

# SIR FREDERIC OSBORN SCHOOL



## BEHAVIOUR FOR LEARNING POLICY

Compiled by: John Baranowski	Revision Number: 13
Approved by: CAW Committee	Date policy agreed: Summer term 2017
	Date of next policy review: Summer term 2018
Signed by: _____ (print name)	Signature: _____

# SIR FREDERIC OSBORN SCHOOL

## BEHAVIOUR FOR LEARNING POLICY

### INTRODUCTION

The Student Discipline (Behaviour for Learning) Policy at Sir Frederic Osborn School establishes the ways in which all members of the school community will contribute to the learning environment. Students are expected to attend school, be well motivated to learn and to behave well. In order to achieve these high standards, it is very important that all students are aware of behaviour expectations, which have been established by the school. The conduct of students around the school should be a clear reflection of the policy and also our “vision” for Sir Frederic Osborn School, as outlined in our school prospectus. Sir Frederic Osborn School will be a place where individuals feel valued and learning is enjoyed. Sir Frederic Osborn School aims to be a vibrant inclusive learning community which enables all students to achieve its vision of **“Achieving Success Together”**. It sets out to be a well ordered, disciplined school, with very high expectations of students. It keeps in mind the school’s values of **A RICH School** – Aspirations, Achievement, Resilient, Reflective, Independent, Innovative, Collaborative, Confident, Happy and Healthy.

### A System Based on Respect, Rewards and Consequences

#### Respect

Our behaviour system is based on the need for respect to be shown within the school environment. This is outlined more fully on posters in each classroom and in student planners, where students are reminded to follow:

- **Respect for Ourselves and Others**
- **Respect for Learning**
- **Respect for Property and the Environment**

#### Rewards

A school ethos of encouragement and praise is central to the promotion of good behaviour. Rewards are one way of achieving this. Our reward system is fully outlined in Appendix 3. Encouragement and verbal praise are also seen as central to promoting good behaviour, as is the celebration of success. This may be done through display material, assemblies, roll of honour boards, postcards home and a variety of other means.

#### Consequences

Our consequences system (see Appendix 4) is designed, first and foremost, to enable us to teach good behaviour. It assumes that students will ‘get it wrong’ from time to time, and need the opportunity to ‘get it right’ rather than receive instant punishment (although the latter will be necessary in some situations). In the classroom the C1/C2/C3 progression underpins this idea: students are reminded of the consequences for them if they continue with inappropriate behaviour, and so they have the chance to stop.

The above encourages consistency of response to both positive and negative behaviour.

### Roles and Responsibilities

- The Board of Governors will establish, in consultation with the Headteacher, staff and parents and carers, the policy for the promotion of good behaviour and keep it under review.
- The Headteacher will be responsible for the implementation and the day-to-day management of the policy.
- Staff, including teachers, support staff and volunteers, will be responsible for ensuring that the policy and procedures are followed and consistently and fairly applied. This policy defines the powers of staff to respond to misconduct when it does occur and that all staff will follow the Herts Steps Strategies when dealing with poor behaviour.

# SIR FREDERIC OSBORN SCHOOL

- Parents and carers will take responsibility for the behaviour of their child, both inside and outside the school. They will be encouraged to work in partnership with the school, particularly in seeking to reinforce and live by our shared **A RICH School** values which underpin our school's vision.

Students will be expected to take responsibility for their own behaviour and will be made fully aware of the school policy, procedures and expectations. Students will also be clear what action to expect if they fail to meet these expectations and have a responsibility to ensure that incidents of disruption, violence, bullying and any form of harassment are reported.

## **Definition of School Jurisdiction**

This policy applies on school premises and during school hours, on visits and trips, at school events or other occasions related to the school, and on any occasions when the students are the responsibility of the staff.

The policy applies when students are off site on study leave or work experience. When students are travelling to and from school they are considered to be representing the school, therefore the school rules apply. This includes sixth form students, who remain subject to school jurisdiction even if off site, for example on lunchtime, or when allowed off site if not being taught or in transit to another institution. The school reserves the right to take interest in and impose sanctions for any misconduct by any student at any time, beyond the bounds of the school day, week, and term, where such misconduct prejudices the good order and welfare of the school and its students. In addition to this policy, further details are given in school policies on anti-bullying, attendance, child protection, home school agreement, single equality scheme, special educational needs, and teaching and learning.

This policy applies to students of other institutions when they are on site as part of consortium teaching arrangements, as well as our students whilst attending other institutions for educational purposes, including school trips and off site visits.

## **Implementation of the Policy**

While the policy sets out a level of response that is normally appropriate to misconduct, staff are expected to exercise judgement according to the individual circumstance of the case. Special or individual circumstances might lead to a lower punishment to be set. Repeat offending may lead to the listed punishment being increased.

### **1. ABSENCE AND TRUANCY**

Parents and carers are asked to ring the school absence line in the morning of the first day of any absence, and to follow this up with a letter confirming the reason when the student returns to school.

Parents will have 7 school days to provide a letter of absence or the absence will be deemed unauthorised.

Students who repeatedly fail to respond to their tutor's direction to bring in a letter giving reasons for absence can expect to face a sanction as a consequence.

Students caught avoiding lessons or playing truant can be put on attendance report and will be issued with a Saturday morning detention.

Students who display persistent absence will be discussed and may be formally referred to the Attendance Improvement Officer (AIO). In some cases the AIO or the school may decide to issue the parents with a penalty notice provided the full agreement of the Headteacher has been granted in each individual case.

# SIR FREDERIC OSBORN SCHOOL

## **2. PERSISTENT LATENESS**

If a student is late three times for registration during one term, without a valid reason, then a late detention will be issued. A detention for each subsequent late during that term, will also be issued. When required an attendance report for initially one week will be issued. This may also be issued if a student is persistently late to lessons.

Saturday morning detention and other more serious sanctions may be applied for persistent offenders.

## **3. UNIFORM**

Students wearing inappropriate clothing will be issued with a Strike. If they are unable to immediately rectify the issue they will be sent to H block to explain why and may be sent home to change, unless they have a signed letter from home explaining the exceptional circumstances.

Where non-uniform items (coats, scarves, hoodies, etc) are worn, they may be confiscated (see confiscation procedures Appendix 6).

Uniform must be properly worn at all times on the way to and from school and at any event when representing the school off site. Ties must be done up properly and the end of the tie must reach the student's belly button and shirts tucked in. Girls' skirts should be worn at the knee and trousers worn with the waistband above the hips for all students. Students who regularly fail to meet expectations can expect a detention to be applied as a consequence. For girls who regularly fail to wear the school skirt at the required length there is a step by step consequence system to deal with that including the student being banned from wearing the skirt (see Appendix 7).

It is essential that students attending public examinations attend properly dressed in full uniform. A student who repeatedly fails to wear required uniform will not be admitted to the examination. Where the correct clothing or footwear is not worn students will be required to wear the correct uniform on loan from the school for that day.

## **4. JEWELLERY/MAKE-UP/NAILS**

Jewellery which is not permitted in our uniform guidelines will be confiscated (see confiscation procedures Appendix 5) and passed on to the relevant Director of Learning (DoL) or reception in a named envelope to be collected by the student's parents. This is not applicable to members of the sixth form.

Students in Years 7 to 11 wearing 'obvious' make-up and nail polish will be sent to the toilets immediately to wash it off, or to H Block which retains stocks of nail polish and make-up remover.

Please note that any refusal to remove acrylic nails or jewellery may result in isolation or after school detention.

Students who repeatedly fail to meet expectations can expect to be placed straight into isolation and to report to their DoL for daily checks.

## **5. INAPPROPRIATE HAIRCUTS**

Hair must be appropriate for a smart office environment and must not be extreme in style or length. We recommend it should not be cut shorter than a "number two" but must not be shave-patterned. This also applies to shaved eyebrows. Hair must be of a natural colour. Only plain (red, white or black), functional and safe hair accessories are allowed: senior staff can give guidance. If a breach of this code cannot be resolved to satisfaction of staff, it will initially result in two days internal isolation of the student. Changes in hair fashions may require staff to apply their judgements to ensure appearances are acceptable and reasonable.

