



Outstanding for All - Borlase and Beyond

BEHAVIOUR FOR LEARNING POLICY

Date Last Reviewed: October 2018

Next Review Date: October 2020

For Review by: LGB

General Principles

At Sir William Borlase's Grammar School, we believe that:

- a) Positive, respectful behaviour in all aspects of school life is necessary to ensure a supportive and effective learning environment where everyone can thrive and achieve.
- b) The school will provide a safe and structured environment where students can learn and teachers can teach;
- c) All students are expected to behave in accordance with the school's values, showing respect, responsibility and kindness towards each other, to the school staff, to the school environment and to members of the wider community.
- d) All parents/ guardians should encourage their child to behave appropriately and support the school's authority to discipline students who do not meet expectations.

2. Aims of the Behaviour for Learning Policy

Staff, students and governors of Sir William Borlase's Grammar School agree that *Acceptable Behaviour* at our school is where pupils are respectful of others, of the school rules and environment; they show kindness and courtesy; they demonstrate positive behaviour that supports enthusiasm for learning. We expect and promote *Outstanding Behaviour* that builds on this and assumes a distinctive sense of community spirit and independence of thought and action that allows all members of the school to flourish. *Unacceptable Behaviour* is that which undermines the values of the school, that insults, abuses, threatens, intimidates or injures any member of the school or community, or which disrupts the learning of individuals or their peers.

Through this policy the school aims

- a) To promote an environment that supports enthusiastic and effective teaching and learning and creates confident, successful learners.
- b) To develop a moral framework within which initiative, integrity, responsibility and sound relationships can flourish.
- c) To enable students to develop a sense of self worth and to regard others with mutual respect and tolerance.
- d) To produce an environment in which students feel happy, safe, and respected.

Policy Objectives

1. To promote the already good behaviour of our students and encourage *Outstanding Behaviour*.
2. To reward all students who demonstrate *Outstanding Behaviour*, including smart appearance and behaviour that supports their own and others' academic progress.
3. To provide a transparent sanctions regime for those who do not meet the school's requirement for *Acceptable Behaviour* and to promote good and *Outstanding Behaviour* across the school.

Responsibilities

3. Roles and responsibilities

- a) Students are expected to take responsibility for their own behaviour within academic and social time across the school, and when representing the school outside. Their behaviour should always be Acceptable or Outstanding.
- b) Parents are expected to take responsibility for the behaviour of their child and to assist the school in maintaining high standards through the home/school agreement and other measures.
- c) All teaching and support staff are responsible for ensuring the policy and associated procedures are followed consistently, for promoting, managing and rewarding *Outstanding Behaviour* and for creating an appropriate learning environment that fosters enthusiasm, aspiration and creativity.
- d) The Headteacher is responsible for the implementation of this policy and associated procedures, for ensuring consistent application across the school and for supporting staff in their handling of disciplinary situations.
- e) Governors will support the school staff in maintaining high standards of behaviour. In consultation with staff, they will regularly review and agree a policy, which promotes *Outstanding Behaviour*. They will ensure that the policy and expectations are communicated effectively to parents and students.

Operating principles

1. The policy will be reviewed annually and adjusted in light of operational experience.

2. The whole staff will be briefed annually on the Behaviour for Learning policy.
3. Students will be briefed termly on the Behaviour for Learning policy.
4. Copies of the departmentally agreed Behaviour for Learning rules will be displayed in appropriate classrooms.
5. The role of the Head of Department in managing classroom behaviour within their department is enhanced.

All staff, together with Governors, will ensure that there is no differential application of the policy and procedures on any grounds, particularly ethnic or national origins, culture, religion, gender, disability or sexuality.

This policy and associated procedures are written with regard to the current legislative context.

- [Behaviour and discipline in schools](#)
- [Searching, screening and confiscation at school](#)
- [The Equality Act 2010](#)
- [Use of reasonable force in schools](#)
- [Supporting students with medical conditions at school](#)

It is also based on the [special educational needs and disability \(SEND\) code of practice](#).

Managing Behaviour

In all aspects of school activity, our staff aim to model and promote *Outstanding Behaviour* with each other and with students at every opportunity. Students are encouraged to take responsibility for themselves and others, their learning, and for the environment by:

Taking responsibility for their actions;

Demonstrating understanding, tolerance, courtesy, kindness and respect towards others;

Responsibly using communication technologies including social media; Respecting other people's possessions;

Respecting the school's environment ensuring it is a clean, safe and pleasant place in which to work and learn.

Positive Behaviour

At Sir William Borlase's Grammar School we recognise:

A positive, enthusiastic attitude to learning;

Commitment and reliability;

Support and voluntary contributions to academic departments and tutor time.

Positive contributions to wider aspects of school life;

Leadership and responsibility;
Concern for others;
Success and achievements by individuals and teams within and outside school.

We reward positive behaviour with:

Verbal praise and positive feedback;

House Points;

Postcards and praise letters;

Prizes at Speech Day

Sports Colours, Arts Awards, Departmental Awards

Mentions in assemblies and newsletters.

Consequences of Unacceptable Behaviour

At Sir William Borlase's Grammar School, we believe that it is important for all members of the school to uphold the school's values and ethos. This is achieved through building strong, positive relationships between staff and pupils where there is a shared understanding of what is acceptable behaviour.

