



EATON SQUARE
MAYFAIR

Promoting Good Behaviour Policy

1 Policy aims

1.1 The aims of this policy are:

- 1.1.1 to enable the Headmaster to carry out his / her responsibilities of maintaining order and good discipline in Eaton Square Upper School (the School);
- 1.1.2 to promote good behaviour;
- 1.1.3 to ensure, so far as possible, that every pupil in Eaton Square Upper School is able to benefit from and make his / her full contribution to the life of the School, consistent always with the needs of the school community;
- 1.1.4 to authorise the School Rules and any procedures necessary for implementing them;
- 1.1.5 To understand that corporal punishment is not to be used or threatened, and that positive discipline should always be the aim.

2 School rules

2.1 The School rules shall be set by the Headmaster. The School rules are necessary:

- 2.1.1 for the safety and well-being of everyone at the School;
- 2.1.2 for the reputation of the school community as a whole;
- 2.1.3 for the protection of school property and the wider environment.

2.2 The School Rules apply to all age groups and at all times when the pupil is:

- at school, representing the School or wearing school uniform
- travelling to and from school
- associated with the School at any time.

2.3 Pupils are expected to know and understand the School Rules and to read them through with their parents. The School Rules will be amended from time to time and reinforced at assemblies and on other appropriate occasions.

3 Scope

3.1 It is intended that the Eaton Square Upper School's Rules and the sanctions provided in them shall also, in appropriate circumstances, be capable of regulating the conduct of pupils when they are away from school premises and outside the jurisdiction of the School, for example during half terms and in the holidays.

3.2 This will normally be where the conduct in question could have repercussions for the orderly running of Eaton Square Upper School, affects the welfare of a member or members of the School Community or a member of the public, or which brings the School into disrepute.

4 Rewarding good behaviour

- 4.1 Eaton Square Upper School understands that rewards can be more effective than punishment in motivating pupils. The ways in which the School may reward good behaviour are set out in Appendix 1.
- 4.2 Eaton Square Upper School recognises that where challenging behaviour is related to a pupil's disability, use of positive discipline and reward methods may enable the School to manage the pupil's behaviour more effectively and improve their educational outcomes.

5 Breaches of school discipline

- 5.1 The Headmaster may prescribe and authorise the use of any sanctions as comply with good education practice and promote good behaviour and compliance with the School Rules. Examples of sanctions used at the School are set out in Appendix 1.

5.2 Serious breaches of discipline

- 5.2.1 For serious breaches of discipline, the pupil may be asked to leave the School permanently:

5.2.2 Required Removal

- (a) For a serious breach of school discipline falling short of one for which Expulsion is necessary, but such that the pupil cannot expect to remain a member of the School community, the pupil may be required to leave permanently. Subject to payment of all outstanding fees (the deposit being returned or credited to the account) the pupil will be given reasonable assistance in making a fresh start at another school.

5.2.3 Expulsion

- (a) A pupil is liable to Expulsion for a grave breach of school discipline, for example, a serious criminal offence or some wilful act calculated to cause serious damage to the School, its community or any of its members. Formal expulsion implies that the pupil's name will be expunged from the roll of the School and reference to the facts and circumstances will be made in response to every request for a reference. All outstanding fees up to and including the term of expulsion shall be payable and any deposit shall be retained by the School.

- 5.2.4 The Headmaster is required to act fairly and in accordance with the principles of natural justice. Please see the School's separate Expulsion, Removal and Review Policy.

- 5.3 Eaton Square Upper School seeks to work in partnership with parents over matters of discipline, and it is part of parents' obligations to the School to support the School Rules. Parents will be contacted to discuss any disciplinary matter which may result in suspension, or where Required Removal or Expulsion is being considered. Parents will also be notified of any other disciplinary sanction and may be contacted to discuss the matter if it is considered appropriate to do so.

- 5.4 Eaton Square Upper School will make reasonable adjustments for managing behaviour which is related to a pupil's special educational need or disability. Where expulsion needs to be considered, the School will ensure that a pupil with a disability or special educational need is able to present their case fully where their disability or special educational needs might hinder this. Any religious requirements affecting the pupil will also be considered.

6 Malicious allegations against staff

- 6.1 Where a pupil makes an accusation against a member of staff and there is reasonable suspicion that the accusation has been deliberately invented or malicious, the Headmaster will consider whether to take

disciplinary action in accordance with this policy.

