

# Wellington College

## Academic Year 2023 - 2024



### Document Control

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Policy should be reviewed annually and review details included in italics at the end of the policy together with the initials of who reviewed the policy. Any amendment mid-year also to be tracked at the bottom of the policy.

All policies to use the font Gill Sans MT font size 11.

# BEHAVIOUR MANAGEMENT POLICY

## (INCLUDING COLLEGE RULES, CONFISCATION, RUSTICATION, EXPULSION AND REQUIRED REMOVAL)

### INTRODUCTION

At Wellington College (the **College**) our community is based upon the College's Values of Kindness, Courage, Respect, Integrity, and Responsibility. The College aims to encourage pupils to adopt the highest standards of conduct and behaviour, principles, and moral standards and to respect the ethos of the school. Promoting the emotional well-being of all of our pupils is key to their development. We aim to create a positive, safe environment in which all pupils can learn, reach their full potential, and be treated respectfully.

The College is an inclusive community. We welcome pupils from a wide variety of ethnic and social backgrounds and faiths. We treat everyone as an individual and aim to develop the whole person equipped to take her or his place in the modern world. We believe that good relations, good manners, and a secure learning environment play a crucial part in the development of intellectually curious pupils, who are motivated to become life-long learners. We aim to develop qualities of teamwork and leadership through our extensive programme of extra-curricular activities.

Pupil behaviour should not disrupt teaching, learning, or College routines. Disruption is not tolerated, and proportionate action will be taken to restore acceptable standards of behaviour.

This policy should be read in conjunction with the College Rules and the College's other disciplinary Safeguarding and pastoral policies, copies of which can be found on MyDay and the Parent Portal. In addition to the core disciplinary and safeguarding policies, the College has a number of other policies some of which only apply to particular departments or activities. Pupils should also familiarise themselves with these as failure to comply with them may lead to the imposition of a sanction.

Pupils are reminded of the College Rules regularly and are supported in meeting the standards of good behaviour by the pastoral teams, our Dialogue Road Map Team, the Director of EDI, the Health Centre, counsellors, and the Academic Support team. Where necessary, targeted support strategies may be put in place. Any pupil returning from a period of suspension or rustication is required to participate in a reintegration programme before or upon their return.

The College welcomes feedback from pupils on the effectiveness of our behaviour policies.

For the purposes of this policy:

- "expulsion" is the permanent exclusion of a pupil from the College;
- a "Major Sanction" is rustication or expulsion;
- a "Minor Sanction" is a sanction other than rustication or expulsion; and
- "rustication" is fixed term period of exclusion from the College during which time the pupil is expected to maintain their academic work.

In the absence of a designated member of staff, any references in this policy shall be to the member of staff to whom they have delegated their authority during their absence.

The College may amend this policy from time to time and without notice. MyDay and the Parent Portal should be checked on a regular basis for updates.

## **WHEN DOES THIS POLICY APPLY?**

This policy applies to all pupils at the College, whether day or boarding. The policy applies whilst pupils are:

- (a) on the College site;
- (b) off the College site but under the lawful control or charge of a member of staff (for example, whilst on a College trip);
- (c) off the College site or otherwise not under the lawful control or charge of a member of staff but are wearing College uniform or are in some other way identifiable in connection with the College;
- (d) in any circumstances where a pupil is acting in a manner which could adversely affect the reputation of the College, the orderly running of the school, or which poses a threat to another pupil or member of the public.

## **CODE OF CONDUCT**

The College sees education as a partnership. Our staff are committed to excellence, aiming to achieve a spirit of trust and co-operation. The College leadership team supports staff in managing behaviour. We expect our pupils to uphold the highest values and standards of behaviour inside and outside the classroom, as well as outside the College and in any written or electronic communication concerning the College. Parents are expected to support the College in managing expectations of behaviour and the provisions of this Policy, both at home and at College.

We expect pupils to treat members of staff with courtesy and cooperation so that they can learn in a relaxed but orderly atmosphere, and to respond positively to the opportunities and demands of College life. They should follow the College Rules and understand what is expected of them and why sanctions may be imposed for inconsiderate behaviour.

We expect pupils to be ready to learn and to participate in school activities. They should attend school and lessons punctually. They should care for the buildings, equipment, and furniture. We expect pupils to behave at all times in a manner that reflects the best interests of the whole College community.