# SIR FREDERIC OSBORN SCHOOL

## **6. CONSUMING FOODSTUFFS OUTSIDE OF APPROVED AREAS**

The only areas where students can eat and drink (other than water) is the Dining Room and Sixth Form Common Room. Students are not permitted to eat or drink whilst moving around school.

Students found in breach of this rule will have the item confiscated and discarded – a low level sanction such as litter pick up or short detention will be set.

Students are allowed to eat food that has been brought in from home in the Attimore Quad during the summer weather.

## **7. NOT BEING EQUIPPED FOR LEARNING**

Students are required to have the correct books and equipment for each lesson and activity each day.

The planner is a vital learning tool and students are expected to have it with them at all times whilst in school. Students in Years 7 to 11 are expected to show their planner to parents each week.

Students without vital materials, their planners or without their planner signed frequently can expect to be put on Form or DoL report for equipment and issued a detention.

## **8. SMOKING**

Smoking is not allowed on the school site or in school uniform off site. If students are caught smoking, or are in possession of smoking materials (this includes E-cigarettes), will be subject to the following sanctions:

- a. First offence – a day in Isolation will be set and a letter sent home to parents/carers.
- b. Second offence – within a two week period will result in an internal exclusion. Letter sent home to parents/carers.
- c. Third offence – parents will be invited in to discuss the matter with the relevant DoL and an internal exclusion sanctioned.
- d. Where students continue to commit smoking offences there may be the possibility of a fixed term exclusion.

Students caught in the vicinity of smokers:

First offence – an Osborn detention will be set and a phone call home to parents/carers.

Second offence – within a two week period will result in a Friday 90 minute detention and a letter sent home to parents and carers.

Third offence will result in a day in isolation and a letter sent home to parents.

Where students continue to be in the vicinity of smokers there may be a possibility of a fixed term exclusion.

Sixth form students may not smoke anywhere on site or within 600 metres of the school (Sir Frederic Osborn School entrance) during school hours.

## **9. OFFENSIVE LANGUAGE**

Any student caught swearing or using language which others find offensive, will be reprimanded by the teacher at the time. 'Loud enough to be heard is loud enough to face a consequence' and students in these cases will be issued a detention.

# SIR FREDERIC OSBORN SCHOOL

Verbal abuse towards other people is not acceptable and will be dealt with more severely as would persistent offenders. In these cases a more serious sanction would be applied and will result in Saturday morning detention, isolation or fixed term exclusion.

## 10. DAMAGE TO PROPERTY

The teacher at the scene should assess if the act was accidental or deliberate. Reckless or deliberate damage will be punished.

Damage should be dealt with by the subject teacher/head of department in charge of that teaching area. Students should be billed for any subsequent costs incurred for replacement or repair by the Head of Department or Site Manager.

Staff should deal with students caught vandalising property around the school. Students will be billed for any subsequent costs incurred for repair by the Site Manager or tutor for personal property.

A warning or consequence will be issued depending on the severity of the incident. Punishment will range from detention to exclusion for aggravated offences.

## 11. HOMEWORK

Students are expected to complete their homework by the deadline set by the teacher and to the best of their ability. If this is not the case teachers should use the H1/2/3 ladder will be reset every half term. Missed homework should be tracked at subject and at year group level.

Students who do not meet these expectations will be placed into Study Hall by their DoL for one week. The threshold for this will be after 3 missed homeworks.

## 12. GOING OUT OF BOUNDS

Students are expected to be in designated areas during break and lunchtimes, and before and after school. Clear guides to the forbidden areas are displayed around the school, but such areas include:

- i. All laboratories and specialist teaching rooms
- ii. Cycle shed, except for the leaving and collection of cycles
- iii. The vicinity of motor vehicles or car parks / roads
- iv. The area behind Drama and PE, unless waiting for lessons
- v. The kitchens, staff offices, the Hall stage
- vi. All roof spaces, windows and fire escapes
- vii. Any area where building work is taking place
- viii. School fields and tennis courts when weather conditions prevent these from being available for use. (Senior staff will advise via the school Daily Bulletin).

Sanctions will range from detention to exclusion for aggravated offences

## 13. MISUSE OF COMPUTER EQUIPMENT

The school has a clear policy on the appropriate use of school computers. Misconduct in this area, such as "hacking" or improper use of the internet, can result in a range of sanctions from simple loss of privileges to exclusion from school, which may be used in aggravated cases where the conduct is repeated or involved real or potential harm.

## 14. BRINGING THE SCHOOL INTO DISREPUTE

Students are expected to be good ambassadors for the school at all times. Misconduct in this area can result in a range of sanctions from simple loss of privileges to exclusion from school, which may be used in aggravated cases where the conduct is repeated or involved real or potential harm.

**The following twelve sections will always be considered to be major offences:**

# SIR FREDERIC OSBORN SCHOOL

## 15. OFFENSIVE CONDUCT TO OTHER STUDENTS

This includes bullying, (physical or verbal, including racial, cultural, gender, disability or relating to sexual orientation); see our anti-bullying policy and Single Equality Scheme Policy.

Any bullying or harassment will not be tolerated and is always serious.

As detailed in the school anti-bullying policy, unacceptable behaviours include:

- a. Physical threats and verbal intimidation
- b. Repeated and deliberate teasing by an individual or group
- c. Physical assault intended to hurt and frighten
- d. Pushing, tripping, spitting at any individual
- e. Abuse of personal property intended to cause distress
- f. Writing, whispering and spreading rumours about a person to cause hurt
- g. Intentional exclusion or isolation of an individual – silent treatment
- h. Insults directed at a person or family on the grounds of race, gender, belief, dress or appearance (see Single Equality Scheme).
- i. Insults directed at a person relating to sexual orientation.

Where student conduct is reckless and dangerous, placing others at risk, serious sanction may be set even where the student's intent is not malicious.

Retaliation: If a student is harassed physically or verbally by another student within the school, they should bring this to the attention of a member of staff so that the appropriate action can be taken. Using retaliation to deal with the matter may lead to a consequence for both parties involved.

Use of electronic or telephonic means to harass, alarm or distress ("cyberbullying"), such as by e-mail, website, social networking sites, social media or text message, comes within the remit of this policy and would lead to a sanction. Parents will be advised to contact the police and the school will support the police with their investigations through the schools own investigations and outcomes.

"The school reserves the right to take interest in and impose sanctions for any misconduct by any student at any time, beyond the bounds of the school day, week, and term, where such misconduct prejudices the good order and welfare of the school and its students."

All incidents are to be dealt with as described in the school's anti-bullying policy. Students will be interviewed, and a course of action agreed upon. Parents will be informed. The situation will be monitored and persistent bullying of any kind or aggravated incidents may result in a Saturday detention or an internal isolation or a fixed period of exclusion, or permanent exclusion.

## 16. OFFENSIVE CONDUCT TO MEMBERS OF STAFF

Abusive language/rudeness or defiance to a member of staff is very unusual and very serious. A member of the Senior Leadership Team should be informed immediately and they or a DoL will investigate and then deal with situation by giving a Saturday detention, internal isolation, or fixed term exclusion. Students defying a member of staff, or using foul or offensive language to a member of staff, can expect to face serious sanctions up to and including exclusion from school.

Harassment of a member of staff, their property or family of any sort, including beyond the bounds of the school day or school term, is a serious offence and will result in a Saturday detention or an internal isolation or fixed period of exclusion, or permanent exclusion. Threatening or aggressive conduct, damaging conduct, or repeated misconduct of this sort, are aggravating factors which will make more likely application of exclusion which may be permanent. If a student is found to have wilfully made a malicious allegation against a member of staff, this will be a very serious offence likely to lead to an exclusion which could be permanent.

Violent conduct towards staff is extremely rare at Sir Frederic Osborn School. Any such instance would be likely to be punishable by permanent exclusion from school.

# SIR FREDERIC OSBORN SCHOOL

## **16. OFFENSIVE CONDUCT TO OTHER MEMBERS OF THE COMMUNITY**

Such misconduct, either in word or deed, although unusual is always serious. A member of the Senior Leadership Team should be informed immediately and they or a senior tutor will investigate and then deal with situation by giving a Saturday detention, internal isolation, or fixed term exclusion as appropriate.

