

Brampton College Promoting Good Behaviour Policy (including policy on Discipline)

General principles

The guiding principles at Brampton College are those of honesty, fair-mindedness, hard work, enjoyment and treating others with proper consideration. Brampton is a college with few rules and is led by its values which students are made aware of when they join us. One of our core values concerns respect and kindness, and we expect that all students are respectful and kind toward all members of the college and wider community. We also expect our students to look for opportunities to have a positive impact on the world around them and especially in the college.

We attach 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 child from time to time.

Corporal punishment

Brampton College does not use, condone or promote the use of corporal punishment in response to undesirable or unwanted behaviour. A corporal punishment or a physical punishment is a punishment which is intended to cause physical pain to a person. It may also be defined as an act deliberately designed to inflict discomfort or to psychologically humiliate an individual or group of individuals.

1. Conduct and self-respect

Commitment:

Our students are reminded that they represent the College whenever they attend the College and are also representatives of the college when not in physical attendance. This includes their presence online. We expect students to uphold the college's rules and values at all times including when online, on social media or any other similar platforms. We expect students to take a pride in their membership of the College and enjoy their time with us. Students are expected to take pride in their conduct, to show commitment to their academic and extracurricular activities, and always give their best.

Appearance and dress:

As a sixth form college we understand that students may wish to use their clothing to express themselves and their identity. We do not discourage this and also want students to feel comfortable and at ease when learning. Brampton 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 nor is clothing that exposes too much skin, and we therefore ask students to select clothing with moderate hemlines and necklines. Short crop tops should not be worn. We also ask students not to wear clothing that reveals their underwear, such as baggy trousers. Slogans on clothing must not include obscene or inflammatory language or images.

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 students find, or if in some other way come into possession of, money or property that does not belong to them, they should ensure that it is given back or handed to a member of staff as soon as possible. Similarly, if students make claims or statements that are later found to be untrue, we will consider this to be a serious breach of this policy and to be in conflict with the college's values.

General behaviour:

A student's behaviour must be a credit to themselves and to the College, whether at College or in public places such as streets, on public transport, in the vicinity of the College generally and whether in or out of College hours. This also applies to behaviour and conduct online. Students are expected to consider the consequences of words and actions on themselves and on other people.

2. Respect for others**Effort and achievement:**

At Brampton, 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 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. Students should be ready to offer help even if to do so causes them inconvenience.

In the classroom:

We expect students to make it as easy as possible for everyone to learn and for the teacher to teach. Books and equipment should be ready for the start of each lesson. The use of mobile phones is prohibited in College. Students should be attentive, responsive and respectful toward the teacher at all times.

On visits, field trips and extracurricular outings:

We expect students to conduct themselves in a responsible, courteous and considerate fashion when representing the College, follow instructions given by the staff members in charge, be ready to offer help and treat places visited with care and respect. Their behaviour must not impact negatively on others or bring the College into disrepute. Students must remain with the group at all times unless given specific permission to leave. Students are asked to remember that teachers often organise trips in their own time and at considerable effort.

Sportsmanship:

Brampton does not have many opportunities for competition among students or against other schools, for example through sport or other activities. However, when such opportunities do arise, we expect students to be sporting and to both win and lose well and with dignity.

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. Foul language is therefore not allowed in college. The definition of such language is broad and is as much to do with the intention of the language as the words used.

Bullying and Fighting:

Threats, physical attack, name-calling, mocking, harassment, deliberate social exclusion and all forms of victimisation, are bullying, whether these activities take place in person, online or via social media. Bullying on the basis of protected characteristics (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation) is especially serious. Bullying has never been tolerated at Brampton and will not be excused on grounds of it being part of a game. Downplaying bullying as “banter” will not be accepted and we expect students to show sensitivity to the feelings and different perspectives of others.

Bullying is a very serious matter, which may lead to removal, suspension or expulsion. Students must not bully others, and if they are bullied or see others being bullied, they should inform a member of staff immediately. 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, suspension or exclusion.

Bullying incidents occurring anywhere off the College premises, whether on school or public transport, outside the local shops, or online, need to be reported to College staff. The incident will be investigated by College staff. The Principal or another appropriate member of SLT 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 will always be informed.

Online conduct

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 4 and 5G and off-site rather than the College Wi-Fi. The College will

strive to adhere to the warnings about the dangers of internet activity highlighted in KCSIE 2026, Reminders of this training happen regularly through staff meetings.

The College also emphasises in staff training and induction the warnings in KCSIE 2026 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.

