

# **BEHAVIOUR MANAGEMENT POLICY**

## **(Senior School)**

(This document is available on the school website or on request)

*Reviewed September 2017*

### **Introduction**

QEH school aims to provide a caring, civilised and friendly environment in which each pupil is able to realise their full potential in every sphere. Our values are based on respect for every member of our close knit community, on thoughtfulness and on courtesy. The school rules and code of conduct – printed in the home work diary – are intended to encourage the development of these values.

This policy sets out the standards of behaviour required of students attending QEH School and outlines both the rewards used to encourage good behaviour and the sanctions adopted in the event of misbehaviour.

The purpose of this policy is to support effective teaching and learning by providing a structure within which positive behaviour is encouraged and supported through:

- the recognition and appreciation of achievement in all aspects of school life.
- the application of a fair and consistent system of sanctions which addresses the needs of the individual pupil (including those with special educational needs or a disability) as well as those of the school community as a whole.

The School will make reasonable adjustments for managing behaviour which is related to a pupil's special educational needs or disabilities. Any religious requirements affecting a pupil will be also considered

This policy should be read in conjunction with *Behaviour and Discipline in Schools, 2014*, which can be found on <https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools> and is intended to promote good behaviour, self-discipline and respect; prevent bullying; and ensure that pupils complete assigned work. The School has the following related policies that are used in conjunction with this policy in guiding the behaviour of QEH School pupils.

- School rules and code of conduct
- Anti-bullying policy (including cyber bullying)
- ICT Acceptable Use Policy & E Safety for Pupils
- Substance use and misuse

It is a privilege to be part of the QEH School community. In return its members have a duty to behave in a manner which does them and the School credit. Pupils should be polite, helpful and considerate; they should behave sensibly and with sensitivity towards others. All pupils should show a full and proper commitment to their academic studies and co-curricular activities. Good behaviour in lessons is essential for pupils to learn successfully and behaviour that inhibits learning in lessons will not be tolerated. The very highest standards of

conduct are expected and insisted upon, not only in the School building and during lessons, but also on the sports field and on trips and visits.

Good behaviour is promoted at QEH in a number of ways and there is a strong pastoral ethos at the School, which encourages positive moral, social and spiritual attitudes. A copy of our values and expectations is printed and displayed in all Form Rooms. Assemblies and PHSE lessons both focus on our core values, especially the following: kindness, mutual respect, service and sensitivity towards others. Members of staff are expected to act as positive role models, as are Prefects, Mentors and senior pupils.

The good reputation of the school can only be maintained by regular reminders to pupils of our expectations of them. The standards of the school will be as high as the standards expected of the pupils by our staff.

The QEH **School Code of Conduct** is set out in the home work diary distributed to pupils at the start of the academic year and a copy is sent to all parents. It can also be found on the School website. Pupils are expected to have read the School Code and are expected to abide by its rules and guidelines.

The Code of Conduct rules and guidelines aim to ensure all pupils have the ability to work in surroundings which are calm, orderly and safe. They protect the reputation of the school community as a whole and protect school property and the wider environment.

The Code of Conduct and this policy applies to all pupils when they are on the School premises, or in the care of the School, or wearing School uniform, or are otherwise representing or associated with the School in any way; on journeys to and from School, on School trips or during School-related activities at any time; during online activities associated with the School; it includes conduct that may occur away from School that affects the welfare of a member or members of the School community or which brings the school into disrepute.

### **Promoting good behaviour – our philosophy**

The School takes the view that rewards are more effective than punishment in motivating pupils, and is committed to promoting and rewarding good behaviour. A system of rewards and sanctions applies across the entire range of pupils. It seeks to create and reinforce positive relationships between all members of the school community, and with the wider community it serves. It also endeavours to promote respect for personal and communal property. All staff are encouraged to respond to all evidence of commitment, good work and positive behaviour (whether within the classroom or without) with praise and reward and, further, to share this with others. It is applied fairly so that (a) all pupils are motivated to seek praise and reward, (b) sanctions are both consistent and proportionate, and (c) it is clearly understood and valued by staff, pupils and parents.

