



Castle Donington College

Behaviour and Exclusions Policy

Date ratified and adopted by the Teaching, Learning and Assessment Committee of the Governing Body

**Date agreed
Date for review**

**March 2022
March 2025**

This College follows Guidance and Advice given by the Government when writing policies; in light of this, changes may need to be made after the adoption of this policy and prior to the review date.

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The Castle Donington Behaviour Policy is based on the simple premise that promoting outstanding behaviours is everyone's responsibility and that outstanding behaviours are best promoted through the development of positive relationships between all members of the College community. At Castle Donington College, we believe that all students have the right to learn and that staff should be in an environment that allows them the opportunity to deliver outstanding lessons. No pupil or adult should be denied this right because of the deliberate actions of others.

1. Governors' statement of behaviour principles

The Governing Body believes that, in order to enable effective teaching and learning to take place, good behaviours in all aspects of the life of the College are necessary.

We are seeking to formulate both a policy and practice which encourages good behaviours and provides strategies for managing and improving poor behaviours. This policy explains the way the College promotes and celebrates positive behaviours, and the powers and duties staff possess to sanction deliberate, poor behaviour choices.

This policy has been written in line with current DfE Guidance and Advice:

- *Behaviour and Discipline in Schools – Advice for Headteachers, and school staff 2016*
- *Behaviour and Discipline in Schools – Advice for Governors 2013*
- *Exclusion from maintained schools, Academies and pupil referral units in England 2017*
- *Preventing and tackling bullying - Advice for headteachers, staff and governing bodies 2017*
- *Screening, searching and confiscation - Advice for headteachers, school staff and governing bodies 2018*
- *Use of reasonable force - Advice for headteachers, staff and governing bodies 2013*

2. The College objectives are:

- To ensure a positive learning environment in which all students feel safe and secure
- To deal effectively with behaviour problems which affect learning
- To encourage positive attitudes in our students
- To provide staff with a clear and consistent set of strategies for dealing with behaviour problems in which they can be fair and consistent
- To give clear rewards and sanctions
- Promote self-esteem, self-discipline, respect for authority and positive relationships based on mutual respect in line with British values
- Encourage a positive relationship with parents/carers so that there is a shared approach to implementing this policy

This Policy should be read in conjunction with the following College policies and procedures:

- Special Educational Needs Policy
- Health and Safety Policy
- Safeguarding/Child Protection Policy
- Acceptable Use Policy
- Trips and Activities Policy

The College acknowledges its legal duties under the Equality Act 2010, in respect of child protection/safeguarding and in respect of students with special educational needs (SEN).

3. Equality impact

This policy will help to ensure that the College fulfils the general duty to:

- Eliminate discrimination
- Advance equality of opportunity between students who share relevant protected characteristics and those who do not
- Foster good relations between students who share relevant protected characteristics and those who do not

Students, staff and parents are aware of policies and procedures for dealing with harassment. They know that any language or behaviour, which is racist, sexist, homophobic or potentially damaging to any minority group, is always unacceptable. Clear procedures are in place so that all forms of bullying and harassment, including racism and harassment related to disability, sexism and homophobia, are dealt with promptly, firmly and consistently and are in line with the College's policies and guidance such as those for anti-bullying and dealing with racist incidents. All forms of harassment are recorded, monitored and dealt with in line with relevant College policies.

4. Responsibilities

Governors' Responsibilities

The Governing Body provides clear advice and guidance to the Principal on which the College's Behaviour Policy is based. This is particularly important in respect of staff's powers to search, to use reasonable force and to discipline students for misbehaviour outside College, so that they are clearly understood by staff, students and parents.

Senior Leader Responsibility

The Principal has the ultimate responsibility for deciding the standard of behaviour expected of students at the College and how the standard will be achieved. The Principal is also responsible for deciding the College rules and any disciplinary penalties for breaking the rules.