Students should also be aware that interacting with or reacting to material online such as by forwarding it to others, re-posting, 'liking,' or commenting on it, may be taken as your agreement with or support for whatever the material contains. Students should therefore be very wary of interacting with any such material that if seen by other members of the college, could be considered offensive, disrespectful, discriminatory or in any other way harmful or controversial.

Students who see online bullying but don't report it to a member of staff are allowing this harmful behaviour to continue. We therefore expect students to report all incidents to a member of staff if they discover it.

Students are strictly prohibited from recording (video, photo or audio) any student, member of staff, visitor or other individual on College premises without their knowledge and explicit consent.

Students must not use any device to make covert recordings under any circumstances. This includes, but is not limited to, mobile phones, wearable technology, or other recording-enabled devices.

The College discourages the use of wearable devices capable of recording (e.g. smart watches, smart glasses, AI-enabled devices) unless expressly permitted. Such devices **must not** be used to record others.

The College reserves the right, in accordance with statutory guidance, to search possessions and confiscate any item reasonably suspected of being used to record without consent.

Any student found to have made a recording without consent will be subject to sanctions in line with the Behaviour Policy. Serious breaches may result in suspension or permanent exclusion, particularly where the recording involves harassment, safeguarding concerns, or distribution of content.

3. Respect for property and the environment

Vandalism, graffiti and litter:

Vandalism, littering and graffiti-writing on College premises and elsewhere are regarded as serious breaches of College discipline. Students are asked to take pride in their environment by not engaging in these activities and to report them if they occur. Students must not tamper with or otherwise interfere with, alter or deface displays, posters, notices, artwork etc throughout the college. If students are unhappy with a display or notice, or are upset or offended by it, they should speak to a member of staff such as their Personal Tutor or Head of Year.

Other people's property:

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

Accidental damage to property:

Students must report to a member of staff any damage caused to property which is not their own. The student or their parents may be asked to pay for the damage.

College Rules

In addition to the principles described above, the college has a limited number of clear rules that students must adhere to. These 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;
- Online.

The College Rules are:

- Smoking, vaping and chewing gum are forbidden in the building. Smoking and vaping are also prohibited in the areas around college, including Churchill House car park.
- Mobile phones should not be used while on College premises. G1 students must hand in their phones at the beginning of the day. *See our Mobile Phone Policy for more information.* Taking photographs, videos or sound-recording lessons, meetings or other activities without the permission of those in appearing or the permission of the college where people do not appear (eg photographing a display or notes from a white board) is forbidden.
- 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.
- The use of drugs or alcohol on College premises, in the vicinity of the College or while under the jurisdiction of the College (including on trips) is absolutely forbidden and likely to result in permanent exclusion. Where misuse of drugs is suspected, the first priority will be the safety and welfare of all students involved.
- The College uses the UN definition of a drug: "A substance people take to change the way they feel, think or behave."
 - This includes:
 - Illegal drugs
 - Psychoactive substances ("legal highs")
 - Volatile substances (solvents, aerosols, gases)
 - Alcohol
 - Tobacco and e-cigarettes/vapes
 - Prescription medicines (when misused or unsafely managed)
 - Over-the-counter medicines (when misused)

- Drug paraphernalia
 - Emerging substances such as nitrous oxide, ketamine, and alkyl nitrites
 - Possession, use, or supply of drugs, alcohol, or related paraphernalia within College boundaries, or between College students, is prohibited.
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- Cars and Parking – there is no parking for students in the college car park nor on Lodge Road or the grounds of Homestead Flats. Students should ask parents, friends, family etc not to drop them or pick them up on Lodge Road, but to be dropped on Brent Street instead
 - 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. In addition, students must dispose of litter responsibly in the local area – including cigarette butts.
 - The College library is a silent working environment to enable all students to study effectively. The working ethos of the library should be observed at all times whether or not they are supervised.
 - Students must not tamper with or attempt to move or modify College equipment including, but not limited to, CCTV cameras, printers, alarms, locks, doors, windows, fire extinguishers, or signage.
 - Any illegal activity (including underage drinking and smoking and the sale or possession of illegal substances) is prohibited and will be reported to the relevant authorities.
 - We expect students' attendance to be 100% and that all set-work and tests are completed on time. We also expect that students complete other reasonable tasks asked of them by members of staff that relate to their academic outcomes.
 - Students must sign-in and sign-out of the building using the iPads. This is particularly important when arriving before 9am or when onsite after 5.10pm. Students who are late to lessons or registration must go to reception and speak to a member of Office staff – signing in on the iPad is insufficient.
 - Students must not bring guests into the college. All guests must sign-in at reception and make their reason for visiting known to the reception staff. Access to the premises will be denied to anyone visiting without prior agreement of a member of the Senior Leadership Team.
 - Students must not allow people who are not members of the college to access the premises. If in doubt access should not be given and students should check with a member of staff. Students are empowered to challenge anyone they do not recognise whom they see on-site and report to a member of staff if they suspect someone who is not a member of the college is on-site unsupervised.
 - Carrying of weapons or items that could be used as or considered to be a weapon such as knives, screwdrivers, scissors, letter openers or chemicals is not allowed. If a crime has been committed the police will be informed and we will contact the police for advice if necessary
 - Students must not bring to college any material that could potentially discriminate against another member of the college community or could be considered offensive. This might include pornography or extremist material and could be in physical ('hard') copy or be stored on a device such as a mobile phone (soft copy)