### **Rewards – the recognition and appreciation of achievement**

It is important that pupils should perceive that our first instinct is to notice and applaud their achievements and that the school recognises the importance of praise and rewards in promoting good behaviour. We aim to reward good behaviour informally and also to recognise and praise achievements of all different kinds through verbal commendation, assemblies and publications. Examples of how and where students receive praise are:

- Referral to Head of Year (HoY) or Head of Department (HoD) for praise
- Referral to Deputy Head (Academic) or Deputy Head (Pastoral) (DHP) or ultimately the Headmaster for praise
- Praise in year group assemblies
- Awarded Pupil of the week (year 7-9)

- Sixth former of the month – certificate, servery vouchers and photograph in Sixth Form centre
- Congratulatory letters, emails and phone calls home
- Praise and applause in full school assembly
- QEH News and stories on the website
- Assembly commendations for service, honesty, improvement, effort etc.
- School prizes are awarded for all round excellence, endeavour, school service, or for a particular subject

Often the most valuable form of praise and encouragement is that offered by a subject teacher. This can be offered verbally, during or at the end of a lesson, or as part of the marking process. Teachers are also encouraged to make use of the daybook to award merits.

**Merits** are awarded by teachers to recognise any type of achievement deemed worthy of such reward. These achievements may include high test or exam marks, a series of excellent homeworks, significant progress or improvement, hard work, evidence of background knowledge, an outstanding piece of extended coursework, a notably good class presentation or debate, or a positive contribution to class discussion. They may also be rewarded for school service, extracurricular participation and achievement or house contribution.

Pupils receive merits via email. They are also published on the pupil and parent portal. When a pupil has ten merits they should inform their Head of Year (HoY) who will send home a postcard of congratulation.

In years 7-11 further merits result in additional certificates, on a Bronze, Silver and Gold basis. Those pupils in each year group attaining the most merits are eligible for prizes at the end of the academic year.

In year 9 pupils can exchange 10 merits for chocolate.

In Year 10 and 11, pupils can exchange 10 merits for vouchers for School breakfasts.

At Sixth Form level students can exchange 10 merits for servery vouchers, which entitle them to discounted food at break and lunchtimes. Sixth formers who gain 40 merits or more will be eligible for an Academic tie.

## **School Sanctions**

**Nature of sanctions:** A system of sanctions complements the system of rewards. Sanctions should be imposed for breaches of School Rules. They should be fair, reasonable and consistent with this policy. They should never be humiliating, degrading, inappropriate or disproportionate, nor should they compromise the health and safety of the pupil or others. The system of sanctions should also aim to improve pupil behaviour. Consequently, pupils in receipt of sanctions should be properly supported by the School's pastoral system. All forms of corporal punishment are unlawful. Further, any sanction imposed on a pupil will take account of any disability, special educational need or specific learning difficulty or particular religious belief. Finally, where misbehaviour by a pupil raises concerns over a child's safety and welfare, such concerns will be dealt with in accordance with the School's Safeguarding Policy.

## Senior Prefects' Sanctions

The Headmaster appoints prefects at the school to work with the staff to ensure the smooth day-to-day running of the school. A school prefect is an important link between the pupils and the staff and plays a very important role in maintaining a co-operative and ordered environment in which all can prosper.

Prefects are issued with clear guidelines as to their responsibilities and duties. They are encouraged to maintain discipline by reason rather than compulsion but where reason fails to have an effect, prefects are asked to seek the immediate support of a member of staff. Where there has been an obvious breach of discipline, prefects should refer the matter as speedily as possible to the relevant Tutor/Head of Year. The prefects, from time to time, may have to take pupils to task using the following sanctions:

- Verbal warning
- Report to a member of staff
- If they feel that a pupil needs to be punished, they can fill in a Red Card and pass the incident to the Deputy Head (Pastoral) who will decide upon action.

## Staff Sanctions

In the case of minor disciplinary issues a teacher might deal with them himself/herself without using formal sanctions: examples would be with a verbal reprimand, by requiring unacceptable work be repeated, or by sending a pupil out of a classroom for a short period of time, etc. However, it is important that appropriate use is made of the official School recording system, the Daybook, with reference to Form Tutors and Heads of Year. This is so that if there are difficulties occurring in several areas this will quickly become apparent.

