

## Brampton College Behaviour Policy

### General principles

The guiding principles at Brampton College are those of honesty, fair-mindedness, hard work, enjoyment and treating others with proper respect and consideration.

We also attach very great importance to courtesy, good discipline, caring for the College and external environment and consideration for our neighbours.

We value both effort and achievement and we encourage every positive contribution that a student makes to the life of the College, consistent always with the needs of the College community.

The Behaviour policy shall set out the principles of the College in relation to:

- conduct and behaviour;
- self-respect and respect for others;
- respect for property and the environment.

The principles that make up this behaviour policy are addressed to each student. Some of them necessarily apply also to parents. Compliance with this policy and each new edition of it is a condition of membership of the College. Parents are asked to read through this policy with their son or daughter from time to time.

### 1. Conduct and self-respect

#### **Commitment:**

You represent the College whenever you attend the College. We hope you will take a pride in your membership of the College and enjoy your time here. You are also expected to take pride in your conduct and to show commitment to your academic and extracurricular activities and always to do your best.

#### **Appearance and dress:**

The College has no uniform, nor does it dictate what students should wear, but clothing and appearance should not be counterproductive to academic study and should not be intimidating to others or unduly provocative. For example, the wearing of hoods is not allowed.

#### **Honesty:**

The College community and progression towards one's own academic and life goals rely on each student being honest and truthful. Dishonest behaviour, theft and telling untruths are serious breaches of discipline and will be treated as such. If you find, or if in some other way you come into possession of, money or property that does not belong to you, ensure that it is given back or handed to a member of staff as soon as possible.

#### **General behaviour:**

Your behaviour must be a credit to yourself and to the College, whether at College or in public places such as streets, on public transport or in the vicinity of the College generally and whether in or out of College hours. Always consider the consequences of your words and actions on yourself and on other people. Never do something that you feel is wrong.

## 2. Respect for others

### **Effort and achievement:**

At this College, we look for fulfilment and enjoyment and we are positive in everything we do. We respect and encourage each other as individuals. We also encourage inquiry, hard work, high standards and mutual support. We take pleasure in each others' achievements and we never mock each others' effort or failure. Each student has the right to benefit from and the responsibility to contribute to this ethos.

### **Courtesy and good manners:**

From time to time members of staff, parents, visitors to school premises or other students may need assistance. Please always be ready to offer help. It is very important that you should, even if to do so causes you inconvenience.

### **In the classroom:**

We expect you to make it as easy as possible for everyone to learn and for the teacher to teach. Your books and equipment should be ready for the start of each lesson. Keep mobile phones switched off and in your bag. Pay attention to the lesson at all times, ask questions and contribute to discussion in a polite and respectful manner; for example, always listen to what is being discussed in the class, rather than talking to other students about another topic, and do not interrupt or talk over other students or the teacher. Keep the classroom tidy. Above all, be pleasant and helpful at all times. Do not leave litter, and always clear up after yourself.

### **On visits, field trips and extracurricular outings:**

We expect you to conduct yourself in a responsible, courteous and considerate fashion when representing the College. Follow instructions given by the teacher in charge and be ready to offer help. Treat places visited with care and respect. Remember that teachers often organise trips in their own time and at considerable effort for your benefit.

### **Sportsmanship:**

Whether you are competing or spectating at team events or taking part in some other competitive activity, you are expected to behave with courtesy and always to set an example that reflects well on the College.

### **Bad Language:**

The use of bad language is unnecessary and can be insulting or offensive to others and damaging to the person who uses it. Please do not use it in College or in the vicinity of the College.

### **Bullying and Fighting:**

Threats, physical attack, name-calling, mocking, harassment, racism, sexism, deliberate social exclusion and all forms of victimisation, are bullying, whether these activities take place in person or via the internet. Bullying has never been tolerated at this College and will not be excused on grounds of its being part of a game. We will teach students at the College about the difference between so-called "banter" and bullying and expect them to show sensitivity to the feelings and different perspectives of others.

Bullying is a very serious matter, which may lead to removal or expulsion. You must not bully others, and if others bully you, or you see someone else being bullied, you should inform a member of staff immediately or your parents. The College operates an anti-bullying policy. Fighting or any other form

of aggressive physical contact or threatened or attempted contact is, of course, strictly forbidden and may lead to removal or exclusion.