- Students must not abscond from college events, particularly when they are held away from the college out of college hours. This would include school trips and visits. If students commit to attending the trip or visit, they must attend for the duration of the event unless there are specific circumstances that prevent this for which we would expect communication from a parent to explain. Parents must inform the College prior to the trip if a student will not be able to attend, to prevent staff and students waiting for an absent student. If a student goes missing from a trip, this is a serious breach of College rules.
- Students over the age of 18 must not enter into a relationship with another student under the age of 18.

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

Students are expected to know and understand the College rules and the expectations stated in this policy 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. Ignorance of a rule is not considered a defence against breaking the rule.

College no-smoking and vaping 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 and vaping on all College premises at any time. Students must not supply cigarettes or vapes to children under the age of 18.

If students choose to smoke, they must do so out of sight of the College. For the avoidance of doubt, smoking and vaping are not allowed in the toilets, common areas of the college or on any part of the college premises. Students must dispose of used cigarettes and vapes responsibly so as not to litter, damage the environment or risk starting fires.

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

Monitoring of behaviour

Copies of this policy are made available to all students and staff at the start of each academic year, and students are asked to sign to say they have read it.

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, Personal Tutors or Heads of Year as appropriate. 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 and these may be escalated to Heads of Year in the first instance.

Any major concerns may be carried forward to members of the Senior Leadership Team for resolution.

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

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

Breaches of College discipline

Please refer also to the College Policy on Expulsions

We acknowledge that all people can make mistakes, make the wrong choice or act in a manner they may regret in future. Part of what we aspire to do is to maintain an atmosphere which is conducive to and to teach and model self-control, empathy, reasonableness and compassion. We also hold respect and kindness as two of our core values. Sanctions are rarely used as ‘punishment’ but rather should always be an opportunity to reflect, to understand that actions can have consequences and to make amends for any behaviour that has harmed, offended or upset another person.

Level 1 breaches of this policy

In cases of ‘low-level’ breaches of this policy (or ‘level 1’ offences), such as persistent poor punctuality and work completion, low-level disruption in class, rudeness toward a staff member, visitor or peer, disrupting an assembly or a talk from a visiting speaker etc, the sequence of steps to be followed is as follows:

Discussion of behaviour with the Personal Tutor, Subject Tutor, Head of Department, Head of Year or event organiser as appropriate and a verbal warning given.

Continued unacceptable behaviour to be reported to Head of Year 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/or Head of Year with the student present. A student may be given a final written warning at this stage.
- Note that the aim of these meetings is to have the student understand that the behaviour is unacceptable and that a change is required. The member of staff conducting the meeting with the student may apply a sanction. This sanction would not at this stage be an exclusion, unless the behaviour is considered by a member of SLT to be serious enough to warrant this.

Level 2 breaches of this policy

For more serious matters (level 2) such as evidence of online bullying, aggressive behaviour toward a member of staff, vandalism, smoking on college premises, possession of alcohol or illegal substances etc a member of SLT, including the Principal, may be informed immediately and may act to impose a sanction or warning without following the steps listed under Level 1. There is likely to be some subjectivity between what is considered a level 1 or level 2 offence, and it is at the discretion of the SLT to determine this.

These more serious breaches of college discipline can take longer to investigate and a member of SLT may decide to suspend (apply a fixed-term exclusion) a student while the matter is investigated. This suspension can be for up to 14 days. This is likely to occur if the alleged behaviour constitutes illegal activity, may be considered a hate crime or is an instance of bullying or violence where the presence of the alleged offender in the college might be considered a threat to the alleged victim.

Brampton has very few sanctions available to it and hopes to be able to resolve instances of poor behaviour and breaches of this policy without imposing a sanction. However, on occasion, some sanctions are available and will be used. Only a member of SLT can exclude a student either permanently (sometimes known as expulsion) or for a fixed term (sometimes known as suspension). The following sanctions are available to the College, and it is at the discretion of the member of staff dealing with the incident to determine the most appropriate sanction to apply:

- **Permanent Exclusion/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. This sanction may also be applied to persistent breaches where the student has shown no willingness to modify their behaviour. This sanction may be used for bullying or bringing the college into disrepute. 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 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 or College
- **Suspension:** A student may be placed under suspension for up to fourteen days.