Everyone has a right to feel secure and to be treated with respect at the College, particularly the vulnerable. Harassment and bullying in any form will not be tolerated, including online or outside of school. Our Anti-Bullying Policy and our Child-on-Child Abuse Policy are each on MyDay and the Parent Portal as well as on the College's website.

The College applies this Behaviour Management Policy and the other disciplinary policies consistently and fairly. Staff are encouraged to manage behaviour primarily through excellent conversations and dialogue, only imposing sanctions where necessary. The College takes its duties under the Equality Act 2010 seriously and makes appropriate reasonable adjustments for pupils with special educational needs and disabilities (SEND or certain health conditions). The College is strongly committed to promoting equal opportunities for all, regardless of race, religion, culture, sex, sexual orientation, special educational needs, disability or learning difficulty, or the fact that a child is adopted, looked after, or is a carer.

The College reserves the right to take disciplinary action against pupils who are found to have deliberately invented or made malicious accusations, whether against other pupils, staff, or other individuals, which might include any of the actions listed below.

## **INVOLVEMENT OF PARENTS AND GUARDIANS**

Parents and Guardians who accept a place for their child at the College undertake to uphold the school's policies and regulations, including this policy, when they sign the Parent Contract. The College values a close relationship with parents and encourages parents to work in partnership with the College to assist in maintaining high standards of behaviour both inside and outside of College. In particular, the College

expects parents to support the College's values in matters such as attendance and punctuality, behaviour and conduct, uniform/dress and appearance, standards of academic work, extra-curricular activities, and homework/private study.

In the event of any behaviour management issue the College will liaise closely with parents where practical and, if relevant, other support agencies including Children's Social Services, CAMHS and the Police. Such liaison with parents will not preclude or delay the repercussions of any sanction and may not take place until after the imposition of any sanction. The College has a number of support systems in place to meet the needs of all pupils. These include our Designated Safeguarding team, our pastoral team, our Dialogue Road Map team, the EDI Director, the Counsellors, Mental Health First Aiders, and our Health Centre.

It is at the sole discretion of the College whether to investigate a behaviour management incident, whether to impose a sanction and, where relevant, to determine the content, shape and duration of any reintegration programme. Both during and following any investigation and (if relevant) the imposition of any sanction, the pupil's HM and/or tutor will be the point of contact for parents and will co-ordinate any pastoral support for the pupil. For data protection reasons, the College is unable to disclose any information about any other children involved in a behaviour management incident.

The College welcomes feedback from parents on the effectiveness of our behaviour management measures and all other aspects of this policy.

## **UNEXPLAINED ABSENCES**

We will always telephone parents on the first day of an unexplained absence to determine the pupil's whereabouts, in accordance with the College's safeguarding obligations.

## **INVOLVEMENT OF PUPILS**

The College promotes an ethos of good behaviour where pupils treat each other with respect at all times, inside and outside of College and online.

Our experience shows that the ethos of the College is enhanced by listening to our pupils and by encouraging constructive suggestions from them, in assemblies, and during tutorial time, Wellbeing lessons, project work, the Student Committees, House Q&A sessions, and meetings with the Master and Second Master.

The College will ensure that all new pupils are briefed thoroughly on the College's expected standards of behaviour and are regularly reminded of these through house meetings and assemblies.

## **BREACHES OF DISCIPLINE OUTSIDE THE COLLEGE GROUNDS**

The College takes the conduct of its pupils outside of the College's grounds extremely seriously as such behaviour can enhance or damage the reputation of both the pupil and the College. Where an incident is reported to the College of a pupil's behaviour outside of the College grounds and the College is obliged or otherwise chooses to investigate it, the College will investigate it in accordance with the Investigations Policy and impose a sanction if appropriate regardless of whether the incident has been witnessed by College staff.

## **REPORTING TO OUTSIDE AGENCIES**

In circumstances where the College considers that a pupil's behaviour may amount to criminal activity, the College will only gather enough information to make an assessment as to whether to refer such a matter. In making such assessment, the College will consider the National Police Chief's Council's Guidance to Schools & Colleges and any advice given to it by Thames Valley Police and Children's Social Services. The College will fully document the information gathered and preserve any evidence. Once a

matter has been reported to the Police, the College cannot do anything which may interfere with the Police investigation. If circumstances permit, the College will hold an internal investigation and take disciplinary action in parallel to the Police investigation.

