



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

At Walthamstow Hall ("the School") we value *respect, integrity, aspiration, community and individuality*; our core values. The School aims to encourage pupils to adopt the highest standards of behaviour, principles, and moral standards and to respect the ethos of the School. Promoting the emotional well-being of all of our pupils is key to their development. We aim to teach trust and mutual respect for everyone. We believe that good relations, good manners, and a safe and secure learning environment play a crucial part in the development of intellectually curious pupils, who are motivated to become life-long learners. We aim to develop qualities of teamwork and leadership through our extensive programme of extra-curricular activities.

The School is an inclusive community. We welcome pupils from a wide variety of ethnic and social backgrounds and faiths. We treat everyone as an individual and aim to develop the whole person equipped to take her place in the modern world.

This policy applies to all pupils in the School including those in our Early Years Foundation Setting (EYFS). Our designated staff member responsible for behaviour management in EYFS is Mrs Suzanne Hartley (Head of Early Years).

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. Further, the following obligation is taken from the current Parent Contract:

The Parents' Obligations

We require your co-operation. In order to fulfil our obligations under the contract and to maintain a constructive relationship with you, we, the Head and School staff, need your co-operation, including in particular by you fulfilling your own obligations under the parent contract.

Examples of the co-operation and assistance we require. You must co-operate with the School and School staff in good faith, including by:

Maintaining a constructive relationship with School staff (including where the School is exercising its rights and performing its obligations under the

contract and including in the tone, content, volume and/or nature of your communications with the School);

The Headmistress's discretion to suspend or exclude your child from the School. The Headmistress may in her discretion suspend or, in serious or persistent cases, exclude your child from the School if the Headmistress considers that your child's conduct or behaviour (including behaviour or conduct outside School) is unsatisfactory and the suspension or exclusion is in the School's best interests or those of your child or other children.

The Headmistress's discretion to require you to remove your child from the School. The Headmistress may at her discretion require you to remove your child from the School if she considers that:

Your behaviour or conduct (or the behaviour or conduct of one of you): is unreasonable; and/or adversely affects (or is likely to adversely affect) your child's or other children's progress at the School, or the wellbeing of School staff; and/or brings (or is likely to bring) the School into disrepute; and/or is not in accordance with your obligations under the contract.

Aims

The aims of this policy are:

- 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. We will not threaten or use any form of corporal punishment when setting out sanctions for poor behaviour amongst pupils.

The School Code

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. Parents are expected to support the

School in managing expectations of behaviour and the provisions of this policy, both at home and at 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, the School Code and the 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, bullying and physical threats or abuse in any form will not be tolerated, including online, or outside of school 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, religion culture, sex, gender, sexual orientation, special educational needs, disability or learning difficulty, marital status, pregnancy and maternity, or the fact that a pupil is adopted, 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. Discriminatory or extremist opinions or behaviours will be challenged as a matter of routine.

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, which might include any of the actions listed below up to and including suspension/ exclusion.

Involvement of Parents and Guardians

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, when they sign the Parent Contract. The School values a close relationship with parents and encourages parents to work in partnership with the School to assist in maintaining high standards of behaviour both inside and outside of School. In particular, the School expects parents to 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. And, that they will undertake to support the authority of the Headmistress in enforcing the School Rules in a fair manner that is designed to safeguard the welfare of the School community as a whole.

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. In the event of any behaviour management issue, the School will liaise closely with parents and, if relevant, other support agencies.

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).

Unexplained Absences

We will always telephone parents on the first day of an unexplained absence to determine the pupil's whereabouts, in accordance with the School's safeguarding obligations, and the School's relevant Missing Child Policy.

Please note that it is the Governor's 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.

Involvement of Pupils

The School promotes an ethos of good behaviour where pupils treat each other with dignity, kindness and respect at all times, inside and outside of School, and online.

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. The School will ensure that all new pupils including EYFS pupils are briefed thoroughly on the School's expected standards of behaviour. 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 the Headmistress's interviews with prospective parents and pupils prior to starting at the School.

School Rules 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 My School Portal. They might change from time to time.

Parents and Guardians agree, when signing the Parent Contract, that their child will comply with the School Rules and that they will undertake to support the authority of the Headmistress in enforcing the School Rules in a fair manner that is designed to safeguard the welfare of the School community as a whole. The Deputy Head of the Junior School is responsible for the overall behaviour management in the Early Years Foundation Stage (EYFS), along with the Head of Early Years.

The School reserves the right to search pupils and their possessions without consent if there is justified cause to do so. 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

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.

The School may be forced to exclude a pupil, or to require him/her to be withdrawn in the event that other disciplinary measures, including suspension, prove to be ineffective. However, a serious "one off" incident may justify exclusion even where a pupil has not been previously suspended or disciplined.