- 6.2 Where a parent has made a deliberately invented or malicious allegation the Head will consider whether to require that parent to remove their child or children from the school on the basis that they have treated the School or a member of staff unreasonably and compromised the requirement for mutual trust and confidence.
- 6.3 In accordance with the DfE's guidance *Dealing with allegations of abuse against teachers and other staff* (October 2012), Eaton Square Upper School will consider a malicious allegation to be one where there is clear evidence to prove there has been a deliberate act to deceive and the allegation is entirely false.

7 Use of reasonable force

- 7.1 Any use of force by staff will be reasonable, proportionate and lawful. Reasonable force will be used in accordance with the DfE guidance *Use of reasonable force* (July 2013 reviewed July 2015) and as set out in Appendix 2.
- 7.2 Corporal punishment is not used at Eaton Square Upper School and force is never used as a form of punishment.

8 Searching pupils

- 8.1 **Informed consent:** Eaton Square Upper 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 her possession, they can instruct the pupil to turn out her pockets or bag. If the pupil refuses, sanctions will be applied in accordance with this policy.
- 8.2 **Searches without consent:** In relation to prohibited items, the Headmaster, and staff authorised by the Headmaster, 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 3 for the School's policy on searching and confiscation. Such action will be taken in accordance with the DfE guidance *Screening, searching and confiscation* (February 2014).

9 Records

- 9.1 Administration of major punishments are recorded, with the name of the pupil concerned, the reason for the punishment, and the name of the person administering the punishment.

10 Review

- 10.1 A pupil or his / her parents may request a Review of the Headmaster's decision to Expel or Require the Removal of a pupil from Eaton Square School. The form of application for a Review and the Review procedures will be supplied to parents on request at the time of the original decision.
- 10.2 There will be no right to a Review of other sanctions but a pupil who feels aggrieved may ask the Associate Head / Deputy Head to take up his / her concerns with the member of staff who imposed the sanction.

Appendix 1 Behaviour Management: Rewards and Sanctions

- 1 A successful Behaviour Management Policy depends on good communication and positive relationships between pupils, staff and parents. It provides security for pupils and increases their opportunities for development and learning. Eaton Square Upper School has a clear Behaviour Management Policy whereby staff, pupils and parents are aware of acceptable and unacceptable behaviour and the system of rewards and sanctions that apply.

When the whole school community follows the School's code of behaviour and understands the rules and reasons that govern them, together with the School's practice of rewards and sanctions the Behaviour Management Policy will be effective. It is vital that all of our procedures are understood by all adults in the school, by pupils and by parents. The key principles of the Behaviour Management Policy are communicated to pupils and the policy is made available to parents at the beginning of each academic year.

- 2 At Eaton Square Upper School, our desire is to foster a caring environment for each pupil that embodies the following principles:

- 2.1 Giving and receiving respect.

- 2.2 Aim to encourage and praise pupils rather than reprimanding, wherever possible. Praise should be genuine and criticism constructive.

- 2.3 Sensitivity to the individual needs of each pupil. Pupils should accept adult authority, but the development of individuality should always be encouraged.

- 2.4 Consistency and clarity in our response to behaviour. It is important to administer sanctions fairly and to ensure that particular groups of pupils are not inadvertently discriminated against.

- 2.5 At Eaton Square Upper School the expectations of parents, teachers and pupils in terms of discipline are high. Standards of behaviour, dress, work and respect depend on the example of us all.

- 2.6 Problems are normal where pupils are learning and testing the boundaries of acceptable behaviour.

- 2.7 Most problems are resolved by quiet discussion. Try to avoid confrontation, listen, establish the facts, judge only when certain; and use sanctions sparingly.

- 3 Rewards

Positive reinforcement is used as much as possible in a variety of ways:

- 3.1 Positive verbal and written acknowledgement from teachers.

- 3.2 Achievements are mentioned in assemblies when appropriate.

- 3.3 Housepoints are awarded for excellent pieces of work, acts of kindness and good conduct. Bronze, silver and gold pin badges are awarded to pupils receiving certain numbers of housepoints.

- 3.4 Pupils may also be awarded commendations for outstanding work or conduct. The tutor group with the most commendations each term receives a reward.

- 3.5 Some prizes for achievement during the school year are awarded at Prize Giving.

- 4 Sanctions

Staff have a set procedure for dealing with misbehaviour and consistent language must be used at all times. Initially staff should follow the guidelines for Level 1 of the sanction table (see below).

