



**WALTHAMSTOW HALL**  
SEVENOAKS

## **PUPIL BEHAVIOUR AND SANCTIONS POLICY**

**including the Early Years Foundation Stage**

**[This policy forms one of a suite of policies at Walthamstow Hall for safeguarding children]**

### **Introduction**

This Behaviour Policy conveys our objectives and ethos at Walthamstow Hall. It provides the framework for the School community, together with our goals for our pupils and it is where our expectations of their conduct are articulated. Copies of this policy are available on the School's website and given to current and prospective parents. When parents sign the contract accepting a place at the School, they are by definition agreeing to abide by the provisions of the behaviour policy.

### **Aims**

- to encourage pupils to adopt the highest standards of behaviour, principles and moral standards and to respect the ethos of the School, as well as promote the emotional well-being of all of our pupils.
- to promote good behaviour, self-discipline, respect and emotional well-being and encourage pupils to adopt the highest moral standards and principles.
- to promote trust and mutual respect for everyone in the belief that good relations, good manners and a secure learning environment play a crucial part in the development of intellectually curious pupils who are motivated to become life-long learners
- to develop qualities of team-work and leadership through our extensive programme of extra-curricular activities
- to be a fully inclusive community, welcoming pupils from a range of ethnic and social backgrounds and faiths. We treat everyone as an individual, aiming to develop the whole person who is equipped to take her place in the modern world.

At Walthamstow Hall we promote and reward good behaviour (see Appendix I, Rewards and Sanctions). We will not threaten or use any form of corporal punishment when setting out sanctions for poor behaviour amongst pupils.

### **Code of Conduct**

- Our School community of Governors, staff, parents and pupils adhere to an established routine and a code of conduct at Walthamstow Hall, rather than to lists of rules. We see education as a partnership. Our staff are committed to excellence, aiming to achieve a spirit of trust and co-operation. We expect the highest values

and standards of behaviour both inside and outside the classroom, as well as outside the School and in any written or electronic communication concerning the School.

- We expect pupils to treat staff and each other with consideration and good manners and to respond positively to the opportunities and demands of School life. They should follow the School Rules and Code of Conduct and understand what is expected of them and why sanctions might be imposed for inconsiderate behaviour. Everyone has a right to feel secure and to be treated with respect, particularly the vulnerable. Harassment and bullying will not be tolerated or passed off as ‘banter’, ‘part of growing up’ or ‘having a laugh’.
- Our Anti-Bullying Policy is set out on the School website and there is a summary in the Guide for New Parents. We take our duties under the Equality Act 2010 seriously and make reasonable adjustments for pupils with special educational needs/disabilities as these pupils are recognised as being potentially more vulnerable (see SEND Policy) At Walthamstow Hall we are strongly committed to promoting equal opportunities for all, regardless of race, gender, culture, sex, homophobia, gender orientation, special educational needs disability or learning difficulties, or the fact that the child is adopted or a carer.
- We expect pupils to be ready to learn and to participate in School activities. They should attend School and lessons punctually and follow the School’s Attendance Policy. They should care for the buildings, equipment and furniture. We expect pupils to behave at all times in a manner that reflects the best interests of the whole community.  
We reserve the right to take disciplinary action, which might include suspension or exclusion, against pupils who are found to have made malicious accusations, whether against other pupils, staff or other individuals,

### **Involvement of Parents**

- Parents and guardians who accept a place for their child at Walthamstow Hall undertake to uphold the School’s policies and regulations, including this policy. They will support the School’s values in matters such as attendance and punctuality, behaviour, uniform/dress and appearance, standards of academic work, extra-curricular activities and homework/private study.
- We will always telephone the home on the first day of an unexplained absence in order to make sure that the pupil has not suffered an accident or confirm their location
- Please note that it is the School policy not to allow holiday to be taken during term time except in exceptional circumstances. In this case, permission needs to be requested in writing to the Headmistress well in advance of the proposed start date of absence.
- We are always happy to consider suggestions from parents and hope they find the School responsive and open-minded. The School has a number of support systems in place to meet the needs of all pupils. (See SEND and Pastoral Care Policy).
- In the event of any behaviour management issue, the School will liaise closely with parents and, if relevant, other support agencies.

### **Involvement of Pupils**

Experience shows that the ethos of and respect for the School are enhanced by listening to pupils and encouraging constructive suggestions from them, for example, in Prayers (assembly), during form time, PSHEE lessons, drama activities and through School Council which meets regularly. We work closely with all pupils as they transition through the School,

from the day they start until the day they leave. This includes primary/Prep/Junior School visits prior to a pupil transitioning at age 11; and Headmistress interviews with prospective parents and pupils prior to starting at the School.