Responsibilities – Parents and Carers

Parents should:

- Take an active interest in their children's school career, praising and encouraging good work and behaviour, and attending parents' evenings and other relevant meetings
- Work in partnership with the College to resolve issues regarding behaviour
- Ensure that they are aware of the Behaviour Policy of the College
- Treat teachers, staff, other parents, students and visitors to the College with respect
- Behave responsibly whilst on the College premises
- Report any incidents of bullying including cyber bullying as soon as they are discovered so that the issue can be dealt with promptly by College staff
- Ensure that their child arrives at College on time
- Ensure that their child is dressed appropriately, in full College uniform with any necessary equipment e.g. P.E. kit
- Ensure that their child attends College regularly and contact the College in the event of an absence or lateness
- Encourage their child to achieve their very best in College
- Encourage their child to have high standards of behaviour in and out of College
- Support the College's policies, strategies and guidelines for behaviour
- Work with College staff to help their child accept responsibility for their behaviour and actions
- Inform the College of any concerns or problems that may affect the child's work or behaviour
- Support their child's homework and other home-based learning activities
- Support the College in its use of rewards and sanctions
- Take a proportionate responsibility for the behaviour of their child
- Discuss any issues of concern with the Group Tutor, Head of Year, Assistant Principal or Principal in a calm and non-aggressive or threatening manner
- Support the College's approach to E-safety
- Take a responsible approach to their own use of social media (libellous comments and those that undermine the work of the College can result in the College taking legal action)

Responsibilities – Students

Students should:

- Arrive at the College and to lessons on time
- Wear full College uniform correctly
- Have equipment and books for lessons
- Move around the College and enter classrooms quietly
- Follow classroom rules and procedures and not disrupt the learning of other students
- Follow instructions given by staff and other adults promptly

- Listen attentively to staff who will explain the lesson, what you are going to do, why and how
- Put up a hand to indicate a wish to speak
- Use appropriate language
- Listen to others' ideas and work co-operatively
- Tell the truth
- Care for the classroom and resources, respecting others' property
- Complete sanctions given
- Value other individuals and their contributions to lessons
- Lead by example, creating a good role model for younger students in the College
- Accept responsibility for their behaviour
- Consider the needs of all the other people in the classroom
- Use ICT in accordance with College policy
- Be responsible when using online technologies and not compromise the professional integrity of staff or other adults in the College community
- Report to staff or other adult, any bullying behaviour by others including bullying with the use of technology (cyber bullying);
- Behave appropriately when outside the College
- Be an ambassador for the College

Responsibilities – The College

The College will:

- Ensure all legal requirements are met
- Produce College behaviour policies and procedures which are clear, consistently applied and regularly reviewed
- Set high expectations and clear boundaries for classroom behaviour
- Work actively to maintain high standards of behaviour within the College
- Treat all students fairly, with respect and be sensitive to the needs of individual students
- Communicate to all parents, students and staff the contents of this policy through the College website
- Plan and deliver high quality lessons which engage and motivate students to achieve their best
- Be enthusiastic and develop positive working relationships with students
- Celebrate the success of students in lessons and in assemblies
- Encourage all students to contribute to lessons
- Communicate both successes and concerns with parents or carers
- Maintain a clean and safe environment

- Take seriously any complaints of bullying or inappropriate behaviour reported
- Use rewards and where necessary, sanctions, consistently
- Model the behaviours we wish to see

5. Managing behaviour

We follow the latest advice given from the government:

Key points

- Staff have power to discipline students for misbehaviour which occurs in College and, in some circumstances, outside of the College
- The power to discipline also applies to all paid staff (unless the Principal says otherwise) with responsibility for students, such as Learning Support Assistants
- Staff have statutory authority to discipline students whose behaviour is unacceptable, who break the College rules or who fail to follow a reasonable instruction (Section 90 and 91 of the Education and Inspections Act 2006)
- Staff can discipline students at any time the pupil is in College or elsewhere under the charge of a teacher, including on College visits
- Staff can also discipline students in certain circumstances when a pupil's misbehaviour occurs outside of the College
- Staff have a power to impose detention outside College hours
- Staff can confiscate students' property

6. How pupil behaviour is monitored and evaluated

Pupil behaviour is discussed at weekly HOY, Year, Staff, Raising Attainment Board and SLT meetings. Appropriate action is taken or agreed strategies are put in place.

We have clear and accurate methods for tracking, recording and monitoring behaviour, both in the classroom and around the College, which allow us to evaluate interventions and monitor improvement. The information is readily available to and easily shared with:

- Teaching and non-teaching staff
- The Senior Leadership Team
- Tutors, Heads of Year and Heads of Department
- Parents and carers
- Outside agencies
- Governors who evaluate the impact of this policy by receiving data from the Principal/Assistant Principal i/c Behaviour and Safety

Pupil behaviour (both positive and negative) is recorded and tracked by school staff using SIMS and Go4Schools.