- 4.1 Give reasoning

- 4.2 Ignore low level inappropriate behaviour

- 4.3 Give verbal reminders and state consequences

4.4 Possibly move a pupil within the classroom

4.5 Possibly restrict free choice activities, but not restrict access to open-air opportunities, i.e. park not to be withheld, but teacher may ask pupil to stand beside them while the other children play

4.6 Require an apology

5 The School is aware of and supports section 131 of the School Standards and Framework Act 1998, and as such corporal punishment of children is prohibited.

6 Suspension: a pupil may be placed under suspension while a complaint is investigated or as a sanction in its own right.

7 In addition, the Head may prescribe and authorise the use of such other sanctions as comply with good education practice and tend to promote good behaviour and compliance with the School Rules

8 The Head will keep a record of sanctions imposed upon pupils for serious misbehaviour.

9 Behaviour Management: Sanctions for the Upper School: Sixth Form.

Sanctions for the Sixth Form will be guided by similar principles to those for Years 7 – 11, but will be at the discretion of the Head of Sixth Form, and ultimately the Head.

10 Sanctions that may be used at the School include those set out below. The table below is not an exhaustive list of the behaviours to be addressed. It is merely an example of the types of behaviour that would warrant the level indicated.

<u>Level</u>	<u>Behaviour</u>	<u>Action</u>
<p style="text-align: center;">1</p> <p>Verbal warning</p>	<p>Speaking out of turn in class. Late to lessons. Minimal effort in lessons Distracting others' learning / not allowing teacher to teach First time issues with uniform. Low level silly behaviour around school.</p>	<p>All staff responsible Set a positive target/expectation for the next lesson /from now onwards No follow up needed</p>
<p style="text-align: center;">2</p> <p>Written warning</p> <p>Recorded in homework diaries. Parents are required to sign</p>	<p>On the 2nd 'verbal reminder' a 'written warning' is issued Repeatedly missing equipment. Eating around school. Chewing gum Repeated low level disruption in same lesson or subsequent lessons. Continued lack of effort. Poor quality homework/homework not handed in on time Repeated lateness to lessons. Repeated uniform issues Mobile phone / other electronic equipment used at the wrong time/ wrong place Unhelpful attitude in queue, Dining Hall, leaving litter, anti-social behaviour</p>	<p>All staff responsible. Written warning issued immediately Conversation had with student to determine problem with understanding/learning. Set expectations for future. If necessary inform Form Tutor / staff and Pastoral Leads. Form teacher to assist student in setting their own targets</p>
<p style="text-align: center;">3</p> <p>'Lunch time detention'</p> <p>Recorded in homework diaries. Parents are required to sign</p>	<p>Repeated Level 2 behaviour (at least three times) Eating around school. Persistent lateness to lessons Persistent uniform issues despite action at level 2 Persistent and / or serious lesson disruption preventing others from learning Lack of respect. Truantiing a lesson. Leaving the premises without permission</p>	<p>All staff responsible Three written warnings will result in a lunchtime detention on Mon/Thurs 13.15-13.45 in Hunlock. This needs to be added into shared 'sanctions' document by form teacher. Weekly list of expected students compiled by Pastoral Leads Restorative task completed by student</p>

<p style="text-align: center;">4</p> <p>'After School detention'</p>	<p>Repeated Level 3 behaviour (at least 3 times)</p> <p>Swearing</p> <p>Fighting/physical violence towards another student</p> <p>Wilful damage towards school property/environment</p> <p>All forms of bullying (physical, emotional, cyber etc) including inappropriate use of social media outside of school which is reported by another student and which has the potential to inflict hurt on another.</p> <p>Plagiarism</p>	<p>All teachers can add to the shared 'sanctions' document. They must also inform the Pastoral Leads by email. Head, Senior member of staff or Pastoral Leads may issue an after school detention at their discretion Friday 16.30-17.30 in Coventry. Parents are informed.</p> <p>Subject report round robin to gauge performance/attitude to learning in all subjects – shared with parents.</p> <p>Involvement of SENCO, recommendation to see EP or counsellor where necessary.</p>
<p style="text-align: center;">5</p>	<p>Repeated Level 4 behaviour (at least 2 times)</p> <p>Racism or sexist remarks</p> <p>Cheating in an examination</p> <p>Bullying, Stealing or Vandalism</p> <p>Sustained Physical and Verbal abuse e.g. intimidation (ganging up or threatening)</p>	<p>Letter sent to parents from Head or senior member of staff; parents asked in to discuss the behaviour.</p> <p>Subject report round robin to gauge performance/attitude to learning in all subjects – shared with parents. Individual Behaviour Plan created if necessary and shared with parents.</p> <p>Involvement of SENCO, recommendation to see EP or counsellor where necessary.</p> <p>Repeated Level 5 behaviour after parent/school meeting could result in moving to Level 6.</p>
<p style="text-align: center;">6</p>	<p>Serious misconduct or physical harm</p> <p>Cheating in an external examination</p> <p>Inappropriate sexual behaviour or language</p> <p>Violence towards a member of staff</p> <p>Supplying drugs to other students</p> <p>Repeated level 4 or 5 behaviour</p>	<p>Possible suspension/exclusion from school at the Head's discretion.</p>

