



# Rossall

INSPIRING EXCELLENCE

## BEHAVIOUR POLICY

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# ROSSALL SCHOOL

## BEHAVIOUR POLICY

Rossall School recognises that effective teaching and learning can only take place in a caring, well-ordered environment. At Rossall our behaviour policy is applied fairly and consistently, without regard to race, gender or seniority. Good discipline is important for the growth, welfare and development of our pupils. In this regard, our pupils are given clear expectations, effective pastoral support and opportunities to build good social relationships. High standards of behaviour, manners and discipline are expected of all pupils at all times. Pupils are expected to behave in such a way as to be a credit to themselves and to the School. This is a Senior School policy. For the Prep and EYFS policy please see the School website.

Rossall bases its code of behaviour on four general principles:

- We believe in giving our best effort in all things, at all times and fulfilling our commitments
- We believe in trying to be a positive influence in what we do and encouraging others to do the same
- We believe in being courteous, considerate, compassionate and respectful to others
- We believe in taking pride in ourselves, in our ideals and in our environment

Particular attention is drawn to the following points:

- Rossall encourages all of its pupils to show respect for each other.
- All pupils should be aware that the School expects high standards of appearance at all times. Pupils must travel to and from School in uniform unless they have permission to wear alternative clothing.
- All pupils are expected to know and display basic 'good manners'. Staff will make clear their expectations in this respect.
- We expect all pupils to be ready to learn and to participate in School games and activities as per the timetable.
- All conduct that is anti-social, serves to bring discredit or disrepute to the School, whether on the premises, or elsewhere, is deemed a breach of School Rules.
- Disruption in lessons is not acceptable and will be dealt with firmly.
- The use of mobile phones during lessons and outside of Houses during the school day is prohibited unless pupils are authorised to do so by staff. School staff can confiscate a mobile phone as a disciplinary penalty under the school behaviour policy, and have a legal defence in respect of this in the Education and Inspections Act 2006 (section 94). Phones will be taken to the Deputy Heads' secretary's office and released on payment of a fine.
- Public displays of intimacy and sexual activity between pupils when in the care of the School will be liable for a sanction.
- Bullying is not acceptable in any form and pupils are educated in the School's anti-bullying policy and must embrace it.
- We will impose sanctions on any pupil who misuses technology to bully, harass or abuse another pupil in line with our anti-bullying policy.
- We impose sanctions on those who access pornography or sext with greater sanction of those who choose to disseminate images and material.
- Rossall strongly disapproves of the abuse of alcohol, drugs, legal highs, vaping juice and tobacco. The school will act in all such instances and pupils should expect to be dealt with in accordance with the school rules.
- Vandalism and theft will be dealt with firmly with either, but certainly the latter, likely to lead to permanent exclusion.

These points are supported by positive reinforcement and, where necessary, appropriate sanctions. Sanctions will be at a level that reflects the severity of the offence, the possible influence on others and the maturity of the pupil.

## **CORPORAL PUNISHMENT IS NOT USED OR THREATENED AT ROSSALL**

### Roles and Responsibilities

**Council:** has a role in promoting good behaviour, to review the relevant policies and support the School in maintaining standards thus ensuring an orderly and safe environment for Pupils and staff.

**Headmaster:** supported by the Senior Deputy Head, Deputy Head Pastoral, Head of the Preparatory School, Deputy Head of Preparatory School, and Deputy Head (Safeguarding and Boarding) is responsible for the day to day management and implementation of the policy and procedures and supporting staff in ensuring positive behaviour.

**Houseparents / Heads of Year:** supported by House tutors and Form tutors respectively are responsible for the day to day implementation of the policy and procedures with regards to the pupils in their section of the school, where necessary in liaison with members of the SLE.

**Teachers and Support staff:** are responsible for ensuring the policy and procedures are followed and consistently and fairly applied to all pupils. Discipline in the classroom and around the school is the responsibility of all teachers.