We implement a range of sanctions for unacceptable behaviour which are outlined in our Behavior Sanctions Ladder (Appendix i see below):

These include:

Verbal reprimand / a note in homework diary;

Confiscation;

School-community service;

Letters to, or interviews with, parents;

Invoicing parents for damage;

Placing on report;

Lunchtime detention;

After school detention;

Reflection and restorative justice sessions;

Internal isolation/ removal;

Fixed term exclusion;

Short term support with outside agencies

Permanent exclusion.

Parents will be contacted promptly by the school to notify them of detentions, requests for interviews or to report misbehaviour.

Bullying

At Sir William Borlase's Grammar School we promote an ethos of tolerance, mutual respect and kindness to one another.

(Please see Appendix ii - the Anti Bullying Policy below.)

Reported incidents of student misbehaviour will be investigated by the school. Where the school considers it appropriate, police and/or other relevant bodies will be informed of incidents and engaged in support for further advice for both students and staff.

Record keeping

Records are kept of both positive and unacceptable behaviour, together with associated rewards or sanctions. Appropriate levels of confidentiality within the records are observed.

Searching and confiscation

Under section 91 of the Education and Inspections Act 2006, Sir William Borlase's Grammar School has the general power to discipline a student as appropriate. This general power enables the Headteacher or a designated senior member of staff to confiscate, retain or dispose of a student's property as a disciplinary penalty, where it is reasonable to do so. This right is compatible with article 8 of the European Convention on Human Rights that states students have a right to respect for their private life.

The Headteacher or authorised staff have the statutory power to search a student or their possessions without consent where they have reasonable grounds for suspecting that the student may have a prohibited item. There is no requirement to inform parents or seek their consent before a search is undertaken. Prohibited items are:

Knives or weapons

Alcohol

Illegal drugs

Stolen items

Tobacco and cigarette papers

Fireworks

Pornographic images or articles

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 the property of any person (including the student) This is not an exhaustive list.

Searching and Confiscation of Drugs/suspicious substances

See separate policy -Drugs Awareness and Response Policy (Appendix v below)

Use of reasonable force

The use of force is considered reasonable if it is proportionate to the consequences it is intended to prevent. If a student is considered to be at great risk of hurting themselves or others, all members of school staff have a legal power to use reasonable force without parental consent; this power also applies to people temporarily placed in charge of students by the Headteacher, such as parents accompanying school visits.

Reasonable force can also be used to prevent students from damaging property or from causing disorder.

Circumstances in which force might be appropriate include, but are not limited to:

Removing a disruptive student from the classroom/ school event where their behaviour affects others and instruction to leave has been ignored. Preventing a student leaving a classroom where allowing them to leave would risk their safety or that of others;

Preventing a student attacking another person;

Stopping a fight.

Detention

Although there is no legal requirement to seek parental consent for student detention, Sir William Borlase's Grammar School takes the view that it is good practice to do so. Where possible, parents will usually be given 24 hours notice for detentions outside the normal school day.

Power to discipline 'beyond the school gate'

This policy and the associated procedures extend to all non-criminal unacceptable student behaviour, which might occur off the school site and is witnessed by a member of staff or reported to the school. The policy applies when

the student poses a threat to others or adversely affects the reputation of the school and is:

taking part in any school-organised activity;

is part of a school visit whether in or outside the UK; travelling to or from school;

wearing school uniform; or identifiable as a student at the school.

Involvement of outside agencies

When appropriate, the school will seek the support of outside agencies in implementing procedures to ensure the needs of every student are met. Records of referrals to outside agencies will be maintained, and all relevant staff will be kept informed. Examples may include educational psychologists, behaviour support services, child protection agencies, the police, social services and education support officers.

Allegations of abuse by staff

Allegations of abusive behaviour by staff will be dealt with quickly, fairly and consistently. Every effort will be made to protect the student, support the member of staff and secure confidentiality. According to guidance provided under the 'Dealing with allegations of abuse against Teachers and Other Staff' (October 2012), the DfE advise that suspension will not be an automatic response to an allegation; where a member of staff is suspended, this will be a neutral act to enable a fair and thorough investigation to take place. The Education Act 2011 introduced reporting restrictions preventing the publication of any material that may lead to the identification of a teacher who has been accused by, or on behalf of, a pupil from the same school (where that identification would identify the teacher as the subject of the allegation). Sir William Borlase's Grammar School considers the need to maintain anonymity of staff involved vital whilst any investigation is undertaken. Students who are found, on investigation, to have made malicious accusations will be excluded for an appropriate length of time.

Health & Safety & Regulations

See separate document

Computer systems & internet code of practice

See separate document

School Uniform Rules

See separate document in Diaries and Planners

Rules on mobile phones

See Mobile Phone Policy (Appendix iv below)

Appendix i

Sir William Borlase's Grammar School

Sanctions Ladder

- Sanctions may change slightly based on the details and the nature of an incident.
- The following are examples only; this is not an exhaustive list.
- These sanctions apply during school hours, to and from school and whilst under the jurisdiction of the school. They apply to behaviour in and outside the classroom.