## **17. DELIBERATE CLASSROOM DISRUPTION**

Classroom disruption is unacceptable as it disrupts the learning of others in the classroom. This will initially be dealt with by the classroom teacher according to our Consequences System. At times students may be asked to work in another classroom for one lesson. Persistent offenders may be required to work in another classroom for an extended period of time, under supervision of a member of the Student Support Team, or in the Reflective Learning Centre. Students who persistently cause disruption to learning in the classroom will be removed to the RLC immediately and will work with the staff to reflect on their behaviour. Restorative justice meetings will then take place and the RLC staff will inform staff when the student is ready to be reintegrated back into all lessons (For further detail on this see Appendix 4 - Sanctions).

Withdrawal from lessons is a serious matter, particularly as it may require modification of the curriculum that the student usually follows, and parents/carers will be informed when such action is taken.

Behaviour monitoring of students is carried out weekly by DoLs. If a student accrues a number of consequences (C1, C2 or C3's) in this time period it is likely they will be issued a detention or internal removal from lessons. If a student receives two C3 consequences in one day this will result in the student completing the rest of that day and if necessary the following day in the RLC to reflect on their behaviour alongside the staff working in the RLC.

## **18. MALICIOUS DISCHARGE OF A FIRE ALARM OR FIRE EXTINGUISHING EQUIPMENT, MAKING A HOAX 999 CALL**

This is highly dangerous and places others at risk of harm. This will be dealt with by a member of the Senior Leadership Team or relevant DoL: the usual sanction will be a fixed term exclusion.

## **19. THEFT**

All cases involving theft, including taking property without permission, (e.g.: removing foodstuffs from the canteen without payment) should be investigated by a member of the Senior Leadership Team or DoL. Students caught stealing should return or replace the property. Exclusion is the normal sanction for theft, although determination of sanction will depend on factors including the degree to which the offence was premeditated and the value of the item taken. The police may be informed.

To avoid difficulties, we insist that no article may be bought or sold, nor should any collection of money take place within the school, without permission of a senior member of staff.

## **20. ALCOHOL AND DRUG RELATED OFFENCES**

All incidents suspected to involve alcohol, drugs or substance abuse should be dealt with as described in Appendix 11. Where the substance is not illegal but thought to be a danger to the individual or to others, confiscation will be followed by some form of sanction up to fixed term exclusion. In cases where illegal substances are involved, the police may need to be informed and the proper procedures for fixed term exclusion or permanent exclusion will be followed. Consuming an illegal substance while under school jurisdiction, or purchasing such a substance, or being under the influence of such a substance, are all serious offences. Any involvement in supply of illegal substances is exceptionally serious and is likely to lead to permanent exclusion. This will not necessarily be restricted to the sale of drugs to others. Sharing an illegal substance, or making an arrangement to sell a substance off the school premises, or intent to supply, are also both illegal and of utmost seriousness, and may lead to permanent exclusion.

# SIR FREDERIC OSBORN SCHOOL

## **21. POSSESSION OR USE OF AN OFFENSIVE WEAPON**

An offensive weapon is anything used as a weapon or to intimidate others. This includes replica items. Items within the category of weapons include knives and blades of any length, catapults, any item capable of firing a projectile, fireworks and any noxious substances. Such items are inappropriate within school.

The weapon will be confiscated and the police contacted if the weapon is a blade or knife. The weapon will not be returned to the student. The student will be given a Saturday detention, internal isolation, or exclusion from school as appropriate. This will depend on the degree to which the item was used to cause harm, alarm or distress to others; the degree to which the student carrying such a weapon intended to use it to cause harm, alarm or distress to others; and the potential for the item to cause harm, alarm or distress to others. Bringing dangerous weapons on to school premises, such as knives and blades, is likely to lead to permanent exclusion.

Laser light pens are potentially highly dangerous, even if students have no intent to use them in an offensive way. Possession by students or use on school premises is very serious and will lead to a sanction.

## **22. POSSESSION OF OTHER OFFENSIVE ITEMS/MOBILE PHONES OR ELECTRICAL GOODS**

The only circumstances in which a phone could be used during the school day is in cases of great urgency and if a member of staff's permission has been explicitly sought, they have given permission and are present with the student during the call.

Phones with a video or photo taking capability can easily be misused in a school setting. Any mobile phone turned on during the school day will always be confiscated if seen on school premises and a detention issued. Further sanctions will be taken if the item is being used in a way detrimental to good order. Repeat offenders can expect a higher level of sanction and parents required to collect the phone.

Students may not, during the school day, use electronic equipment such as i-Pods, MP3 players, CD players, digital cameras. They will always be confiscated if seen in a student's possession on school premises, during school hours and a detention issued, unless a member of staff has explicitly requested that the student bring in the item. Further sanction will be taken if the item is being used in a way detrimental to good order.

Regarding the last two points, confiscated items will only be returned to the parent or carer of the student unless there are exceptional circumstances (see confiscation procedures Appendix 6).

Possession of pornography, racist or other inflammatory literature or other items (e.g.: postcards, posters, playing cards, pens), is forbidden and such will be confiscated and subsequently destroyed. The incident will be dealt with by means of sanctions ranging from detention to exclusion, depending on the degree to which the misconduct would cause real or potential harm. Exclusion would also be used in aggravated cases or where the conduct was repeated.

## **23. OBSTRUCTION OF JUSTICE**

If serious misconduct has occurred, students are expected to be helpful to staff investigating. Students who wilfully conceal important information will face punishment up to fixed term exclusion. The level of co-operation offered by a student facing any investigation will be taken into account in determining the severity of sanctions imposed. School staff reserve the right to confiscate phones and will ask the student's permission to access the phone's memory where they believe that to do so will help an investigation into serious misconduct. They will limit such a search to the issue in hand. Should a student withhold permission to follow a reasonable request, the student will be liable to punishment for obstruction of justice, and in serious cases of student misconduct the police may then be informed in order to gain access to this information.

# SIR FREDERIC OSBORN SCHOOL

## **24. IMPROPER CONDUCT**

Sexual activity between students is not appropriate in an educational environment. Where such activity involves coercion, harassment, assault, or duress it will be treated as an issue of utmost seriousness; this may involve police action, and sanctions up to and including exclusion from school.

However, even where contact between students is consenting, sanctions may be set where behaviour goes beyond what the school views as normal affectionate behaviour.

## **25. PLAGIARISM**

Any work submitted by a student for assessment must be the student's own work. This applies to both "coursework" and any examination situation. Students who submit work copied from elsewhere as their own, be it from a peer, text source, internet or from any other source, should expect a sanction. This would normally be a detention and requirement to repeat the work. In the case of work for public examination, the school will follow the actions required by examination boards, including reporting the student to the examination board. A student submitting plagiarised work for public examination should expect that the work will be refused and a period of fixed term exclusion from school could be invoked.

Students who assist a peer by knowingly allowing their work to be copied will face sanction; in the case of public examination coursework, this might extend up to fixed term exclusion from school.

# SIR FREDERIC OSBORN SCHOOL

## **Appendix 1**

### **Pre-Consequence Good Practice**

Staff should have high expectations and mirror these expectations in their own actions. The language for Behaviour for Learning should be based around Respect.

Staff should build positive and respectful relationships with students primarily by using positive language and through the use of rewards and merits. Staff should use praise more frequently than consequence. Staff may wish to use 'Thank You' rather than 'please' to ensure that students understand that staff expect, rather than hope for, compliance with instructions.

Starting lessons well – coats off before students enter the building, calm entrance, greeted by staff at door, reports handed in immediately, seating plan in place (boy/girl where possible), register taken in quiet, books and planners on desk.

Employ our 'Making a difference, Every student, Every day' top ten in all lessons.

Students are allowed to drink water in classroom but not permitted to eat or chew gum.

Students are not permitted any musical devices or phones at any time during the school day (with the exception of music lessons).