Appendix 2 Use of reasonable force

- 1 Reasonable force may be used to prevent a pupil from doing or continuing to do any of the following:
 - 1.1 committing a criminal offence
 - 1.2 injuring themselves or others
 - 1.3 causing damage to property, including their own
 - 1.4 engaging in any behaviour prejudicial to good order and discipline at the School or among any of its pupils, whether that behaviour occurs in a classroom or elsewhere.
- 2 In these circumstances, force will be used for two main purposes: to control pupils or to restrain them. Reasonable force may be used, for example, to restrain a pupil at risk of harming themselves or another individual or to prevent a pupil leaving a classroom where allowing him / her to do so would risk his / her safety or lead to behaviour that disrupts the behaviour of others.
- 3 In addition, reasonable force may be used to conduct a search for "prohibited items" (see Appendix 3 below).
- 4 In deciding whether reasonable force is required, the needs of individual pupils will be considered and reasonable adjustments will be made for pupils with special educational needs or disabilities.
- 5 Where reasonable force is used by a member of staff, the Designated Safeguarding Lead must be informed of the incident and it will be recorded in writing. The pupil's parents will be informed about serious incidents involving the use of force.

Appendix 3 Searching and confiscation

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

1 Prohibited items

1.1 The following are "prohibited items" under Section 550ZA (3) of the Education Act 1996 and Regulation 3 of the Schools (Specification and Disposal of Articles) Regulations 2012:

1.1.1 knives or weapons, alcohol, illegal drugs and stolen items

1.1.2 tobacco and cigarette papers, fireworks and pornographic images

1.1.3 any article that a member of staff reasonably suspects has been, or is likely to be used:

a) to commit an offence or

b) to cause personal injury to, or damage to the property of, any person (including the pupil) and

c) any item banned by the School rules that are identified as being items which may be searched for.

1.2 The School has banned items that are reasonably believed to be likely to cause harm or disruption. Pupils must not have these items in their possession on school premises or at any time when they are in the lawful charge and control of the school (for example on a school trip).

2 Searching with consent

2.1 Before any search is undertaken the pupil will usually be asked to consent. In seeking consent, the age and maturity of the pupil will be taken into account together with any special needs the pupil may have. Written consent will not usually be required.

2.2 If a member of staff suspects that a pupil has an item that is banned by the School they can instruct the pupil to turn out his or her pockets or bag. If the pupil refuses, disciplinary action may be taken in accordance with the School's Behaviour and Discipline Policy.

3 Searching for prohibited items

3.1 Where the Head or an authorised member of staff have reasonable grounds to suspect that a pupil may have a prohibited item, consent is not required and the search will be carried out, using reasonable force where appropriate.

3.2 Searches will be carried out only on school premises or, if elsewhere, where the member of staff has lawful control or charge of the pupil, for example on a school trip or in training settings.

3.3 When pupils travel outside England on a school trip, they will be required as a condition of participating in the trip to confirm their consent in writing to any search that may be considered necessary by an authorised member of staff during the period in which pupils are outside England.

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

3.4.1 a search of outer clothing and / or

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

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

- 3.5 Searches will be conducted in such a manner as to minimise embarrassment or distress. Any search of a pupil or their possessions will be carried out in the presence of the pupil and another member of staff. Where a pupil is searched, the searcher and the second member of staff present will be the same gender as the pupil.
- 3.6 Where it is reasonably believed that serious harm may be caused if the search is not carried out immediately and it is not practicable to summon another member of staff, a member of staff may carry out a search of a pupil of the opposite sex and / or in the absence of a witness.
- 3.7 Where the Head, or staff authorised by the Head, find anything which they have reasonable grounds for suspecting is a prohibited item, they may seize, retain and dispose of that item in accordance with this policy.

4 Confiscation

- 4.1 Under the School's general power to discipline, a member of staff may confiscate, retain or dispose of a pupil's property as a disciplinary penalty where it is reasonable to do so.
- 4.2 Confiscation of an item may take place following a lawful search, as set out above, or however the item is found if the member of staff considers it to be harmful or detrimental to school discipline.