Other agencies, for example Children's Social Care, may also be notified where necessary and appropriate to the facts of the case. Medical advice will be obtained if the College considers that a pupil has taken drugs and may continue to be under the influence of those drugs.

## **COLLEGE RULES**

The College Rules are designed to encourage positive behaviour and self-discipline. The College Rules are set out in Annex I (College Rules) and can also be found on the Parent Portal.

Parents and Guardians agree, when signing the Parent Contract, that their child will comply with the College Rules and that they will undertake to support the authority of the Master in enforcing the College Rules in a fair manner that is designed to safeguard the welfare of the College community as a whole.

The College Rules set out the key terms of the College's policy on drugs and drugs testing, smoking, alcohol, sexual relationships, and other behaviour that may incur Major Sanctions. Further information may be found in the supporting policies.

The College Rules and the related behaviour and safeguarding policies may change from time to time.

## **PROMOTING GOOD BEHAVIOUR**

At the College we reward and encourage good behaviour, demonstration of the College Values and celebrate academic, co-curricular and sporting achievements from our pupils by giving verbal and written praise, by awarding Recognitions, acknowledgement in assembly, termly reports, the awarding of colours or an acknowledgement, or the awarding of a prize at Speech Day. A pupil's tutor will usually inform a pupil's parents when this happens.

## **SANCTIONS**

It is hoped that pupils will respond to the College's positive encouragement and rewards and will comply with the College Rules at all times. However, the College acknowledges that from time to time, pupils' conduct may fall below the standards of behaviour reasonably expected by the College. Sanctions assist the College in enforcing the College Rules and help the College to set boundaries and to manage unacceptable or challenging behaviour from pupils.

Any sanctions will be applied fairly, reasonably, and proportionately and, where appropriate, after due investigative action has taken place. Sanctions may undergo reasonable change from time to time but will never involve any form of unlawful or degrading activity. Corporal punishment is illegal and is never used or threatened at the College.

In applying sanctions, especially those with serious consequences, the College will take reasonable steps to avoid placing children with SEND or a particular vulnerability at a particular disadvantage compared to other children, in accordance with the College's obligations under the Equality Act 2010.

All misbehaviour or disciplinary incidents will be dealt with as soon as practicable. If an incident occurs shortly before the end of a term or half term, it may not be possible to deal with it until the start of term or half term. If a pupil who has been involved in, or is suspected to have been involved in a misbehaviour or disciplinary incident and is due to participate in a school trip or other activity during the intervening holiday, such pupil may be subject to such sanctions during that school trip or other activity as the College seems appropriate in the circumstances, or may be prohibited from participating in such school trip or activity regardless of the fact that the investigation may not have concluded.

The College has a confidential central register of all Major Sanctions imposed. The entries on this register include the pupil's name and year group, whether the pupil has a protected characteristic, whether the pupil is on the College's SEND register, the nature and date of the offence and the sanction imposed and a copy of the report on the investigation.

The Governors of the College take their responsibilities on behaviour management seriously. They approve the Behaviour Management Policy annually and review the data on Major Sanctions. The Chair of Governors is kept informed of any major issues related to behaviour,

## **CONTEXTUAL SAFEGUARDING**

Staff will always consider the context and motive of a pupil's misbehaviour and consider whether it raises any concerns for the welfare of the pupil. The Second Master (who has day to day responsibility for discipline within the College) works closely with the College's Designated Safeguarding Lead and the College's Deputy Head (Pastoral) to ensure that relevant information has been shared and considered when making any disciplinary decisions. In appropriate circumstances, such discussions may lead the Second Master to decide not to impose the usual sanction for a certain behaviour.

If staff reasonably suspect that a pupil may be suffering, or is likely to suffer significant harm, whether inside or outside of the College, they should follow the procedures set out in the College's Safeguarding Policy and discuss their concerns with the College's Designated Safeguarding Lead (DSL), without delay.

The College will also consider whether any disruptive behaviour might be the result of unmet educational needs, or any other needs, and will (subject to the College having the sole discretion whether to have any such discussions prior to, during, or after any investigation and, if relevant, imposition of any sanction) discuss concerns with the pupil's parents accordingly. Such discussions will take place after the conclusion of the investigation and the imposition of any sanction.

