

Senior Section

Behaviour and Discipline Policy (Regulatory)

Reviewed 1 August 2022; 8 November 2022

Next Review September 2023

Reviewed by Senior Deputy Head, Deputy Heads (Academic and Pastoral)

Refer also to:

Anti-Bullying policy : Living Together at Godolphin

Behaviour in Schools (DfE, September 2022)

Complaints by students

Drugs and Illegal Substances

Equality Act (2010)

Equality and Diversity

External Parties

Online Acceptable Use Policy

Prizes and Commendations policy

SEND policy

Search Policy

Searching, Screening and Confiscation Advice for schools (DfE, July 2022)

Staff Code of Conduct

Student Code of Conduct

Aims

The aims of this policy are that all students will:

- Be tolerant and understanding of the feelings and needs of others
- Develop a responsible and independent attitude towards their roles in the community
- Develop an awareness of right and wrong and differentiate between acceptable and unacceptable behaviour
- Learn to have respect for others and to behave courteously towards them
- Contribute to a safe environment
- Develop respect for people, property and the School environment
- Be able to work in an orderly atmosphere
- Be able to understand the role of and need for discipline as a positive part of school life.

Strategies

- All members of the school community must be made aware of and agree with the expectations of behaviour. This is to be achieved through Staff Induction, regular discussion at staff meetings and inclusion in the school diary; house staff and tutors play a major role in highlighting these expectations to students
- The Student Code of Conduct will be printed in the School Calendar and Student diaries
- Parents are expected to uphold this policy in line with the parental contract
- It is the responsibility of all staff to make themselves aware of the systems operating in School (see below)
- It is the responsibility of all staff to implement the rewards and sanctions policy and cooperate fully with colleagues in this
- Staff should monitor and compare the number and frequency of rewards and sanctions given, in order to ensure that there is a shared understanding of standards and expectations in implementing the system
- In order to foster and promote good discipline, staff
 - Actively look for the positive
 - Praise, give positive feedback and reward good behaviour
 - Provide clear, consistent expectations of behaviour
 - Give induction to new students and staff on the School's ethos and policies, such as the student and staff Code of Conduct, respectively
 - Use tutor time to discuss and encourage good behaviour
 - Use peer leaders such as prefects, house captains, dorm leaders and others to promote good behaviour
 - Set standards of order in classrooms, houses, activities and events
 - Teach about behaviour and discipline, for example, in the units concerning Values, Rights and Responsibility or Being part of a community in PSHCEE

All members of the School community will strive to achieve the aims of this policy by:

- Respecting one another as individuals
- Contributing to a well-ordered environment in which everyone is fully aware of behavioural expectations
- Contributing to a purposeful environment in the classroom which enables learning to take place
- Encouraging, praising and rewarding good behaviour
- Not tolerating poor behaviour
- Promoting a sense of belonging to the community
- Respecting the civil and criminal laws of England
- Being good role models
- Supporting one another

Student Code of Conduct

Students are required to keep the law of the land at all times – including the laws of countries they visit on School trips - and behave in such a way that they do not bring themselves or the School into disrepute. This includes behaviour online. Godolphin runs on the understanding that we can trust one another to behave responsibly and thoughtfully. However, there are a few formal rules:

- Students are expected to behave appropriately on School trips and School transport, when in School uniform or otherwise identifiable as a student of the School.
- Students must arrive at School, lessons and activities on time and register punctually. Failure to register correctly three times in a half term will result in a School detention.
- Students must wear the School uniform appropriately and look tidy at all times.
- Chewing gum is not permitted in School.
- First to Fourth Years are not permitted mobile phones around School without express permission; the Fifth Years and Sixth Form operate on a “no hear, no see” agreement.
- Students must adhere to the Online Acceptable Use policy.
- Students are expected to participate actively in the classroom at all times, avoiding disruption and focussing on the tasks and instruction on hand.
- Bullying of any kind is wholly unacceptable within our community.
- Sexual harassment and violence are never acceptable and will not be tolerated.
- Students must behave courteously and with respect to all other members of the School community and to stand by those who may be subjected to bullying in any form.
- Students may not smoke or be in possession of cigarettes, tobacco, vapes or e-cigarettes either in School or while out of School but in our care (eg on School trips, weekend excursions, in town while the School is *in loco parentis*).
- Students may not bring alcohol into School or consume it here without prior permission from the Head, one of the Deputy Heads or Head of Sixth Form on each occasion. Equally, students may not buy or consume alcohol without appropriate permission while out of School but in our care (eg on School expeditions, weekend excursions, in town while we are *in loco parentis*).
- Any student found in possession of or suspected of using, selling or buying any banned or illegal substances or weapons will be suspended immediately pending a full School investigation; this may lead to expulsion. This rule applies at all times students are under School supervision, including School trips and other off-site activities.
- Any student making malicious allegations against fellow students or staff will be subject to School sanctions and, if appropriate, legal procedures.

Rewards

Commendations

Commendations may be given by individual teachers to students in the First to Fifth Years inclusive (not to Sixth Formers). They are awarded in curriculum subjects for outstanding work, consistently good work or consistent effort. They are not to be awarded in multiples: a student can receive only one commendation per piece of work. Students may receive commendations for consistent application of School values and acts of kindness shown towards others. Commendations are recorded on Schoolbase, parents may be copied in, and tutors may mention them in reports. At the end of each term, a Commendations Cup is awarded to the House receiving the highest number of commendations per student in that term.

School prefects may also commend to tutors those students who merit a Commendation for good behaviour, such as students who help organise an activity; who assist around the school; who are kind and caring to others.

Commendation Certificates

A student receiving 15 commendations will receive a Bronze Certificate, awarded by her Head of Year; a student receiving 30 commendations will receive a Silver Certificate, awarded by her Head of Year; a student receiving 50 commendations will receive a Gold Certificate, awarded by the Head.

Head's Commendation

Exceptional work may be commended to the Head by teachers or tutors. The Head will then personally congratulate the student concerned, who receives a Head's Commendation certificate. Her tutor informs her parents and the commendation is recorded on her report.

Spirit of Godolphin Award

The Spirit of Godolphin award has been created to acknowledge and affirm the values and character traits that we believe are important at Godolphin. As a School we foster and embody the values of excellence, integrity, open communication, respect for one's self and others and service to the community. The award holder will be recognised as someone who has been considerate and kind hearted, consistently supportive of others, shown genuine community spirit and maintained a positive outlook and approach. The award will be bestowed on a student from each year group from First to Lower Sixth on an annual basis. Students will be nominated by tutors, and Heads of Year will make the final selection in conjunction with the Head.

Prizes

At the end of each term, informal year prizes in the form of book tokens are awarded to students in all Years for effort and achievement in academic work.

We also have a formal prize giving as part of our Speech Day each year, in which contributions for effort and achievement can be given to up to three recipients in First to Fourth Years and Lower Sixth. Prizes in examination subjects are awarded to students in the Fourth or Fifth Year and the Sixth Form. In addition, there are a number of special awards in recognition, for example, of outstanding service to the community, also awarded on Speech Day.

Sanctions

Teachers, tutors and housestaff are all responsible for the discipline in their own areas.

Sanctions are applied where it is necessary in the circumstances to show appropriate disapproval. All staff must seek to ensure that punishments are proportionate to the offence, and should enable students to make reparation where possible. As far as possible the sanction applied should be as constructive as possible.

Schools must follow Government Guidance in the face of a pandemic or other serious outbreak and we will communicate to our students our clear expectations on, for example, when self-isolation is required, necessary hygiene measures and social distancing. If a student ignores these expectations, she will usually be alerted to this; then warned if she continues to ignore the instructions; then disciplined, which may mean being isolated within School or being sent home. It is unacceptable for any student to tease, make fun of or otherwise hurt another student because of their response to a pandemic (for example, if they choose to wear a mask or are more socially distanced than usual) or because of acts of a third party with whom they might be associated, for example, a certain national group. Such behaviours will be dealt with and sanctioned in line with the School's Anti-bullying policy, Living Together at Godolphin.