**Parents:** are expected to take responsibility for the behaviour of their child. They will be encouraged to work in partnership with the School and will have the opportunity to raise any issues with the School.

**Pupils:** will be expected to take responsibility for their own behaviour and to report any breaches of this policy.

### Rewards

An ethos of praise and encouragement is central to the promotion of good behaviour. Rewards motivate pupils to realise that good behaviour is valued. A range of rewards both formal and informal value achievement and positive behaviour. Whenever possible pupils are encouraged and rewarded. Pupils thrive on praise and this is recognised through our reward system which offers the opportunity to reward pupils for exceptional work, progress or behaviour, making a contribution to the community and participating in extracurricular activities. Rewards are recorded in Classcharts and an accumulation of merits as well as individual endeavours of significance are recognised in whole school, sectional and year assemblies as well as on an individual level through communication with pupils and parents.

### Sanctions

Responsible behaviour is the expectation and is encouraged at all times both in and outside the classroom. Pupils who display behaviour which breaks the rules are dealt with firmly and fairly. A variety of sanctions are available to be used as and when it is considered appropriate. These include measures designed to ensure that the pupil makes some form of reparation for his or her misbehaviour and take into account the frequency/regularity of such behaviour. Persistent misbehaviour and disruption will lead to contact with parents to discuss the issues and explore solutions. At Rossall behavioural sanctions are applied with reference to a detailed schedule to ensure consistency as far as possible. Rossall reserves the right to deal with minor offences in house without reference to parents. Year Heads and Houseparents are part of this process and deal with minor offences. All serious

incidents are brought to the attention of the Senior Deputy Head, the Deputy Head Pastoral, Deputy Head (Safeguarding and Boarding) or the Head of the Preparatory School who will inform the Head. Decisions on pupil behaviour will be made in relation to the evidence available. A decision will be on the basis of the balance of probability not “beyond reasonable doubt”.

Temporary and Permanent Exclusion are only used for serious offences and normally when all other school sanctions have been applied. Serious incidents are recorded in the serious incident log and electronic records are kept of all other disciplinary issues.

### Contextual Safeguarding

Staff will consider the extent and motive of a pupil’s behaviour and consider whether it raises any concern for the welfare of the pupils involved. If staff reasonably suspect that a pupil may be suffering, or is likely to suffer significant harm, whether inside or outside school, they should follow the procedures set out in the school’s Safeguarding and Child Protection policy and discuss their concerns with 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 pupils’ parents accordingly.

In brief, rewards and sanctions include the following:

#### **Rewards**

- Verbal and written praise
- Merits
- Praise Postcards
- House Points (Preparatory School)
- Record of reward on Classcharts that is communicated home
- Commendations
- HM Academic Award
- HM Kindness Award
- High Effort Grades on Grade Cards and Reports
- Certificates
- Awards i.e. School and House Colours
- Posts of responsibility
- Prize Day awards

#### **Sanctions**

- Remedial or restorative discussion
- Reprimand
- Conduct Note (Senior School)
- Old Gym Detention
- Code of Conduct (Preparatory School)
- Carrying out a useful task in the school
- Completion of assigned work or additional written work
- Removal of pupil from lesson
- Detain at the end of the lesson
- Withholding privileges such as participation in school trips or events where these do not form an essential part of the curriculum
- Detention (of various levels)
- Headmaster’s Saturday Detention
- External Suspension
- Letter home

Placing on behaviour report  
House gating  
Permanent exclusion/Required Removal

## **SANCTION TARIFF AND ENTRY**

The criteria below is indicative and may be subject to change depending on the case presented and the context in which the pupil's action takes place. If pupil's behaviour falls outside of descriptors then an appropriate sanction will be applied.

Pupils may be required to undertake forms of counselling in addition to or in place of a sanction.