Commendation points are routinely tracked by the Behaviour Manager which leads to the issuing of weekly and termly certificates and other awards.

The Behaviour Manager also monitors and records information for the Behaviour Tiers running record (see Appendices) of negative and positive behaviours kept on the College network in Staff Shared - HOY - Behaviour tiers. This document allows interested to see cumulative data used to spot trends, support action planning and monitor effectiveness of strategies.

7. Rewards (see Appendix A for details of College systems)

- Students receive verbal positive recognition for their good behaviour in and out of lessons.
- Commendations are awarded for good work or positive participation within a lesson. The more commendations they receive, the higher the certificate.
- Students may be awarded a Phoenix Award. These are highly regarded by both staff and students as they represent rewards for showing examples of being a good citizen - being helpful, kind, generous and empathetic are just some of the ways in which these are attained. These awards are worth 20 Positive Behaviour Points.
- All year groups have a "Tutor Group of the Term" competition in which tallies of commendations and behaviour records identify the winning tutor group each term. Winning groups receive a certificate in the year assembly in recognition.

Celebrating Success

At the College, we regularly celebrate the success of all students in a variety of ways, as we recognise that focussing on success and positive outcomes is essential in developing a positive culture and ethos across the College, which in turn, promotes good behaviour.

We celebrate success in many ways:

- Verbal praise (for work or behaviour)
- A comment of written praise in a workbook.
- Contact with parents or carers by Go 4 choools, telephone, text message letter and at Parents' Evening
- The display of good work both in the teaching rooms and around the College
- The awarding of commendations, certificates, Phoenix Awards, Governors Awards and Brilliance Awards for homework, good classwork, being on time regularly, caring for others, helping others, being thoughtful or considerate etc.
- Sharing and celebrating success during lesson time
- Sharing and celebrating success in assemblies and Achievement Assemblies
- Information on foyer displays, on the website and in the trophy cabinet

8. Expectations (See Appendix A for details of College systems)

Although the College aims to focus on positives at all times, there are unfortunately occasions when a minority of students let themselves, the College, and others down through their unacceptable or inappropriate behaviour.

When poor behaviour choices are made, there is an expectation, from students and adults alike, that appropriate sanctions will be applied. These are clearly understood by students and adults, and are consistent across all areas. They are progressive and are in proportion to the frequency or severity of the behaviour.

The discipline calendar runs termly i.e. students start afresh at the beginning of each term. However, the College retains detailed records of students' positive and negative behaviours and, where necessary, these will be taken into account e.g. in cases of Expulsion (see below).

We expect all students to:

- Be punctual and ready for learning
- Follow instructions from staff promptly
- Show respect for everyone in the room and the environment

	Castle Donington College Expectations
Ready	on time; correct equipment and uniform; homework done; embrace the challenges
Respectful	of yourself; of others; of the learning environment
Safe	follow safety rules; follow instructions the first time

- Allow everyone in the classroom to engage in the learning without interruption

For the small minority of students for whom this system does not work, we have additional sanctions and/or alternative strategies to help modify choice of behaviour.

9. Sanctions (See Appendix A for details of routine sanctions)

Sanctions are given to students who choose to behave in an unacceptable manner by not following classroom or College expectations. The emphasis is on the fact that the pupil **chose** to behave in that way and must accept the consequence of that decision.

The punishment will be proportionate to the behaviour displayed. Staff have the legal power to give detentions and do not require the consent of a parent. However, we seek the support of all parents in our use of sanctions as a consequence of poor behaviour choices.

Staff can use a range of options for this sanction:

- A verbal reprimand
- Extra work or repeating unsatisfactory work until it meets the required standard
- Loss of privileges – for instance the loss of a prized responsibility, not being able to participate in a non-uniform day or go on a trip
- Missing break time
- Detention including during lunch-time and after College
- College based community service or imposition of a task – such as picking up litter; tidying a classroom; helping clear up the dining hall after meal times; or removing graffiti
- Regular reporting including being placed “on report” for behaviour, effort or homework monitoring.
- In more extreme cases:
 - Internal suspension where the pupil works in isolation for a set period of time
 - ‘Hosting’ at another school for a period of time through Loughborough and North Charnwood Inclusion Partnership or inter school agreement
 - Full or part management through Loughborough and North Charnwood Inclusion Partnership
 - Fixed term suspension
 - Expulsion

Pupils internally suspended will also lose break times and lunchtimes. Provision will be made for students to eat and go to the toilet.