The usefulness of parental contact should never be underestimated and whenever a pupil is giving regular cause for concern this should be considered. It is essential, however, that reference should be made to the Tutor/Head of Year before doing so.

All teachers are authorised to impose sanctions from the following list. When imposing a sanction, they must ensure that it is in line with our philosophy for promoting good behaviour. They must therefore familiarise themselves with this guidance and, where they have doubts, seek advice from the appropriate member of the Pastoral Team.

The following formal Sanctions may be used by all staff at QEH School as a punishment for misbehaviour. They are unlikely to result in contact home.

- Daybook concern referred to tutor and HoY (resulting in loss of house points)
- Temporary exclusion from lesson (noted via day book) for discipline-related problems.
- Referrals to HoY, HoD, Deputy Heads or Headmaster.
- Academic detention: These are given for work-related issues and take place immediately at the start of lunch each day. They last for 20 minutes (7-9) or 30 minutes (10-11). Pupils should always take some work to do in these detentions even if none has been formally set.
- Conduct detentions: These are given for minor misbehaviour and also take place immediately at the start of lunch each day. Conduct detentions are 20 minutes' duration.
- Community service detention: These are given for careless treatment of the school environment and property and take place immediately at the start of lunch each day and are 20 minutes duration. Pupils report to the office of the Assistant Head (Operations) and will be given a domestic task e.g. litter picking to complete.

\*Failure to turn up to lunchtime detention of any kind will result in an after school detention.

Subject teachers, in liaison with their HoD, may also use the following academic sanctions provided parents are informed and given 24 hours' notice. These after school sessions are supervised by the duty member of staff in the dining hall.

- H/W catch up after school
- Sixth Form Academic catch up for missed, late or unsatisfactory work

If a pupil receives 3 lunchtime detentions in a half term the third will be converted to a school detention.

For more serious breaches of school discipline, or for repeated minor infringement or serious academic concerns Heads of Year may use the following. The use of these sanctions is likely to result in contact home.

- Withdrawal of school privileges e.g. representing the school at sport, extra curricular clubs
- Behaviour report card (parents informed and monitored via portal)
- Academic report carried by the pupil to lessons for a week (parents informed and monitored via portal)
- Removal of Sixth Form study periods for a period of time
- Exclusion from Sixth Form Centre for a period of time

### **School detention**

A detention is the most serious punishment a teacher can give a pupil and is therefore reserved for more serious misdemeanours and offences. It should normally be given to a pupil only after consultation with the Tutor/Head of Year. A pupil also receives a detention if he/she accumulates three lunchtime detentions in the space of half a term unless, after discussion with the Deputy Head (Pastoral) (DHP), it is decided that such a punishment would be inappropriate or counter-productive. In the case of Sixth Formers, the withdrawal of privileges may be a more appropriate sanction than the award of a detention. This should be discussed with the Head of Sixth Form. If the problem is one that spreads across a number of year groups, the DHP and relevant Heads of Year will coordinate the disciplinary process.

Detention takes place for one hour each Monday from 4pm. Those in detention may be asked to perform work for the community (e.g. preparing the school for Open Morning) or be set written work to do. To place a pupil in detention, members of staff should create a day book entry, book the student into detention and email this entry to parents to inform them of the reason for the detention and the date it is to be served. Sufficient notice will be given to allow parents time to amend their son/daughter's travel arrangements if that should prove necessary. (24 hours is the normal requirement).

### **Investigations**

Should a pupil's behaviour merit an investigation, speed and confidentiality are of the essence in such disciplinary enquiries. It is school policy that, save in the most exceptional circumstances, parents are not present at investigatory interviews whilst these are at an enquiry stage. However, if at all possible, another adult will be present during any pupil

interview. If possible, that adult should be a teacher preferably of the same sex as the pupil concerned.

If the conclusion of an investigation at the enquiry stage is that permanent exclusion may need to be considered, parents will be invited to be present at a further interview. In the intervening period a pupil may be suspended and sent home.