**Departmental/Staff Detention** (Member of staff to organise supervision and inform pupil liaising with HoD where necessary)

1. Academic eg. no prep, poor quality work, not meeting a deadline, cheating and plagiarism, repeated no resources after a warning.
2. Low level disruption in class impacting on learning
3. Significant lateness to a lesson (particularly after break or lunch)

### Entry of Sanction

Academic staff to enter on Classcharts as a Conduct Note (HoDs to monitor by communication with Department and refer to Head of Year where necessary)

**Friday Head of Section Detention** (HoYs to authorise and supervise pupils)

1. Repeat offenders
2. Persistent lateness, including to registration
3. Repeated uniform infringement
4. Lack of respect for others (including all staff)
5. Non-academic breach of school rules
6. Low level occasions of unkind behaviour
7. Low level misuse of technology
8. 3 or more Conduct Notes in a week (at HOYs discretion)

### Entry of Sanction

Pastoral Co-ordinator or HOY to enter on Classcharts (HoY/HoS to authorise)

**Saturday Detention** (SLT to supervise)

**Each case will be judged on its merits and may be escalated where illustrated. This tariff indicates the minimum sanction.**

1. Cutting HoY detention
2. Bringing Rossall into disrepute (or temporary/permanent exclusion)
3. Truanting a lesson or school commitment, including Chapel and Assembly
4. Repeated low level infractions
5. Wilful damage to school/personal property (or temporary /permanent exclusion)
6. Serial repeat offences against the behavioural expectations of the school
7. Low level or repeated behaviour which causes offence or disrupts the learning of others
8. Inappropriate behaviour that may cause damage to property
9. L1 vaping/smoking

10. L1 drinking
11. Intimidating behaviour
12. Persistent unkindness
13. Inappropriate use of technology
14. Off site without permission (+ House gating for boarders)
15. Motor vehicle offences (suspension of right to drive to school) including pupils driving a car or travelling in another pupil's car without the School's knowledge and permission
16. Instances of plagiarism or compromised academic integrity
17. Three or more HOY detentions
18. Five or more Conduct Notes

### Entry of Sanction

HOY to enter onto Classcharts and Pastoral Co-ordinator to place record on pupil's iSAMS record (SLE to authorise)

### House Sanctions

**House gating (The pupil being kept in House over the weekends and on site during the week during free time: Applied to boarders)**

- Applied to drinking, vaping and smoking offences before level of suspension
- Applied to off site without permission
- Persistent failure to complete academic work

### **House Inspection and Supervision**

- Untidy room
- Cutting meals
- Inappropriate use of study time
- Inappropriate displays of affection

**Parade (The pupil is to be outside the HoP's house door prior to breakfast in full uniform)**

- Bedtime issues
- Wake up issues

### Headmaster's Saturday Detention

1. Theft (or temporary/permanent exclusion)
2. L2 vaping/smoking
3. L2 drinking
4. Physical violence (or temporary/permanent exclusion)
5. Low level inappropriate touching or use of offensive language
6. Wilful damage to school/personal property (or temporary/permanent exclusion)
7. Inappropriate appearance (e.g. extreme haircut/hair colour)
8. Recording of another pupil without their consent (or temporary/permanent exclusion)
9. Bringing Rossall School into disrepute
10. Out of boarding house after Roll Call without permission

11. Instances of plagiarism or compromised academic integrity (escalation)
12. Escalation of SLT detention
13. 10 conduct notes in a week (at SLE discretion)

### **Temporary or Permanent Exclusion**

The School is responsible for promoting good behaviour and discipline on the part of its pupils and for securing an orderly and safe learning environment. Serious breaches of discipline will be dealt with through temporary exclusion. If problems persist, or if severe one-off instances occur, it might be judged necessary to permanently exclude. In the event of denial or difference of opinion, the Head will make a decision based on reasonableness and the weight of evidence. Only the Head or in their absence the Senior Deputy Head/ Head of Preparatory School can suspend a pupil from the school.