Staff should use a variety of pre-consequence techniques for modifying student behaviour before issuing a C1. These could include ignoring poor behaviour and praising those behaving well, quiet reinforcement, moving a student, quiet time for reflection outside the classroom (no more than 2 minutes) and support for the student to make sure that they understand the work set.

# SIR FREDERIC OSBORN SCHOOL

## **Appendix 2**

### **Making a Difference. Every student. Every day.**

This document should be used in conjunction with the Pre-Consequence appendix.

1. **Meet** and **greet** students who are lined up, **routinely**
2. **Hook** the students in and **connect** the learning; **identify starting points**
3. Share **differentiated** learning **outcomes**, including a proof test, with level or good progress grades
4. Provide high quality verbal and written **feedback** regularly, enabling **student response** and refinement; green pen
5. **Engaging** student centred tasks which allow learners to clearly **demonstrate** their **progress**
6. Student **autonomy** to develop **independent learning habits**; reflection, perseverance, collaboration and resourcefulness
7. **High expectations** of **literacy**; volume and quality of **written** work, including presentation, and students **reading**
8. **Questioning** that **challenges** understanding and deepens **thinking**; promoting discussion, debate, argument, new solutions
9. **Challenging home based learning** that **consolidates** and **extends** learning; instilling **work ethic**, determination and drive
10. **Reward** students' **positive attitudes** to learning

# SIR FREDERIC OSBORN SCHOOL

## Appendix 3

### Whole School Rewards

Reward	General Conduct in School	Reward
<p><b>Step 1</b>  <i>Certificates sent home for achieving:</i></p> <p>50 merits/40 commendations  <b>(Bronze)</b></p> <p>100 merits/80 commendations  <b>(Silver)</b></p> <p>150 merits/110 commendations  <b>(Gold)</b></p> <p>200 merits/150 commendations  <b>(Platinum)</b></p> <p>250 merits/ 200 commendations  <b>(Platinum Plus)</b></p>	<p><b>Your teachers will reward you for the following:</b></p> <ol style="list-style-type: none"> <li>1. Outstanding classroom effort and attitude</li> <li>2. Outstanding home based learning that hits/exceeds GPG</li> <li>3. Representing the school</li> <li>4. Attending homework club 3 times in a week</li> <li>5. 100% attendance in a fortnight</li> <li>6. Attending 15 lunch or after school clubs signed on a passport</li> <li>7. No uniform strikes in a half term</li> </ol> <p><b>Attendance:</b></p> <ol style="list-style-type: none"> <li>1. 100% attendance per half term</li> <li>2. 95%-99% attendance per half term</li> <li>3. 90%-94% attendance per half term</li> </ol> <p><b>Assessment points:</b></p> <ol style="list-style-type: none"> <li>1. Hitting or exceeding 6 GPGs</li> <li>2. Achieving 6 or more outstanding HBL</li> <li>3. Achieving 6 or more outstanding for attitude</li> <li>4. Achieving 6 or more outstanding for effort</li> </ol> <p><b>Act of Kindness</b></p>	<ol style="list-style-type: none"> <li>1. 1 merit/1 commendation</li> <li>2. 1 merit/1 commendation</li> <li>3. 2 merits/1 commendation</li> <li>4. 2 merits/1 commendation</li> <li>5. 3 merits/2 commendations</li> <li>6. 5 merits/3 commendations</li> <li>7. 5 merits/3 commendations</li> </ol> <p><b>Attendance:</b></p> <ol style="list-style-type: none"> <li>1. 10 merits/5 commendations</li> <li>2. 5 merits/3 commendations</li> <li>3. 3 merits/ 1 commendation</li> </ol> <p><b>Assessment points:</b></p> <ol style="list-style-type: none"> <li>1. 5 merits/3 commendations</li> <li>2. 3 merits/1 commendation</li> <li>3. 3 merits/1 commendation</li> <li>4. 3 merits/1 commendation</li> </ol> <p>1 merit/1 commendation</p>
Step 2	Persistent good effort/attitude and behaviour in a particular subject area	Departmental postcards Whole School Postcard
Step 3	<ul style="list-style-type: none"> <li>• Outstanding classwork or home based learning that is above GPG.</li> <li>• Going above and beyond in supporting staff or peers through an act of kindness</li> <li>• Achieving 250 merits/200 commendations</li> </ul>	Headteacher Award – names will also be published in Insight
Step 4	Consistently performing well over the course of a half term/term either within a department or year group	Nominated for the roll of honour in each dept. or year area. <b>Praise letter sent home</b>

## SIR FREDERIC OSBORN SCHOOL

Step 5	<ul style="list-style-type: none"> <li>• 95% attendance or above (unless extenuating circumstances).</li> <li>• No more than 3 detentions and no failure to attend detentions</li> <li>• No C4's, isolations/Internal or external exclusions and no Saturday morning detentions</li> </ul>	End of year behaviour and attendance trip. Destination agreed by DoL
Step 6	<p>Outstanding effort / attainment / progress during course of academic year – one per class.</p> <p>Outstanding contribution to school / community of course of academic year – one per form.</p> <p>100% attendance over course of academic year</p>	<p>Celebration of Achievement Assembly – one per year group. Student winners will receive a letter sent home to parents/carers</p> <p>End of term whole school celebration assembly run by Headteacher, Deputy Headteacher and Head Boy and Head Girl</p>

# SIR FREDERIC OSBORN SCHOOL

## Rewards

At Sir Frederic Osborn School every individual is encouraged to fulfil his or her potential. This is best achieved when students are nurtured in a secure and caring environment where everyone is valued and where standards of behaviour enhance all aspects of school life. We aim to promote trust and mutual respect for everyone, in an environment where warm relationships and good manners are considered crucial in forming a happy and self-confident child.

The purpose of this policy is to set out the framework for creating an orderly self-disciplined community which allows all students to learn effectively and flourish in a pleasant and secure atmosphere. We believe that high-quality teaching and a curriculum which meets the needs of all students will allow students the opportunity to make informed decisions regarding many potential behaviour difficulties. Our emphasis will be on recognising and celebrating effort and success, so that all students feel valued.

Wherever possible, staff should use the reward system to encourage good behaviour. The school actively encourages and celebrates good behaviour. A system of awarding Merits and Commendations is in place, encompassing reward for strong academic performance and for pastoral matters. Merits and Commendations should be awarded for students working/going beyond expectations based on their individual ability and they should be awarded according to the rewards structure.

All staff in the school can issue Merits or Commendations. These are awarded for effort, work and pastoral matters such as attendance, helping at a school event or representing the school as shown in Appendix 1. Merits will be issued to the students for them to add to their Merits passport and for Commendations to be issued to the students to show parents, staff will then record these on the school database (SIMS).

These will be recorded to ensure that certificates are sent home to parents when the students have reached certain milestones.

In creating a positive ethos we feel that the students will be able to develop:

- Responsibility for their learning environment
- Pride in themselves and the school
- Self-control
- An understanding of fairness
- Tolerance for others' way of life and differences
- The ability to express themselves clearly

Our commitment to good behaviour will ensure that all students and staff feel safe at Sir Frederic Osborn School

# SIR FREDERIC OSBORN SCHOOL

## GLOSSARY OF REWARD TERMS

### **Merits:**

These are stickers that the students add to their Merit passport in Key Stage 3 – these will add up to rewards that the students can trade from the rewards magazine.

### **Commendations:**

These are certificates that the students will receive from staff in Key Stage 4 and 5 - these will add up to rewards that the students can trade from the rewards magazine.

### **Praise Postcards:**

These will be issued to students who persistently show outstanding effort/attitude and behaviour in class. These will be issued by Subject teachers/subject leaders and Directors of Learning.

### **Roll of Honour:**

Students will be nominated by departments and Directors of learning each term for outstanding contribution to the department and the students will have their photographs displayed on the roll of honour boards and names in the schools newsletter once a term.

### **Headteacher Award:**

Staff will nominate students who have gone above and beyond the schools expectations or staff feels the student should be recognised by the Headteacher for consistently achieving well in class. This will be in the form of a certificate handed out to the student by the Headteacher and be added to the schools newsletter

### **End of year Attendance and Behaviour trip:**

Students will be rewarded with an end of year attendance and behaviour trip using the criteria stated in Appendix 1. The venue of this trip will be decided by the Director of Learning.