When determining the particular sanction a student should receive, any special educational needs or disabilities (SEND) or emotional needs that the student has will be brought into consideration. Steps must be taken to avoid any substantial disadvantage to a disabled student caused by implementing this policy where a student has SEND which at times affects their behaviour. Where possible, staff should anticipate likely triggers of misbehaviour and put in place support to prevent these. Strategies might include short movement breaks or adjusting seating plans. Preventative measures should take into account the specific circumstances and requirements of the student concerned. Staff will receive training or guidance to assist in understanding conditions such as autism.

Where a student displays continuous disruptive behaviour, the School will consider making a referral to Social Services for multi-agency assessment and support. In all cases, the School will proceed in line with the requirements of the Equality Act (2010) and avoid unfair discrimination on the grounds of the protected characteristics.

When imposing a sanction, staff must help students understand behavioural expectations and seek to provide strategies for improving behaviour where there are consistent breaches of School policy.

Following a warning to the student, breaches of discipline will be dealt with in line with the following scale:

- Level 1: department detention of 10 minutes duration to be served the same day, where possible;
- Level 2: School detention; the tutor will notify the parents;
- Level 3: gating or Saturday detention; the Deputy Head will notify the parents.

Examples of misdemeanours are:

- Level 1: inappropriate uniform; prep missing; being late to a lesson; talking out of turn.
- Level 2: significant disruption to a lesson; removal from a lesson; a third 10-minute detention in a half-term; deliberate unkindness.
- Level 3: significant rudeness to staff; being absent without leave; persistent unkindness or bullying; serious misconduct; a third school detention in a term.

Depending on what she has done, a student may pass, for example, straight to Level 2 or 3, above.

School Prefects are also expected to help staff uphold the discipline in School and to pass on any concerns to the Head or Senior Deputy Head. They may ask a teacher to consider issuing a School or Department Detention for misdemeanours such as: misbehaviour in lunch or other places around School or not signing in at prep. Prefects may issue a **Prefects' Caution** for misdemeanours such as failure to bring a hymnbook or late arrival to prep.

Department Detention

These may be given by any member of staff for lateness, lack of equipment, poor behaviour in a lesson or incomplete or inadequate work. Each department organises the detentions which take precedence over other school activities.

Three department detentions in one term lead to a School Detention. The Department still administers the third department detention, but in addition the student has to go to a School Detention, following the procedure below.

Failure to turn up to a department detention results in the detention being sat at a different time and logged as a further department detention.

Being sent out of a lesson

Following a warning, if a student's misbehaviour is such that the class is being significantly disrupted, the teacher may send her out of the lesson for a short time.

If the student's behaviour is extreme or if the student continues to disrupt the lesson and other behavioural strategies have been attempted, the member of staff may send her with her work to the office of the Deputy Heads' PA; she will be seen by a member of the Senior Management Team, given her work to do and, in addition, given a School detention or, if the situation merits, a Saturday detention. Parents must be notified on the same day when this occurs.

Sanctions will be recorded by the teacher giving the sanction on the Day Book on Schoolbase, so that tutors are aware, can monitor and can support teachers, speak with and guide their tutees and so that parents can be notified. Tutors are expected to inform the Head of Year and/or Designated Safeguarding Lead (or deputy) where there are concerns.

Supervised work through departments

Students may be required to repeat or to catch up with work or repeat work that has been done poorly under supervision and this will be arranged through departments at an appropriate time.

School Detention

These may be given by staff to a student at any level of the School for poor work or unsatisfactory behaviour.

The detention is held on Fridays, 4.15 - 5.10 pm in the designated classroom and is supervised in rotation by a member of staff. Work is set by the staff member who gives the detention. A student will receive 24 hours' notice of her detention in order to allow her to re-arrange other commitments as best as possible; however, detention normally takes priority over other activities.

The tutor or Head of Year may give a student a detention for consistent lateness to Registration.

Multiple School Detentions could give rise to a Saturday Detention.