### **School Rules, Regulations and Code of Conduct**

- The School Rules and Code of Conduct are designed to encourage positive behaviour and self-discipline. Its sanctions are to help set boundaries and manage challenging behaviour. Copies of the rules and code of conduct are in the Information for New Parents, the student planner and on the website. They might change from time to time. Parents and guardians undertake to support the authority of the Headmistress in enforcing them in a manner that is designed to safeguard the welfare of the community as a whole. The Head of Pre-Prep is responsible for the overall behaviour management in the Early Years Foundation Stage.
- The School reserves the right to search pupils and their possessions without consent if there is justified cause to do so. Knives or weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette products, fireworks and pornographic images can be searched for according to law, along with any article that a member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury or damage to property. The Headmistress, or staff authorised by her, may search a pupil, provided that the staff member is the same sex as the pupil being searched and there is another member of staff as witness. The School may carry out a search of a pupil of the opposite sex to the staff member conducting the search and without a witness present but only where the School 'reasonably believes that there is a risk that serious harm will be caused to a person if you do not conduct the search immediately and where it is not practical to summon another member of staff'. ('Searching, Screening and Confiscation: Advice for Headteachers, School Staff and Governing Bodies' DfE February 2014). Findings will be reported back to the Headmistress.
- The Headmistress for her part undertakes to apply any sanctions fairly, and, where appropriate, after due investigative action has taken place. Sanctions may change from time to time but will not involve any form of unlawful or degrading activity. Examples of sanctions include detention – lunchtime/before School/after School/Saturday morning – withdrawal of privileges, assistance with domestic tasks such as collecting litter, and exclusion from School for a specified period or permanently. The School's policy on Discipline and Exclusion is set out on the School website.
- In applying sanctions, especially those with serious consequences, we will take reasonable steps to avoid placing pupils with a disability at a disadvantage compared to pupils who are not disabled.
- It should be noted that under no circumstances will corporal punishment be used or threatened at Walthamstow Hall by any member of staff. This includes:
  - (a) Any person who works as a teacher at the School or at another place at which education is provided for the child or
  - (b) Any other person who works at that School or place or otherwise provides his/her services there (whether or not for payment) and has lawful control or charge of the child.

This ban includes the administration of corporal punishment to a pupil during any activity, whether or not on the School premises. 'Member of staff' includes all those acting in *loco parentis* such as unpaid, volunteer supervisors.

## **Serious misbehaviour**

The School's policy on discipline and exclusion is set out on the School website and all parents and pupils should be aware of the more serious sanctions, including suspension and exclusion, that the Headmistress can impose for serious breaches of the School Rules, including, but not limited to, criminal behaviour. Examples of serious breaches of the School Rules which may result in serious sanctions, include drug abuse, alcohol and tobacco abuse, theft, physical assault/threatening behaviour, fighting, sexual violence or harassment, bullying, racist or homophobic abuse, damage to property, persistent disruptive behaviour, parental behaviour. Serious sanctions may also be imposed where unsatisfactory behaviour has continued despite previous disciplinary sanctions and/or warnings. In applying sanctions, especially those with serious consequences, we undertake to take reasonable steps to avoid placing children with a disability at a disadvantage compared to children who are not disabled.

Our Serious Sanction Record is a confidential record of all sanctions imposed for serious misbehaviour. The entries on this register include the pupil's name and year group, the nature and date of the offence and the sanction imposed.

It should be noted that the School reserves the right to mention one or more incidents of serious misbehaviour on a student's university or employment written reference it may be asked to supply.

## **Physical Restraint**

Like all Schools, we reserve the right for our staff to use reasonable force to control or restrain a pupil in specific circumstances. The Education and Inspections Act 2006 enables School staff to use 'such force as is reasonable in the circumstances to prevent a pupil from doing or continuing to do' any of the following:

- 'committing any offence (or, for a pupil under the age of criminal responsibility, what would be an offence for an older pupil)'
- 'causing personal injury to any person (including the pupil themselves)'
- 'causing damage to the property of any person (including the pupil themselves)'
- 'Prejudicing the maintenance of good order and discipline at the School, and among any pupils receiving education at the School, whether during a teaching session or otherwise.'

The Act also defines to whom the power applies as follows:

- 'any teacher who works at the School'
- 'any other person whom the Headmistress has authorised to have control or charge of pupils.'

All staff have received training in the circumstances in which reasonable minimum force may be used. New staff receive training on this as part of their induction programme to the School. In particular, they are advised to use their voices first and use the minimum force necessary to restrain a child for the shortest possible period of time. Training – using ATL guidance and the 2018 DfE publication Positive Environments where Children can Flourish - specifically deals with the factors that must be considered in reaching a judgement as to whether the use of physical restraint is appropriate and includes:

- ‘the seriousness of the incident, assessed by the effect of the injury, damage or disorder that is likely to result if force is not used’
- ‘the chances of achieving the desired result by other means’
- ‘the relative risks associated with physical intervention compared with using other strategies’.

Every member of staff must inform the Headmistress immediately after he/she has needed to restrain a pupil physically. The School will always inform a parent when it has been necessary to use physical restraint and invite them into School so that we can, if necessary, agree a protocol for managing that individual pupil’s behaviour. Parents will be informed on the same day or as soon as reasonably practicable when it has been necessary to use physical restraint.

Procedure for recording such occasions in the Junior School, including the Early Years Foundation Stage: All staff involved will record this on a Communication Slip. Conversations about the incident with the students and parents will also be recorded on a Communication Slip.

**Teaching and Learning**

We aim to ensure that our pupils understand that there are no barriers to their potential achievement both inside and outside the classroom. Pupils are encouraged to take responsibility for their own learning. We celebrate success, emphasise the positive, and deal with the negative in a sensitive and tactful way. Teaching staff offer every pupil a high level of individual attention, together with consistent and helpful advice. In return, we expect every pupil to co-operate and work hard.

**Complaints**

Copies of the School’s Complaints Procedure are to be found in the ‘New Parents Guide’ booklet, on the School website [www.walthamstow-hall.co.uk](http://www.walthamstow-hall.co.uk) and can be sent on request.

This policy has regard to the guidance issued by the Secretary of State.

***Walthamstow Hall policies are approved, ratified and reviewed regularly by the Governing Body in the light of statutory requirements.***

Reviewed Feb 2020  
Next review Feb 2021

Signed: ..... Date: .....

Mrs J Adams  
Chairman of the Governing Body