The School takes its responsibilities for safeguarding extremely seriously. All members of the School community should be aware that any allegation of improper behaviour or unprofessional conduct made against a member of staff will be treated with the utmost seriousness and will always be managed in accordance with the procedures set out in the appropriate School policies and procedures, in particular the Safeguarding (Child Protection) Policy and Low Level Concerns Policy.

Should an allegation made by a pupil against a member of staff be found to be deliberately invented or malicious, the School reserves the right to treat this action as serious misbehaviour by the pupil, and manage that misbehaviour in accordance with this policy, and the School's Safeguarding (Child Protection) Policy, as appropriate. Pupils should be aware that malicious allegations of abuse against staff (or indeed other pupils) may result in the suspension or permanent exclusion of the accuser, from the School, and that incidents may also be referred to the Police, where appropriate to do so.

Contextual Safeguarding

Staff will always consider the context and motive of a pupil's misbehaviour and consider whether it raises any concerns for the welfare of the pupil. If staff reasonably suspect that a pupil may be suffering, or is likely to suffer significant harm, whether inside or outside of School, they should follow the procedures set out in the School's Safeguarding (Child Protection) Policy and discuss their concerns with the School's Designated Safeguarding Lead (DSL), without delay.

The School will also consider whether any disruptive behaviour might be the result of unmet educational needs, or any other needs, and will discuss concerns with the pupil's parents accordingly.

Misbehaviour Outside of School or Online

On occasion the School may apply the provisions of this policy to misbehaviour that occurs whilst pupils are outside the School or online and:

- Taking part in any activity organised by the School, or related to the School.
- Travelling to and from school.
- Wearing school uniform.
- In some other way identifiable as a pupil of the School.

This is especially the case for incidents which could have repercussions for the orderly running of the School, or which may pose a threat to another pupil or member of the public, or where the reputation of the School may be negatively impacted as a result of the misbehaviour.

Serious misbehaviour outside of school (including online) will be dealt with in accordance with the School's Discipline and Exclusions Policy.

Use of Reasonable Force

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 use of reasonable force means using no more force than needed and will always depend on the circumstances of the case.

The decision on whether or not to intervene will be a professional judgement of the member of staff concerned, and any force used must always be reasonable and proportionate to the

circumstances and seriousness of the behaviour, and must take into account any disability, certain health conditions or SEN that the pupil may have.

All of our staff are trained in the circumstances in which reasonable minimum force may be used, both as part of their induction and regular refresher training on managing pupil behaviour and all staff are aware that corporal punishment of pupils is strictly prohibited. In particular, they are advised always to use their voices first and to use the minimum force necessary to restrain a pupil for the shortest possible period of time. The use of force can include either passive contact (such as standing between pupils or blocking a path) or active contact (such as leading a pupil by the arm away from a situation). Members of staff (including non-teaching staff) may use reasonable force at any time off the School premises when they have lawful charge of the pupil elsewhere (e.g. on a school trip or other authorised out of school activity). Staff training deals with the factors that must be considered in reaching a judgement as to whether the use of physical restraint is appropriate that include:

- 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 will inform the Headmistress and relevant Deputy Head immediately after s/he has needed to restrain a pupil physically.

The School has a confidential register which includes the pupil's name and year group, the nature and date of the misbehaviour and the sanction imposed. The School will keep this register on a central file so that any patterns may be identified by the School. Senior management will monitor the use of restraint and take appropriate action to prevent the inappropriate use of restraint. They will take effective action when inappropriate restraint has been used.

In addition, the Headmistress will consider whether staff require any additional training and support to enable them to de-escalate potential confrontations between pupils, or potentially violent behaviour, to minimise the need for restraint.

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. Parents of EYFS pupils will be informed of the incident on the same day or as soon as is reasonably practicable.

Procedure for recording such occasions will be via an electronic communication's slip on CPOMS.

Searching

The School reserves the right to search pupils and their possessions. The Headmistress, or a member of staff authorised by the Headmistress, may search a pupil provided there is another staff member present as a witness. The School does not conduct intimate searches and only a pupil's outer clothing (for example coats, hats, shoes, gloves and scarves) will be removed to facilitate a search, but a pupil will first be given the opportunity to 'empty their pockets' and to disclose anything that they should not have in School.

The School will always consider the age of the pupil to be searched and any SEND or vulnerabilities (including certain health conditions) the pupil may have before conducting the search to decide whether any additional precautions or adjustments are needed, in accordance with the School's Safeguarding (Child Protection) Policy.

The consent of a pupil will usually be obtained before conducting a search unless the Headmistress (or authorised member of staff) reasonably suspects that the pupil has in their possession an item that has been, or is likely to be, used to commit an offence, or to cause personal injury to any person (including the pupil being searched), or cause damage to property, or the pupil has, or is reasonably suspected to have in their possession any of the following items:

- Knives.
- Weapons.
- Alcohol.
- Illegal drugs.
- Stolen items.
- Tobacco and cigarette papers.
- E-cigarettes.
- Fireworks.
- Pornographic or offensive images.
- Any item banned by the School Rules (including electronic devices).

