

BEHAVIOUR - SENIOR SCHOOL

Policy applies from Year 7 to Sixth Form and to all Staff	
Date policy reviewed:	01.09.2023
Date of next review:	01.09.2024
Version:	03.24 v1
Author:	Mr Chris Collins

Version	Date	Paragraph	Material change	Approval
09.22 v1	01.09.2022	1	New sentence inserted confirming that pupils will be responsible for their own behaviour.	Mr Luke Goodman
		2	New section inserted setting out roles and responsibilities.	
		3	New section inserted setting out behaviour expectations for SEND pupils.	
		6.3	New section inserted setting out consequences of handing in incomplete work.	
		6.4	New section inserted setting out consequences of “being on report”.	
		6.7	New section inserted setting out other actions that may be taken following misconduct.	
		6.9	New section inserted setting out how the School will deal with allegations of sexual harassment and sexual violence.	
12.22 v1	02.12.2022	3	SEND section updated.	Mr Luke Goodman
		7	New section inserted re. searching pupils.	
		8	New section inserted re. the use of CCTV.	
		Appendix C	New appendix inserted re. searching pupils.	



09.23 v1	01.09.2023	N/a	No material changes.	Mr Chris Collins
03.24 v1	22.03.2024	8	Section updated to clarify Chair of Governor's involvement.	Mr Chris Collins

Clifton High School is committed to child protection and safeguarding children and young people and expects all staff, visitors and volunteers to share this commitment.

Related Policies

CCTV

Child Protection and Safeguarding

Child Protection and Safeguarding - Anti-Bullying

Child-on-Child Abuse

Drugs and Alcohol

Online Safety

Marking

Positive Handling and Use of Reasonable Force

Pupil Code of Conduct – Senior School

School terms and conditions

1. Introduction

Clifton High School promotes good behaviour and expects all pupils to act in an exemplary manner in terms of their conduct and interactions with due regard for authority. Pupils must give consideration, at all times, as to how their conduct and behaviour impacts on themselves and others. Whether in uniform or not, pupils must remember that they are ambassadors for the School, when representing Clifton High School on educational visits, sporting fixtures and whilst travelling to and from School.

This policy provides clear boundaries for expected behaviours and conduct to ensure that every member of the school community feels safe, valued and that the school environment and property is respected. The School works closely with pupils and parents to ensure that the standards and expectations set are adhered to. Contained within the policy are examples of possible misconduct and the course of action and consequences in terms of sanctions.

The School does not produce an exhaustive list of do's and don'ts. Pupils at Clifton High School are expected to behave in a disciplined, polite and responsible way at all times, being tolerant, caring and respectful towards others. Pupils are expected to take initiative and accept responsibility for their own behaviour and progress. They are made fully aware of procedures and expectations and are expected to adhere to them. Pupils also have a responsibility to ensure that incidents of disruption, violence, bullying and any form of harassment are reported. A

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breakdown of school rules are outlined in the *Pupil Code of Conduct - Senior School Policy*. Breaches of this, and other related policies, will result in sanctions being carried out.

2. Roles and Responsibilities

Clifton High School's central concern must always be the child's welfare, and also the safety of the other children and young people for whom the School is responsible.

'Behaviour in Schools - advice for headteachers and school staff' DfE 2024 states the Head of School must determine measures which aim to:

- encourage good behaviour and respect for others;
- secure an acceptable standard of behaviour of pupils;
- promote, among pupils, self-discipline and proper regard for authority;
- prevent all forms of bullying (including cyberbullying, prejudice-based and discriminatory bullying);
- ensure that pupils complete any tasks reasonably assigned to them in connection with their education; and
- otherwise regulate the conduct of pupils.

2.1 The role of school leaders

The Clifton High School Senior Leadership Team (SLT) will:

- be highly visible, with leaders routinely engaging with pupils, parents and staff on setting and maintaining the behaviour culture and an environment where everyone feels safe and supported;
- have a crucial role to play in making sure all staff understand the behavioural expectations and the importance of maintaining them;
- make sure that all new staff are properly inducted into the School's behaviour culture to ensure they understand its rules and routines and how best to support all pupils to participate in creating the culture of the School; and
- ensure that their staff have adequate training on matters such as how certain special educational needs, disabilities, or mental health needs may at times affect a pupil's behaviour.