In the most serious cases the Headmaster or Deputy Heads may use the following sanctions

- Headmaster's Detention, which takes place on a Saturday morning
- Internal suspension (also known as internal exclusion)
- Suspension from School (also known as Temporary Exclusion)
- Expulsion (also known as Permanent Exclusion)

In some cases these sanctions will be evoked sequentially. However a single breach of school discipline of a major kind may justify permanent exclusion without any previous Headmaster's sanction having been invoked.

- Headmaster's Detentions take place on Saturday mornings and are accompanied by a letter from the Deputy Head (Pastoral) to the pupil's parents. Headmaster's detentions are reserved for serious offences, for the accumulation of detentions, or for a number of disciplinary offences, which together constitute an unacceptable pattern of behaviour. The relevant Head of Year will consult with the DHP if he/she feels that an incident reported to them might warrant a Headmaster's Detention. The Headmaster does not generally award Headmaster's Detention more than twice, and will nearly always impose suspension or expulsion on any occasion when a third Headmaster's Detention is merited.
- Internal suspensions (Internal Exclusion) are given for serious offences or for a number of disciplinary offences which together constitute an unacceptable pattern of behaviour that is best dealt with by an internal exclusion from normal school activity. The relevant Head of Year will consult with the DHP if he/she feels that an incident reported to them might warrant an internal exclusion.
- Suspension (Temporary Exclusion) - A pupil may be suspended from School for a very serious breach of the School Code or for an unacceptable pattern of behaviour, often evidenced by a very concerning accumulation of school detentions or Headmaster's detentions. This sanction indicates to pupils and parents the extreme seriousness with which the School views the offence such that the pupil's place at School is at threat if the pattern of behaviour continues. The Deputy Head (Pastoral) issues suspensions. Before deciding to suspend a pupil the DHP will:
  - Ensure that an appropriate investigation has been conducted
  - Ensure that all the relevant evidence has been considered
  - Give the pupil an opportunity to be heard
  - Consult with the Headmaster and other relevant staff, including the DHA if appropriate.

Work will generally be set for a pupil to do at home during the period when they are suspended. In addition, consideration will be given to any relevant problems of the suspended pupil and how they might be addressed in the interim together with reintegration post-suspension. The Deputy Head (Pastoral) will inform parents without delay by telephone, followed up by a letter stating the length of suspension, and the reasons. The Headmaster is in all cases reluctant to suspend more than twice and pupils and parents must understand

that a second suspension may, at the Headmaster's discretion, be converted into an expulsion.

### **Expulsion (Permanent Exclusion)**

For full detail please refer to the separate *Exclusion and Governor Review Policy*.

Only the Headmaster can expel a pupil and before doing so the Headmaster will follow the same procedure as for suspension. Permanent exclusion can follow from a range of offences including any matter pertaining to a serious breach of the school rules. Such reasons may include (but are not limited to) the possession, use or distribution of alcohol, tobacco, illegal substances and recreational drugs (including "legal highs"); anti-social behaviour (including cyber bullying); bringing the school into disrepute (including verbally, in print or online); gambling; stealing. Repeat offences are particularly likely to give rise to a temporary or permanent exclusion. In making decisions about exclusion the Headmaster will take into account any special educational needs, disabilities, gender and cultural differences that may be relevant to the case.

### **Review of Expulsion Decision**

For full details please refer to the *Exclusion and Governor Review Policy*.

Parents may ask for a Governors' Review of a decision to expel or require the removal of a pupil from the School. The request must be made as soon as possible and in any event within five school days of the decision being notified to the Parents. There will be no right to a Review of other sanctions but a pupil who feels aggrieved may ask the DHP to take up their concerns with the member of staff who imposed the sanction.

### **Restraint and Physical Intervention**

Use of physical restraint by members of staff is always as a last resort using reasonable and non-injurious means and only for the minimum period necessary to prevent injury to self or others, or to prevent serious damage to property. Any use of force by staff will be reasonable, proportionate and lawful. Reasonable force will be used in accordance with the DfE guidance *Use of reasonable force* (July 2013) and as set out in Appendix 1.