Level	Behaviour	Sanctions	SIMS
L1	Lack of equipment/books including BYOD device Disrupting the learning of others Silly behaviour Lateness to lesson/form period Poor uniform/appearance Eating or drinking (other than water) in a lesson/ in non-eating areas Late/incomplete/poor/missed homework	Verbal Warning Note in planner Uniform card	
L2	Repeat or Persistent L1 offences	Break/ Lunch Detention	1
L3	Repetition of L1 and L2 offences Dishonesty/lying/uncooperative response to a reasonable request Offensive language at another student Misuse of BYOD Inappropriate behaviour in cover lessons Failure to attend L2 detention Being off-site without permission (6th form) Isolated bullying incident Carrying/ Using a Mobile Phone in school hours (persistent) <i>Confiscation first - see Mobile Phone Policy</i> Deliberate copying or plagiarism of work. (Reviewed by Head of Department) <i>*plagiarism for external assessments have to be dealt with in line with JCQ rulings.</i>	SLT after school detention	2
L4	Repetition of L3 behaviour or heightened seriousness of offences	Internal removal	3

	<p>Serious breach or challenging of school rules or policies</p> <p>Disobedience/insolence</p> <p>Swearing about or to a member of staff</p> <p>Fighting</p> <p>Discriminatory language or behaviour</p> <p>Inappropriate use of technology that causes hurt or offence to another student</p> <p>Truancy</p> <p>Smoking and/or possession of smoking equipment or e-cigarettes</p> <p>Discriminatory language or behaviour</p>	<p>Reflection and Restorative Discussion</p>	
L5	<p>Repetition of L4 behaviour or heightened seriousness of offences</p> <p>Possession or consumption of alcohol</p> <p>Violence, assault or intimidating behaviour</p> <p>Bullying</p> <p>Discriminatory Abuse e.g. racist, homophobic, disablist</p> <p>Malicious use of technology that causes hurt or offence to another student or member of staff</p> <p>Theft (regardless of monetary value)</p> <p>Irresponsible conduct which results in damage to property or injury to others</p> <p>An act which brings the school into disrepute</p> <p>Acts, or possession of materials, of an indecent or sexual nature</p>	<p>Fixed term exclusion may be issued</p>	
L6	<p>Persistent L5 behaviour or heightened seriousness of offences</p> <p>Possession of drugs</p> <p>Possession of a weapon</p> <p>Serious actual or threatened violence against a student or member of staff</p> <p>Sexual abuse or assault of a student or member of staff</p>	<p>Permanent Exclusion may be issued</p>	



Appendix ii

Anti-Bullying Policy

Date of Publication: July 2017

Review Date: July 2019

This policy should be read in conjunction with other relevant policies, for example, the Behaviour Policy and Safeguarding and Child Protection Policy.

Aims

Sir William Borlase's Grammar School is committed to providing a friendly, caring, safe and inclusive environment so that students can flourish and learn in and out of the classroom. Bullying is antisocial behaviour and our expectation is that students and staff will behave in appropriate and socially acceptable ways towards each other.

Department for Education Guidance

"School support for children and young people who are bullied" (March 2014)
"Preventing and Tackling Bullying" (updated July 2017)

Key principles

Students' Rights & Responsibilities:

Rights

- to be valued
- to feel safe
- to learn and grow
- to be respected

Responsibilities

- to respect yourself
- to respect others
- to use common sense
- to support others

Ethos

The school's aims, expectations and core values are made explicit to all members of the school community through assemblies, the Student Planner, tutor time activities, the Headteacher's letters to parents and school policies. They are reiterated at frequent intervals throughout the year and highlighted during Anti-Bullying week.

Definition of bullying

Bullying is any behaviour which is deliberately intended to hurt, undermine, threaten or frighten another person or group of people. It happens repeatedly and can continue over time. It involves a real or perceived power imbalance. Bullying is unwanted behaviour that is usually unprovoked and takes a variety of forms.

Bullying can be / involve:

- Verbal name-calling, spreading rumours, making offensive comments
- Physical pushing, kicking, slapping, hitting, spitting, fighting
- Emotional / psychological mocking, making others feel inferior, excluding

- Racist racial taunts or gestures
- Discriminatory taunts or gestures against someone's beliefs, religion or culture
- Anti-disability taunts or gestures against disability
- Sexual comments of a sexual nature, unwanted physical contact
- Homophobic relating to sexuality and / or gender
- Cyber using any kind of technology / social media, including misuse of associated technologies, for example camera and video

What to do if you are bullied

- *Tell the bully to stop.* State quite clearly that the behaviour is unwelcome and offensive
- *Seek help.* Talk to someone you trust.
- *Report it.* The school does not tolerate bullying. Feel confident that any incident can be resolved satisfactorily

- Use the '*Help Box*'. If you don't know where to go for advice write your name, form and the problem down on a piece of paper and put it in the box near Matron's room. The member of staff who can best help will deal with your problem

If someone you know is being bullied, care enough to report it.

Roles and Responsibilities

The Governing Body will support the School in its effective implementation and monitoring of the Anti Bullying Policy, and regularly review the policy.

The Headteacher is responsible for the implementation of the policy on a day-to-day

basis. Staff will:

- support the Headteacher in the implementation of this policy
- be positive role models and promote positive behaviours by the way in which they speak to, and treat others
- know and understand the signs and symptoms of bullying (see below)
- be vigilant about bullying
- take instances of bullying seriously and report concerns promptly
- investigate reports with an open mind
- record instances of bullying
- monitor bullying situations after they have been resolved review and evaluate the effectiveness of this policy.