Before the decision is made to suspend a pupil, any incident will be investigated. If necessary pupils will be interviewed and where necessary will make statements in writing. Where appropriate, other witnesses will also be interviewed and will provide statements. Staff or other adults involved will provide referrals or statements as appropriate. Pupils are likely to be removed from class at these times and might be required to work in the Head of Preparatory School's or Deputy Head's study or be suspended from the school site. Parents may not be notified until after an investigation has concluded and a pupil may be internally suspended pending the outcome of the investigation.

Once the decision has been made to exclude a pupil, parents or guardian will be informed as soon as possible. If practicable, the parent or guardian will be asked to collect the pupil from School at the earliest opportunity. In the case of boarders, the School may remove a pupil and place them in the care of a school designated guardian until they can be collected. The cost of this will be added to the pupil's final bill.

### **SUSPENSION PENDING THE OUTCOME OF AN INVESTIGATION**

A student may be Suspended while a complaint is being investigated, to allow a period of time for reflection or discussion with parents, to allow a 'cooling off' period before a final disciplinary meeting is held, or whilst the outcome of the investigation is pending. This measure is taken when a decision has not been made about a situation so it is therefore not necessarily disciplinary. However, the School reserves the right to convert a Suspension into an exclusion of required removal retrospectively, and to impose a Final Warning if appropriate.

Upon completion of the investigation, the pupil will be invited to a disciplinary meeting with the Deputy Head Pastoral and either the Senior Deputy Head or Headmaster. This provision is in place to:

- i) ensure the safety and wellbeing of all pupils during the course of an investigation
- ii) de-escalate situations and maintain distance between those involved in an incident

Typically, suspension of this type is invoked, in situations relating to the possible the possession or distribution of drugs, any allegation(s) of child-on-child abuse (sexual, physical, emotional or otherwise) or an allegation of theft or criminal damage.

If externally suspended, the student will be released to their home or an education guardian for a specified period of time (usually 48 or 72 hours). A boarding student who is externally suspended will also be gated for two weeks.

## **Final Warning**

A student may be placed on a Final Warning by the Head or Senior Deputy Head if their behaviour is:

- (i) a serious breach of school discipline which is sufficiently serious that any repetition would justify Permanent Exclusion or Required Removal, whilst falling short of a grave breach of discipline justifying Permanent Exclusion or Required Removal;
- (ii) the repetition of more minor breaches (for example, drinking alcohol or vaping); or
- (iii) failure to comply with the requirements of an agreed behaviour management plan.

If the student repeats any of the behaviour mentioned in the Final Warning letter sent to their parents, they are likely to be subject to Permanent Exclusion or Required Removal. The School reserves the right to issue a Final Warning alongside other punishments, such as Temporary Exclusion.

## **Required Removal/Permanent Exclusion**

The circumstances which may lead to the required removal or permanent exclusion of a student can be found in the 'Permanent Exclusion and Required Removal Policy'.

## **Offences likely to result in a temporary or permanent exclusion**

If a temporary exclusion is given, another offence of similar seriousness is likely to result in a permanent exclusion. Offences such as those below are likely to result in exclusion. (This is not an exhaustive list)

- Gambling
- Possession of a weapon
- Selling or buying illicit goods
- Fighting/striking another pupil
- Consumption, possession or sale of alcohol
- Drugs/Legal highs use, possession or supply
- Sexual offences including the viewing of and dissemination of pornography and sexted images
- Smoking indoors
- Vaping indoors
- Vaping juice/devices - use, possession or supply.
- Off-site overnight without permission
- Exiting Boarding House after Roll Call without permission
- Repeated violation of school rules
- Presenting a significant risk to the health and safety of other pupils
- Endangering the lives of others through irresponsible behaviour
- Bringing the school into disrepute whether in or out of school
- Theft
- Intimidating or threatening behaviour
- Illegal use of vehicles and carrying passengers without proper authorisation
- Persistent, repeated or sustained bullying
- Sexting/Sexual offences
- Recording and/or sharing videos or stills of another pupil without consent

The Head may prescribe and authorise the use of other sanctions to comply with good education practice.