Where a member of staff reasonably believes that there is a risk of serious harm to any person (including to the pupil being searched) if the search is not carried out immediately, the Headmistress (or authorised member of staff) is permitted to carry out a search of a pupil of the opposite sex. The Headmistress (or authorised member of staff) is also permitted to undertake a search in this circumstance without a witness present only where it is not practical to summon another member of staff.

The School will inform the pupil's parents of any search conducted after the event, particularly where alcohol, illegal drugs or potentially harmful substances have been found as a result of the search. The parent's prior consent to undertake a search is not required.

The School will keep a record of all searches carried out, including the results of any search, and the actions taken following that search.

Confiscation

A member of staff carrying out a search may seize any item that they have reasonable grounds for suspecting is a prohibited item or may be evidence in relation to an offence.

Where a search identifies alcohol, tobacco or cigarettes (including E-cigarettes), or fireworks they may be retained or disposed of by the member of staff but will not be returned to the pupil.

Controlled drugs will be delivered to the Police as soon as reasonably practicable but may be disposed of if the member of staff considers there is good reason to do so. Substances that are not believed to be controlled drugs however, but that are believed to be harmful or detrimental to good order or discipline, may be confiscated by a member of staff. If the School is uncertain as to the legal status of a substance it will be treated as if it is controlled.

In respect of weapons, or items that are believed to be evidence of an offence, these will be passed to the Police as soon as possible. Stolen items will also be delivered to the Police, but may instead be returned to the rightful owner, if there is good reason to do so.

Where a search identifies an item banned under the School Rules, the member of staff conducting the search should take into account all relevant circumstances and use their professional judgement to determine whether the item should be returned to its owner, retained by the School or disposed of.

Electronic Devices

Where an electronic device is found during a search and that device is prohibited by the School Rules, or where the member of staff undertaking the search reasonably suspects that the device has been, or is likely to be used to commit an offence or cause personal injury or damage to property, the School may examine relevant data or files on the device, where there is good reason to do so. Parental consent to search through the electronic devices is not required but they will be informed after the event unless doing so presents a further risk to any pupil.

Any decision to search a pupil's device should be based on the professional judgement of the DSL and should always comply with the School's Safeguarding (Child Protection) Policy. The School will document the decision, including times, dates and reasons for decisions made in its safeguarding records.

If during a search the School finds material which concerns them and they reasonably suspect the material has been or could be used to cause harm or commit an offence, they can decide whether they should delete the material or retain it as evidence of a criminal offence or a breach of School discipline. They can also decide whether the material is of such seriousness that the police need to be involved.

The School may erase any data or files from the device if the School considers there to be good reason to do so, unless there are reasonable grounds to suspect that the device contains material that has been or could be used to cause harm or may contain evidence in relation to a breach of the School Rules (where a decision may be made whether to delete or retain the material) or of a criminal offence (for example, certain pornographic material including nudes or semi-nudes of a pupil or another pupil), where the files should not be deleted and the device must be given to the Police without delay.

If, following a search, the member of staff determines that the device does not contain any evidence in relation to a criminal offence, the School can decide whether it is appropriate to delete any files or data from the device, and may confiscate the device as evidence of a breach of this policy and the School rules, and may then punish the pupil in accordance with this policy and the Discipline and Exclusions Policy, where appropriate.

In the event that the search highlights a safeguarding concern in respect of any pupil, the School will follow the procedures set out in the School's Safeguarding (Child Protection) Policy.

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 appropriate to their age and circumstances. We celebrate success, emphasise the positive, and deal with the negative in a sensitive and tactful way. Teaching staff are committed to delivering teaching in a way that ensures good behaviour 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

We hope that any difficulty or concern with this Policy can be sensitively and efficiently handled and resolved informally before it reaches the formal complaints stage. That said, copies of the School's Complaints Procedure (which apply equally in the EYFS setting) can be found in the 'New Parents Guide' booklet, on the School website www.walthamstow-hall.co.uk and can be sent on request. It sets out how parents can raise a formal complaint and how the School will handle it.

Monitoring and Review

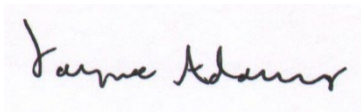
The School will record all behavioural incidents and sanctions in accordance with this policy which will be used to monitor behavioural issues within the School and to evaluate the effectiveness of this policy.

The School will consider whether there are patterns of concerning, problematic or inappropriate behaviour among pupils which may indicate that there are possible cultural issues within the School which may be enabling inappropriate behaviour to occur. When patterns are identified, the School will decide an appropriate course of action, which may include more staff training, incorporating learning points into pupil's PSHEE/RSE lessons, or amending this policy.

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

Reviewed: November 2023
Next review: November 2024

Signed:



..... Date: ...17 November 2023....

Mrs J Adams
Chairman of the Governing Body