2.2 The role of staff

All staff must be aware of the measures outlined in the School's behaviour policy and how to implement these measures - this is one of the key systems in place in schools which supports safeguarding. Staff at Clifton High School are aware of their safeguarding responsibilities, as set out in statutory guidance *Part 1 and Annex A of Keeping Children Safe in Education (KCSIE) 2023*

All Clifton High School staff:

- have an important role in developing a calm and safe environment for pupils and establishing clear boundaries of acceptable pupil behaviour;
- uphold the whole-school approach to behaviour by teaching and modelling expected behaviour and positive relationships;
- challenge pupils to meet the School expectations and maintain the boundaries of acceptable conduct;
- communicate the School expectations, routines, values and standards both explicitly through teaching behaviour and in every interaction with pupils;
- consider the impact of their own behaviour on the School's culture and how they can uphold the School rules and expectations; and
- receive clear guidance about the School's expectations of their own conduct at School – *Refer to Staff Code of Conduct.*

2.3 The role of pupils

All Clifton High School, all pupils deserve to learn in an environment that is calm, safe and supportive, and be treated with dignity. Every pupil is:

- made aware of the School behaviour standards, expectations, pastoral support, and consequence processes;
- taught that they have a duty to follow the School behaviour policy and uphold the School rules, and should contribute to the School culture;
- asked about their experience of behaviour and asked to provide feedback on the School's behaviour culture through pupil voice and at each pupil council;
- supported to achieve the behaviour standards, including an induction process that familiarises them with the School behaviour culture; and
- provided with extra support and induction if they join the School part way through the school year.

2.4 The role of parents

The role of parents is crucial in helping schools develop and maintain good behaviour. To support the School, parents should:

- have an understanding of the School's behaviour policy and, where possible, take part in the life of the School and its culture;
- reinforce the policy at home as appropriate; and
- be included in any pastoral work following misbehaviour, including attending reviews of specific behaviour interventions in place.

Where a parent has a concern about management of behaviour, they should raise this directly with the School while continuing to work in partnership with them.

3. Behaviour expectations for pupils with Special Educational Needs and/or Disability (SEND)



The School has a whole-school approach to behaviour, which includes the behaviour of pupils with SEND. Where a pupil with SEND misbehaves, their SEND should be considered, although it does not follow that an incident of misbehaviour is connected with their SEND.

The law requires the School to balance a number of duties under the Equality Act 2010, the Children and Families Act 2014 and in relation to pupils with Education, Health and Care plans. These duties have a bearing on this policy and in practice, and the School adheres to those duties when applying this policy. This includes ensuring that if a pupil has an Education, Health and Care plan, the provisions set out in that plan are secured and the School cooperates with the local authority and other bodies if necessary.

As part of meeting these duties, Clifton High School Staff will, as far as possible, anticipate likely triggers of misbehaviour and put in place support to prevent these.

Illustrative examples of preventative measures include (but are not limited to):

- short, planned movement breaks for a pupil whose SEND means that they find it difficult to sit still for long;
- adjusted seating plans to allow a pupil with visual or hearing impairment to sit in sight of the teacher;
- adjusted uniform requirements for a pupil with sensory issues or who has severe eczema; and
- training for staff in understanding conditions such as autism.

The School will consider whether any reasonable adjustments need to be made to the sanction in response to any disability the pupil may have, and will also consider the underlying causes of behaviour and whether additional support is needed.

The Enhanced Learning Department support the pastoral care of any pupils with SEND.

4. Sanctions

Records on pupils' behaviour are kept for all levels of sanctions except for verbal warnings. Records are held centrally and are regularly reviewed by the respective Head of Year, or Head of Sixth Form. Details of more serious incidents, and their associated sanctions, are held by the Head of School.

Under no circumstances does the School use or threaten to use corporal punishment. However, under certain circumstances use of reasonable force may be required. Use of reasonable force is always the last resort, refer to the Positive Handling and Use of Reasonable Force Policy for further details.

5. Rewards



The primary aim of Clifton High School is that every member of the School community feels valued and respected, and that each person is treated fairly. The School's system of rewards is about helping pupils work hard for success by encouraging progress and achievement via a broad range of opportunities to reflect all aspects of School life. It has a hierarchical structure to allow for progression and challenge.

