Wellington College

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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 College. 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 Deputy Head Compassion, Wellbeing and Belonging, the Health Centre, Counsellors, and the Academic Support team. Where necessary, targeted support strategies may be put in place. Any pupil returning from a mandatory leave of absence, 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.
- "Mandatory leave of absence" is a neutral act requiring a pupil to remain away from the College and all College organised activities while an incident that may result in rustication or expulsion is being investigated, during which time the pupil will be provided with work

and 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 College, 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 College activities. They should attend College 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 College.

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 College'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 prep/private study.

In the event of any behaviour management issue the College will liaise closely with support agencies including Children's Social Services, CAMHS and the Police and, where relevant, will inform parents as outlined in Annexure 3 – Investigations. Any 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 Deputy Head Compassion, Wellbeing and Belonging, the Counsellors, Mental Health First Aiders, Student Wellbeing Mentors (SWiMs), Head of Student Mental Health, 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 or other member of staff nominated by the Second Master 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 AND INVOLVEMENT OF OUTSIDE AGENCIES

The College will always consider whether a matter should be referred to Children's Social Services and/or the Police and will continue to consider this when dealing with a matter even if the initial assessment was that no referral needed to be made. In determining whether to make such a referral, the College will consider the circumstances of the particular matter and National Police Chief's Council's Guidance to Schools & Colleges, KCSIE, Bracknell Forest's Children's Social Care referral thresholds and any advice received from the Bracknell Forest Safeguarding Our Schools team. In these circumstances, the College will only gather enough information to make an assessment as to whether to refer such a matter. Such information will be fully documented, and any evidence or potential evidence preserved.

Once a matter has been reported to the Police, the College cannot do anything which may interfere with the Police investigation. The College will be guided by the Police as to what it can and cannot do, including as to what information it can share with pupils or parents and if and when it can proceed with an internal investigation. If permitted, the College will hold an internal investigation and take disciplinary action in parallel to the Police investigation. Otherwise, the College's internal investigation will be postponed until such time as the Police complete their investigation. During this period, the person(s) who has potentially caused harm may be required to take a mandatory leave of absence.

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 1 (College Rules).

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 or the College becomes aware of a matter in the 72 hours before the end of a term or half term or at any time during any College trip, it may not be possible to deal with it until the start of term or half term or, in the case of a College trip, the return of that trip. 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 College trip or other activity during the intervening holiday, such pupil may be subject to such sanctions during that trip or other activity as the College deems appropriate in the circumstances, or may be prohibited from participating in or continuing to participate in such College trip or activity regardless of the fact that the investigation many 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, House, 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[1] - 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) Behavioural Keep In – typically for harmful behaviour which does not meet the threshold for a detention;
vii) Withdrawal of privileges – typically where such privileges have been abused;
viii) 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;
ix) Regular reporting to a member of staff for reflective discussions ("Reports"): including academic performance reporting, early morningreporting, scheduled uniform, and other behaviour checks, or being identified for behaviour monitoring;
x) Withdrawal from a lesson, College trip, team event or other activity organised or facilitated by the College; or
xi) 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/Behavioural Keep In, Reports, has their privileges withdrawn, or is not allowed to participate in lessons, a College 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.

[1] College Concerns can also be made for pastoral reasons in which circumstances they do not constitute a minor sanction.

MAJOR SANCTIONS

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. Drugs, alcohol, tobacco, snus, nicotine, or other substance misuse (including supply, possession or use)[1];
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 (for example, filming or recording another pupil or a member of staff without their consent);
xiv. Misconduct which brings or is likely to bring the College into disrepute;
xv. Use of AI-enabled wearable devices (including but not limited to, AI smart glasses, AI-enabled cameras, recording devices, smart earbuds with recording functionality, and similar technologies) at any time on the College site (save where approved by the Second Master for accessibility purposes);
xvi. Making a deliberately invented or malicious allegation against a member of staff or pupil or the College;
xvii. being absent from College without permission;
xviii. Persistent breaches of the College Rules or other disruptive behaviour; and
xix. 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.

