

## BEHAVIOUR MANAGEMENT POLICY

Good behaviour is essential for living and working in an international college community, for good teaching and learning and for maintaining a safe and secure environment for everyone. Students at Padworth are expected to display high standards of behaviour and take increasing responsibility for self-discipline. Therefore we expect good manners, good behaviour, good relations and high moral standards from all students, knowing that this plays a crucial part in the development of self-confident, motivated and intellectually curious students. We employ a fair, consistent and suitably flexible system of rewards and sanctions, which addresses the needs of individual students, as well as members of the whole college community. It is our intention to recognise and appreciate achievement in all aspects of College life through assemblies, classroom rewards, appointments to positions of responsibility and the award of commendations and prizes, but where necessary we will also impose appropriate sanctions if a student misbehaves. High standards of behaviour and consideration for others are maintained through:

- Expectation that **all** members of our community, whether staff or students, will treat each other with mutual respect, courtesy and kindness, and promotion of this expectation in all aspects of College life.
- Clear expectations of staff, students, parents and guardians as expressed in the Student Expectations.
- Clear, consistent consequences for misbehaviour.
- Reinforcement of expectations in assemblies, house meetings and tutor periods.
- Provision of courses that are stimulating, challenging, well prepared and appropriate to all.
- The College pastoral system involving the Principal, Deputy Principal, Head of Boarding, Senior Leadership Team (SLT), boarding staff, teachers, and form tutors.
- Close communication and involvement with parents and guardians.
- Periodic INSET for teaching and pastoral staff.
- Fostering a positive attitude towards College life through praise, rewards and attention to the individual progress of a student.

The College encourages a sense of pride in the College and every student is expected to uphold the good name and reputation of Padworth at all times, whether they are at, or away from, the College. Every student is expected to take part conscientiously in classes, tutorials, sports and other extracurricular activities. This involves politely and promptly obeying all directions of staff. Behaviour must at all times show respect for self and others. Anti-social behaviour, harm to self or others (physical or emotional), theft and damage to property, encouraging others to commit wrongdoing are all unacceptable forms of behaviour. No one must suffer in silence under unfair or unjust treatment from anyone. There are many to whom one can turn for advice or help to stop such treatment; lists are clearly publicised in the Students' Handbook.

The College's expectations for students are printed in the Students' Handbook. A small number of students may experience difficulty in maintaining the standard of behaviour expected of them. In

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such circumstances, the Principal and/or appropriate SLT member will work closely with tutors, House staff, outside agencies and parents to provide the support and guidance necessary for the student to succeed. All students regardless of sex, race, religion or belief, disability, sexual orientation, gender reassignment, pregnancy in accordance with the Equality Act 2010 will be treated fairly.

### **Safeguarding Duties**

All staff are responsible for considering whether any misbehaviour gives cause to suspect whether a student is suffering, or is likely to suffer significant harm. If such suspicions exist, staff must follow the College's 'Child Protection and Safeguarding Policy'.

The College will also consider whether continuing disruptive behaviour might be the result of an educational or other need. At this point, the College will consider whether support systems are needed to be put in place and whether liaising with external agencies is necessary and appropriate, together with parental involvement.

### **Expectations**

At Padworth, we want students to feel respected and safe at all times. We can only do this if we all work together. We expect students to value other people. All students should show consideration for other people's property and the environment by always acting in a sensible way.

Padworth expects:

- Courtesy, understanding, and respect for others at all times, including travelling to and from College. The reputation of the College must not be adversely affected.
- That all students should aim to achieve their full potential.
- Students to be organised and punctual, remembering to bring all necessary equipment to the lesson. Prep and coursework should be completed on time.
- Student Planners to be kept up to date.
- Appropriate clothes to be worn properly at all times.
- Students to care for, and look after, the College buildings and the environment, and the College equipment. The chewing of gum is not permitted. Litter should be placed in the bins provided.

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- Students are not to smoke. Smoking is dangerous to one's health and to the health of others.
- Students to walk sensibly in the College and leave their bags in designated areas.

### **Sanctions for Breaches of College Discipline**

Members of staff may sanction students whose behaviour is unacceptable, who break the College rules or who fail to follow reasonable instruction.