### **End of year celebration assemblies:**

These will be led by Directors of Learning and staff/Headteacher and Governors will nominate students for a variety of reasons from across the academic year. These will be presented formally in an assembly for each year group. Parents of the nominated students will be invited to attend the assembly.

# SIR FREDERIC OSBORN SCHOOL

## Appendix 4

### Consequences

CONSEQUENCES SANCTION		EXAMPLES OF NEGATIVE BEHAVIOUR
<b>H1</b>	Failure to produce homework	Teacher detention (30 mins)
<b>H2</b>	Failure to attend homework detention	Dept detention (45 mins)
<b>H3</b>	Failure to attend departmental homework detention	School detention (Osborn -1 hr)
<b>Strike</b>	Uniform /appearance infringement, lack of equipment, lateness, littering	3 Strikes lead to a detention from DoL – 1 hour
PRE C1 procedure this level of consequences must be used before issuing a C1		
<b>C1</b>	<b>1<sup>st</sup> instance of disruption of learning</b> – this could include low level disruption, calling out, or disrupting own or others learning, talking, lack of effort, defiance.	Verbal warning
<b>C2</b>	<b>2<sup>nd</sup> repetition of disruption to learning</b> Forgetting PE kit or other subject specialist equipment	Teacher - 15 minute detention (break or lunchtime that day) Failure to attend results in dept detention 45 mins Failure to attend dept detention results in whole school detention – 1 hour
<b>C3</b>	<b>3rd repetition of disruption to learning</b> Repeated defiance or poor attitude/effort to learning Refusal to follow instructions Inappropriate language, e.g. heard swearing in a conversation Misuse of mobile telephone, MP3 device etc Misbehaviour during subject / faculty detention  Being in vicinity of smokers (for repeated offences see page 5 of B4L Policy)	C3 Detention – 1 hour Whole School Detention – Students to complete a detention reflection card  C3 Detention – students will complete a reflection card during detention and these will be passed to the form tutor to discuss behaviour and moving forward with more positive behaviour
Failure to attend whole school detention, Internal truancy (1 <sup>st</sup> offence in a term)		Friday Whole School Detention (1 ½ hour)
<b>C4</b>	Dishonesty / lying to a member of staff Swearing across a room Deliberate defiance, rudeness or walking away from a member of staff Aggression towards others Bullying Bringing the school into disrepute (this may result in an exclusion depending on the specific details of the incident) Smoking (see page 5 for repeated offences) Being in possession of cigarettes / lighters Persistent inappropriate use of mobile telephone Removed from a lesson by on call Two C3 consequences in one day Internal truancy 2 <sup>nd</sup> offence during a half term	Isolation and C3 detention.  In most of these situations support will be offered by On Call / DoL / SLT. RLC staff will decide when student will go back into the main school  All C4 consequences will have a restorative justice meeting between the students and member of staff that issued the consequence  Isolation for rest of day or if P5 will be carried over to the next

## SIR FREDERIC OSBORN SCHOOL

		day and a restorative justice meeting with the member of staff
C5	Repetition of C4 behaviour within 2 week cycle Misbehaviour during isolation Non-attendance at Friday Detention Truancy ( 3 <sup>rd</sup> occasion in a half term)	Saturday morning detention (2 hours) non-attendance at Saturday will result in students being internally excluded on the students arrival to school and completion of Saturday detention and a fixed term exclusion if a student fails to attend 2 <sup>nd</sup> Saturday detention
C6	Gross disobedience Intimidation of / Swearing at / about any member of staff Persistent bullying or racist or homophobic abuse Theft Graffiti / Vandalism Fighting or violence towards others External truancy from school or persistent internal truancy Persistent C4 behaviour	All these behaviours may result in an internal or external exclusion
C7	Persistent C6 behaviour Serious theft or vandalism Possession of alcohol, illegal drugs or an offensive weapon Serious offensive conduct towards a member of staff or students	Permanent exclusion

**This is not an exhaustive list and is at the discretion of the Headteacher**

# SIR FREDERIC OSBORN SCHOOL

## **Appendix 5**

### **Sanctions**

To begin with staff will normally issue a verbal warning about inappropriate behaviour unless the behaviour is sufficiently serious to warrant an immediate sanction. Then the following will be used as part of our Consequences System.

#### **Confiscation**

This will apply to items which are forbidden in school, contrary to uniform rules, items which are harmful to others, or which are being used in a way contrary to rules or in an inappropriate place or time. Low value items, such as foodstuffs being consumed in a corridor, will be confiscated and discarded. Other items will normally be kept until the end of the day but there is a scale for extending this period of time for repeat offenders (please see Confiscation Procedures Appendix 6). This may be shortened in the case of mobile phones, which may be important to student safety. However, such discretion will not be shown where a phone has disrupted the good order of the school. The school reserves the right to require a parent to come into school for the item to be returned, or to pass the item to the police.

#### **Late Detentions**

These are given by the form tutor for late registration on three or more occasions per half term.

#### **Detention**

This will be a one hour after school detention where the student will sit in silence under staff supervision. The student will be able to complete home based learning, reading, revision or coursework. A detention reflection form will be issued for the student to reflect on reasons for detention, and the student will sign a register acknowledging receipt of this. Parents / carers are given 24 hours' notice of after school detentions. If the student is absent the detention will be held on the day they return to school. Any student who wilfully disrupts an after school detention will be issued with a C4 which will equal a day in the isolation room.

If a student fails to attend a whole school detention a Friday 1 ½ hour detention will be issued (see Appendix 4) and they will then be required to attend a Saturday morning detention if they fail to attend the Friday 1 ½ detention. Regular failure to attend detentions will lead to the Student Support Team contacting parents / carers for their support in ensuring the sanction is completed. A C4 (isolation at all breaks and lunchtimes) may be invoked until the C5 is served.

Saturday morning detentions are where the students will complete work in silence under staff supervision for two hours. Failure to attend will result in another Saturday morning detention being issued and ultimately a fixed term exclusion and in aggravated circumstances loss of other privileges when in school (see appendix 4).

#### **Removal from current lesson**

Using the school's on-call system, when a student is disrupting the learning of others in the class. On the rare occasions where a serious matter such as physical or verbal abuse is involved, the student will work out of normal lessons under supervision while the matter is investigated. Parents will be informed if the removal leads to a C4.

All teaching staff, including supply teachers, unqualified and student teachers and support staff, are empowered by the Headteacher to impose confiscation, detentions as listed above, community service, and emergency removal (from their lesson). Other adults working in the school, such as coaches and volunteer helpers, are empowered to impose confiscation, and emergency removal; they may also supervise students completing punishments set by teaching staff.

# SIR FREDERIC OSBORN SCHOOL

The punishments and responses detailed below are set by more senior staff as indicated:

## Reports

Poor standards, or effort or behaviour may lead to the student being placed on report to a teacher, tutor or senior member of staff. This will be discussed with the student and parents / carers. Targets will be set to assist the student to improve in the area of concern. A period of time on report will be fixed during which progress can be monitored by school staff and by parents through checking and signing of the report form.

## Removal from lessons

**From a particular subject's lessons** for a maximum period initially of two weeks. This will be for continued disruption of the learning of others and will be done in consultation with the Head of Department and tutor, with parents being informed. This could lead to exclusion from free time, functions or trips. With functions or trips, where the school is obliged to put the issue of health and safety, including the ability to follow instructions, as a priority. The student will work under supervision in another classroom or area of the school.

**From all lessons – Isolation in the Reflective Learning Centre** for a fixed period of time. Students will work in the Reflective Learning Centre and be supervised during break and lunch time. This sanction will be used as part of our consequences system, for serious misconduct which is not quite of a level which would merit fixed term exclusion from school. Parents will be informed. Failure to comply with the rules of the Reflective Learning Centre will lead to the student working elsewhere in isolation and the period spent in Isolation will be increased until the student understands the implications of the behaviour choices on theirs and others learning in the classroom or may lead to their serving a fixed term exclusion. A Behaviour Support Programme will be implemented if appropriate.