## **Searching and Confiscation**

The School deems the following to be "prohibited items" in accordance with Section 550ZA(3) of the *Education Act 1996* and Regulation 3 of the *Schools (Specification and Disposal of Articles) Regulations 2012*:

- knives or weapons, alcohol, illegal drugs and stolen items;
- tobacco and cigarette papers, fireworks and pornographic images;
- 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 to, or damage to the property of, any person (including the student)
- any item banned by the School's 'Guidelines' or the 'Smoking, Vaping, Alcohol and Drugs Policy'

Searching pupils and confiscation of items found is explained in the Searching and Confiscation Policy (W21).

## **Physical Restraint**

In accordance with the DfE's guidance *Keeping Children Safe in Education* (2024) and *Use of Reasonable Force* (July 2013), force will only be used when immediately necessary and for the minimum time required to prevent a student from doing (or continuing to do) any of the following:

- (a) committing a criminal offence;
- (b) injuring themselves or others;
- (c) causing damage to property (including their own)

As stated in the Code of Conduct for Staff, any physical restraint is only permissible when a child is felt likely to inflict an injury on themselves or on another and then only as a last resort, when all efforts to diffuse the situation have failed. Another member of Staff should, if possible, be present as a witness if prior to communication with a pupil it was judged that the pupil was in an agitated state. All incidents of this kind will be recorded and a record kept centrally by the Senior Deputy Head.

## **Handling allegations or accusations against a member of Staff**

All allegations will be taken seriously and investigated fully.

In accordance with the Department for Education's (DfE) guidance *Keeping Children Safe in Education* (2024), a malicious allegation is one where there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive.

If, in the course of an investigation, it is found that a pupil has made a false or malicious allegation against a member of staff, a decision will be taken by the Headmaster as to what level of sanction should be applied.

Where a parent has made a malicious allegation, the Head will consider whether to require the removal of the student from the School on the basis that they have treated the School or a member of staff unreasonably.

In the event of an unfounded allegation or accusation related to safeguarding, the issue will be dealt with in accordance with the Allegations of Abuse Policy (W2).

### **Behaviour related to a disability**

The School will make reasonable adjustments for managing behaviour which is related to a student's disability. Where Permanent Exclusion or Required Removal needs to be considered, the School will ensure that a disabled student is able to present their case fully where their disability might hinder this.

### **Unexplained or unauthorised absence**

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 missing child policy. After 10 consecutive days of unexplained or unauthorised absence we will inform the local authority and follow their guidance. For international boarders we will also inform UKVI as any such absence could affect the validity of their visa. Holidays should not be taken during term time and any request for absence should be sought from the Senior Deputy Head as detailed in the Parent Contract.

### **Involving Outside Agencies**

The School works positively with external agencies, seeking appropriate support for pupils with particular needs. Pupils are referred to such agencies with the knowledge and permission of their parents.

### **Pupils' Involvement**

The school has established mechanisms for considering and reviewing the behaviour policy through the Monitors, who meet with the Director of Sixth Form and the Headmaster on a regular basis, and through the School Council for pupils. Pupil voice is welcomed.

### **Training**

The school will provide information and training, as appropriate, on behaviour management to all staff through induction training for new staff, INSET for ongoing professional development and to meet specific training needs.

### **Monitoring and Review**

The School maintains records of behavioural incidents electronically through iSAMS and Classcharts. Incidents are reviewed regularly to identify trends by Heads of Year and the Deputy Head (Pastoral). Where trends are identified, further action on an individual or a policy level may be required.

Furthermore, the school reviews and evaluates the Behaviour policy at least annually to ensure that individual measures continue to be appropriate and to reflect best practice. These reviews will take into account the behaviour of individuals, recent behavioural incidents, as well as any adjustments to departmental responses and whole-school pastoral measures that are considered necessary to ensure consistency and fairness. The review process involves the Education and Welfare Committee.