Any sanction must be appropriate. In determining whether a sanction is appropriate, the sanction must be reasonable in all circumstances and account must be taken of the student's age, any special educational needs (SEN) or disability they may have, and any other relevant considerations.

**Exclusion, Required Removal and Suspension:** A student is liable to exclusion, required removal or suspension in accordance with the College's 'Expulsion, Removal and Suspension Policy'.

**Detention and 'gating':** A student may be placed in detention or may be 'gated' where, in the opinion of the Principal or Deputy Principal or Head of Boarding either sanction is a reasonable response to a breach of College discipline. The sanctions will form part of the student's permanent disciplinary record.

**Other sanctions:** The Principal or Deputy Principal or Head of Boarding may prescribe and authorise the use of such other sanctions as comply with good educational practice. Such sanctions may include temporarily withdrawing student privileges or property temporarily, requiring a student to complete a piece of written work, requiring a student to enter into a behaviour contract with the College.

Any exclusion, required removal or suspension of any student shall be carried out in accordance with the College's 'Expulsion, Removal and Suspension Policy'.

### **Malicious Allegations against Staff**

The Principal may take disciplinary action in accordance with this policy where a student is found to have made a false and malicious allegation against a member of staff.

**Possible Sanctions:** see Behaviour Management System

- Detention.
- Involvement of Parent/Guardian.
- Gating (for offences in the boarding house).
- Report Card.
- Suspension.
- Permanent expulsion or removal.

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Suspensions and exclusions will be recorded in the confidential Serious Sanctions Book kept by the Principal and details will be kept in the student's personal file, with parents, guardians and educational agents informed in writing.

**Immediate possible Support Strategies for the student/s:**

- Counselling /Independent Listener.
- Peer Support – College Leaders.
- Keeping a diary.
- Buddy system.
- Support from appropriate Form Tutor/Boarding Staff or SLT members

**Self-Assertiveness sessions** via House Staff or Tutors:

- Encouragement to tell should there be a repeat.
- Frequent and regular monitoring.

**Rewards**

- Commendations (see Appendix 2).
- The Commendations Form - located in the Staff Room.
- Awards at Presentation Day.

**Bullying:**

The College is committed to tackling bullying in accordance with its 'Anti-Bullying Policy' and advice to students in Student Handbook.

The Principal is the Designated Safeguarding Lead (DSL), there are three Deputy Designated Safeguarding Leads (DDSL) which include the Deputy Principal and Head of Boarding.

**Search:**

We may decide to search a student's space and belongings, and ask him/her to turn out the contents of their pockets or bag, if we consider there is reasonable cause to do so. College staff can search students with their consent for any item. The Principal and staff authorised by the Principal have the power to search a student or their possessions without their consent where they suspect a student is in possession of a 'Prohibited Item' (defined below).

Prohibited Items include knives and weapons, alcohol, illegal drugs, stolen items, electronic cigarettes, tobacco and cigarette paper, fireworks, pornographic images, any article that has been used, or is likely to be used, to commit an offence, cause personal injury or damage to property.

Clothing will not be searched until it has been removed from the wearer and care will be taken to ensure privacy. This will be carried out by the Principal or Deputy Principal, and Head of Boarding. All personal searches will be conducted by a staff member of the same gender as the student and in the presence of another staff member. This policy does not authorise an intimate search or physical

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compulsion in removing clothing. If necessary, the police would be called. Parents will be informed as necessary and the College will keep records of all searches carried out, including the results of the search and any follow-up action taken. All staff are advised to conduct a search in pairs and inform the Principal prior to the event or Deputy Principal in the Principal's absence.

### **Use of restraint**

Any use of restraint by staff will be reasonable and not cause any physical injury, and will only be used when immediately necessary and for the minimum period of time necessary to prevent injury to self or others, very serious damage to property, and to maintain good order and discipline in the classroom. Where restraint is used by staff, this will be recorded in writing.

The use of corporal punishment as a method of imposing or enforcing a sanction is prohibited, whether or not within the College premises. Please refer to the restraint policy for further guidance.