## **ALLEGATIONS AGAINST STAFF**

The College takes its responsibilities for safeguarding extremely seriously. All members of the College community should be aware that any allegation of improper behaviour or unprofessional conduct made against a member of staff will be treated with the utmost seriousness and will always be managed in accordance with the procedures set out in the appropriate College policies and procedures, in particular the Safeguarding Policy.

Should an allegation made by a pupil against a member of staff be found to be deliberately invented or malicious, the College reserves the right to treat this action as serious misbehaviour by the pupil and manage it in accordance with this policy. Pupils and parents should be aware that deliberately invented or malicious allegations of abuse against staff may result in the rustication, expulsion or required removal of the accuser, from the College, and that incidents may also be referred to the Police, where appropriate to do so.

## **MINOR SANCTIONS**

Teachers or any other member of staff with pastoral responsibility for pupils are responsible in the first instance for dealing with minor infringements, such as lateness, casual rudeness, or disruption in class, and late or poorly completed work. Any other member of staff should report such infringements to a teacher who will follow it up as they consider appropriate.

The initial response to such minor infringements will usually be for a teacher to have a reflective conversation with the pupil. However, depending on the nature of the infringement or the outcome of that conversation, the member of staff may decide to impose a minor sanction. All minor sanctions used

within the College are designed to support the pupil rather than to have a punitive impact. They include but are not limited to:

- i) Verbal reprimand from a member of staff;
- ii) The award of a College Concern for disciplinary purposes<sup>1</sup> - typically for any behaviour that causes concern on any level whether, for example, of an academic, wellbeing or organisational nature. The pupil should be aware that a Concern has been logged and details shared with the pupil's tutor, HM, HoY, HoD (if of an academic nature) and parents;
- iii) Repeating unsatisfactory work until it meets the required standard;
- iv) Detention – typically where the infringement is self-harmful or harmful to others or otherwise impacts on the wellbeing of others. Details shared with the pupil's tutor, HM, HoY and parents;
- v) Academic Keep In – typically for academic dishonesty or where a pupil has missed an important deadline for academic work;
- vi) Withdrawal of privileges – typically where such privileges have been abused
- vii) Confiscation of property that is being used inappropriately or without consideration – what items may be confiscated and how those items should be dealt with is set out in Annex 2 (Confiscation) of this policy;
- viii) Regular reporting to a member of staff for reflective discussions (“Reports”): including academic performance reporting, early morning reporting, scheduled uniform and other behaviour checks, or being identified for behaviour monitoring;
- ix) Withdrawal from a lesson, school trip, team event or other activity organised or facilitated by the College; or
- x) In the case of a behaviour falling within category A of the Substance Misuse Policy, the sanctions set out therein.

If a pupil is awarded a Concern for disciplinary purposes, they are informed and their tutor, HM, HoY, HoD (in respect of Concerns of relating to academic work only) and parents are automatically notified.

If a pupil is awarded a Detention, Academic Keep In, Reports, has their privileges withdrawn, or is not allowed to participate in lessons, a school trip, team event, or other activity, they are informed and their HM notified plus, in the case of Academic Keep In, the Heads of Department.

## **MAJOR SANCTIONS**

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<sup>1</sup> College Concerns can also be made for pastoral reasons in which circumstances they do not constitute a minor sanction.

The Master may rusticate or, in serious or persistent cases, expel a pupil if the Master considers their behaviour or conduct is unsatisfactory. Examples of such behaviour which may result in Major Sanctions include (but are not limited to):

- i) Drug, alcohol, tobacco, nicotine or other substance misuse (including supply, possession or use)<sup>1</sup>;
- ii) Bullying (including cyber bullying, prejudice-based and discriminatory bullying) and Child-on-Child abuse;
- iii) Physical assault/ threatening behaviour;
- iv) Fighting;
- v) Sexual harassment;
- vi) Discriminatory or derogatory language
- vii) Sexual misconduct including sexting and/or the consensual or non-consensual sharing of nudes/semi-nudes;
- viii) Theft;
- ix) Damage to property;
- x) Cheating in examinations including coursework;
- xi) Misuse of the College's IT system;
- xii) Bringing Prohibited Items or other illegal, inappropriate or dangerous items into College;
- xiii) Misconduct which adversely affects or is likely to adversely affect the welfare of a member or members of the College community;
- xiv) Misconduct which brings or is likely to bring the College into disrepute;
- xv) Making a deliberately invented or malicious allegation against a member of staff or pupil or the College;
- xvi) being absent from College without permission;
- xvii) Persistent breaches of the College Rules or other disruptive behaviour; and
- xviii) Refusing to participate in a drugs test or a with consent search when asked to do so by a member of staff in accordance with the relevant policy

Major Sanctions may also be imposed where unsatisfactory behaviour has continued despite previous disciplinary sanctions and/or warnings.