### **Panel Review**

A student or their parents have the right to request a Governors' Review of the Head's decision. Please see the School's 'Permanent Exclusion and Required Removal Policy' for further details.

Appeals are dealt with by way of a Panel Hearing under Stage 3 of the *Complaints and Appeal Procedure*.

### **Complaints Procedure**

If you are not happy with the way that you or your child is treated by any member of the staff or other parent at the school you should follow the complaints procedure. The link to the complaint procedure can be found on the School website.

## **Associated Guidance**

- Department for Education's guidance on *Keeping Children Safe in Education* (2024)
- Department for Education's guidance on *Use of Reasonable Force* (July 2013)
- Department for Education's guidance on *Searching, Screening and Confiscation* (July 2022)

## **Related Policies**

- Anti-Bullying Policy (W3)
- Pupil Handbooks
- Prep School & EYFS Behaviour Policy
- Senior School Rules
- Smoking, Vaping, Alcohol and Drugs policy (W5)
- Safeguarding and Child Protection Policy (W6)
- Equal & Diversity for Staff and Pupils (S10)
- Admissions Policy (S2)
- Disability Policy (S9)
- SEND Policy (A6)
- Code of Conduct for Staff: Interaction with pupils (S7)
- Allegations of Abuse Policy (W2)
- Searching and Confiscation Policy (W20)
- Peer-on-Peer Abuse Policy (W25)
- Rossall School Complaints and Appeal Procedure (W8)
- Rossall School Terms and Conditions/Parent Contract
- Rossall School Permanent Exclusion & Required Removal Policy (W29)
- Complaints and Appeals Procedure Policy (W8)
- Student ICT and Internet Acceptable Use Policy (W11)

The Behaviour Policy is communicated to staff, parents and pupils through:

- INSET
- School Handbook
- Standard Terms & Conditions (i.e. the Parent contract)
- Letters to parents
- Assemblies
- The School Website
- Tutor group session
- PSHE

## **APPENDIX**

### **Smoking and Vaping Offences**

Rossall School is a non-smoking/vaping campus and believes in the health and well-being of all members of the community. Any visiting adults seen contravening this should be reported immediately to a member of the School staff.

This section should be consulted alongside the Smoking, Vaping, Alcohol and Drugs policy.

Smoking sanctions apply to pupils who are caught smoking, or are caught smelling strongly of cigarette smoke or are caught with other known smokers who are smoking or are in possession of the paraphernalia of smoking or other tobacco products.

Vaping sanctions apply to pupils who are caught vaping or are caught with other known vapers who are vaping or are in possession of the paraphernalia associated with vaping.

Smoking or vaping indoors may incur temporary or permanent exclusion without reference to Levels 1 - 2 if the case is deemed to be in serious violation of school rules.

#### **Levels**

All levels will incur a letter home with House gating for one weekend for boarders.

Level 1 - Two hour Saturday SLT Detention

Level 2 - Headmasters Saturday Detention. Health Centre intervention

Level 3 - Temporary Exclusion

Level 4 - Permanent Exclusion

### **Drinking Offences**

Level 3 or 4 may be invoked without reference to Level 1 and Level 2 if the case is deemed a serious violation of school rules.

#### **Levels**

All levels will incur a letter home with House gating for one weekend for boarders.

1. Level 1 - Two hour Saturday SLT Detention
2. Level 2 - Headmasters Saturday Detention. Health Centre intervention
3. Level 3 - Temporary Exclusion
4. Level 4 - Permanent Exclusion

## **Drugs Offences**

Possession or use of drugs:

Level 4 - Permanent Exclusion - in exceptional circumstances it is at the Head's discretion to reduce the tariff to a Level 3 - Temporary Exclusion with regular drugs testing.

Supply of drugs:

Level 4 - Permanent Exclusion. Reported to the Police.