations of students and staff.
  - We are committed to securing excellent educational outcomes for all students.
  - We expect all students to be ready to learn by attending, being punctual, taking pride in their uniform and being fully equipped.
  - We will operate in a culture of mutual respect and are committed to equality and eradicating discrimination, harassment and bullying of any kind.

- Bullying of any kind is unacceptable at our college. If bullying does occur, all students should be able to tell and know that incidents will be dealt with promptly and effectively.
- We are committed to delivering high quality, engaging teaching and learning and enrichment opportunities for students that encourage them to aim high and be the best that they can be.
- We will work in partnership with all parents and carers and other agencies to secure the highest standards of behaviour and outcomes.

#### **4. Celebrating Achievements**

- 4.1 We believe that positive behaviour for learning should be celebrated.
- 4.2 Where positive behaviour is displayed, we will take every opportunity to recognise this and to encourage and motivate students to strive for excellence.
- 4.3 There are a range of ways in which a student may be rewarded, some of which include:
- Verbal and written praise and feedback on classroom learning
  - Special acknowledgement from the Principal and Senior Leadership Team
  - Reward points
  - Contact with parents and carers through, for example, phone calls, letters or postcards home
  - A feature in our fortnightly newsletter
  - Certificates and prizes issued in our termly House Celebration assemblies
  - Termly and annual attendance and departmental awards
  - Recognition at our annual '*Pride of Latimer*' award ceremony

#### **5. Promoting Positive Behaviour for Learning (B4L)**

- 5.1 Our rewards and behaviour systems are designed to encourage students to 'do the right thing'. Our in-class B4L System is designed primarily as a support system to encourage students to behave in an appropriate way. All classrooms display a poster, with the expected behaviours listed.
- 5.2 Where a student is not behaving in an appropriate way, a warning system will be used to encourage a student to modify the inappropriate behaviour that is preventing learning from taking place. Should a student choose to not respond positively to the support that the system offers, they will incur a sanction.

#### **6. Promoting an Anti-Bullying Environment**

- 6.1 Bullying, including cyber-bullying, is a negative behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group either verbally, physically or emotionally.
- 6.2 The Latimer Arts College has a zero tolerance to all types of bullying.
- 6.3 Negative behaviour relating to 'Homophobic Bullying', sexual orientation, sexuality or transgenderism are treated in the same way as any other form of bullying and will not be tolerated.
- 6.4 The college will respond promptly to all issues relating to all types of bullying (verbal, physical, homophobic, cyber) that are reported to the College in line with this Behaviour for Learning Policy.
- 6.5 All reported incidents of bullying will be recorded and reported to the relevant bodies.
- 6.6 If necessary and appropriate, the Police will be consulted.

## **7. Staff Statutory Authority in Addressing Negative Behaviour**

- 7.1 Staff have statutory authority to discipline students whose behaviour is unacceptable, who break the school rules or who fail to follow a reasonable instruction (Section 90 and 91 of the Education and Inspections Act 2006).
- 7.2 Staff have the power to discipline students for misbehaving outside of the College premises “to such an extent as is reasonable.”
- 7.3 Staff may discipline students for misbehaviour when the student is:
- Taking part in any College-organised or College-related activity
  - Travelling to or from College
  - Wearing College uniform
  - In some other way identifiable as a student at the College
- or
- At any time, whether or not the conditions above apply, that could have repercussions for the orderly running of the College or poses a threat to another student or member of the public or could adversely affect the reputation of the College.
- 7.4 In cases of inappropriate use of social media, outside of College hours, as this is not a College matter, the College will advise parent and carers to report the incident to the appropriate organisation.
- 7.5 In all cases of misbehaviour staff can only discipline the student on College premises or elsewhere when the student is under the lawful control of the staff member.
- 7.6 In line with our CCTV Policy, the Principal and other authorised staff can view CCTV footage in order to make a decision about behaviour incidents.

## **8. Sanctions**

- 8.1 Staff have legal powers to uphold the College’s Behaviour for Learning Policy.
- 8.2 As it disrupts the learning of others and/or has a negative impact on the reputation of the College, the College will not tolerate unacceptable or antisocial behaviour of any kind, including unacceptable behaviour that occurs outside of College and/or on a College trip or visit.
- 8.3 Swearing and/or verbally abusive language used in and around the College, outside of College and/or on a College trip or visit will not be tolerated and will incur a sanction in line with this policy.
- 8.4 Where a student does not meet the College’s expectations about standards of behaviour a number of different sanctions may be applied accordingly, including:
- A verbal warning or short reprimand
  - Detentions: break, lunchtime, after College and at weekends  
(Activities that may be undertaken during a detention include the completion of unsatisfactory classwork or homework until it meets the required standard, the writing of lines or the completion of additional learning activities)
  - Loss of privileges, including attending celebration events such as the Year 11 Leavers Assembly and/or Prom
  - Community Service
  - Internal Exclusion
  - Fixed Term Exclusion
  - Permanent Exclusion