## Withdrawal of privilege

As an alternative to other sanctions, senior staff may require that:

- a. Students attend school on days when they would otherwise not be required in school. This might include review days, INSET days and end of terms where students normally leave early, and so on.
- b. Students removed from participation in educational visits.
- c. 6<sup>th</sup> form students lose privileges such as the freedom to leave the site at lunchtime and in study leave / free periods, and the freedom to choose their own use of non-teaching periods.
- d. Students lunch and break-times are withdrawn when students will be supervised by senior staff

These are examples of types of privilege which can be withdrawn, although it should not be considered to be a fully inclusive list.

## Fixed period of exclusion from the school

This will be used to deal with serious cases of misconduct, examples of which are listed in our consequences system. The Deputy may carry out this procedure, if explicitly delegated this responsibility, in the absence of the Headteacher. A period of fixed term exclusion at lunch times only may be needed for serious disruption on the site outside lesson time. A Behaviour or Pastoral Support Programme will be implemented if appropriate.

# SIR FREDERIC OSBORN SCHOOL

## **Permanent exclusion from school**

This procedure is carried out by the Headteacher and must be endorsed by the appropriate Governors' panel, in accordance with DfE guidance, for repeated serious misconduct or for one-off misconduct of exceptional seriousness, examples of which are outlined in our consequences system.

The school will endeavour to work with parents and outside agencies to balance the use of sanctions with support strategies for students where appropriate. This may include a Pastoral Support Programme where repeated misdemeanours have placed a student in danger of permanent exclusion from school.

## **Educational Visits**

Misconduct on educational visits may lead to punishment once the student has returned to school, ranging up to permanent exclusion for a very serious offence. However, immediate action might be required particularly if the visit, is residential or overseas. These might include:

- a. on-site community service
- b. restrictions to the student's activities and privileges
- c. confiscation of illicit items
- d. a student might be returned to school early, or a parent may be required to come to collect them at their own expense.

## **Suspension of Punishment**

In certain circumstances, a senior member of staff may issue but choose to "suspend" the execution of a punishment for a period in order to offer a student the chance to amend their conduct. A period is defined during which the punishment can be invoked and the punishment will be executed if staff believe the student has failed to change their behaviour as required.

## **Ancillary powers of staff**

Consistent with the provisions of the Education and Inspections Act (2006) it may be necessary for teaching staff and designated support staff in exceptional circumstances to search students for items such as stolen items, drugs and substances of abuse, or items which could be harmful to others.

In exceptional circumstances it may be necessary for staff to physically restrain a student, **referring to the school policy on physical restraint**. Staff are not expected to put themselves at risk, and may reserve the right to decline to physically restrain a student. However, the Education and Inspections Act specifies that staff can use reasonable force to restrain a student where this is necessary to prevent the student harming themselves or others, prevent damage to property, or prevent serious disruption to the good order of the school's operations.

## **Referral for Police Action**

In the case of serious offences, the Senior Leadership Team will make a decision as to whether the matter is to be reported for additional police action.

## **Monitoring for Equal Opportunities**

It is important that the school's system of sanctions and rewards operates fairly and does not discriminate to disadvantage any racial group, gender, student with disability, or vulnerable student. Pastoral leaders including Senior and Lead Tutors, are at the centre of the process of monitoring each child's progress through the school, and are mandated to monitor its operation, and to investigate where students appear to be disproportionately and unfairly likely to receive given sanctions or rewards. The Senior or Lead Tutors concerned, would have to satisfy themselves that there was due cause for any such pattern, and that no reasonable steps had been missed which

# SIR FREDERIC OSBORN SCHOOL

could resolve it. Such a finding would be taken into consideration in the way the discipline policy is viewed, when it is reviewed in the future.

With regard to the Equality Act 2010 and operation of the school's Single Equality Scheme, the Deputy or Assistant Head responsible for the discipline policy is responsible for reviewing the operation of more serious sanctions, such as exclusion, to determine whether these sanctions have a disproportionate impact on any students with a protected characteristic, and whether there was due cause for any such pattern.

The Governors receive a report annually from the school leadership team to be confident that the policy is not bearing unfairly on any particular segment of the student body.

## **Complaints and queries**

Where a parent or student wishes to have further clarification of the reasons why a punishment was set, or to query that punishment, the member of staff concerned should be approached in the first instance. If this does not resolve the matter, the Head of Department or Senior or Lead Tutors can be approached. As a last resort, matters can be dealt with by the Headteacher, or through the school's formal complaints procedure.

# SIR FREDERIC OSBORN SCHOOL

## Appendix 6

### Confiscation procedures

Once a member of staff has received the confiscated item(s) from a student they will follow these instructions:

- Mobile phones will be confiscated and handed into the bursar. Parents will be informed by the RLC. The phone will only be returned to the parent when they come into the school to collect, unless there are exceptional circumstances
- Inform the student how many days the item(s) has been confiscated for and therefore when the student can collect it(them) from reception at the end of that given day
- Take an envelope and write **precisely** what the contents of the envelope are
- Write the student's name (all in block capitals please) and the student's Form name (e.g.: 10F )
- Write the date you confiscated the item(s)
- Write the date the item(s) will be returned to the student
- Place the item(s) in the envelope and seal the envelope, checking it is secure and that nothing can fall out
- Take the item to reception and hand it in

### Time for which an item is confiscated and consequences:

The following 'escalating' scale would be applied for repeat offenders:

1 <sup>st</sup> occasion	return at end of day and C1
2 <sup>nd</sup> occasion	return at end of day – but with note in planner to parent and carer to be counter signed by them by next day or call home by tutor/teacher and C2
3 <sup>rd</sup> occasion	return in a week's time (5 school days) – member of staff to inform lead tutor who will call parent and carer to inform / discuss and they will be required to come and collect the item(s). A C3 detention will be issued
Other occasion(s)	parent to come to school to retrieve item(s) and a sanction of a C3 detention or in aggravated incidents may result in a Saturday detention, or an internal isolation, or a fixed period of exclusion, or permanent exclusion

# SIR FREDERIC OSBORN SCHOOL

## Appendix 7

### Skirt Length Consequence

Below is a sliding scale within the skirt consequence, to give them the opportunity close the right path and have a free choice of these garments maintained. Every student begins with a clean slate at the start of each academic year.

- |                                |  |
|--------------------------------|--|
| <b>1<sup>st</sup> incident</b> | A school skirt of the <b>correct length</b> will be loaned for the day and parents sent a message via Schoolcomms or telephoned.<br><b>C1 on system – <i>choice of skirt remains</i></b>   |
| <b>2<sup>nd</sup> incident</b> | A school skirt of the <b>correct length</b> will be loaned for the day and parents telephoned by a senior member of staff. Student goes on <u>'appearance report'</u> to try to support the right choice.<br><b>C2 on system – <i>choice of skirt remains</i></b>  |
| <b>3<sup>rd</sup> incident</b> | A school skirt of the <b>correct length</b> will be loaned for the day, student issued an after school detention and parents sent a letter explaining that if this persists, then student will have to wear trousers for the remainder of the academic year.<br><b>C3 on system – <i>choice of skirt remains</i></b> |
| <b>4<sup>th</sup> incident</b> | Student placed in the RLC for the day and parents sent final letter explaining that their child <u>will have to wear trousers for the rest of the academic year</u><br><b>C4 on system – <i>student must wear trousers</i></b>   |

# SIR FREDERIC OSBORN SCHOOL

## Appendix 8

### PERMANENT EXCLUSION: Mitigating and aggravating factors

The following factors will be considered once the Headteacher is satisfied that, on the balance of probabilities, a student has breached the school's Behaviour Policy. These will help to determine the appropriate level of sanction to apply in such cases.

The list is not exhaustive and not every factor will be relevant to every case.