Bullying incidents occurring anywhere off the College premises, whether on school or public transport, outside the local shops, or in locations further afield, need to be reported to College staff. The incident will be investigated by College staff. The Principal will consider whether it is appropriate to notify the police or anti-social behaviour coordinator in the local authority. If the misbehaviour could be criminal or poses a serious threat to a member of the public, the police should always be informed.

The rapid development of, and widespread access to, technology has provided a new medium for bullying, which can occur in or outside college. Cyber-bullying is a different form of bullying but one which is at least as serious as face-to-face bullying because of its particularly insidious and persistent nature and, as is now well documented, its sometimes-tragic effects. It can happen at all times of the day and night and is easily amplified by a potentially much bigger audience as people forward on at a click content which often remains available online to cause harm long into the future.

The wider search powers included in the Education Act 2011 give teachers stronger powers to tackle cyber-bullying by providing a specific power to search for and, if necessary, delete inappropriate images (or files) on electronic devices, including mobile phones.

In order to help combat the possibility of cyber-bullying, the College will not only hold assemblies and run courses for students designed to teach them about the problem and about online safety more generally, but will monitor internet activity on the College wi-fi through the Smoothwall system and address directly with the relevant students (bully/ies and victim/s) any behaviour that gives cause for concern. The College also clearly recognises the limited impact of Smoothwall and the need for vigilance about cyber-bullying via 4G rather than the College wi-fi.

The College also emphasises in staff training and induction the warnings in KCSIE 2018 about the particular vulnerability of SEND students, care leavers, and previously looked-after children to being isolated and bullied, and the gendered nature of peer-on-peer abuse in that girls are more likely to be victims than boys.

### **3. Respect for property and the environment**

#### **Vandalism, graffiti and litter:**

Vandalism and graffiti-writing on College premises and elsewhere are regarded as serious breaches of College discipline. Please report, in confidence, any incident of wilful damage or the deliberate dropping of litter to your Personal Tutor. Please take pride in your College environment and help keep it tidy. If you find litter, pick it up and dispose of it securely.

#### **Other people's property:**

You must not interfere with other people's property or open lockers which are not your own. If someone has lent property to you it must normally be returned immediately on request. You must not borrow someone else's property, books, notes or projects without their previous permission. You must be strictly honest about money or property that does not belong to you or that you find. If you are in any doubt, ask a member of staff.

#### **Accidental damage to property:**

You must report to a member of staff any damage you cause to property which is not your own. You or your parents may be asked to pay for the damage.

### College rules

The College rules shall be set by the Principal. The College rules are necessary:

- for the safety and well-being of everyone at the College;
- for the reputation of the College community as a whole;
- for the protection of College property and the wider environment;
- for the benefit of our neighbours.

The College rules apply to all age groups and at all times when the student is:

- at College or representing the College;
- travelling to and from College;
- on field trips, educational visits and extracurricular trips with the College;
- in the vicinity of the College, for example at lunch time, between lessons and after College hours when the conduct in question could affect the College's reputation, or the welfare of a member of the College Community or any member of the public.

The College rules are:

- Smoking and chewing gum are forbidden in the building. Smoking is also prohibited in the areas around college, including Churchill House car park.
- Mobile phones may only be used in the student common room inside the building and should be switched off and in bags at all other times.
- Food is not allowed in the classrooms except in extenuating circumstances and at the discretion of the class teacher. Cooked food must be consumed in the student common room and not in the classrooms.
- The use of illegal drugs or alcohol on College premises, in the vicinity of the College or while under the jurisdiction of the College is absolutely forbidden. Any offending student will be liable to expulsion.
- Cars and Parking – please do not park on Lodge Road, in the Homestead block of flats at the end of Lodge Road or in Egerton Gardens. Parents or friends should drop you off or pick you up on Brent Street, not Lodge Road. Churchill House car park is also off-limits.
- Brampton College is situated in a quiet residential street. It is essential that students conduct themselves courteously and quietly outside the College building. In particular, students must refrain from congregating in front of residents' houses on the opposite side of the road from the College or on Chapel Walk.
- At all times students should be mindful of College property and treat it with care and respect. This includes putting all rubbish in the bins provided and leaving classrooms tidy after each lesson. Communal areas such as the main hall, library and corridors should also be left tidy.
- The College library and IT room are silent working environments to enable all students to study effectively. The working ethos of these rooms should be observed at all times whether or not they are supervised.