### **Malicious Allegations against Staff**

If there is a malicious accusation made by a pupil against a member of staff, and the accusation is shown to have been deliberately invented or malicious, the School will consider taking disciplinary action in accordance with this policy.

If there is a malicious accusation made by a parent against a member of staff, and the accusation is shown to have been deliberately invented or malicious, the School will consider whether to require that parent to remove their child or children from the School, in accordance with the School's Terms and Conditions.

In accordance with Part 4 of the DfE's current guidance *Keeping children safe in education (KCSIE)*, the School will consider a malicious allegation to be one where there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive.

### **Searching Pupils**

**Informed consent:** The School staff may search a pupil with their consent for any item. If a member of staff suspects that a pupil has a banned item in their possession, they can instruct the pupil to turn out their pockets or bag. If the pupil refuses, sanctions will be applied in accordance with this policy.

**Searches without consent:** In relation to prohibited items, the Head, and staff authorised by the Head, may search a pupil or a pupil's possessions, without their consent, where they have reasonable grounds for suspecting that a pupil has a prohibited item in their possession. Please see Appendix 2 for the School's policy on searching and confiscation.

Such action will be taken in accordance with the DfE guidance *Searching, screening and confiscation* (February 2014).

## **Recording**

Records of all detentions are retained and monitored by pastoral staff using the daybook. The Deputy Head (Pastoral) keeps a record of serious disciplinary sanctions and the Headmaster reports serious disciplinary cases to the Governing Body.

## **Corporal Punishment**

The School bans the use of Corporal Punishment, or the threat of its use, by pupils and staff. Under Section 131 of the *Schools Standards and Framework Act 1998*, corporal punishment is prohibited for all pupils in independent schools, including at QEH School.

## **Appendix 1 Use of Reasonable Force**

1. Reasonable force may be used to prevent a pupil from doing or continuing to do any of the following:

- 1.1 committing a criminal offence
- 1.2 injuring themselves or others
- 1.3 causing damage to property, including their own
- 1.4 engaging in any behaviour prejudicial to good order and discipline at the School or among any of its pupils, whether that behaviour occurs in a classroom or elsewhere.

2. In these circumstances, force will be used for two main purposes: to control pupils or to restrain them. Reasonable force may be used, for example, to restrain a pupil at risk of harming themselves or another individual or to prevent a pupil leaving a classroom where allowing them to do so would risk their safety or lead to behaviour that disrupts the behaviour of others.

3. In addition, reasonable force may be used to conduct a search for "prohibited item" (see Appendix 2 below).

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

5. Where reasonable force is used by a member of staff, the Deputy Head (Pastoral) must be informed of the incident and it will be recorded in writing. The pupil's parents will be informed about serious incidents involving the use of force.

## Appendix 2 Searching and Confiscation

All schools have a general power to impose reasonable and proportionate disciplinary measures (*Education and Inspections Act 2006*). This enables a member of staff to confiscate, retain or dispose of a pupil's property as a disciplinary penalty where it is reasonable to do so. The School's policy on searching and confiscation has regard to guidance published by the Department for Education (DfE), *Searching, screening and confiscation* (February 2014).

### 1. Prohibited items

- 1.1 The following are "prohibited items" under Section 550ZA(3) of the Education Act 1996 and Regulation 3 of the Schools (*Specification and Disposal of Articles*) Regulations 2012:
  - 1.1.1 knives or weapons, alcohol, illegal drugs and stolen items
  - 1.1.2 tobacco and cigarette papers, fireworks and pornographic images
  - 1.1.3 any article that a member of staff reasonably suspects has been, or is likely to be used: (a) to commit an offence or (b) to cause personal injury to, or damage to the property of, any person (including the pupil) and
  - 1.1.4 any item banned by the School Code of Conduct that is identified as being an item which may be searched for.
- 1.2 The School has banned items that are reasonably believed to be likely to cause harm or disruption. Pupils must not have these items in their possession on school premises or at any time when they are in the lawful charge and control of the school (for example on a school trip).