## **9. Detentions**

- 9.1. Staff have the power to issue detentions to students and this is a sanction that the College may use.
- 9.2. Parental consent is not required for detentions.
- 9.3. Where a lunchtime detention is set, staff will allow reasonable time for the student to eat, drink and use the toilet.
- 9.4. Where a student is given a lunchtime detention and their normal arrangement is to go home for lunch, the detention will be set for the following day and parents/carers will be informed so that they can make alternative provision for that day.
- 9.5. The College will not notify parents and carers of short (less than 15 minutes) after-school detentions.
- 9.6. Where an after school detention is set, for longer than 15 minutes, 24 hours' notice will be given to parents and carers to allow time to make alternative after school arrangements for their child, should they need to do so. Where alternative arrangements need to be made, it does not matter if making these arrangements is inconvenient for the parent or carer.
- 9.7. For more serious negative behaviours or where shorter detentions are shown to be unsuccessful in improving behaviour, a two-hour Senior Leader after school detention on a Friday may be issued.
- 9.8. In exceptional circumstances or where an internal exclusion has been issued, a student may incur an after school detention of longer than 15 minutes, without prior notification to the parents and carers. Only the Principal can authorise this, and although it will not be used routinely, it is within a school's statutory authority to be able to do this.
- 9.9. Rearranging a detention will only be done in the most exceptional of circumstances as agreed by the Principal, not as a matter of routine, not because of medical appointments and not because it causes inconvenience to parents and carers.

## **10. Internal Exclusion**

- 10.1. This facility is used in order to withdraw students from their mainstream lessons as a result of persistent or more serious negative behaviour.
- 10.2. Students who are issued with internal exclusion will be provided with alternative education. Where a student is placed in internal exclusion during the College day, parents and carers will be contacted.
- 10.3. The length of time that a student will be placed in internal exclusion will vary according to the behaviours.
- 10.4. Students may be placed in internal exclusion whilst a behaviour incident is being investigated.

## **11. Fixed Term Exclusion**

- 11.1. Fixed term exclusions may be used for extreme negative behaviours or persistent negative behaviours that have not improved following the use of internal exclusion.
- 11.2. The following behaviours will not be tolerated and may result in a fixed term exclusion being incurred:
  - Swearing directly at a member of staff
  - Deliberate damage to school or personal property
  - Theft

- Smoking, including being found in possession of smoking paraphernalia
- Being under the influence of drugs or alcohol
- Sexual misconduct
- Refusal to comply
- Behaviour that persistently disrupts the learning of others
- Physical assault

11.3 Where a fixed term exclusion is issued, a student will not be allowed on the College site for the duration of the sanction.

11.4 Where a student is issued with a fixed term exclusion, both the student and their parents or carers will be expected to attend a reintegration interview with a senior member of staff.

## **12. Permanent Exclusion**

12.1 This can occur as the result of a single severe act or an accumulation of acts over a period of time.

12.2 We have a 'zero tolerance' approach to the possession of an offensive weapons. Any student who is known to have a weapon will be permanently excluded.

12.3 Any incident involving an offensive weapon will be reported to the police.

12.4 We have a 'zero tolerance' approach to the unauthorised use or possession of illegal, legal controlled drugs or synthetic drugs by students. A permanent exclusion will be the result of any student who, following investigation, is known to have used, been in possession of or distributed or sold drugs to other students whilst on the College site or during a College activity (in accordance with section 7.)

12.5 Any drugs related incidents will be reported to the police.

## **13. Searching Students**

13.1 The College will use the recommendations set out in the Department of Education 'Searching, Screening and Confiscation' as guidance.

13.2 College staff can search students with their consent for any item.

13.3 The College is not required to inform parents or carers before a search takes place or to seek their consent to search their child.

13.4 The College may choose to search a student if they suspect that a student may be in possession of any items that are set out as banned within this policy.

13.5 The College may choose to search a student if they suspect that they are in possession of an item that does not belong to them.

13.6 If there is a need to search a student, the search will be conducted with a member of SLT present, and at least one other member of the College staff.

13.7 There must always be at least two members of staff present when conducting the search, one of which will always be of the same gender to that of the student being searched.

13.8 The search will be conducted within a room, rather than a public or communal area within the College and every attempt will be made for the process to be carried out in a discreet and sensitive manner.

13.9 A member of SLT can carry out a search of a student of the opposite sex and without a witness present, but only where they reasonably believe that 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.