A referral to the Loughborough and North Charnwood Inclusion Partnership (LNCIP) will be considered for students who display continuous disruptive behaviour and are at risk from expulsion. This decision will be made in consultation with the Group Tutor, Head of Year, SENCO, SLT.

For the vast majority of students in the College, the system is sufficient to maintain good order and, when necessary, reminds a pupil that the behaviour they choose is unacceptable and needs to be changed.

However, where it is recognised that a pupil has complex needs that require support outside of our routine positive behaviour practices, there are additional services that the College accesses.

10. Suspensions

Very serious behaviour will incur a proportionate sanction. Examples of this type of behaviour would include physical violence or threat of violence, swearing at members of staff, bringing into College a banned or illegal item, refusal to follow a reasonable instruction from a teacher. Sanctions could range from internal suspension (part or all of the day), 'hostings' at other institutions (via LNCIP), fixed term suspensions to permanent expulsion.

A pupil may be suspended for one or more fixed periods (up to a maximum of 45 school days in a single academic year), or expelled.

We work closely with the LNCIP to ensure that students who have received fixed term exclusions are 'hosted' at another school in the partnership for the duration of the exclusion. This means that the pupil will not be 'out of education' during this period. Students are in isolation during this period and will be provided with work to complete.

Expulsion and will only be used as a last resort; in response to a serious breach, or persistent breaches, of the College's Behaviour Policy; and where allowing the pupil to remain in College would seriously harm the education or welfare of the pupil or others in the College. In each case, the College will work closely with LNCIP to ensure that disruption to the student's learning is kept to a minimum and that alternative provision is found as soon as is reasonably possible.

Students whose behaviour at lunchtime is disruptive may be excluded from the College premises for the duration of the lunchtime period or longer as appropriate.

It is the Principal's decision whether to expel or not. When establishing the facts in relation to an exclusion decision the Principal will apply the civil standard of proof, i.e. 'on the balance of probabilities' it is more likely than not that a fact is true, rather than the criminal standard of 'beyond reasonable doubt'.

Procedures for exclusions follow government guidelines on exclusions as set out in:

*Exclusion from maintained schools, academies and pupil referral units in England
Statutory guidance for those with legal responsibilities in relation to exclusion
(September 2017)*

11. Students' conduct outside the College gates

- Staff have the power to discipline pupils for misbehaving outside of the College premises “to such an extent as is reasonable”.
- The College will respond to reports of non-criminal, poor behaviour choices and bullying which occurs off the College premises and which is witnessed by a staff member or reported to the College. Punishments will be in line within those laid out for similar offences occurring within the College.

Subject to our Behaviour Policy, staff may discipline students for misbehaviour when the pupil is:

- taking part in any College-organised or College-related activity or
- travelling to or from the College
- wearing College uniform or
- in some other way is identifiable as a pupil from the College

Staff may discipline students for misbehaviour at any time, whether or not the conditions above apply, when that behaviour:

- could have repercussions for the orderly running of the College
- poses a threat to another pupil or member of the public
- could adversely affect the reputation of the College

In all cases of misbehaviour, staff can only discipline the pupil on College premises or elsewhere when the pupil is under the lawful control of the staff member.

The Principal will also consider whether it is appropriate to notify the police of the actions taken against a pupil.

12. Detentions (See Appendix A for detail of procedure)

- Detentions may be given as a consequence of poor behaviour choices
- Lunchtime detentions are given to students who break particular College rules or who are late to College
- After College detentions are given to students as a consequence of particular behaviour choices

13. Detentions outside College hours

In some circumstances, detentions may be given outside normal College hours; parents will be informed and the child supervised.

Staff will not issue a detention when they know that doing so would compromise a child's safety. (Whether the detention is likely to put the pupil at risk or the pupil has known caring responsibilities which mean that the detention is unreasonable.)

The College will endeavour to inform parents in advance when a detention is given but this may not always be the case.

- Notice may not be given for a short after College detention where the pupil can get home safely
- A parent will need to make suitable travel arrangements when a pupil is kept after College; this may, unavoidably inconvenience parents

14. Confiscation of inappropriate items

There are two sets of legal provisions which enable College staff to confiscate items from students:

1. Staff have, in law, a '**general power to discipline**' which enables them to confiscate, retain or dispose of a pupil's property as a punishment, so long as it is reasonable in the circumstances. The law protects them from liability for damage to, or loss of, any confiscated items provided they have acted lawfully.