[1] See guidance in the Substance Misuse Policy for more detail on the sanctions associated with different types of behaviour.

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 College trips (and will not receive a refund for any monies paid for such trips).

A pupil may be required to take a mandatory leave of absence 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, whether by the College or by the Police. This is a neutral act which requires a pupil remains away from the College and College organised activities. During any mandatory leave of absence, the College will continue to provide the pupil with academic work and pastoral support with this being co-ordinated by the pupil's HM or another member of staff appointed by the Second Master and the pupil is expected to maintain their academic work. At the end of the mandatory leave of absence, depending upon the outcome of the investigation, the pupil may return to College and/or a disciplinary sanction may be imposed.

REQUIRED REMOVAL

As set out in the College Terms and Conditions, the Master may require that a pupil be 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 procedure set out in Annex 3 to this policy.

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, Restrictive Intervention and Seclusion 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 Searching 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 Parental Complaints Policy is on our website. We will send you a copy 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.

Annex 1 – 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 College, 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. Drugs, alcohol, tobacco, snus, nicotine, or other substance misuse (including supply, possession, or use)[1];

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[1] 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 (for example, filming or recording another pupil or a member of staff without their consent);
xiv. Misconduct which brings or is likely to bring the College into disrepute;
xv. Use of AI-enabled wearable devices (including but not limited to, AI smart glasses, AI-enabled cameras, recording devices, smart earbuds with recording functionality, and similar technologies) at any time on the College site (save where approved by the Second Master for accessibility purposes);
xvi. Making a deliberately invented or malicious allegation against a member of staff or pupil or the College;
xvii. Being absent from College without permission;
xviii. Persistent breaches of the College's policies or other disruptive behaviour; and
xix. 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.

[1] See list below for details of Prohibited Items

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.

PROHIBITED ITEMS

i. knives or weapons;
ii. alcohol;
iii. illegal drugs;
iv. stolen items;
v. tobacco, snus & 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;
xiv. steroids and
xv. AI-Wearables (including but not limited to, AI smart glasses, AI-enabled cameras, recording devices, smart earbuds with recording functionality, and similar technologies (save where approved by the Second Master for accessibility purposes).

OTHER IMPORTANT INFORMATION OF WHICH PUPILS AND PARENTS SHOULD BE AWARE

i) The College Values
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 College 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, snus 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;
(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 Second Master and the Designated Safeguarding Lead 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.

Annex 3 – INVESTIGATIONS

Whilst the College will endeavour to follow the processes outlined below, by their nature, investigations often evolve during their course with additional information needing to be considered and different pupils involved meaning that the College may find itself having started the investigation under one route under this process only to have to divert to a different route.

WHO MAY CONDUCT AN INVESTIGATION?

If, at the beginning of the investigation or at any time during the investigation it becomes apparent that the behaviour in question may be of a type which may result in any pupil being expelled or rusticated, or if the investigation results from a series of more minor disciplinary breaches, the investigation shall be conducted by the Second Master with the Master making the decision as to the appropriate sanction. Following allegations of sexual harassment or sexual violence, the Second Master may invite a member of staff or third party with specialist training to conduct some or all of the interviews with such interviews being conducted in the presence of the Second Master. The Second Master may delegate this duty to the Assistant Head (Pupils) or, in respect of any matters relating to safeguarding, the Director of Safeguarding or, in respect of any other pastoral matters, to the Deputy Head (Pastoral) or, in respect of any matters relating to academic integrity, to the Deputy Head (Academic).

Otherwise, the investigation may be conducted by, and the outcome determined by the appropriate HM, Head of Year, Head of Department or, in respect of matters arising on a College trip, the trip leader. For the purposes of this policy, the person who conducts the investigation is referred to as the "Investigating Officer". The Investigating Officer may, at his or her discretion, invite another member of staff to assist in the investigation process but shall at all times remain responsible for the investigation.