Aims

- To provide an age-appropriate rewards system that is consistently used throughout the School.
- To recognise and celebrate pupil's work, progress, commitment to school life and high levels of achievement.
- To promote the positive recognition of success amongst all members of the School community through public celebration and contact with parents.

The School operates on the philosophy that positive discipline is about helping pupils work hard for success and achievement by encouraging excellent standards of conduct and effort in all aspects of school life.

Merits are awarded for academic achievement, positive behaviour and commitment to the School and can be awarded by all the members of staff at the School.

Merits are recorded by members of staff on PARS and are monitored by Form Tutors and Heads of Year each week.

On receipt of 50 merits, 100 merits and 150 merits, the Head of Year will complete the certificates for the Bronze, Silver and Gold Awards, and the Deputy Head, Pastoral and the Head of School will sign the Gold Award. These will be presented to the pupils with a gift voucher for the Silver and Gold Award and accompanied by a letter home to parents for the Gold Award. Full details of the rewards system, with examples of pupil conduct can be found in Appendix A: Year 7 - Sixth Form Rewards.

6. Misconduct

Pupils in the senior school, with increasing maturity, responsibility and independence are expected to act as role models in terms of their conduct and behaviour.

Clifton High School's community of Council of Governors, Staff, parents and pupils adhere to an established routine and code of conduct, rather than to lists of rules. Education is a partnership.

Clifton High School staff are committed to excellence, aiming to achieve a spirit of trust and co-operation. The School expects the highest values and standards of behaviour inside and outside



the classroom, as well as outside the School and in any written or electronic communication concerning the School.

Pupils must treat staff and each other with consideration and good manners and respond positively to the opportunities and demands of school life. Pupils should follow the School's codes and regulations and understand what is expected of them and why sanctions may be imposed for inconsiderate behaviour.

Everyone has a right to feel secure and to be treated with respect; particularly the vulnerable. Abuse, harassment and bullying, in any form, will not be tolerated. The School's zero tolerance approach to child-on-child abuse is further detailed in the Child Protection and Safeguarding Policy, Child-on-Child Abuse Policy and the Anti-bullying policy.

The School is strongly committed to promoting equal opportunities for all, regardless of race, gender, sexual orientation, physical disability or learning difficulty. Clifton High School takes its duties under the Equality Act 2010 seriously and makes reasonable adjustments for pupils with special educational needs/disabilities.

Clifton High School pupils are expected to be ready to learn and to participate in school activities. Pupils should attend School and lessons punctually and meet the School's attendance expectations as set out in the School's Terms and Conditions and Pupil Code of Conduct Policy. The School expects pupils to behave at all times in a manner that reflects the best interests of the whole community.

The School reserves the right to take disciplinary action against pupils who are found to have made malicious accusations, whether against other pupils, staff or other individuals, which might include suspension or exclusion.

Full details of Misconduct and Sanctions can be found in Appendix B: Misconduct and Sanctions for Years 7 - 13.

6.1 Issuing and recording of Misconduct Marks

Pupils' misdemeanours are recorded as Misconduct Marks on PARS. The member of staff informs the pupil, in each instance, the reason why the Misconduct Mark has been issued. Parents are automatically sent an email notification of each Misconduct Mark and are able to view the log and reason on the Parent Portal (Insight).

6.2 Misconduct Marks throughout the academic year



The Misconduct Mark tally is reset to zero at five points during the academic year: at each end of half term and full term i.e. Autumn Half Term, End of Autumn Term, Spring Half Term, End of Spring Term and End of Summer Term.

6.3 Incomplete work

For pupils who fail to complete classwork or homework, teachers or departments may detain pupils for non-optional 'catch up' sessions during break or lunchtime. The purpose of any catch-up session is to ensure that the pupil does not fall behind with the curriculum.

6.4 On Report

Any pupil on report must comply fully with the conditions of the report. Failure to meet targets fully on any school day will result in further sanction. Persistent failure to comply with report conditions will result in a referral to the appropriate member of the Senior Leadership Team for further action.

When a pupil is placed 'on report,' each of their teachers record positive and/or negative comments each day, throughout the period of the report, as appropriate. This alerts the Form Tutor or Head of Year of any problem areas at an early stage, including in relation to classwork / behaviour / homework, and provides an enhanced link between home and school, for the purpose of supporting rapid improvement.