Mitigating factors	Aggravating factors
<ul style="list-style-type: none"> <li>▪ The incident was impulsive or committed in the heat of the moment</li> <li>▪ The incident was provoked, e.g. as a result of persistent bullying or racial abuse)</li> <li>▪ The general medical, emotional and mental condition of the student</li> <li>▪ New to the school (possible unawareness of school's behaviour code)</li> <li>▪ The student was coerced or encouraged by others, for example peer group pressure</li> <li>▪ First offence</li> <li>▪ Previous behaviour and character of the student suggest that repetition of the behaviour is unlikely</li> <li>▪ The student has apologised for his/her behaviour</li> <li>▪ The student is repentant and contrite and shows a willingness to assume responsibility for his/her conduct</li> <li>▪ The student cooperated with and assisted the investigation</li> <li>▪ The student admitted the offence</li> <li>▪ The student played a relatively minor role in the incident compared to others</li> <li>▪ Agreement/readiness to make restitution towards the victim(s)</li> </ul>	<ul style="list-style-type: none"> <li>▪ The student had failed to heed warnings about similar behaviour in the past</li> <li>▪ The student had been warned of the risk of exclusion</li> <li>▪ The offence was premeditated</li> <li>▪ There is a history of similar incidents</li> <li>▪ There has been witness intimidation</li> <li>▪ The victim(s) sustained physical injury requiring medical attention</li> <li>▪ The victim was particularly vulnerable, e.g. much younger or weaker than the student</li> <li>▪ The student has received significant support from the school in the past to modify behaviour</li> <li>▪ The student encouraged others to behave inappropriately in relation to the offence</li> <li>▪ The student shows no contrition or a willingness to accept responsibility for his/her actions</li> <li>▪ The student did not cooperate with the investigation or worse, actively sought to frustrate and prolong it</li> <li>▪ Weapon was used in an incident</li> </ul>

# SIR FREDERIC OSBORN SCHOOL

## **Appendix 9**

### **Offensive Weapons**

#### **Offensive weapons – definition**

An offensive weapon is any implement that is made, adapted or intended for an offensive purpose and can be used by a person to frighten, intimidate or cause physical injury to another person.

#### **Principles**

This policy is designed to recognise the considerable danger and physical harm that can be inflicted on any member of the school community by the use of an offensive weapon.

Sir Frederic Osborn School seeks to:

- i) Make it clear to all in the school community that the possession of offensive weapons whether inside or outside school is illegal.
- ii) Ensure all in the school community understand that offensive weapons must not be brought into school and that their possession at any time cannot be justified.
- iii) Ensure that where an offensive weapon is discovered in school clear procedures are followed to ensure the safe collection and disposal of the weapon.
- iv) This policy should be read in conjunction with the School's Behaviour Policy

#### **Guidelines**

##### **Guns**

A member of staff should not attempt to decide whether a gun is real or not.

**All guns are to be treated as real.**

##### **On hearing of an Offensive Weapon in school**

If any member of staff hears that an offensive weapon has been brought into school, they should immediately inform the Headteacher or Deputy Headteacher. Under no circumstances should they investigate themselves. The Headteacher or Deputy will contact the police and conduct an immediate investigation.

Every situation involving the discovery or possession of offensive weapons is unique. The following guidelines cover the general categories of incidents involving offensive weapons:

##### **On discovering an Offensive Weapon**

###### **1. Offensive Weapon discovered on the school site:**

For all offensive weapons other than guns:

The weapon must be taken to the School Reception. Reception will then inform a senior member of staff. The finder must record the discovery in the Offensive Weapons Incident Log (see Annex 1 below) in Reception.

For guns:

*Under no circumstances handle the gun*, leave it where it lies. Clear all students from the area, and if possible isolate it, such as locking it in a classroom. Ring Reception and ask for a member of the

# SIR FREDERIC OSBORN SCHOOL

Senior Leadership Team. The finder must record the discovery in the Offensive Weapons Incident Log in Reception.

## 2.

### a) Offensive weapon in the possession of a person who is member of the School Community:

#### (i) For all offensive weapons other than guns:

The person in possession needs to be told calmly to put the weapon down. The member of staff should then remove the weapon to a secure place. A senior member of staff should be sent for immediately.

If there is a refusal to put the weapon down, a senior member of staff should be sent for directly. *Under no circumstances should a member of staff attempt to remove the weapon from the person.*

#### (ii) For guns

If a person enters your class with, or produces a gun in the class, the person in possession needs to be told calmly to put the weapon down. Once this has happened all students should be escorted to a place of safety away from the gun. If possible lock the gun in the room. Report the incident to Reception immediately via the nearest telephone, or send a student immediately to Reception.

*If the person refuses, do not argue or attempt to take the gun off them.* Note the identity and features of the person in possession of the gun. Ensure any students in the vicinity are moved well away and report the incident to Reception via the nearest telephone or send a student immediately to Reception.

Senior staff should ensure the police are called immediately and then go to support the member of staff reporting the incident. The Headteacher should be informed immediately. In the absence of the Headteacher the Deputy Headteacher should be informed.

It is the responsibility of the member of staff initially reporting the incident to record the incident in the Offensive Weapons Incident Log in Reception.

### b) Offensive weapon in the possession of a person who is not a member of the School community:

- (i) If an offensive weapon is seen on the school site in the possession of someone who is not a member of the School community note the location, distinguishing features and direction the person is moving and inform Reception or a senior manager immediately. The police will be informed.

*Under no circumstances approach or make oral contact with the person and wherever possible move students away from the immediate area.*

## 3. Students in conflict producing offensive weapons

*Under no circumstances attempt to remove the offensive weapon from the student.*

Try to calm the situation from a safe distance if possible without compromising personal safety and ask the student to put the weapon on the ground. If they refuse, move to a place of safety immediately.

If a physical conflict has started and offensive weapons are in the possession of one or more of the students do not intervene.

# SIR FREDERIC OSBORN SCHOOL

*For all incidents send a message immediately to Reception to summon a member of SLT. Try to move other students away from the situation.*

**All incidents involving offensive weapons must be recorded in the Offensive Weapons Incident Log (Annex 1) that is held in Reception.**

## **4. School response to incidents involving Offensive Weapons**

- All serious incidents involving offensive weapons will be reported to the police immediately, including any persons in possession of weapons identified by the Site Management staff when the school is not in session. The police will collect and dispose of offensive weapons.
- Each incident will be fully investigated by a member of SLT and reported to the Headteacher.
- Staff will be informed of all serious incidents concerning offensive weapons on the School site as soon as possible.
- For all serious incidents concerning offensive weapons in Section 2 reference will be made to the School's Critical Incident Action Plan. Such incidents will be reported to the Governors of the School.
- The School will treat each incident separately and respond with an appropriate course of action and appropriate disciplinary measures. Depending on the nature and severity of the incident temporary or permanent exclusion may result. As in all other incidents where exclusion is considered, this will be the decision of the Headteacher.
- Under no circumstances should a member of staff speak to anyone related to the media following a serious incident concerning an offensive weapon. Refer all enquiries for information from the media to the Headteacher.

## **5. Raising Awareness of the Dangers and Legal Aspects of Offensive Weapons**

- All students will be spoken to annually about the dangers of offensive weapons by the staff of the school and/or the police. This guidance to include the Law and the possession of offensive weapons.
- Staff will be informed of any further guidance that becomes available.

# SIR FREDERIC OSBORN SCHOOL

## ANNEX 1

### Offensive Weapons Incident Log

#### Important

Please record all details legibly and carefully as this document may be produced in a Court of Law.

<b>Reporting Staff:</b>	
<b>Date of the Incident:</b>	<b>Time of the Incident:</b>
<b>Location of the Incident:</b>	
<b>Name of Persons Involved:</b>	
<b>Senior member of staff who investigated the incident:</b>	
<b>Type of Offensive Weapon:</b>	<b>Police Involvement: Yes / No</b>
<b>Description of the incident:</b> (include those involved and the sequence of events)	
Continue on the reverse if necessary	
<b>Signed:</b>	<b>Date:</b>

# SIR FREDERIC OSBORN SCHOOL

## Appendix 10

### Physical Restraint

#### Purpose

Sir Frederic Osborn School recognises and affirms the right of all young people to learn in a safe and secure environment as outlined in the ECM agenda but acknowledges that there may be occasions when the use of force to control or restrain students is appropriate. However, when force is necessary it should always be used in ways that maintain the safety and dignity of all concerned.