Saturday Detention

A Saturday Detention is given after a series of School Detentions, or as a major punishment, given by the Senior Deputy Head, for a serious breach of School discipline. It is administered by a member of the Senior Management Team for two hours on Saturday morning. Students are warned that a further disciplinary offence could render them liable to suspension. It may not be given on the Saturday at the start of end of half-term, the Saturday before term or during the School holidays. The DfE Guidance makes it clear that "it does not matter if making [travel] arrangements is inconvenient for the parent".

Being on Report / Recorded Study / Supervised Study

Students in the First to Fifth Years may be placed on report by the Head of Year if their academic performance is persistently unsatisfactory. Placing a student on Report is to be a supportive strategy, monitored daily by the tutor, in order to guide the student and help her focus and direct her work and

time adequately. It has the aim of getting the student back on track and becoming independent and self-monitored. Being on Report normally lasts two weeks to allow for sustained improvement. If, however, the student does not improve sufficiently, she will remain on report but will be monitored daily by the Head of Year. Failure to improve will mean she continues on Report, monitored daily by a member of the School Senior Management Team.

In the Sixth Form, if a student is late in handing in work or produces work that her subject teacher deems is not of a satisfactory standard, that teacher will ask for the work to be redone and may insist this is completed under supervision.

Neither of the measures above is perceived as a punishment rather, both are a support mechanism to enable students to get back on track academically.

Community Service

Work will be given which benefits the community. Examples may be cleaning areas of the boarding house, such as the kitchen; removing dried chewing gum; clearing pathways of leaves and litter. This may be given for misbehaviour which affects the cleanliness or wellbeing of the School community.

Gating

Gating involves a loss of freedom and is usually a response to an abuse of freedom. The parameters are decided in consultation with the appropriate staff and, in the case of Sarums, with the Head of Year, but will generally be of one or two weeks' duration.

Exclusions (suspensions or expulsions)

Exclusions are obviously very serious penalties, given by the Head in consultation with and with the agreement of the Chair of Governors (or, in his absence, the Vice-Chair). **Suspensions** are temporary exclusions from School, although in certain circumstances the Head may choose to impose an internal suspension, that is, when the student is in School at a time when attendance at School is not required. **Expulsion** is the ultimate penalty.

The School will deal with exclusions according to the principles of natural justice and the duty to act fairly. It will therefore ensure:

- that the student and her parents have a proper opportunity to be heard;
- that the procedures are as fair as possible;
- that all investigations that appear necessary are carried out;
- that the evidence is sufficient;
- in the case of expulsion, that the student and her parents are informed of an appeal or complaints mechanism;
- that the incident is properly recorded.

Offences likely to lead to exclusion, including expulsion, include:

- bringing the School into disrepute;
- possession, use or supply of illegal and banned substances, including alcohol or weapons, or repeated offences involving tobacco;
- theft and blackmail;
- physical violence or intimidation against another pupil or member of staff and/or persistent bullying;
- offences of a sexual nature;
- supply and possession of pornography and unauthorised firearms;
- vandalism and computer hacking;
- inciting others into, or engaging in, acts of terrorism / violence;
- tampering with fire safety devices;

- other serious misconduct towards a member of the School community or which brings the School into disrepute (single or repeated episodes) on or off School premises or on School trips.

Required removal

This may be:

- because a student is not making sufficient academic progress
- on disciplinary grounds
- on medical grounds

Particular disciplinary matters

Bullying, including bullying which takes place online

Students and parents are referred to the Anti-Bullying policy: Living Together at Godolphin.

Sexual violence and harassment

Sexual violence and harassment are never acceptable, will not be tolerated and will be sanctioned. Sexually abusive language whether verbal, in writing or online is not acceptable. Staff are expected to respond assertively to such instances and not to tolerate as 'banter' any inappropriate language or behaviour.

Corporal Punishment

Corporal punishment is prohibited within the School and on school activities. It may not be used in any circumstances by a member of staff or volunteer.

Physical Restraint

Physical restraint may only be used to avert danger or injury to a person (including the student), to prevent damage to the property of a person or the School, to prevent students committing an offence, and to maintain good order and discipline at the School or among students. "Reasonable force" may be used when necessary to conduct a search for prohibited items listed below.