If, during any interview or upon reading any witness statement, the Investigating Officer considers that any information disclosed means that the matter may result in a pupil being expelled or rusticated the interview should be terminated and referred to the Second Master or the Assistant Head (Pupils).

WHO IS TO BE INTERVIEWED

The Investigating Officer will consider the information provided to him/her in determining which pupils to interview. During the course of the investigation, it may become apparent that other pupils are involved and need to be interviewed. It may also become apparent that other lines of inquiry need to be considered which may lead to pupils needing to be re-interviewed.

In the situation where a disciplinary investigation follows a report that a pupil has made to another member of staff, it may be appropriate for the Investigating Officer to rely on the information provided in that disclosure and not interview the person(s) potentially harmed. However, in circumstances where there are discrepancies between the account of the person(s) potentially harmed and that of the person(s) who potentially caused harm and those discrepancies go to the heart of the report, it may be necessary to interview the person(s) potentially harmed to better understand and, if appropriate, challenge their account. Such interviews may be conducted by a specially trained member of staff or third-party consultant in the presence of the Second Master or such other member of staff to whom they have delegated their authority.

Pupils should be provided with appropriate pastoral support with staff being mindful of the mental health impact that being involved in an investigation and being concerned about the outcome can have on a pupil, regardless of whether they are the person who was potentially harmed, the who potentially caused harm, or a witness.

WHAT INFORMATION WILL BE SHARED WITH PARENTS AND WHEN?

What information will be shared with parents of pupils participating in an investigation and when depends upon the nature of the incident, the evolution of the investigation and the part the particular pupil reportedly played. The College will endeavour to follow the process outlined below but reserves the right to change this if circumstances require. The College appreciates that parents will usually wish to make representations on behalf of their child and may share information that they deem relevant, but the College expects to primarily rely on information it has gathered from pupils during the course of its investigation.

1. Is the pupil being interviewed a person potentially harmed, a person who has potentially caused harm , or a witness?

   If harmed or causing harm , see 2 below.
   If a witness, parents need not be informed unless, during the course of the investigation, the pupil changes from being a witness to a person harmed or causing harm in which case the rest of this policy should be followed.

2. Are the Police or Children's Social Services involved?

   If yes, the College will seek advice from those agencies as to when and how the parents of any pupils involved in the matter are to be informed and what information can and cannot be shared with those parents. If no, see 3 below.

3. Is the matter being investigated of a nature which may result in a pupil being expelled or rusticated?

   If yes, see 4.
   If no, see 6.

4. Does the Second Master consider that there is a substantial risk that the outcome of the investigation is that the Master will determine that the pupil(s) who caused harm should be expelled?

   In matters where the Investigating Officer considers at the outset of the investigation that there is sufficient circumstantial evidence (for example, CCTV footage) that there is a substantial risk that the outcome of the investigation is that the Master will determine that the pupil who caused harm should be expelled, the parents of the pupil will be informed of the interview immediately prior to the interview commencing. Following the interview, the Second Master will speak to the parents and share with them a summary of the report against their child and what was said in the interview. Parents will also be sent a document explaining what to expect and how procedures are followed in such cases. The purpose of this conversation will be for the parents to understand the process that has been followed.
   If no, see 5.

5. **Does the Second Master consider there is a risk that a Major Sanction may be imposed (including some risk (but not a substantial risk) of expulsion)?**

   If yes:

   i) Pupil(s) who caused harm - the parents of the pupil(s) who caused harm will be informed by the HM immediately following the interview. Following this, the Second Master will share with the parents of the pupil(s) who caused harm a summary of the reports against their child and what was said in the interview. Parents will also be sent a document explaining what to expect and how procedures are followed in such cases. The purpose of this conversation will be for the parents to understand the process that has been followed.

   ii) Pupil(s) harmed – the parents of the pupil(s) harmed will be contacted by the member of the College's safeguarding or pastoral team. Following any interviews, the Second Master will make herself available to speak to the parents of the pupil harmed if they so wish.

   iii) witnesses - the Second Master will consider whether the parents of some or all of the witnesses should be informed and, if so, when and by whom and, where necessary, ensure that that member of staff is sufficiently informed to have that conversation with the parents.