Students will:

- support the Headteacher in the implementation of this policy
- feel encouraged, supported and enabled to promptly report incidents of bullying, by speaking to:

Your parents

Your close friends

A senior student whom you trust

The staff on duty in the area
Your form tutor
A teacher who you feel you get on well with.
Your PHSE teacher
Matron
Your Head of Key Stage
Any members of the Senior Team

Parents will support the school in its implementation of this policy by:

- understanding that the school will investigate all instances of bullying
- encouraging their son/daughter to report any instances of bullying promptly and support them, if necessary, in doing so
- working in partnership with the school to move forwards following the conclusion of an investigation.

Signs and symptoms of bullying

A student being bullied may display one or more of the following:

- mood / behavioural changes; appears nervous, anxious, lacks confidence, is withdrawn, displays self-harming thoughts or behaviour, becomes angry, aggressive, unreasonable
- declining and / or low attendance, reluctance to attend / truancy from lessons / school
- difficulty sleeping / irregular sleeping patterns
- anxiety relating to going to school in the morning / travelling to and from school
- decline in school work
- items regularly go missing / are damaged
- frequently asks for money
- has unexplained cuts or bruises
- bullies others

- gives implausible excuses for any of the above.

The above list is not exhaustive and whilst bullying should be considered a possibility and investigated accordingly, it may not be the cause.

School Procedure

All instances of bullying will be investigated. Careful thought will be given to:

- the safety of all parties involved
- the needs of those directly involved
- preventing the situation from escalating
- the appropriateness of taking a multi-agency approach in the event of a serious incident
- the correct recording of the incident
- an appropriate sanction being applied

When an incident is reported:

- Students and staff directly involved will be asked to write an account of what happened. A member of staff will then meet with the students concerned to discuss the incident in more detail
- Sanctions will be applied in accordance with the school's Behaviour Policy
- Parents will be contacted in all instances of confirmed bullying
- The tutor and other relevant members of staff will be informed accordingly
- Incidents will be recorded on the relevant student files.



**SIR WILLIAM BORLASE'S GRAMMAR
SCHOOL Home/School Agreement**

The parents I/We shall

Ensure that my child attends school as required by law;

Ensure my child is on time, properly equipped and wears school uniform in line with school guidance.

Make the school aware of any concerns or problems that might affect my child's wellbeing, behaviour or academic work.

Notify the school of any absence due to illness by calling Matron (Key Stage 3-4) or the Student Support officer (Key Stage 5) in line with parent guidance.

Comply with the Governors' policy on leave of absence unless there are exceptional circumstances which have been discussed with the school in advance;

Talk to the School if I have any concerns regarding the safeguarding or safety of any student;

Support the school's policies and guidelines for behaviour.

Attend parents' evenings, information evenings and discussions about my child's progress.

Engage with feedback on progress and encourage my child in independent and home-learning; Check and sign the student planner each week;

Engage with advice and guidance from school about student well-being. E.G advice on e-safety, monitoring use of social media, health and well-being issues.

Get to know about my child's life at the school.

Signature(s)

The school will

Set high expectations of students in terms of learning, commitment, behaviour and appearance;

Provide a pastoral system to support the wellbeing of pupils.

Monitor pupils in line with Safeguarding requirements to keep pupils safe at school.

Contact parents if there is a problem with attendance, punctuality or bringing books/ equipment.

Let parents know about any concerns or problems that affect their child's work or behaviour.

Provide a broad, balanced Curriculum.

Send home regular assessments in line with the school's Assessment and Reporting System.

Set, mark and monitor homework and provide facilities for children to do homework in school.

Arrange Parents' Interviews during which progress will be discussed.

Keep parents informed about school activities through the website, Friday mailings, newsletters and special notices.

Signature (Headteacher)

The pupil, I shall

Attend school regularly and on time;

Bring all the equipment I need every day and wear the appropriate, smart school uniform;

Concentrate and contribute positively in class and complete my classwork and homework to the best of my ability.

Enable fellow students to learn in a calm and ordered environment;

Treat all staff and pupils with respect and courtesy; consider the needs of others;

Observe the school's rules and guidelines on behaviour; follow instructions given by members of staff.

Respect the school environment.

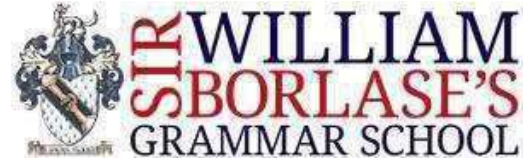
Talk to a parent, teacher or learning support staff about any significant concern or problem;

Talk to the school about any concerns regarding their safety or the safety of others;

Not act in a manner that may lead to the injury or hurt of another student or member of staff. This includes actions of a physical, emotional, sexual, and racial or cyber nature.

Not speak in a manner or use language that may offend or hurt another student or member of staff. This includes sexist, racist, faithist or other deliberately prejudicial language in person or via other media.

Signature



Mobile Phone - Borlase Code of Conduct

Introduction

Students and their parents/carers must read and understand the Mobile Phone Code of Conduct as a condition upon which permission is given to bring mobile phones to school.

Students and their parents/carers must read and understand Acceptable Uses as a condition upon which permission is given to bring mobile phones to school.