5 Searching electronic devices

- 5.1 An electronic device such as a mobile phone or a tablet computer may be confiscated in appropriate circumstances in accordance with this policy. If there is good reason to suspect that the device has been, or could be used to cause harm, to disrupt teaching or break school rules, any data or files on the device may be searched and, where appropriate, data or files may be erased before the device is returned to its owner. Any data or files will only be erased, if there is good reason to suspect that the data or files have been, or could be used to cause harm, to disrupt teaching or break school rules.
- 5.2 If inappropriate material is found on an electronic device, the member of staff may delete the material, retain it as evidence of a breach of School discipline or criminal offence or hand it over to the police if the material is of such seriousness that police involvement is required.

6 Disposal of confiscated items

- 6.1 **Alcohol:** alcohol which has been confiscated will be destroyed.
- 6.2 **Controlled drugs:** controlled drugs will usually be delivered to the police as soon as possible. In exceptional circumstances and at the discretion of the Head or authorised member of staff, the drugs may be destroyed without the involvement of the police if there is good reason to do so. All relevant circumstances will be taken into account and staff will use professional judgement to determine whether the items can be safely disposed of. They will not be returned to the pupil.
- 6.3 **Other substances:** substances which are not believed to be illegal drugs but which are harmful or detrimental to good order and discipline (for example "legal highs") may be confiscated and destroyed. Where it is not clear whether or not the substance seized is an illegal drug, it will be treated as though it is illegal and disposed of as above.
- 6.4 **Stolen items:** stolen items will usually be delivered to the police as soon as possible. However, if, in the opinion of the Head or authorised member of staff, there is good reason to do so, stolen items may be returned to the owner without the involvement of the police. This is likely to apply to items of low value, such as pencil cases.
- 6.5 **Tobacco or cigarette papers:** tobacco or cigarette papers will be destroyed.

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- 6.6 **Fireworks:** fireworks will not be returned to the pupil. They will be disposed of safely at the discretion of the Head or other authorised member of staff which may include donation to an appropriate charity.
- 6.7 **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. As possession of such images may indicate that the pupil has been abused, the school's Designated Person for Child Protection will also be notified and will decide whether to make a referral to children's social care.
- 6.8 Other pornographic images will also be discussed with the School's Designated Person for Child Protection. The images may then be passed to children's social care for consideration of any further action. If no action is to be taken by the local authority the images will be erased after a note has been made for disciplinary purposes, confirming the nature of the material.
- 6.9 **Article used to commit an offence or to cause personal injury or damage to property:** such articles may, at the discretion of the Head or authorised member of staff taking all the circumstances into account, be delivered to the police, returned to the owner, retained or disposed of.
- 6.10 **Weapons or items which are evidence of an offence:** such items will be passed to the police as soon as possible.
- 6.11 **An item banned under school rules:** such items may, at the discretion of the Head or authorised member of staff taking all the circumstances into account, be returned to its owner, retained or disposed of. Where staff confiscate a mobile phone that has been used in breach of school rules to disrupt teaching, the phone will be kept safely until the end of the school day when it can be claimed by its owner. If a pupil persists in using a mobile phone in breach of school rules, the phone will be confiscated and must be collected by a parent.
- 6.12 **Electronic devices:** if it is found that a mobile phone, laptop or tablet computer or any other electronic device has been used to cause harm, disrupt teaching or break school rules, including carrying out cyberbullying, the device will be confiscated and may be used as evidence in disciplinary proceedings. Once the proceedings have been concluded the device must be collected by a parent or carer and the pupil may be prohibited from bringing such a device onto school premises or on school trips. In serious cases, the device may be handed to the police for investigation.

7 Communication with parents

- 7.1 There is no legal requirement for the School to inform parents before a search for banned or prohibited items takes place or to seek their consent to search their child and it will not generally be practicable to do so. However, we will inform parents of any search that takes place and provide details of any items that have been found. In appropriate cases, we will consult parents on how the School should dispose of certain items.
- 7.2 We will keep a record of searches carried out which can be inspected by the parents of the pupil(s) involved subject to any restrictions under the Data Protection Act 1998. The record will include details of the disposal of items confiscated.
- 7.3 Complaints about searching or confiscation will be dealt with through the School's Complaints Procedure. A copy of the procedure is posted on the School website and hard copies are available on request.
- 7.4 The School will take reasonable care of any items confiscated from pupils. However, unless negligent or guilty of some other wrongdoing causing injury, loss or damage, the School does not accept responsibility for loss or damage to property.