The College will make reasonable adjustments for managing behaviour which is related to a student's special educational need or disability, and that religious requirements will also be considered.

Students are expected to know and understand the College rules and to read through them with their parents. The College rules will be amended from time to time and reinforced at Personal Tutor group meetings and on other appropriate occasions.

### **College no-smoking policy**

The College has obligations to ensure the well-being of all members of the College community. To facilitate this and in the interests of providing a pleasant studying and working environment for all, the College prohibits smoking on all College premises at any time.

In order to be considerate to the neighbours, students should not congregate outside the College to smoke. Students are advised to walk as they smoke.

Students are encouraged to contact the main College office if they would like to seek support to quit smoking.

### **Monitoring of behaviour**

Copies of the College rules and expectations, including policy statements on drugs and substance abuse, are incorporated into the Student Planners issued at the beginning of every academic year. These rules and expectations are clarified and discussed with the students in their initial induction meetings. (A copy of these documents is available on request.)

Subject teachers are responsible for monitoring and responding to problems of punctuality to lessons, lateness of work and inappropriate behaviour in lessons. Any serious concerns may be taken further to Heads of Department and/or to Personal Tutors.

Personal Tutors are responsible for dealing with concerns from any member of staff if these arise in relation to inappropriate behaviour inside or outside the classroom.

Any major concerns will be raised with the PT Team Leader and may be carried forward to members of the Senior Leadership Team for resolution.

Any major concerns will be recorded on the student's record and in their personal file.

Personal Tutors and teachers are also responsible for giving praise and providing encouragement to students, where applicable, when reviewing their fortnightly records with them. The College also recognises effort and achievement through department awards and College assemblies.

### **Breaches of College discipline**

The sequence of steps to be followed in cases of unacceptable behaviour is as follows:

- Discussion of behaviour with the Personal Tutor, Subject Tutor or Head of Department as appropriate and a verbal warning given.
- Continued unacceptable behaviour to be reported to PT Team Leader and student given second verbal warning. At this stage a member of the Senior Leadership Team may also become involved in the process if this is deemed appropriate.

- If unacceptable behaviour continues or is repeated, parents will be contacted and may be called in to discuss the situation with a member of the Senior Leadership Team and the PT, with the student present. A student may be given a final written warning at this stage.

For very serious or persistent breaches of College discipline, the Principal has authorised the following sanctions:

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

The Principal is required to act fairly and in accordance with the principles of natural justice and not to expel a student other than in grave circumstances.

- **Requirement to leave:** For a serious breach of College discipline falling short of one for which expulsion is necessary, but such that the student cannot expect to remain a member of the College community, the student may be required to leave permanently. Subject to payment of all outstanding fees (the deposit being returned or credited to the account) the student will be given reasonable assistance in making a fresh start at another school.
- **Suspension:** A student may be placed under suspension for up to fourteen days while a complaint is investigated or as a sanction in its own right.

For all breaches of College discipline where suspension, request to leave or expulsion is a possible outcome, the College will act in accordance with the Policy on Expulsion, Removal and Review.

- **Other sanctions:** The Principal may prescribe and authorise the use of such other sanctions as comply with good education practice and tend to promote observance of the College Protocol and compliance with the College Rules.

Each case of unacceptable behaviour will be treated individually, and the final outcome will depend on the circumstances of the case. In all cases, support and guidance will be offered, which may include a recommendation for counselling, and the College always aims to make decisions that are in the best interests of both the individual student and the College community as a whole. The administration of major punishments will be recorded in a log giving the date, name, incident, action and communication to students and staff.

### Appealing a disciplinary decision

In accordance with the Policy on Expulsion, Removal and Review, parents are entitled to ask for a Panel Review of a decision to expel or to require the student to leave for disciplinary reasons. The form of application for a review and the review procedures will be supplied to parents on request at the time of the original decision.