“Mobile phone” is used throughout this document but refers to any type of digital device e.g. smart watches, or tablets without integrated keyboard which use the same technologies.

BYOD refers to a laptop, chromebook or tablet with fully integrated keyboard.

1. Rationale

1.1 Sir William Borlase’s Grammar School recognises that personal communication through mobile technologies is an accepted part of everyday life and such technologies need to be used well.

1.2 Personal safety is vital and it is the school’s responsibility to make sure that students feel safe so that they can engage in their learning and develop as responsible caring young adults.

1.3 The learning environment should be a place where students and teachers can focus on study without distraction from communication via mobile devices.

1.4 There is significant evidence that indicates that access to mobile phone technology increases the potential for bullying, is a cause of anxiety related to social media, and has a negative impact on achievement. Sir William Borlase’s Grammar school supports young people’s right to be disconnected from social media during school hours.

1.5 Sir William Borlase’s Grammar School has wifi access for BYOD. Devices carried for educational use are Chromebooks or Laptops with full keyboards. Calculators are used in Mathematics.

2. Purpose

2.1. The widespread ownership of mobile phones among young people requires that school staff, teachers, students and parents/carers take steps to ensure that mobile phones are used responsibly at school. This Mobile Phone Code of Conduct is designed to ensure that potential issues involving mobile phones can be clearly identified and

addressed, ensuring the benefits that mobile phones provide (such as increased safety) can continue to be enjoyed by our students.

2.2. Sir William Borlase's Grammar School has established the following Mobile Phone Code of Conduct for mobile phones to provide school staff, teachers, students and parents/carers, guidelines and instructions for the appropriate use of mobile phones on the way to and from school, during school hours and after school.

2.3. The Mobile Phone Code of Conduct also applies to students during school excursions, camps and extra-curricular activities both on the school site and off-site.

3. Responsibility Key Stage 3 and 4

3.1. Key Stage 3 and Key Stage 4 students are not permitted to use or handle any type of mobile phone at school, including smart watches, tablets, or any similar device that uses the same technologies. Students must abide by the guidelines outlined in this document. Parents are asked to support the school in reinforcing responsible usage.

3.2. Parents/carers should be aware that if their child takes a mobile phone to school, it is assumed household insurance will provide the required cover in the event of loss, damage or theft. The school will not accept responsibility for costs incurred due to its use.

3.3. Any mobile or smart device that is brought into school must be switched off and kept out of sight in a school bag or locker. Such devices must not be kept in students' pockets. If devices are seen they will be subject to confiscation. If a student does not have a locker and wishes to have one, they should inform their Tutor and this can be arranged.

3.4. It is the responsibility of all students to ensure that they do not use or handle their mobile device until they have left the school premises. During extra-curricular activities, twilight lessons and after school clubs usage is at the discretion of the teacher leading the activity.

3.5. Parents/carers are reminded that in cases of emergency, the school office is the first point of contact or Matron for medical issues and office staff can ensure your child is reached quickly and assisted in any relevant way. Passing on messages through school reception also reduces the likelihood of inadvertently disrupting lessons.

3.6 Pupils have access at any time of the day to a telephone in reception, with matron or their Key Stage office if they need to contact parents for an emergency or personal reason.

4. Acceptable Uses

4.1. Key stage 3 and key stage 4 students are not permitted to use or handle any type of mobile phone at school, including watches, ipads, tablets, or any similar device that uses the same technologies.

4.2. All students should bring their BYOD to school for the purpose of completing school work. It is the parent/carer's responsibility to understand the capability of the machine and to ensure that it is not misused. If these devices are misused, sanctions will apply.

Students must password protect the device and not share it with other students.

4.3 The school recognises the importance of emerging technologies present in modern mobile phones e.g. camera, music and video recording required in a small number of subjects - e.g. Music for GCSE, the Dance curriculum. Teachers will state in advance when a smart device is permitted for this type of usage.

Sixth Form Students

4.3. All points under Responsibility and Acceptable Uses apply to all students. However, the school recognises that sixth form students, who are developing into young adults, are able to leave the school site during lunch times. It is acceptable for them to access their smart devices if they leave the school at this point in the school day.

4.4 Sixth Form students are required to bring their BYOD for work in lessons and independent study; this is the device they should be using for work and email communication during the school day. Smart devices should remain in bags during lessons unless specific direction is given by member of staff. —

4.5 Sixth Form students are also permitted to use their phones at break and lunch in the areas exclusively used by the Sixth Form: the sixth form work rooms and the collaborative work room.

Sixth Formers are not permitted to use a mobile phone in public areas around the school during the school day for any purpose including listening to music; this includes cafe and canteen areas, playing fields, corridors and cloisters at all times. It is very important that they set an example to the lower school in those shared spaces; public usage will result in confiscation.

4.6 Sixth Form students have access to a school phone with SSO, Matron or Reception if they need to make an emergency call or a call related to study/ university/ work experience etc ; they can use a small sixth form study office to make a call on their mobile phones if needed for these purposes, with staff permission.

5. Unacceptable Uses – a reminder for students when not in school

5.1. The policy for usage of Mobile phones during educational activities, for example school trips will be specifically directed by the staff trip leader.

5.2. Using mobile phones to bully or threaten other students is totally unacceptable. In some cases it can constitute criminal behaviour. If the use of technology humiliates, embarrasses or causes offence, it is unacceptable regardless of whether 'consent' was given.