If a pupil is expelled, it takes immediate effect. Rustication will usually be served immediately. However, in exceptional circumstances and at its sole discretion, the College may postpone the start date of rustication or decide that the rustication is to be served over two split periods or for parts of a day only. If a rustication is imposed at the end of term, it will not be served until the beginning of the next term.

Following their expulsion or whilst rusticated, a pupil may not:

- enter the College site without the permission of the Second Master; or
- join any school trips (and will not receive a refund for any monies paid for such trips).

A pupil may be suspended whilst an incident which the Second Master considers may involve that pupil and which the Second Master considers may result in the rustication or expulsion of one or more pupils is being investigated. This is a neutral act. During any periods of suspension period, the College will continue to provide the pupil with work and the pupil is expected to maintain their academic work. At the end of the period of the suspension, depending upon the outcome of the investigation, the pupil may return to College and/or a disciplinary sanction may be imposed.

<sup>1</sup> See guidance in the Substance Misuse Policy for more detail on the sanctions associated with different types of behaviour.



As set out in the College Terms and Conditions, the Master may require that a pupil is removed in circumstances where the Master considers in his/her discretion that the behaviour or conduct of a parent is unreasonable. Examples of unreasonable behaviour which may result in a pupil being required to be removed include but are not limited to:

- Physical assault/ threatening behaviour;
- Discriminatory or derogatory language;
- Bringing illegal, inappropriate, or dangerous items into College;
- Making a deliberately invented or malicious allegation against a member of staff or pupil or the College;
- Communicating with the College in person or in writing (directly or indirectly) in a manner which is deemed voluminous, relentless, confrontational, unreasonable and/or overly aggressive;
- Breaching the College's Terms and Conditions.

In addition to the above, the College reserves the right to impose other sanctions for parental behaviour including but not limited to placing restrictions on a parent's access to the College or College events, communications with the College and/or the imposition of a warning.

### **APPEALS AGAINST MAJOR SANCTIONS**

If a pupil is rusticated or expelled or required to be removed, a parent may appeal the decision in accordance with the Governors' Review Procedure (which is contained within the College's Complaints Policy). The outcome of the appeal process is final and there shall be no further right to appeal.

If a decision is taken by the parents to withdraw the pupil, the parents waive any right to an appeal.

### **INVESTIGATIONS**

Any investigation required for the purposes of this policy will be conducted in accordance with the College's Investigations Policy, a copy of which is available on the Parent Portal and on MyDay.

### **USE OF REASONABLE FORCE**

Like all schools, we reserve the right for our staff to use reasonable force to control or restrain a pupil in specific circumstances. More information can be found in our Use of Reasonable Force Policy which is available on the Parent Portal and on MyDay.

### **SEARCHING**

The College reserves the right to search pupils and their possessions. More information can be found in our Searches and Screening Policy which is available on the Parent Portal and on MyDay.

### **COMPLAINTS**

We hope that parents will not feel the need to complain about the operation of our Behaviour Management Policy, and that any difficulty can be sensitively and efficiently handled before it reaches that stage. However, the College's Complaints Policy is on our website. We will send you copies on request.

### **MONITORING AND REVIEW**

The College will record all behavioural incidents and sanctions in accordance with this policy which will be used to monitor behavioural issues within the College and to evaluate the effectiveness of this policy.

The College will consider whether there are patterns of concerning, problematic, or inappropriate behaviour among pupils which may indicate that there are possible cultural issues within the College which may be enabling inappropriate behaviour to occur. When patterns are identified, the College will decide an appropriate course of action which may include more staff training, incorporating learning points into pupil's Wellbeing lessons, assemblies or tutor times or amending this policy.

This policy is reviewed and updated at least annually by the Governors.