### **Confidentiality**

If a student asks to speak to a member of staff about confidential issues, the staff member should say that they cannot give a guarantee that they will keep what is said confidential or secret. If the student chooses to disclose sensitive information on the following topics the staff member needs to follow the guidelines below:

#### **1. A child protection issue such as physical, sexual, emotional abuse**

- Listen to student's disclosure in full.
- If necessary keep the student with you or in a safe place.
- Inform the Principal (DSL) or one of the DDSLs.
- Write up a statement of the disclosure (sign & date/time) as soon as possible and pass to the DSL/DDSL.

#### **2. Sexual behaviour e.g. under age sex, pregnancy scare**

- As above.
- Do not give individual contraceptive advice.

#### **3 Substance Misuse (drugs, alcohol)**

- Listen to student's disclosure in full.
- If under the influence of substances take him/her to a safe place e.g. the Office.
- Inform the Principal and other SLT members.
- Padworth does not condone the taking of drugs and students will be treated in accordance with the drugs policy.

#### **4. Criminal Activity**

- Listen to student's disclosure in full.
- Refer to the Principal as soon as possible or in his absence, the Deputy Principal.

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## 5. Self-Harm

- If a student discloses that s/he or someone else is self-harming, follow the College's 'Child Protection Policy'.
- If you suspect that a student may be self-harming e.g. cuts on arms or burn marks, inform the Principal and DDSLs.

### **The Confidentiality of Student Information**

Please make sure when speaking to another member of staff or on the phone about a student that you cannot be overheard. Also make sure that any written information or emails concerning students are not left out or on screen for others to view. Such information must be handed over to the DSL and DDSLs.

### **Appreciation**

The form tutor and subject teachers, with their knowledge of individual students, have a very important role to play in boosting confidence and rewarding students with verbal praise when they have achieved their personal best in class. Tutors/teachers and housemasters/housemistresses will congratulate students on success in work and activities. Commendation forms may be given to encourage and reward.

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## APPENDIX 1

### CODE OF CONDUCT FOR STUDENTS

#### DURING CLASSES

- Arrive punctually.
- Bring correct equipment and be ready to work.
- Pay attention, be positive and polite.
- Aim to complete all set tasks to the best of your ability.
- Treat the teacher and students in your classes with respect: there should be no calling out.
- Mobiles and i-pods etc may not be used in academic time.
- No food and drink allowed in the classroom, other than small bottles of water.
- CORRIDORS: Walk calmly, greet others politely and hold open doors as appropriate.
- Leave bags only in appropriate places.
- Food or drinks should only be consumed in the dining rooms.

#### DINING ROOMS

- Queue in a single file and do not queue jump!
- Sit at the table and converse with others politely.
- Students should be speaking in English.
- Clear your table when finished.

#### APPEARANCE

##### During the academic day

- A plain polo shirt with sleeves of appropriate length and a visible collar or a cotton shirt or blouse.
- Plain, full-length long trousers in a dark colour or plain dark skirt, avoiding extremes of length.
- Dark socks or dark/opaque plain tights.
- Leather shoes (maximum heel 4 cm), black or brown monocoloured, not above the ankle or trainer style.
- Plain jumper or cardigan ('V' or round neck); no hoods/motifs, zips or pockets. • A blazer may
- Show self -respect and respect for others
- No tattoos.
- Hats should only be worn outside. Hoodies should be down in the dining room in the evenings and at weekends. (Head scarves and turbans for religious observance are permitted).

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- Body piercings are discouraged and should not be visible.

## APPENDIX 2

### COMMENDATIONS

Commendations are given for especially good pieces of work/ tests/ presentations in a subject or for a really good effort.

Commendations are also awarded for extra-curricular involvement for good behaviour and for improvement. A Commendation certificate is presented in assembly and the Principal's Commendations Book signed. Staff are invited to recommend individual students or small groups. The following list gives an idea of the criteria which could apply:

- An exceptional piece of work (for that particular student).
- An achievement worthy of special commendation.
- A generous public-spirited act.
- Noteworthy effort in any aspect of College life.
- Evidence of real initiative.

Staff who wish to nominate a student should:

- Inform the student that they are recommending her/him and explain why.
- Inform the Principal of their recommendation giving the details on the commendations forms located in the Staff Room.

The Principal will then see the student and congratulate him/her. An entry is made in the book which is signed by the student and parents/guardians/agents are informed by the Principal. Recommendations should not be given too freely but do please make use of this way of rewarding the students.

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