5.3. It is forbidden for students to join together to target any student, individual or member of staff; to use their mobile phone to take videos/images in order to denigrate and humiliate an individual. Sharing, sending or uploading images/videos to other

students or individuals, or making them publicly available is strictly prohibited.

This also includes using mobile phones to photograph or film any student, individual or member of staff without their consent. It is a criminal offence to use a mobile phone to menace, harass or offend another person and almost all calls, text messages and emails can be traced.

5.4. It is unacceptable to take a picture of a member of staff without their permission. In the event that this happens the student will be asked and expected to delete those images. Examples might include at a school function or going home.

6. Inappropriate Conduct

6.1. Mobile phones, smart watches etc are banned from all exams by JCQ. Any student found in possession of a mobile phone during an exam will have their paper disqualified. Such an incident may result in all other exam papers being disqualified. JCQ requirements apply to all internal school assessments / exams.

7. Sanctions

7.1. Students who infringe the rules set out in this document will have their phones confiscated by school staff. The incident will be recorded.

7.2. Confiscated phones will be taken to Reception, labelled with name and date and locked away securely. This will be logged in Reception and monitored by the relevant Head of Key Stage. For a first and second confiscation the phone can be collected by the pupil and signed out from Reception between 3.30 and 4.00 p.m.

7.3 A third confiscation in any academic term (persistent infringement) will result in the phone remaining in reception until parents/carers are able to collect it (between 8.00 a.m. and 8.30 a.m or 3.30 and 4.30 p.m.) and an after school detention. Parents/carers will be notified so they can collect the phone on a convenient day and the phone will be held securely until they are able to do so.

8. Theft or damage

8.1. The school accepts no responsibility for replacing lost, stolen or damaged mobile phones if they are brought into school.

8.2. Mobile phones that are found at school should be handed to Reception.

8.3. The school accepts no responsibility for students who lose or have their mobile phones stolen while travelling to and from school.



Appendix v

Drugs - Awareness and Response Policy

*Date of publication - September 2018

* Review date - September 2020

This policy is under continuous review by the Senior Leadership Team and Governors because of the changing drugs landscape both nationally and locally.

1. Ethos of the School

SWBGS actively seeks to provide an environment where all members of the community are safe from harm. As such, the school takes a robust approach to any individual or group that violates our behaviour, drugs or anti-bullying policies.

This is a school where human rights are respected; as such the responsibility to maintain high standards of behaviour lies with all members of the SWBGS community. The school acknowledges its legal duties under the Equalities Act 2010 in relation to all protected groups including SEND (Special Educational Needs and Disabilities) and will always take their circumstances into account. It is our aim to help all students to be able to take their place safely in a world where a wide range of drugs exist.

2. Education and Prevention

At SWBGS we believe that knowledge and education are key to personal development and ensure that age appropriate education and support is provided through PSHCE, assemblies, tutor time and the pastoral support system.

Students find input from external education agencies particularly useful. In response we aim to ensure that this is provided by approved agencies at regular intervals throughout their time at SWBGS.

SWBGS works closely with the local police to educate and inform students, staff and parents and part of this involves police visits with drugs dogs to ensure the safety of the site and wellbeing of all in the school community.

3. Definition of a Drug

A drug is a substance that affects the way in which the body functions physically, emotionally or mentally. For purposes of this policy, by 'drugs' we are referring to illegal

substances and also legal substances such as: alcohol, tobacco, cannabis oil, volatile substances, over the counter or prescription medicines and new psychoactive substances. By Drugs Paraphernalia we mean items such as cannabis grinders, rolling papers, filters, matches, lighters and pipes etc.

4. Drugs on School Premises

The legal definition of school premises includes everything within the property boundaries including buildings, outbuildings, playgrounds, fields and also extends to include other settings such as vehicles, boats, marquees or any venue managed by the school at the time, e.g. premises of a school trip or visit.

4.1 Medicines

The school has a policy/procedure for the administration of medicines that must be followed for everyone's safety.

4.2 Alcohol

No alcohol may be brought on to school premises or consumed during the course of a school day. Any adult or student, parents, carers and visitors under the effects of alcohol will be asked to leave the premises and return at a later date for the safety of the whole school. Parents will be asked to remove their children from the school and will be encouraged to seek immediate medical support.

4.3 Smoking and Vaping

School premises are a no smoking site at all times. Students are not permitted to bring to school smoking materials, including matches and lighters. In the interests of health and safety, should a student be found in possession of any of these on school premises, they will be confiscated and parents informed. Smoking on or within 200m of the school premises may result in a Fixed Term Exclusion. This also applies to "vaping" and the use of electronic cigarettes.

4.4 Illegal Drugs and Legal Highs

No illegal drugs, new psychoactive substances or Drugs Paraphernalia are allowed to be brought on to, or used on school premises. Bringing any such items onto school premises is considered a serious breach of this drugs policy. Seeking to influence or promote illegal drug use or the use of legal highs either in person on school premises or via social networking sites is also considered a serious breach of this drugs policy.

4.5 Solvents

The school will ensure that potentially hazardous substances it authorises are stored safely, and students will be supervised if it is necessary that they come into contact with them in the course of their work. Students are not permitted to be in possession of solvents. Bringing solvents or hazardous substances onto school premises is considered a serious breach of this drugs policy.