For a pupil on report, each teacher writes a comment at the end of their lesson using PARS, and the pupil meets with the Form Tutor or Head of Year to review the comments given.

6.5 After school detention

Pupils accruing five Misconduct Marks within one of these timeframes will be issued with a **50-minute after school detention**. The pupil's tutor or Head of Year will communicate with the pupil and their parents to discuss the nature of each incident and what can be done to improve behaviour moving forwards. This correspondence will be logged in CPOMS. The **Tutor - Parent Meeting Record** (see Appendix C) may be used to support this meeting and identify the necessary next steps with the pupil and parent involved.

Pupils accruing a further five Misconduct Marks within the same timeframe will be issued with another 50-minute after school detention. A meeting will then be set up between the pupil, their parents, the tutor and the Head of Year, records of this meeting are logged in CPOMS.

6.6 Head of School detention

Pupils reaching fifteen Misconduct Marks within one of these timeframes will be issued with a Head of School detention (usually **70 minutes in length**). Parents will be invited in to meet with a member of the Senior Leadership Team and the Head of Year to discuss the series of events.



For other sanctions used by the School, see Appendix B: Misconduct and Sanctions for Years 7 – 13.

6.7 Other action taken as an alternative, or complementary to, other sanctions

The following is not a definitive list, but provides a guide as to alternative measures of support that the School will consider:

- restorative justice, which enables the pupil to redress the harm that has been done to the other child/children;
- loss of privileges such as membership of clubs, the right to go on visits and membership of school teams. This alerts staff and parents to problem areas, including classwork, homework and behaviour;
- charging pupils for any wilful damage caused, which will be levied as a supplementary charge in accordance with the School Terms and Conditions; and
- a pupil may be required to see the Head of School or Deputy Head at any time.

6.8 Investigating Allegations of Serious Misconduct

For more severe behavioural matters, namely incidents categorised as Level 3 or 4 in Appendix B, an investigation will be carried out by the Head of Year and/or member of the Senior Leadership Team.

- All staff involved in the initial investigation of an allegation of misbehaviour should ensure that they follow the steps below. It will not always be possible for the School to investigate unacceptable behaviour that happens outside of school. All investigations must be carried out as soon as possible and completed within 48 working hours of the initial incident or allegation being reported.
- Pupils' mobile phones will be removed from senior pupils to avoid discussion of the incident or ongoing repercussions. These will be returned by the end of the same day.
- The member of staff carrying out the investigation will record any necessary information and upload the detail to CPOMS. They should refer to this policy in support of their actions.
- All pupils directly involved should be interviewed and make a written statement. If a pupil is suspected to have something on them which they should not, then this pupil's bag can be searched providing there is another member of staff present. A request to turn out pupil's pockets or bag can also be made.
- Questioning should focus on who was involved, what happened, where it happened and when it happened.
- All direct witnesses and any pupils who have information relating to the incident should be interviewed and notes made, adding it to the CPOMS entry.



- All interviews should take place in a private location, for example an office or unoccupied classroom to protect the identity of those providing information (as much as is reasonably possible).
- If the allegation is of a sensitive or personal nature, the member of staff carrying out the interviews should be accompanied by an additional member of staff.
- Following the interview, parents of all pupils should be informed of the reported incident and their child's involvements. For serious matters this will involve a member of the Senior Leadership Team meeting with parents in School. For such meetings, an additional member of staff should be present.

The School's Child Protection and Safeguarding Policy may come into effect at this point and the DSL will be notified. In the absence of the DSL, the Deputy DSL will be notified.

6.9 Investigating Allegations of Sexual Harassment or Sexual Violence

There is a **zero-tolerance** approach to sexual violence and sexual harassment at Clifton High School; it is never accepted, and it will not be tolerated. Clifton High School plays a crucial role in preventative education, creating a culture of zero tolerance for sexism, misogyny/misandry, homophobia, biphobia and sexual violence/harassment.

Pupils are encouraged to report anything that makes them feel uncomfortable, no matter how 'small' they feel it may be. Upon receiving a report, staff are trained to provide appropriate reassurance to pupils, assuring them that they have done the right thing in coming forward, and ensuring that they do not feel that their report is an inconvenience to the School.