College staff can search a pupil for any item **if the pupil agrees**. A refusal to agree to a reasonable request should be treated as a breach of the disciplinary code and sanctions should be applied. The Assistant Principal (or other member of SLT if AP unavailable) should be informed and consulted before a decision is made on the nature of that consequence.

2. Staff also have '**power to search without consent**' for "prohibited items" including:
 - knives and weapons
 - alcohol,

- illegal drugs
- stolen items
- tobacco and cigarette papers
- fireworks
- pornographic images
- 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 the property of, any person (including the pupil)

In addition, College rules state that mobile phones or similar electronic devices are not permitted in College. These items may legitimately be searched for without consent:

- mobile phones or other digital communication devices

If a member of staff suspects a pupil has a banned item in his/her possession, they can instruct the pupil to turn out his or her pockets or bag and if the pupil refuses, staff can apply an appropriate punishment as set out in this policy.

The member of staff must be the same sex as the pupil being searched; and there must be a witness (also a staff member) and, if at all possible, they should be the same sex as the pupil being searched.

There is a limited exception to this rule. A member of staff can carry out a search of a pupil of the opposite sex and without a witness present, but only where it is reasonably believed that there would be a risk that serious harm would be caused to a person if the search was not conducted immediately and where it is not reasonably practicable to summon another member of staff.

All staff are advised that a discussion with a member of SLT should take place before any searching of a pupil.

CCTV footage may be used in order to make a decision whether to conduct a search.

Under common law powers, lockers may be searched.

Members of staff can use such force as is reasonable, given the circumstances, when conducting a search for knives or weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images or articles that have been or could be used

to commit an offence or cause harm. Such force cannot be used to search for items banned under the College rules.

College staff can seize any prohibited item found as a result of a search. They can also seize any item, however found, which they consider harmful or detrimental to College discipline.

A member of staff can confiscate, retain or dispose of a pupil's property as a disciplinary penalty, where reasonable to do so. The College will inform the individual pupil's parents or carers where alcohol, illegal drugs or potentially harmful substances are found, though there is no legal requirement to do so.

Weapons and knives, and extreme or child pornography will always be handed over to the police.

All incidents where searching and confiscation are involved must be recorded and reported to the Assistant Principal (Behaviour and Safety). Details will be logged.

Procedures for screening, searching and confiscation will be in accordance with current government guidelines:

Screening, searching and confiscation - Advice for headteachers, school staff and governing bodies - January 2018

15. Power to use reasonable force

All members of staff have the power to use reasonable force to prevent students committing an offence, injuring themselves or others, or damaging property, and to maintain good order and discipline in the classroom.

Examples of situations where reasonable force can be used:

- remove disruptive children from the classroom where they have refused to follow an instruction to do so
- prevent a pupil behaving in a way that disrupts a College event or a College trip or visit
- prevent a pupil leaving the classroom where allowing the pupil to leave would risk their safety or lead to behaviour that disrupts the behaviour of others
- prevent a pupil from attacking a member of staff or another pupil, or to stop a fight in the playground
- restrain a pupil at risk of harming themselves

Members of staff may also use such force as is reasonable given the circumstances when conducting a search, without consent, for knives or weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images or articles that have been or could be used to commit an offence or cause harm.

The College may identify additional items in its College rules which may be searched for without consent. Force **cannot** be used to search for these items.

Procedures for using force will be in accordance with current government guidelines: *Use of reasonable force - Advice for headteachers, school staff and governing bodies* July 2013

All incidents where 'reasonable force' is used must be recorded and reported to the Assistant Principal (Behaviour and Safety). Details will be logged.

16. Complaints against College staff

Any complaint about a member of staff should follow the procedures set out in the Castle Donington College Complaints Policy.

Students that are found to have made malicious allegations are likely to have breached the College Behaviour Policy. The College will therefore consider whether to apply an appropriate sanction, which could include temporary or permanent exclusion (as well as referral to the police if there are grounds for believing a criminal offence may have been committed).

Any members of staff, parents or students who feel that they have not been treated fairly and in accordance with this policy, have the rights of complaint to the Governing Body.