



BEHAVIOUR MANAGEMENT POLICY

A Discipline Policy

(Junior School)

EXPECTATIONS, ENCOURAGEMENT AND SANCTIONS

Our core values are kindness, respect, resilience and reflection. These values support the development of children as reflective learners within a calm, purposeful and supportive learning community. The expected code of behaviour at QEHS Junior School is also informed by common sense and a reciprocal sense of trust between staff and pupils. All are expected to treat others with empathy, sympathy, understanding and tolerance.

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 behaviour that reflects our values-based ethos. 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:

- Reward Time
- House Points
- Referral to Head for praise
- Awarded Star of the Week
- Awarded Values Star
- Awarded a Head's Diploma for outstanding work.
- QEHS News and stories on the website

- Assembly praise and 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.

ENCOURAGEMENT

Good behaviour and effort have an intrinsic value and reward in themselves, in the self-esteem that they bring and to the enhanced quality of life they engender within the community as a whole. House and school positions of responsibility, such as House Captains, Team Captains and Values Ambassadors are a clear outcome of positive friendships, behaviour, trustworthiness and reliability. In addition, end of season medals, sportsmanship awards, house points, commendations and prizes are all important means by which good work and behaviour is rewarded.

RULES

All pupils are expected to accept the School Rules. These are embodied in the QEH Way displayed in all classrooms.

- We treat each other as we wish to be treated.
- We forgive, we share and we are honest.
- We are kind, helpful and listen to other people
- We always try to be our best selves.

All pupils are actively encouraged to share and adhere to this common code in the proper spirit of the community. It is realised that things will sometimes and regrettably go wrong, rules broken or expectations not met, in which circumstances the School may wish to invoke the sanctions listed below.

SERIOUS BREACHES OF DISCIPLINE

The school will actively seek to reconcile problems, particularly with reference to relationships, through support, counselling and 'Restorative Justice'. There are certain misdemeanours that are considered very serious. The following may result in a period of temporary exclusion, and may lead to permanent exclusion from school. The overriding principles adopted by the school when dealing with breaches of school discipline however are forgiveness and reconciliation.

All investigations/discussions related to any of the following must be recorded on CPOMS.

1. Bullying: The Anti-bullying policy makes clear how the School defines bullying. It is viewed very seriously. Therefore, in any case of bullying, the Class Teacher will be initially involved and responsible for taking action. The Class Teacher inform the Head of Junior School and

Assistant Head (Pastoral) who will then thoroughly investigate the matter, and between them they will decide on the seriousness of the case. If proven, the incident will be placed on the Register of Bullying File and Register of Serious Misdemeanours. Appropriate action will follow policy guidelines.

2. Theft: The taking of possessions belonging to others is an immoral act and a criminal offence. This includes 'borrowing' someone's possessions without first asking their permission to do so. The Assistant Head (Pastoral) and, if required, the Head will investigate the allegations, with the assistance of the appropriate Class Teacher(s).
3. Abusive behaviour: Rude and abusive behaviour, including the use of bad language or unpleasant gestures, is forbidden. The rule of thumb to be used is that anything that shows a lack of respect or is upsetting to others should clearly not be done or said to any member of the school community. If it is done deliberately to upset and offend this is a serious misdemeanour, which in the first instance will mean a detention. Persistently abusive behaviour may result in further detentions, temporary suspension and a request that the pupil leave the school.
4. Vandalism: The wilful damage of property is an act of vandalism, and is treated with the utmost seriousness. The minimum sanction will be a detention and the pupil is liable for the full cost of the damage done.
5. Disruptive Behaviour in the classroom: Persistent poor behaviour which impedes the learning of others will not be tolerated, and will lead to in the first instance a school detention, continual disruptive behaviour will possibly involve suspension for a set period followed by full suspension.
6. Constant Breaking of School Rules: Students who constantly stretch or break the rules, making little effort to curb their behaviour, will be at risk of detention or in extreme cases, of being temporarily or permanently suspended from 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. All incidents with sanctions must be entered on CPOMS.

Loss of Golden Time

The boys receive golden time each week as a reward for keeping to the values of the school. This takes the form of a lesson off timetable. If a boy behaves in a way that does not reflect the values of the school then he may lose some or all of his golden time.

School Detention

There are different levels of detention.

On occasion students may have a detention at break time. This may be related to their behaviour or their work. The details of this will be kept on CPOMS. Detention may vary in length but will not last for more than 20 minutes and will take place on a specified occasion, usually at break or lunch time. In many circumstances, parents may be advised.

Assistant Head's Detention:

If a boy is persistent in the behaviour that led to a first detention, or it is a more serious issue, he will be given a detention with the Assistant Head. He must immediately report to the Assistant Head to explain his behaviour and at this point, parents will be contacted regarding the matter. The Assistant Head will record the detention as above.

Head's Detention:

If there is a further repetition of the behaviour that led to the detention, the boy will be sent to the Junior School Head for a Head's Detention. At this point, the boy's parents may be asked to come in to school to discuss the matter.

Pupils involved in sporting activities, outings etc. at the time of the detention will have to attend detention on the given day and therefore may not be available for their activity. For serious offences, a boy may be put straight into a Head Teacher's Detention without having been through the previous two stages.

A pupil attending three or more Head's or Assistant Head's Detention in a term, may be suspended from school.

Temporary Suspension - Internal or External

Junior School follows the Senior School policy on this. Please refer to the Behaviour Management Policy (Senior School). The Head of Junior School will always consult with the Head of QEH before making any temporary suspension or expulsion

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. A record of restraint is kept in the Junior School office. 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

QEH Junior School follows the same procedure as Senior School. This is to be found in Appendix 2.

Inadmissible Sanctions

In accordance with the law, under no circumstances does the Junior School use corporal punishment.

Fines, the imposition of lines and the unreasonable deprivation of liberty, preventing the student from having a school meal, are all also inadmissible at QEH Junior School.

At all times boys must behave courteously, in language and action, and in such a manner as not to bring discredit to the school. A high standard of conduct is expected both in school and at all school functions.

Our school rules apply at all times in school, on trips, when representing the school elsewhere, (including abroad), when travelling to and from school and at all other times when a boy's actions might affect the well-being of others in the school community or the reputation of the 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 a "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 Assistant Head (Pastoral) must be informed of the incident and it will be recorded in writing on CPOMS. 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 Head 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 Head, or staff authorised by the Head, 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 Head 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 Head 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 Head 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 Head 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 Head 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

REVIEW:

Date policy updated	29 January 2024
Date policy to be reviewed by	31 December 2025 or earlier if required
Policy Owner	Head of Junior School