The School's response will be:

- proportionate;
- considered;
- supportive; and
- decided on a case-by-case basis.

Sanctions for sexual harassment and violence may include:

- internal exclusion;
- external suspension; and/or
- expulsion.

The School has procedures in place to respond to any allegations or concerns relating to a child's safety or wellbeing. These include clear processes for:

- responding to a report;
- listening to all those who are involved;
- carrying out risk assessments and/or safety plans, to help determine:

- internal management of the incident;
- referral to Early Help;
- referral to Children's Social Care;
- reporting to the Police.

Refer to Child Protection and Safeguarding Policy and Child-on-Child Abuse policy.

7. Searching Pupils

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

In relation to prohibited items, the Head of School, Senior Leadership Team and staff authorised by the Head of School, may search a pupil or a pupil's possessions, without their consent, where they have reasonable grounds for suspecting that a pupil has a prohibited item in their possession.

Please see Appendix C for further detail on searching and confiscation. Such action will be taken in accordance with the DfE guidance [Searching, screening and confiscation \(July 2022\)](#).

8. Higher Level Sanctions: Internal Exclusion, External Suspension, Removal and Expulsion

In rare instances of persistent unsatisfactory behaviour or serious one-off incidents, it is necessary to use one of the higher-level sanctions listed below:

- **Internal Exclusion:** That the pupil be excluded as a disciplinary sanction or pending the outcome of an investigation (usually for no more than two school days); this will not be recorded in the pupil's personal file.
- **External Suspension:** That the pupil be suspended from School for a short period (usually no more than ten school days), the School reserves the right to record this in the pupil's personal file.
- **Removal:** Means that the permanent removal of the pupil from the School is required by reason of the pupil's conduct, behaviour or progress, the pupil is unwilling or unable to benefit sufficiently from the educational opportunities and/or the community life offered by the School or the parent has treated the School or members of its staff unreasonably. The School reserves the right to record this in the pupil's personal file and to pass it on to any subsequent institution as necessary.
- **Expulsion:** Means that the pupil is required to leave the School permanently if it is proved, on the balance of probabilities, that the pupil has committed a very grave breach of



discipline or a serious criminal offence. Expulsion is reserved for the most serious breaches. This will be recorded on the pupil's personal file and passed on to any subsequent institution.

Before such a sanction is imposed, there will be an investigation of the matter within School. The parents will be informed of the basis for the School's concerns and will be invited to talk the matter over with the Head of School or a Deputy Head, as appropriate.

Should it appear that a criminal investigation might be warranted, parents will be invited to School to be with their child while the matter is discussed and any decisions about police involvement are made. The Head of Year and the pupil's tutor will be part of the discussions throughout, to support the pupil.

If a pupil is internally excluded or externally suspended, the School will ensure that appropriate work is made available to ensure the exclusion or suspension has no detrimental effect on the pupil's education.

Following the investigation and meeting with parents, the chosen sanction will be imposed by the Head of School. A decision to remove or expel a pupil will only be made once the Head of School has consulted with the Chair of Governors. A letter, from the Head of School, will be sent to the parents clarifying the nature and the timing of the sanction. The School reserves the right to choose the days for any exclusion or suspension.

9. CCTV

The School operates CCTV on the school site. CCTV is used for a number of purposes, including to monitor and uphold discipline among pupils in line with this policy, and to protect the personal safety of pupils, parents, staff, visitors, volunteers, and members of the public. See CCTV policy. CCTV images may be accessed by Head of School and members of the Senior Leadership Team for the following purposes related to pupil behaviour:

- to enable members of the Senior Leadership Team to examine behaviour which may give rise to any reasonable safeguarding concern; and/or
- to assist the School in establishing facts in cases of unacceptable pupil behaviour, in which case, the parents/guardian will be informed as part of the School's management of the particular incident.