## WELLINGTON COLLEGE

### **Annex I – College Rules**

#### **COLLEGE RULES**

The College Rules are designed to allow all pupils to learn and thrive in an educational environment that is safe and inclusive (the **Rules**). They should be read in conjunction with the College's disciplinary and safeguarding policies (copies of which can be found on MyDay and the Parent Portal) to which pupils are expected to adhere and the Terms and Conditions (a copy of which can be found on the Parent Portal). The College may amend any of its policies from time to time and without notice. MyDay and the Parent Portal should be checked on a regular basis for updates.

The principles underlying the Rules should also be understood.

For the purposes of the Rules, a "Major Sanction" is rustication or expulsion.

#### **WHEN DO THE COLLEGE RULES APPLY?**

The Rules apply to all pupils at the College, whether day or boarding. The Rules apply whilst pupils are:

- (a) on the College site;
- (b) off the College site but under the lawful control or charge of a member of staff (for example, whilst on a College trip);
- (c) off the College site or otherwise not under the lawful control or charge of a member of staff but are wearing College uniform or are in some other way identifiable in connection with the College; and
- (d) in any circumstances where a pupil is acting in a manner which could adversely affect the reputation of the College, the orderly running of the school, or which poses a threat to another pupil or member of the public.

The Rules apply to all parents whilst their child is a pupil at the College.

#### **UNDERLYING PRINCIPLES**

- i) To uphold the College's Values;
- ii) To encourage pupils to show respect, good manners, and consideration for others.
- iii) To keep pupils safe; protected from abuse of any kind.
- iv) To encourage the academic, personal, and social development of all pupils.
- v) To facilitate effective communication between parents, pupils, and College.

- vi) To provide an environment of good discipline in which self-discipline is developed and all pupils can flourish.

## **KEY RULES**

**Any of the following behaviours along with any other act or omission that is criminal and/or illegal is likely to result in the imposition of a Major Sanction:**

- i) Drug, alcohol, tobacco, nicotine, or other substance misuse (including supply, possession or use)<sup>1</sup>;
- ii) Bullying (including cyber bullying, prejudice-based and discriminatory bullying) and Child-on-Child abuse
- iii) Physical assault/ threatening behaviour;
- iv) Fighting;
- v) Sexual harassment;
- vi) Discriminatory or derogatory language;
- vii) Sexual misconduct including sexting and/or the consensual or non-consensual sharing of nudes/semi-nudes;
- viii) Theft;
- ix) Damage to property;
- x) Cheating in examinations including coursework;
- xi) Misuse of the College's IT system;
- xii) Bringing Prohibited Items<sup>2</sup> or other illegal, inappropriate or dangerous items into College;
- xiii) Misconduct which adversely affects or is likely to adversely affect the welfare of a member or members of the College community;
- xiv) Misconduct which brings or is likely to bring the College into disrepute;
- xv) Making a deliberately invented or malicious allegation against a member of staff or pupil or the College;
- xvi) Being absent from College without permission;
- xvii) Persistent breaches of the College's policies or other disruptive behaviour; and
- xviii) Refusing to participate in a drugs test or a with consent search when asked to do so by a member of staff in accordance with the relevant policy.

**To ensure the safety and wellbeing of pupils, the following behaviours and policies are important. Persistent breach of these is likely to result in the imposition of a Major Sanction; individual breach of these is likely to result in the imposition of a Minor Sanction:**

- i) Observance of the out of bounds rules
- ii) Observance of health and safety rules in Houses, classrooms, during sport and other activities and around the campus
- iii) Observance of our e-safety and acceptable use of IT policies and mobile phone policy
- iv) Observance of policies relating to specific departments or activities
- v) Damaging College property and buildings
- vi) Gambling or betting
- vii) Bringing a drone or other pilotless aircraft into College
- viii) Rules related to driving a car, other motorised vehicles or bicycles either in the College grounds or outside them, during term time

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<sup>2</sup> See list below for details of Prohibited Items

## **PROHIBITED ITEMS**

- i) knives or weapons;
- ii) alcohol;
- iii) illegal drugs;
- iv) stolen items;
- v) tobacco & cigarette papers;
- vi) fireworks;
- vii) pornographic images;
- viii) any articles that the member of staff suspects has been or is likely to be used to commit an offence or to cause personal injury or damage to the property of any person (including the pupil);
- ix) replica knives and weapons;
- x) ammunition;
- xi) drugs which lead to legal highs;
- xii) equipment relating to illegal drugs or drugs which lead to legal highs;
- xiii) vapes; and
- xiv) steroids