- 13.10 Where College staff believe that the search is justified and proportionate, a student does not have the right to refuse.
- 13.11 If a student refuses to be searched, and College staff have reasonable grounds to believe that they have an item that is harmful or dangerous, they may search the student without their consent.
- 13.12 If a student continues to refuse to give their consent the student will be placed in an isolated room, supervised by two members of staff and both their parents/carers and the police will be contacted.
- 13.13 Students who refuse to be searched, and therefore refuse to comply, will incur a sanction, in line with this policy.
- 13.14 Where a search has taken place, whether a prohibited item has been found or not, parents/carers will be notified of the search and the outcome.

#### **14. Searching Electronic Devices**

- 14.1 If the College reasonably suspects an electronic device/ files / data has been, or is likely to be used, to commit an offence or cause personal injury or damage to property, they may examine the data / files. There is no need for parent or carer consent.
- 14.2 If the College reasonably suspects the electronic device / files/ data contains evidence in relation to an offence, they must give the device to the police. Evidence relevant to an offence, including pornographic images should not be deleted prior to giving the device to the police.

#### **15. Confiscation of Banned Items**

- 15.1 College 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 college discipline or that are not in line with College policies.
- 15.2 The following items should not be brought into College. If they are and found in the possession of a student, or suspected to have been brought into College by a student then one of the sanctions previously listed in this document will be applied.

This list is not exhaustive:

Knives / weapons / an implement that has been fashioned into a weapon

Laser pens

Alcohol

Illegal, legal controlled or synthetic drugs

Pornographic images

Stolen items

Tobacco and associated paraphernalia (for example but not exclusively: tobacco, electronic cigarettes, e-liquid, vaping equipment, shisha pens, accelerants and solvents, matches, lighters, roll ups, papers, cigarettes). These will be confiscated and destroyed if found in the possession of a student.

Fireworks/pyrotechnics

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

- 15.3 Any item that is confiscated that is deemed to be harmful or dangerous, will either be given to the police or disposed of. These will not be returned.
- 15.4 Please note that if mobile phones or other electronic devices, and the associated headphones, are brought into College, these should be switched off and placed in bags at the start of the day once a student arrives at the College gates. For some year groups, electronic devices are permitted in lessons for learning activities and should be switched off and replaced in bags once the activity is completed. If electronic devices and headphones are seen at other times, these will be confiscated.

If items are confiscated three times, they will not be returned to a student and a parent or carer will need to come and collect them from the College.

If this negative behaviour continues, further sanctions, in line with this policy, will be implemented.

- 15.5 Our College Uniform Policy and Sixth Form Dress Code Policy sets out our expectations in relation to uniform. Any item being worn that does not follow this policy may be confiscated by College staff. Breaches of these policies may result in a student being sent home to correct the uniform breach or one of the sanctions above being applied.

## 16. Reasonable Force

- 16.1 The College will use the recommendations set out in the Department of Education 'Use of Reasonable Force' guidance which relates to the Education Act 1996 and the Education and Inspections Act 2006.
- 16.2 Physical force in any circumstance will be avoided within the College. However, this may be deemed necessary in particular situations.
- 16.3 All members of college staff have a legal power to use reasonable force. This power applies to any member of staff at the College. It can also apply to people whom the Principal has temporarily put in charge of students such as unpaid volunteers or parents or carers accompanying students on a school organised visit.
- 16.4 Reasonable force can be used to prevent students from hurting themselves or others, from damaging property, or from causing disorder.
- 16.5 Reasonable force may be used in the following circumstances. This list is not exhaustive:
- To remove disruptive students from the classroom where they have refused to follow an instruction to do so
  - To prevent a student leaving the classroom where allowing the student to leave would risk their safety or lead to behaviour that disrupts the behaviour of others
  - To prevent a student from attacking a member of staff or another student, or to stop a fight
  - To restrain a student at risk of harming themselves through physical outbursts.
- 16.6 Where reasonable force or restraint has been used, a record of this will be made or kept.

Linked Policy and Procedural Documents:	<p><a href="#">Department for Education 'Exclusion from Maintained Schools, Academies and Pupil Referral Units in England'</a></p> <p><a href="#">Department for Education 'Use of Reasonable Force; advice for head teachers, staff and governing bodies'</a></p> <p><a href="#">Department for Education 'Searching, screening and confiscation' guidance</a></p> <p>Section 89 of the Education and Inspection Act 2006</p> <p>The Latimer Arts College Safeguarding and Child Protection Policy</p> <p>The Latimer Arts College Values statement</p> <p>ICT Acceptable Use Protocol</p> <p>Sixth Form Handbook</p> <p>College Information Booklet for Parents and Carers</p>
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