Appendix A: Rewards for Year 7 - Sixth Form

Level	Merit	Rewards
1	<ul style="list-style-type: none"> • Good work in lessons • Significant effort for homework • Positive verbal contributions • Display work • Improvement in achievement/engagement • Assessment/examination result • Helpful around the school • Supportive of another pupil • Being an excellent role model to others • Demonstrating leadership skills • Contributing to Open Morning/Evening • Helping the admissions team 	<ul style="list-style-type: none"> • 1-5 Merit points awarded at teacher discretion • Departmental reward systems • Bronze Certificate at 50 points <p>Weekly High Scorers Prize (on rotation):</p> <ul style="list-style-type: none"> • weekly break time hot chocolate and biscuit <p>Year Group Top 10 Termly High Scorers Prize:</p> <ul style="list-style-type: none"> • Invitation to special events
2	<ul style="list-style-type: none"> • Accumulation of points • Commitment to School Production • Participation in Music concerts and services • Above and beyond commitment to school sport over 1 term • Regular attendance at four+ extra-curricular activities 	<ul style="list-style-type: none"> • Silver certificate at 100 points with £5 voucher from Head of Year
3	<ul style="list-style-type: none"> • Accumulation of points • Achievement Prize (Year 7 - 10 Assessments) • Progress Prize (Year 7 - 10 Assessments) • Above and beyond commitment to the school over one term 	<ul style="list-style-type: none"> • Gold certificate at 150 points with £10 voucher from Head of Year and letter home from the Deputy Head, Pastoral
4	<ul style="list-style-type: none"> • Staff nomination 	<ul style="list-style-type: none"> • Head Teacher's Award • End of Term Assembly Awards • Rose Day Awards

Appendix B: Misconduct and Sanctions for Years 7 – 13

Level	Misconduct	Sanction
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1	<ul style="list-style-type: none"> Lack of equipment Shouting out Out of seat without permission Lack of focus or effort Poor attitude Inappropriate comment 	<ul style="list-style-type: none"> One warning and then Misconduct Mark issued <p>If ongoing: Form Tutor informed and Daily Report Issued on PARS</p>
	<ul style="list-style-type: none"> Chewing gum Eating in the school building or littering Uniform violation, including: no blazer, trainers, jewellery, make-up, nail varnish etc. 	<ul style="list-style-type: none"> Situation corrected and Misconduct Mark issued <p>If ongoing: Form Tutor informed and Daily Report Issued on PARS</p>
	<ul style="list-style-type: none"> Incomplete or late Homework Late to lessons for no valid reason Missed registration Challenging or argumentative behaviour 	<ul style="list-style-type: none"> Misconduct Mark issued (teacher may also set a 30-minute lunchtime detention for homework)
	<ul style="list-style-type: none"> Inappropriate use of a mobile or music device 	<ul style="list-style-type: none"> Device to be confiscated Misconduct Mark issued
2	<ul style="list-style-type: none"> Any Level 1 misconduct repeated Swearing amongst peers Name calling Persistent argumentative behaviour Refusal to follow instructions 	<ul style="list-style-type: none"> Misconduct Mark issued Pupil may be removed to work in another classroom, with the Head of Department Form Tutor and Head of Year informed Teacher and Head of Department/Year detention <p>If ongoing: Head of Year Daily Report Issued on PARS</p>
3	<ul style="list-style-type: none"> Any Level 2 misconduct repeated Insolence to staff Deliberate defiance including – walking away from a member of staff, dishonesty or lying to staff Failure to attend Departmental Detention Truancy from School 	<ul style="list-style-type: none"> Head of Year informed Parents informed Detention with Head of Year Loss of privileges, for example, representing the School on a fixture, trips After School detention with the Deputy Head <p>If ongoing: Deputy Head Daily Report Issued on PARS</p>
4	<ul style="list-style-type: none"> Any Level 3 misconduct repeated Behaviour causing physical harm, including fighting Bullying or Cyberbullying Racist, homophobic or sexual abuse Inappropriate conduct in any intimate relationships between pupils Smoking or the possession of cigarettes, e-cigarettes, lighters, matches, alcohol, illegal drugs or 'legal highs' Theft, graffiti or vandalism Possession of an offensive weapon Swearing at a member of staff Reckless behaviour causing injury 	<ul style="list-style-type: none"> Head of Year informed immediately Parents Informed Deputy Head and Head of School informed and sanction confirmed from: <ul style="list-style-type: none"> After School Detention Head of School Detention Internal Exclusion, External Suspension, Removal or Expulsion



Appendix C: Searching and Confiscation

Under [Section 93 Education and Inspections Act 2006](#) all members of School Staff have legal power to impose reasonable and proportionate disciplinary measures. 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. Clifton High School's policy on searching and confiscation utilises the [Department for Education \(DfE\), Searching, screening and confiscation](#) Advice for Schools (July 2022).