Banned or illegal substances

The Department for Education list of prohibited items is:

- knives and weapons;
- alcohol;
- illegal drugs;
- stolen items;
- any article that the member of staff reasonably suspects has been, or is likely to be used:
 - to commit an offence, or
 - to cause personal injury to, or damage to property of; any person (including the pupil).
- tobacco and cigarette papers;
- fireworks; and
- pornographic images.

Cigarettes and e-cigarettes / vaping

Students are reminded that it is illegal to purchase cigarettes and e-cigarettes when under the age of eighteen. In cases of reasonable suspicion of possession of cigarettes and other tobacco products or e-cigarettes, the School reserves the right to search students' possessions in line with the Search Policy and test in line with the testing procedures outlined in the policy 'Drugs and Illegal Substances'.

Punishments for the possession or use of banned products, including e-cigarettes, smoking or vaping, both in and out of School while in our care, will usually be as follows:

- a) For a first offence the student will be given a School detention, gated for one week, and her parents will be informed. The student will be sent to the Health Centre for advice on giving up smoking.
- b) For a second offence, the student will be given a Saturday detention, gated for two weeks, and her parents will be informed. The student will again be sent to the Health Centre for advice on giving up smoking.
- c) Any subsequent offence will be treated individually as a major disciplinary offence.

If a student is found to have been smoking inside a building, the sanctions are likely to be increased. Any student found with another person who is smoking will be deemed to be complicit in the breaking of the rule and will face the same or similar sanctions.

Alcohol

Students are reminded it is illegal for anyone under eighteen to buy alcohol, or to drink it except as part of a proper meal in an area specifically set aside for meals.

The School possesses alcohol detection kits which may be used where there are reasonable grounds to suspect that a student has been drinking illegally or in excess, or on a random basis before and after social events or at weekends to encourage students to stay within the bounds of the rules. The students are made aware of this system by the boarding and other pastoral staff. In cases of reasonable suspicion of possession of alcohol, the School reserves the right to search students' possessions in line with the Search Policy.

Alcohol-related offences are considered very serious. Possession or use of alcohol without permission or intoxication will result in the following sanctions:

- a) For a first offence a student will be given a Saturday detention and gated or suspended, depending on the severity of her offence; her parents will be informed. She will be suspended from positions of responsibility, where appropriate.
- b) For a second offence, the student will be given a Saturday detention and gated or suspended, depending on the severity of her offence, will undertake two hours Community Service, and her parents will be informed. She will be suspended from positions of responsibility, where appropriate.
- c) Any subsequent offence will be treated as a major disciplinary offence.

Offences involving spirits or requiring medical support will be treated very seriously.

Any student found with or acting alongside another person who is in possession of or drinking alcohol will be deemed to be complicit in the breaking of the rule and will face the same or similar sanctions.

Appropriate support will always be offered to offenders and may be a condition of their remaining within the School.

Students are also referred to the School's policy document on banned and illegal substances, including e-cigarettes, vapes, "legal highs" and the misuse of prescription drugs.

Any student found to be possessing, using or under the influence of a banned or illegal drug will normally be excluded on a permanent basis. Where appropriate, suitable authorities, such as the police and social services, will be informed. The School will always co-operate fully with the police

whether the offence was committed in or out of the School context. In cases of reasonable suspicion, the School reserves the right to test its students for drugs, under medical supervision and also to search their possessions.

Any student found with or acting alongside another person who is taking or supplying drugs will be deemed to be complicit in the breaking of the rule and will face the same or similar sanctions.

Segregation

It is sometimes necessary to segregate a student during an investigation. If this is so, she will be accompanied by a member of staff and given appropriate refreshment. An alternative, where practical and depending on the length of the investigation, could be to send the student home, which is a form of suspension. The student would be told the reason for segregation or sending home.

Monitoring

The policy will be monitored by the Senior Deputy Head and the Deputy Heads (Academic and Pastoral), taking into consideration feedback from staff, students and parents.