### 2. Searching with Consent

- 2.1 Before any search is undertaken the pupil will usually be asked to consent. In seeking consent, the age and maturity of the pupil will be taken into account together with any special needs the pupil may have. Written consent will not usually be required.
- 2.2 If a member of staff suspects that a pupil has an item that is banned by the School they can instruct the pupil to turn out their pockets or bag. If the pupil refuses, disciplinary action may be taken in accordance with the School's *Behaviour, Rewards, Sanctions, Discipline and Exclusions Policy*.

### 3. Searching for prohibited items

- 3.1 Where the Headmaster or an authorised member of staff have reasonable grounds to suspect that a pupil may have a prohibited item, consent is not required and the search will be carried out, using reasonable force where appropriate.
- 3.2 Searches will be carried out only on school premises or, if elsewhere, where the member of staff has lawful control or charge of the pupil, for example on a school trip or in training settings.
- 3.3 When pupils travel outside England on a school trip, they will be required as a condition of participating in the trip to confirm their consent in writing to any search that may be considered necessary by an authorised member of staff during the period in which pupils are outside England.

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

3.4.1 a search of outer clothing and / or

3.4.2 a search of school property (e.g. pupils' lockers or desks) and / or

3.4.3 a search of personal property (e.g. bag or pencil case).

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

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

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

#### **4. Confiscation**

4.1 Under the School's general power to discipline, a member of staff may confiscate, retain or dispose of a pupil's property as a disciplinary penalty where it is reasonable to do so.

4.2 Confiscation of an item may take place following a lawful search, as set out above, or however the item is found if the member of staff considers it to be harmful or detrimental to school discipline.

#### **5. Searching electronic devices**

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

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

#### **6. Disposal of confiscated items**

6.1 **Alcohol:** alcohol which has been confiscated will be destroyed.

6.2 **Controlled drugs:** controlled drugs will usually be delivered to the police as soon as possible. In exceptional circumstances and at the discretion of the Headmaster or authorised member of staff, the drugs may be destroyed without the involvement of the police if there is good reason to do so. All relevant circumstances will be taken into account and staff will use professional judgement to determine whether the items can be safely disposed of. They will not be returned to the pupil.

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

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

**6.5 Pornographic images:** pornographic images involving children or images that constitute "extreme pornography" under section 63 of the *Criminal Justice and Immigration Act 2008* will be handed to the police as soon as practicable. Other pornographic images will also be discussed with the School's Designated Person for Child Protection. The images may then be passed to children's social care for consideration of any further action. If no action is to be taken by the local authority the images will be erased after a note has been made for disciplinary purposes, confirming the nature of the material.

**6.6 Article used to commit an offence or to cause personal injury or damage to property:** such articles may, at the discretion of the Headmaster or authorised member of staff taking all the circumstances into account, be delivered to the police, returned to the owner, retained or disposed of. Weapons or items which are evidence of an offence: such items will be passed to the police as soon as possible.

**6.7 An item banned under school rules:** such items may, at the discretion of the Headmaster or authorised member of staff taking all the circumstances into account, be returned to its owner, retained or disposed of. Where a member of staff confiscates a mobile phone that has been used in breach of school rules to disrupt teaching, the phone will be kept safely until the end of the school day when it can be claimed by its owner, unless the Headmaster or authorised member of staff considers it necessary to retain the device for evidence in disciplinary proceedings. If a pupil persists in using a mobile phone in breach of school rules, the phone will be confiscated and must be collected by a parent.

**6.8 Electronic devices:** if it is found that a mobile phone, laptop or tablet computer or any other electronic device has been used to cause harm, disrupt teaching or break school rules, including carrying out cyberbullying, the device will be confiscated and may be used as evidence in disciplinary proceedings. Once the proceedings have been concluded the device must be collected by a parent or carer and the pupil may be prohibited from bringing such a device onto school premises or on school trips. In serious cases, the device may be handed to the police for investigation.

## **7. Communication with Parents**

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

7.2 We will keep a record of searches carried out which can be inspected by the parents of the pupil(s) involved subject to any restrictions under the *Data Protection Act 1998*. The record will include details of the disposal of items confiscated.

7.3 Complaints about searching or confiscation will be dealt with through the School's Complaints Procedure. A copy of the procedure is posted on the School website and hard copies are available on request.

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