1. Prohibited items

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](#):

- knives or weapons;
- alcohol;
- illegal drugs;
- stolen items;
- any article that the member of Staff reasonably suspects has been, or is likely to be used:
 - o To commit an offence, or;
 - o To cause personal injury to, or damage to property of; any person (including the pupil);
- any article specified in regulations:
 - o Tobacco and cigarette papers;
 - o Fireworks; and
 - o Pornographic images;
- any item banned by the School Code of Conduct that is identified as being an item which may be searched for.

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 an educational visit or trip).

2. Searching with consent

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 SEND the pupil may have. Written consent will not be required.



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, further action may be taken in accordance with the School's Behaviour policy.

3. Searching for prohibited items

Where the member of SLT or 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.

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 off-site educational settings (e.g. Coombe Dingle Sports Complex).

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

- a search of outer clothing and / or
- a search of school property (e.g. pupils' lockers or desks) and / or
- a search of personal property (e.g. bag or pencil case).

Searches will be conducted in a manner as to minimise embarrassment or upset. 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.

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.

Where the Head of School, member of SLT or other authorised member of Staff, 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



Under the School's legal power to discipline, a member of Staff may confiscate, retain or dispose of a pupil's property as a behaviour sanction, where it is reasonable to do so.

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 behaviour and pupil code of conduct.

5. Searching electronic devices

An electronic device such as a mobile phone or personal 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 or was in breach of the Pupil Code of Conduct, 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 used to cause harm, breach of the Pupil Code of Conduct or bring the School into disrepute.

If inappropriate material is found on a personal electronic device, the member of SLT may ask the pupil to delete the material, retain it as evidence of a breach of School Behaviour Policy and Pupil Code of Conduct or criminal offence or hand it over to the Police if the material is of such seriousness that Police involvement is necessary.

If the member of staff suspects there may be an issue with youth produced sexual imagery, the device should be retained, and the DSL must be informed immediately.

6. Disposal of confiscated items

- **Alcohol:** alcohol which has been confiscated will be destroyed.
- **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 SLT, the drugs may be destroyed without the involvement of the Police if there is good reason to do so. All relevant circumstances will be considered and Staff will use their professional judgement to determine whether the items can be safely disposed of. They will not be returned to the pupil.
- **Other substances:** substances which are not believed to be illegal drugs, but which are harmful or detrimental to behaviour (for example "legal highs") may be confiscated and destroyed. Where it is not clear whether the substance seized is an illegal drug, it will be treated as though it is illegal and disposed of as above.



- **Stolen goods:** stolen items will usually be delivered to the police as soon as possible. However, if, in the opinion of the Head of School or member of SLT, 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 items.
- **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 DSL. 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.
- **Articles used to commit an offence or to cause personal injury or damage to property:** such articles may, at the discretion of the Head of School or member of SLT, 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.
- **An item banned under school rules:** such items may, at the discretion of the Head of School or member of SLT 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 the Pupil code of conduct and Behaviour Policy, the phone will be kept in the School Office until the end of the school day when it can be claimed by its owner, unless the member of Staff considers it necessary to retain the device for evidence in further sanctions. If a pupil persists in using a mobile phone in breach of Pupil code of conduct and Behaviour Policy, the phone will be confiscated and must be collected by a parent.
- **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 further sanctions. 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 or Carers

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, the School will inform parents or carers 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.

The School will keep a record of searches carried out on CPOMS and record will include details of the disposal of items confiscated.

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

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.



Appendix D: Tutor - Parent Meeting Record

Tutor - Parent Meeting Record

Pupil Name:

Form:

Date of Meeting:

Tutor Initials:

Misconduct Marks Received

1. Choose an item.
2. Choose an item.
3. Choose an item.
4. Choose an item.
5. Choose an item.

Agreed Actions (one may be sufficient, a maximum of three)

- Not to bring chewing gum into school ☐
- To aim to complete homework tasks the evening after they are set ☐
- Arrive at lessons on time ☐
- Request a seat move ☐
- To wear the correct uniform at all times ☐
- Avoid getting involved in off topic discussions in lessons ☐
- -----
- -----

Pupil Comment (optional)

Pupil Comment (optional)

Any additional notes