5. Responses to Drug Related Incidents

A drug incident may be any of the following:

- Finding drugs, or related paraphernalia, on school premises.
- Possession of drugs by an individual on school premises.
- Use of drugs by an individual on school premises.
- Supply of drugs on school premises.
- Individuals disclosing information about their drug use.
- Student reports of parents, staff or students using drugs.
- Hiding drugs in or around the school premises for later collection (by themselves or by third parties).
- Promoting or encouraging the use of drugs and other substances.

Any response to drug related incidents needs to balance the needs of the individual student concerned with the wider school community.

Exclusion from school is not an automatic response to a drug incident but permanent exclusion is considered in serious cases where:

- there is a serious breach or persistent breaches of the Drugs and/or Behaviour Policies; and
- allowing a student to remain in SWBGS would seriously harm the education, safety or welfare of the student or others in the school.

A member of the SLT will be responsible for co-ordinating the management of drug-related incidents, offering sources of support and liaising with outside agencies.

Incidents will be dealt with after making an assessment of the situation and will be reported to the Headteacher. All incidents and responses will be recorded within 24 hours.

6. Drug Misuse Outside the School Premises

In line with *Behaviour & Discipline in Schools* (January 2016 DfE) the school may impose sanctions on a student for misusing drugs outside schools when students are:

- taking part in any school-organised or school-related activity; or
- travelling to or from school; or
- in some way identifiable as a student at the school.

The school may also impose sanctions on a student for misusing drugs at any time, whether or not the conditions above apply, if the misuse:

- could have repercussions for the orderly running of the school; or
- poses a threat to another student or member of the public; or
- could adversely affect the reputation of the school.

7. Individuals in Possession of Drugs

If any student or adult on school premises is found in possession of an unauthorised drug it will be confiscated, if possible. If the drug is suspected to be illegal, the school will contact a police officer for discussion and advice. Illegal substances will be handed to the police to be legally destroyed as soon as possible and not stored. Parents and Carers will be informed (unless for safeguarding reasons this is not in the best interests of the student) and other professionals such as the local authority, Young Offenders Service, R U Safe, Police, GP, Social Services will be informed or consulted as appropriate.

8. Confidentiality

SWBGS will always seek to work with parents and carers when information or allegations of drug use are made. There may be occasions when, for safeguarding reasons, this may not be appropriate (please refer to our Child Protection and Confidentiality policies for more information on this).

Complete confidentiality can never be promised to a student though information given in confidence will not generally be disclosed to a wider audience. In particular if a student chooses to disclose that they are using a drug without medical authorisation, this information will not be used against them. However, action will be taken to try to ensure the student comes to no serious harm if this is considered a risk. Regarding disclosures staff will follow the advice given in the Child Protection policy, and at the annual safeguarding training.

9. Support for Students

At SWBGS the welfare of the student is paramount and intervention will be made if the school feels a student is showing signs which indicate particular risks of, or from, involvement with drugs, whether their own or the involvement of their parents'/carers'. Such interventions may include:

- Support and advice in school (Matron, Form Tutor, Head of Year / Key Stage, Learning Mentor, Pastoral Assistant Head).
- Referral to specialist outside agencies for support, e.g. Addaction.
- Involvement of the Police.
- Refer to Appendix 2.

10. Right to Search

In line with recent legislation the staff at SWBGS reserve the right to search students if they have reason to believe that they are carrying offensive weapons, illegal substances or anything that is illegal or dangerous. Similarly students can expect to be physically

restrained if they present a danger to themselves or other members of the community.

Searches will be carried out by members of the Senior Leadership Team of the same gender with a staff witness; Parents and Carers will be informed when this has happened. Where the police are involved, normal police searching rights would apply.

If inappropriate articles are brought into school or used inappropriately they may be confiscated and kept in the school safe for collection by Parents / Carers at the end of the day. If these items are dangerous or illegal they will be handed to the Police for safe disposal.

SWBGS works closely with its Police Liaison Officers. If students are involved with any activity which breaks the law the police may be involved in the confiscation of items, Restorative Justice Conferencing, unless there are reasons why this should not be the case (for instance, serious safeguarding concerns) (an approach to justice that focuses on the needs of the victims and the offenders, as well as the involved community, instead of satisfying abstract legal principles or punishing the offender), group work and education as well as links with home. Parents and Carers will be informed when the police are involved and given the opportunity to attend any interviews.

Similarly the police will be involved if any student is suspected of having contact with an illegal substance. This includes possession, using or dealing. In such cases, the police will decide what course of legal action, if any, should be taken.

Refer To:

- Child Protection Policy
- Behaviour for Learning Policy

Appendix i (Drugs Policy) – Medical Emergencies

The procedures for an emergency apply when a person is at immediate risk of harm. A person who is unconscious, having trouble breathing, seriously confused or disoriented or who has taken a harmful toxic substance, should be responded to as an emergency.

Your main responsibility is for any pupil at immediate risk, but you also need to ensure the well-being and safety of others. Put into practice your school's first-aid procedure. If in any doubt, call medical help.