## **OTHER IMPORTANT INFORMATION OF WHICH PUPILS AND PARENTS SHOULD BE AWARE**

- i) The Basic Courtesies
- ii) Seeking Help and Complaints
- iii) College Routine
- iv) College Dress
- v) Fire
- vi) Electricity
- vii) ICT
- viii) Lost Property

## **Annex 2 – CONFISCATION**

### ***1. Items other than Prohibited Items, Evidence in relation to an Offence and Electronic Devices***

A member of staff may confiscate any item which, in their professional judgment, is or may pose a threat to staff or pupils or be detrimental to school discipline. If in doubt, guidance can be obtained from the Second Master. It is irrelevant whether an item is found during a “with consent” search or a “without consent” search or is noticed by a member of staff at any other time. The member of staff may decide whether to return the item to the pupil (and, if so, the appropriate length of time to retain the item) or dispose of it.

### ***2. Prohibited Items / Evidence in relation to an Offence***

Any item must be confiscated if a member of staff has reasonable grounds for suspecting it is a Prohibited Item or evidence in relation to an offence. Such items cannot be returned to the pupil. In addition, appropriate disciplinary penalties can be applied.

**Any knives, weapons, illegal drugs, pornographic images of which possession constitutes an offence and other items which are evidence of an offence** must be passed to the Second Master as soon as possible who will hand them to the Police where appropriate (and following the guidance of the Police or Children’s Social Services if relevant) or otherwise safely dispose of them or, in the case of stolen items which do not need to be handed to the police, return them to the owner.

The Second Master will determine whether any **alcohol, tobacco and cigarette papers, fireworks, replica knives and weapons, ammunition, drugs which lead to legal highs, equipment relating to illegal drugs or drugs which lead to legal highs, vapes and steroids** will be retained or disposed of.

In making these decisions, the Second Master will refer to the DFE Searching, Screening and Confiscation advice for schools.

### ***3. Electronic Devices***

Any electronic device must be seized and given to the Second Master or the Designated Safeguarding Lead if any member of staff reasonably suspects it has been, or is likely to (i) be used to commit a criminal offence or cause personal injury or damage to property; (ii) contain evidence in relation to a criminal offence (for example, certain pornographic material including nudes or semi-nudes of a pupil or another child); (iii) be prohibited by or contain evidence in relation to a breach of the College Rules; or (iv) contain material which has been or could be otherwise used to cause harm.

Upon receipt of such device, the Second Master and Designated Safeguarding Lead may examine any data or files on the device if they reasonably suspect that the data or file on the device in question has been or is likely to be used for one of the purposes set out in paragraphs (i) to (iv) above. Parental consent to search through the electronic devices is not required but they will be informed after the event unless doing so presents a further risk to any child.

If, during a search, the Designated Safeguarding Lead and the Second Master find material which they reasonably suspect falls within:

- (a) paragraph (i) or (ii) above, unless guidance issued by the Police from time-to-time states otherwise, they should not delete the material but retain it as evidence and pass the device to the Police immediately;

(b) paragraph (iii) or (iv) above, unless guidance issued by the Police from time-to-time states otherwise, they can decide whether to delete the material or retain it as evidence.

If, following a search, it is determined that the device does not contain any material of the type referred to above, the DSL and Second Master can decide whether it is appropriate to delete any files or data from the device and/or may confiscate the device as evidence of a breach of the College's disciplinary and safeguarding policies and may discipline the pupil in accordance with those policies.

Any decision to search a pupil's device, or, following such a search, to take any action in respect of any material found will be based on the professional judgement of the Designated Safeguarding Lead working in conjunction with the Second Master and will be done in compliance with the College's safeguarding and disciplinary policies. If they are in doubt, they will seek advice from Children's Social Services or the Police as appropriate. The College will document the decision, including times, dates, and reasons for decisions made in its safeguarding records.

In the event that the search highlights a safeguarding concern in respect of any pupil, the College will follow the procedures set out in the College's Safeguarding Policy.

Second Master  
September 2023