6. **All other matters**

   The parents need not be informed unless the pupil is sanctioned. The Investigating Officer (or a person to whom they have delegated this action) is responsible for informing the parents.

HOW SHOULD INVESTIGATIONS BE CONDUCTED?

If any pupil is interviewed as part of an investigation into a matter which may result in a pupil being placed on a mandatory leave of absence, rusticated, or expelled, wherever possible, the College will endeavour to, in the case of any interview:

(a) ensure that another member of teaching staff or a member of College staff with pastoral duties is present during any interview with a pupil to provide support for the pupil;
(b) give consideration to whether the members of staff conducting the investigation and acting as note taker and providing support for the pupil are appropriate in all of the circumstances and that the pupil is comfortable being interviewed by them and in their presence;
(c) confirm with the pupil that they understand why they are being interviewed, inform the pupil that notes of the interview will be taken (or request their permission for a recording to be made) so it is important that they tell the truth and advise them that subsequent interviews may be necessary;
(d) conduct any interviews with pupils in a private room which will be free from distractions and interference;
(e) offer breaks if a pupil becomes distressed or the interview is protracted and provide access to toilet facilities and water;
(f) conduct the interview in a calm and relaxed manner using open questions and avoiding

leading questions to the extent possible;

(g) take care with the language being used, using correct anatomical terms, avoiding euphemisms and slang and, where euphemisms or slang are used by pupils, asking the pupil to clarify what they mean;

(h) ensure that the notes taken during the interview include the date, start, and end time, a list of those present at the meeting and any breaks in the meeting as well as detail on what was said in the meeting and by whom and are subsequently agreed by all of those staff present at the meeting to confirm that they provide an accurate record;

(i) at the end of the meeting, remind the pupil of the pastoral and/or other support available to them and advise them whether their parents have been informed and, if they have been informed, what has been said to their parents, or, if they have not been informed, whether anything will be said to them and when

and, in the case of the provision of any witness statement:

(a) confirm with the pupil that they understand why they are required to provide a witness statement, inform the pupil that it is important that they tell the truth and advise them that subsequent statements and/or an interview may be necessary;

(b) ensure that the pupil has access to a room which is free from distractions and interference and, if it is considered appropriate to have a member of staff present when witness statements are being provided, ensure that the pupil is comfortable with that member of staff and any member of staff providing support;

(c) offer breaks if a pupil becomes distressed or if the statement is lengthy and provide access to toilet facilities and water;

(d) ensure that the pupil signs and dates the witness statement.

If a number of pupils are required to be interviewed and/or provide witness statements, the College will consider if it is appropriate to take action such as segregating the pupils (if necessary, by requiring a mandatory leave of absence of some or all of the pupils, or restricting their access to parts of the College (including parts of their House), otherwise monitoring their whereabouts, removing their mobile phones and ensuring that the interviews take place and witness statements are provided in a logical order.

Unless a pupil is placed on a mandatory leave of absence, or rusticated pending an investigation, parents will not usually be informed that an investigation is taking place or has taken place other than as set out below.

OUTCOME OF INVESTIGATION

Following an investigation, the Investigating Officer shall report to the Master in respect of a matter which may result in a pupil being expelled or rusticated. The Investigating Officer shall report to the Second Master in respect of any other matter and provide copies of all witness statements and other evidence. The Master or Second Master (as appropriate) may ask for additional evidence. Having reviewed all evidence, the Master, or Second Master (as appropriate) shall determine the appropriate sanction.

Second Master September 2023
Second Master September 2024

CJEH & KEJB Sept 2024
CJEH & LJ March 2025
CJEH August 2025
CJEH February 2026
Reviewed by CJEH & LJ September 2026 - updated to include explicit reference to AI-enabled wearable devices within the Major Sanctions and Prohibited Items sections.