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. These may include:
 - Verbal warning
 - Written warning
 - Parental meeting or telephone call
 - Email or letter to parents
 - Asking the student to call his or her parents to explain their behaviour
 - Requiring an apology or letter of apology to be made/written
 - Requiring a student to attend additional tutorials, lessons or study periods (this would only be used if the offence involved a student not attending lessons or completing work)
 - A behaviour contract
 - Internal exclusion – i.e. a student can come to college but not attend lessons (this is used rarely at Brampton as we have no system for 'detention' or similar practices, but it may be applied by members of SLT or Heads of Year) as appropriate e.g. when classroom behaviour is significantly negatively impacting the learning of others

- Withdrawal of an entire or parts of a reference provided for a student such as for work experience or a university application
- Specific reference to an incident in a student's reference
- Other restorative process if appropriate – e.g. replacing, fixing, cleaning repairing of college property
- Calling of a disciplinary meeting between the student, a parent and a member of SLT
- Mediation between students or student and staff member

It is at the discretion of the staff member, and in the case of exclusions, the Principal or SLT member, whether or not to impose a sanction. The Principal will act 'in the balance of probabilities' rather than 'beyond reasonable doubt.'

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 sanctions will be recorded in a log giving the date, name, incident, action and communication to students and staff.

Disciplinary meetings

If a student is excluded, particularly when this exclusion is pending investigation, the college will aim to have a 'returning to college' meeting or 'disciplinary meeting' between a member of SLT, the student and a parent. Other people such as a personal tutor or Head of Year may also be invited. At this meeting, several outcomes are possible including:

- No further action
- A further sanction (including an additional fixed-term or permanent exclusion)

At a disciplinary meeting, the student will be allowed the opportunity to give their version of events and/or explain any mitigating factors. It is hoped they will also, if appropriate, admit to or accept any wrongdoing and go some way to making amends, such as through an apology.

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 is no right of appeal against any sanction other than permanent exclusion or required removal. For the avoidance of doubt, there is no right of appeal against a decision to suspend a student. However, if parents are unhappy with the sanction imposed, they may use our complaints policy to raise a complaint.

Application of this policy in regard to students with SEND

Brampton has high standards for all of its students and believes that all students are capable of understanding the difference between right and wrong and when their behaviour might offend, upset, intimidate or otherwise be inappropriate. To this end, this policy applies to all students, equally.

However, we do not discriminate against our students and especially not in the case of a protected characteristic. We therefore accept that there may be instances in which a particular 'behaviour' is a symptom or consequence of a disability or learning need in which case this policy would not apply.

We will also consider a student's personal circumstances, SEND and learning needs when imposing a sanction. However, simply having a disability or learning need per se will not result in the non-application of or withdrawal of a 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-2013) 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 or might be illegal. 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, the staff member may draw the conclusion that, on the balance of probabilities, the student is hiding a banned item and 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. This might include their bag or locker.

Prohibited items are knives or weapons, alcohol, illegal drugs, pornographic material, cigarettes, 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 (e.g. a coat, jacket or 'hoodie');
- 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.

Before any search is conducted or a decision to search a student is made, a risk assessment will be conducted and the student's individual safeguarding and wellbeing needs will be considered. It may be decided that a search of the student is not appropriate or that in order for a search to be conducted safely, an appropriate adult should be present

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

Students will not be required to remove items of clothing nor to remove items from underneath their outer layer of clothing.

Students may be asked to remove an outer layer of clothing, such as a coat or jacket, but not if doing so would result in embarrassment or distress or would inappropriately expose their skin or their underwear.

Students are entitled to refuse to remove an outer layer for this reason but may be asked instead to turn out their pockets or hood.

Staff will not touch a student or their clothing while they are wearing it but may check pockets or lining of items of outer clothing that have been removed by the student. A student can be asked to empty their pockets, but staff will not search the pockets of items of clothing still being worn. In no circumstances will intimate areas be searched nor would the searchers ask a student to expose their intimate areas or remove any item of clothing that would leave the student inappropriately exposed.

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-2022).

If a student refuses reasonable requests, such as to turn out their pockets or empty their bag, the staff member conducting the search will be entitled to draw a conclusion from that decision.

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 Code of Conduct.

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

Anti- Bullying policy, Safeguarding Policy, Staff Code of Conduct, SEN policy

Related key documents

KCSIE September 2026

Working Together to Safeguard Children, 2023