This policy outlines the circumstances in which staff can intervene with a student as stated in the 1996 Education Act and later updated in the 1997 Education Act. The policy has also been written in line with the guidance from CSF "Framework for the use of physical intervention, Document ref: CSF3976, April 2004.

#### Definitions

"Physical intervention" is the positive application of force with the intention of overpowering the young person when verbal commands are no longer sufficient to control aggressive behaviour. The main factor separating "holding" from "physical restraint" is the manner of intervention and degree of force applied. "Physical restraint" uses the degree of force necessary to prevent a young person harming himself/herself or others or property. "Holding" would discourage but in itself would not prevent such action.

Physical contact with students may occur under other circumstances, such as when providing support in PE. The term "restraint" does not extend to these situations and staff should not be inhibited in providing such contact where it is professionally appropriate.

#### Principles:

Restraint should be avoided wherever possible and is never a substitute for positive behaviour management. Other methods of behaviour management should be tried first unless this would be impractical. The key task in managing behaviour is the provision of that level of external control which will ensure that the individual and the community are safe whilst the development of internal control by individuals is promoted. Restraint should, therefore, only be used in exceptional circumstances, where the main reason for using it is to keep people safe. However, there may be occasions where the use of restraint increases the risk of injury to both staff and students.

The Education Act 1996 allows a member of staff to use such force as is reasonable for the purpose of preventing a student from:

- committing a criminal offence
- causing personal injury to, or damage to the property of, any person (including the student himself/herself).
- engaging in any behaviour prejudicial to maintaining good order and discipline at the school or among any of its students whether that behaviour occurs in a classroom during a teaching session or elsewhere. (e.g. persistent refusal to obey an order to leave a classroom and behaving in a way that is seriously disrupting a lesson.)

#### Who may restrain students?

- Everyone has the right to use reasonable force to prevent attack against themselves or others, whether they are formally authorised or not. *Apart from teachers, only staff and other adults specifically authorised by the Headteacher to have charge of students, can use physical restraint under other circumstances.* These arrangements apply at all times that the school has responsibility for students while they are on the school site and extends when students are off-site, for example, on extra-curricular visits, representing the school in sports/drama/music etc
- All staff should be aware that their employment imposes upon them a duty of care to maintain an acceptable level of safety. Since the conduct of young people can on occasions become

# SIR FREDERIC OSBORN SCHOOL

dangerous the use of physical intervention may be required which inevitably is a high risk activity. Written guidelines cannot anticipate every situation: the judgement of staff at all times remains critical. However, if staff follow the guidelines then they will be supported by the Headteacher, Governors and CSF.

- Staff should also be aware that their duty of care does not require them to put themselves at risk. However, while they are not required to put themselves at risk, this does not equate to doing nothing. An effective intervention might be, for example, sending for assistance or using a diversionary or diffusion strategy.
- In using physical restraint, staff will observe the following practice:
  - It will only be employed in the circumstance above;
  - The level of force will be the minimum necessary to restore safety;
  - The duration of the restraint will be the minimum necessary to ensure safety
- All staff will follow Safe Handling principles.

## **Methods of handling**

- Any method of handling employed must use the minimum force necessary for the minimum amount of time and must meet the following criteria:
  - Handling must not involve hitting the student
  - Handling must not involve deliberately inflicting pain on the student
  - Handling must not restrict the student's breathing
  - Adults must avoid touching the genital area, the buttocks or the breasts of the student
  - Full weight must never be placed upon the student's spine or abdominal area. Training should include an awareness of the danger and symptoms of positional asphyxia. Staff must at all times be sure that the student's airways are clear.
- During any incident of restraint staff must seek as far as possible to:
  - Be aware of their own level of arousal and that of their colleagues
  - Seek to lower the student's level of arousal during the restraint and to avoid generating fear of injury in the student
  - Take account of the danger of accidental injury during the restraint by using a method appropriate for the environment in which it is taking place
  - Work together as part of a team, with one member taking the lead wherever a group of staff are involved
  - Staff should avoid moving students during an incident of restraint; it is only justifiable when remaining in the original location would be more physically dangerous
- Staff need to be careful when releasing a student as it is at this time when there is a danger of an assault.

## **Post incident Management and Recording and Monitoring**

- All incidents of restrictive physical interventions must be recorded as soon as possible and at least within 24 hours in the restraint log. The written record will include:
  - The names of the staff and student
  - The reason for physical intervention (rather than another strategy)
  - The technique(s) employed
  - The time, date and duration of the intervention
  - Whether the student or anyone else experienced injury or distress and , if they did, what action was taken
  - The views of any witnesses
  - The views of the student
- The contents of the restraint log will be regularly reviewed and monitored and appropriate action taken

# SIR FREDERIC OSBORN SCHOOL

- Where the Headteacher considers that the guidelines have not been followed, the incident will not be pursued further but referred for action in accordance with child protection procedures. Investigations will be ceased and no further statements will be taken either from those involved or from witnesses. This does not preclude the school from taking action to ensure the day to day safety of students
- Both staff and young people will be given separate opportunities to talk about what happened in a calm and safe environment. Interviews will only take place when those involved have recovered their composure. The interviews should be designed to find out exactly what has happened and the effects on the participants.
- Where a student or a member of staff has experienced injury or severe distress they should receive prompt medical attention and a RIDDOR form completed and sent to the CSF Health and Safety Manager.
- The interview will also be used to enable the student to gain insights into their own behaviour, the effect this has on others and as a learning opportunity to work out better strategies for dealing with difficult situations so as to lessen the likelihood that future physical interventions will be needed.

## **Role and responsibility of Headteacher, other staff and Governors**

The **Headteacher** will ensure that:

- In so far as possible the school environment is conducive to promoting good behaviour to minimise the occasions when physical intervention is necessary
- all staff are aware of the guidelines for the use of physical restraint
- ensure that staff receive appropriate training in the use of physical intervention
- all incidents of restrictive physical interventions are recorded

All **staff** are expected to follow the school policy on the use of physical restraint.

# SIR FREDERIC OSBORN SCHOOL

## *Appendix 11*

### **Substance Misuse**

#### **At Sir Frederic Osborn School we aim to:**

- Help develop in each of our students the confidence to reject substances that may be harmful to them
- Provide support for those who might be tempted to take risks and experiment with substances
- Comply with the law under which it is an offence for any person to possess, use, supply or sell controlled drugs, or for the school to allow its premises to be used for those purposes
- provide a fair disciplinary framework within the current 'Behaviour for Learning' system for dealing with students who bring drugs into school and use them, or who tempt others to use them

#### **This policy is to apply whenever the school is acting in loco parentis. The Headteacher will ensure that:**

- A named member of SLT is appointed to be responsible for the implementation of the schools drug and illegal substance policy
- The school has an active PSCHÉ programme that makes students and staff aware of the dangers of drugs and serious consequences of these including school sanctions
- Staff are aware of the latest developments in the criminal law

#### **The Deputy / Assistant Head with responsibility for the schools substance misuse programme will ensure that:**

- The PSCHÉ programme on substance misuse is appropriate for the needs of each year group
- Staff teaching PSCHÉ are trained in the delivery of this programme
- All staff are kept up to date with developments in this area
- Investigations are carried out by members of SLT and dealt with in line with the Behaviour for Learning Policy
- Governors receive feedback annually to enable monitoring and evaluation to take place
- The PSCHÉ co-ordinator develops schemes of work to include a programme on substance misuse

#### **All teaching staff are expected to:**

- Follow the principles in the staff handbook on what to do if they suspect the use of illegal substances
- Keep abreast of the latest developments as notified by the PSCHÉ co-ordinator

#### **The PSCHÉ co-ordinator will ensure that:**

- the PSCHÉ programme on substance misuse is appropriate for the needs of each year group
- Staff teaching PSCHÉ are trained in the delivery of this programme
- Schemes of work and appropriate resources are provided to deliver the programme
- INSET is delivered to facilitate the teaching of the programme
- Students are assessed on their knowledge and understanding of the dangers and consequences of the misuse of substance misuse

#### **Directors of Learning will ensure:**

- Assembly time in the year is used to raise awareness of the dangers of the misuse of substances.