ALWAYS

- assess the situation
- in a medical emergency, send for medical help and ambulance

BEFORE Assistance Arrives

If the person is conscious:

- ask them what has happened and to identify any drug used;
- collect any drug sample and any vomit for medical analysis;
- do not chase or over-excite them if intoxicated from inhaling a volatile substance; and
- keep them under observation, warm and quiet.

If the person is unconscious:

- ensure that they can breathe and place in the recovery position;
- do not move them if a fall is likely to have led to spinal or other serious injury which may not be obvious;
- do not give anything by mouth;
- do not attempt to make them sit or stand;
- do not leave them unattended or in the charge of another pupil; and
- notify parents/carers.

For needlestick (sharps) injuries:

- encourage wound to bleed;
- do not suck;
- wash with soap and water;
- dry and apply waterproof dressing; and
- if used/dirty needle seek advice from doctor.

When Medical Help Arrives

- Pass on any information available, including vomit and any drug samples
- Complete a medical record form as soon as you have dealt with the emergency.

Appendix ii (Drugs Policy) – Useful Organisations

ADFAM

They offer information to families of drug and alcohol users, and the website has a database of local family support services.

Tel: 020 7553 7640 Email: admin@adfam.org.uk Website: www.adfam.org.uk

Addaction Buckinghamshire

Works with young people up to the age of 19, residing in the county of Buckinghamshire, who are affected by substance misuse problems. The aim of the service is to enable young people to overcome their drug/alcohol problems and to live healthy lives through the provision of a range of planned interventions. Tel: 01296 396352 Website: www.addaction.org.uk

Alcohol Concern

They work to reduce the incidence and costs of alcohol-related harm and to increase the range and quality of services available to people with alcohol-related problems

Tel: 020 7264 0510. Email: contact@alcoholconcern.org.uk Website: www.alcoholconcern.org.uk

ASH (Action on Smoking and Health)

A campaigning public health charity aiming to reduce the health problems caused by tobacco.

Tel: 020 7739 5902 Email: enquiries@ash.org.uk Website: www.ash.org.uk

Children's Legal Centre

They operate a free and confidential legal advice and information service covering all aspects of law and policy affecting children and young people.

Tel: 01206 877910 Email: clc@essex.ac.uk Website: www.childrenslegalcentre.com

Children's Rights Alliance for England

A charity working to improve the lives and status of all children in England through the fullest implementation of the UN Convention on the Rights of the Child.

Email: info@crae.org.uk Website:

www.crae.org.uk **Drinkaware**

An independent charity that promotes responsible drinking through innovative ways to challenge the national drinking culture, helping reduce alcohol misuse and minimise

alcohol related harm.

Tel: 020 7307 7450 Website: www.drinkaware.co.uk/

Drinkline

A free and confidential helpline for anyone who is concerned about their own or someone else's drinking.

Tel: 0800 917 8282 (lines are open 24 hours a day)

Drugwise

They are a centre of expertise on illegal drugs, aiming to inform policy development and reduce drug-related risk. The website includes detailed drug information and access to the Information and Library Service. DrugScope also hosts the Drug Education Practitioners Forum.

Tel: 020 7520 7550 Email: info@drugscope.org.uk Website: www.drugwise.org.uk

FRANK

This is the national drugs awareness campaign aiming to raise awareness amongst young people of the risks of illegal drugs, and to provide information and advice. It also provides support to parents/carers, helping to give them the skills and confidence to communicate with their children about drugs.

24 Hour Helpline: 0800 776600 Email: frank@talktofrank.com Website: www.talktofrank.com

Mentor UK

This is a non-government organisation with a focus on protecting the health and wellbeing of children and young people to reduce the damage that drugs can do to their lives.

Tel: 020 7739 8494. Email admin@mentoruk.org

Parents Against Drug Abuse (PADA)

PADA give support to any family member, partner or friend of substance misuser. Offer respite to grandparents who are primary carers of their grandchildren due to their son or daughters misuse of drugs. Offer early intervention/prevention programme in schools

- for parents - which helps parents become the educator of their children with regards to drugs - early warning signs to watch for and what to do. You can speak one to one with people who know what you are going through.

Tel: 08457 023 867

Website: www.mentoruk.org.uk

National Children's Bureau promotes the interests and well-being of all children and young people across every aspect of their lives. Tel: 020 7843 6000 Website: www.ncb.org.uk

Family Lives - A charity offering support and information to anyone parenting a child or teenager. It runs a free-phone helpline and courses for parents, and develops innovative projects.

Tel: 0800 800 2222 Website: <http://familylives.org.uk/>

Re-Solv (Society for the Prevention of Solvent and Volatile Substance Abuse) A national charity providing information for teachers, other professionals, parents and young people.

Tel: 01785 817885 Information line: 01785 810762 Email: information@re-solv.org

Website: www.re-solv.org

Smokefree - NHS Smoking Helpline: 0800 169 0 169 Website: <http://smokefree.nhs.uk>

Stars National Initiative offers support for anyone working with children, young people and families affected by parental drug and alcohol misuse. Website: [www](http://www.starsnationalinitiative.org.uk)

[.starsnationalinitiative.org.uk](http://www.starsnationalinitiative.org.uk)

Youth Offending Teams – Local Youth Offending Teams are multi-agency teams and are the responsibility of the local authority, who have a statutory duty to [prevent offending by young people under the age of 18.

Website: <https://www.gov.uk/youth-offending-team>