There will be no right to a Panel Review of other sanctions but a student who feels aggrieved may ask the Vice Principal to take up his/her concerns with the member of staff who imposed the sanction.

### Use of reasonable force

Any use of force by staff will be reasonable, proportionate and lawful. Reasonable force will be used in accordance with the DfE guidance Use of Reasonable Force (DfE-00060-2011) and only when immediately necessary and for the minimum time necessary to prevent a student from doing or continuing to do any of the following:

- committing a criminal offence;
- injuring themselves or others;
- causing damage to property, including their own;
- engaging in any behaviour prejudicial to good order and discipline at the College or among any of its students, whether that behaviour occurs in a classroom or elsewhere.

Where restraint is used by staff, this is recorded in writing and the student's parents will be informed about serious incidents involving the use of force. Force is never used as a form of punishment.

In order to reduce the use of reasonable force, the College will take carefully into consideration the individual needs of all students in any such use. Staff will be especially mindful of the position of vulnerable students, for example, those with medical conditions, psychological or emotional difficulties, special educational needs or disabilities, in considering appropriate use of reasonable force.

### Searching students

**Informed consent:** The College staff may search a pupil with their consent for any item which is banned by the College Rules. If a member of staff suspects that a student has a banned item in his/her possession, they can instruct the pupil to turn out his or her pockets or bag. If the student refuses, sanctions will be applied in accordance with this policy.

**Searches without consent:** In relation to prohibited items, as defined below, the Principal, and staff authorised by the Principal, may search a student or a student's possessions, without their consent, where they have reasonable grounds for suspecting that a student has a prohibited item in their possession.

Prohibited items are knives or weapons, alcohol, illegal drugs and stolen items and any other items as defined as such from time to time.

**Searches generally:** If staff believe a student is in possession of a prohibited item, it may be appropriate for a member of staff to carry out:

- a search of outer clothing;

- a search of school property, e.g. students' lockers;
- a search of personal property (e.g. bag or pencil case within a locker).

Searches will be conducted in such a manner as to minimise embarrassment or distress. Any search of a student or their possessions will be carried out in the presence of the student and another member of staff.

When a student is searched, the searcher and the second member of staff present will be the same gender as the student.

Where the Principal or staff authorised by the Principal, find anything which they have reasonable grounds for suspecting is a prohibited item, they may seize, retain and dispose of that item as appropriate in accordance with the DfE guidance Screening, Searching and Confiscation (DfE-00056-2011).

### **Allegations against staff**

The College has procedures for dealing with allegations against staff (and volunteers who work with children) that aim to strike a balance between the need to protect students from abuse and the need to protect staff and volunteers from false or unfounded allegations.

Detailed guidance is given to staff to ensure that their behaviour and actions do not place students or themselves at risk of harm or of allegations of harm to a student. This guidance is contained in the Staff Handbook.

### **Malicious allegations against staff**

Where a pupil makes an accusation against a member of staff and the accusation is shown to have been deliberately invented or malicious, the Principal will consider whether to take disciplinary action in accordance with this policy.

Where a parent has made a deliberately invented or malicious allegation the Principal will consider whether to require that parent to withdraw their child or children from the College on the basis that they have treated the college or a member of staff unreasonably. The dealing with allegations of abuse against teachers and other staff guidance is DfE guidance.

### **Related policies**

BC Bullying policy

### **Related key documents**

#### **KCSIE September 2018**

#### **Working Together, August 2018**

The advice in KCSIE supersedes that in DfE - Use of reasonable force, advice for Head Teachers, staff and Governing Bodies,

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/444051/Use\\_of\\_reasonable\\_force\\_advice\\_Reviewed\\_July\\_2015.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/444051/Use_of_reasonable_force_advice_Reviewed_July_2015.pdf)



DfE - Screening, searching and confiscation, advice for Head Teachers Staff and Governing Bodies,  
2011

[http://dera.ioe.ac.uk/9878/1/screening\\_searching\\_and\\_confiscation.pdf](http://dera.ioe.ac.uk/9878/1/screening_searching_and_confiscation.pdf)