



DOVER COLLEGE SCHOOL BEHAVIOUR POLICY

Reviewed by: Senior HSM
Reviewed: August 2020
Next Review Date: September 2021



POLICY

Dover College aims to encourage pupils to adopt the highest standards of behaviour, principles and moral standards. We aim to promote trust, mutual respect for everyone and the community as a whole. We believe that good relations, good manners and a secure learning environment play a crucial part in the development of pupils at the College. We aim to develop qualities of teamwork and leadership through our programme of extra-curricular activities and Round Square philosophy.

Dover College 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 we aim to develop the whole person.

The aims of the Policy are:

- To promote good behaviour;
- Prevent bullying;
- To ensure that pupils complete assigned work;
- To ensure, so far as possible, that every pupil is able to benefit from and make his/her contribution to school life;
- Regulate the conduct of pupils.

CODE OF CONDUCT

Dover College school community of Governors, staff, parents and pupils adhere to a code of conduct, rather than to lists of rules. Dover College sees education as a partnership. Members of our staff are committed to excellence, aiming to achieve a spirit of trust and cooperation. We expect the highest values and standards of behaviour 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's rules and Regulations.

Everyone has a right to feel secure and to be treated with respect, particularly the vulnerable. Harassment and bullying will not be tolerated. Our Anti-bullying policy adds further details. The school is strongly committed to promoting equal opportunities for all, regardless of race, gender, gender orientation or physical disability.

We expect pupils to be ready to learn and to participate in school activities. They should attend school and lessons punctually. 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.



Pupils should bear in mind the following three principles:

- Obey the law of the land and the obligation of good citizenship;
- Show care and respect for other people and their property;
- Maintain the good name of Dover College.

To maintain the standards of expected behaviour the School is committed to:

- Discipline pupils whose behaviour is unacceptable both at School and on School trips. Teachers can also discipline pupils, in certain circumstances when a pupil's misbehaviour occurs outside School.

INVOLVEMENT OF PARENTS AND GUARDIANS

Parents and Guardians who accept a place for their child at Dover College 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. Parents' lack of respect for the rules naturally encourages their children to do the same and is often the forerunner of serious problems.

Please note that it is our policy usually not to allow holiday to be taken during term.

INVOLVEMENT OF PUPILS

Our experience shows that the ethos of and respect for the school is enhanced by listening to our pupils and by encouraging constructive suggestions from them, for example via the School Council, Food Committee and Pupil Welfare Meetings, which meet regularly.

SCHOOL RULES AND REGULATIONS

The school's Rules and Regulations are designed to encourage positive behaviour. Its sanctions are used to help us manage challenging behaviour. Copies of the Rules and Regulations are set out in the Pupil Planner. Parents and Guardians undertake to support the authority of the Headmaster in enforcing them in a fair manner and are designed to safeguard the welfare of the community as a whole.

The following are specifically unacceptable:

- Rudeness or aggressive behaviour of any kind;
- Verbal or physical bullying;
- Cyber-Bullying whether by text message or via the internet (see IT Acceptable Usage Policy);
- Physical displays of affection and sexual relationships;
- Chewing gum;
- Spitting;
- Eating or drinking in public places;
- Possession of firearms, fireworks, knives or any other weapon. This includes BB guns;

- Gambling for money;
- Use of mobile phones outside published times;
- Possession of drugs, solvents or alcohol;
- Possession or purchase of any smoking material;
- Unauthorized possession of any school key;
- Dropping litter;
- Graffiti.

The Headmaster and his Senior Leadership Team, undertake to apply sanctions fairly, and, where appropriate, after due investigative action has taken place. Sanctions may undergo reasonable change from time to time; but will not involve any form of unlawful or degrading activity. Corporal punishment is illegal. The majority of misdemeanours will warrant immediate sanctions and these include demerits, extra school (at lunchtime) or withdrawal of privileges (Gating), assistance with community tasks, such as collecting litter etc.

Sanctions can only be imposed by paid members of DC staff, on school premises. Sanctions must not breach any legislation and must be reasonable and proportionate, account must be taken of the pupil's age, any special educational need or disability and any religious requirement affecting them.

If the behaviour under review gives cause to suspect that a child is suffering, or is likely to suffer significant harm, then the Safeguarding policy will be followed.

Teachers may confiscate a pupil's property as a punishment. Teachers may have the power to search without consent for prohibited items such as knives and weapons, alcohol, drugs, stolen items, tobacco, fireworks, pornographic images, any item that may be used to commit an offence and any item banned by the school. Weapons and knives and extreme or child pornography must be handed to the Police, having firstly notified the DSL.

Serious breaches of discipline will necessarily warrant more serious sanctions.

It is not possible to define every situation but the most likely ones are as follows:

- Sexual misbehaviour i.e. exceeding the limits of acceptable behaviour between pupils of the opposite sex or of the same sex;
- Suspicion of supplying drugs (see Drugs Policy);
- Suspicion of supplying alcohol, being in possession of alcohol or under the influence of alcohol;
- Suspicion of the abuse of solvents;
- Suspicion of being involved in some activity likely to bring harm to himself/herself or other members of the College or community, including serious and persistent bullying(see anti bullying policy);
- Suspicion of theft.

Sanctions for serious breaches of discipline include Internal Suspension, External Suspension and Exclusion.

Suspension

A pupil may be suspended from school either internally or externally, if after investigation including an interview with the pupil (and consultation with a parent if appropriate) and discussion with the Housemaster/Housemistress the Headmaster or Senior Housemistress is of the opinion that :

- The conduct or progress of the pupil has been unsatisfactory;
- A pupil is unwilling or unable to profit from the educational opportunities offered;
- A parent has treated the school or member of its staff unreasonably and any other case where removal is considered to be warranted – including non-payment of fees.

Internal Suspension

The general principle of an internal suspension is that the pupil spends his/her time in Priory Lodge. She/he must use the time profitably and given the opportunity to demonstrate that he/she wishes to make amends for their irresponsible behaviour and to rebuild their reputation and the trust, which must exist between the pupil and the school. Parents/Guardians are to be kept informed at all stages.

External Suspension

There are times when it is best for a pupil, who has committed a disciplinary offence, to go home for a period of time to allow the school and those involved some time to review the situation and consider the future. This would be an external suspension and would last as long as the Headmaster requires to resolve the matter, or for as long as it is considered appropriate to redress the offence. Thus the external suspension may be used to provide some breathing space and/or as a sanction. Parents will always be informed by either the Headmaster, Deputy Head Academic or Senior Housemistress and Head of Pastoral Care by letter/email.

Exclusion

This is used for the removal of pupils from Dover College for very serious breaches of School Discipline.

The Procedure for Exclusion is at Annex 1 to this document

COVID-19 (September 2020)

Annex 2 details Dover College's expectations to combat COVID-19

ANNEX 1 – Exclusion Procedures

Exclusion

A pupil may be excluded at any time if the Headmaster is satisfied that a pupil's conduct (whether on or off school premises or in or out of term time) has been prejudicial to good order or school discipline or to the reputation of the School.

- The pupil's conduct is fully investigated by the Senior Housemistress;
- The investigating officer's report (either written or verbal) will be presented to the Headmaster;
- If the Headmaster feels formal action is necessary he will conduct an interview with the pupil in the presence of his/her Housemaster/Housemistress;
- Relevant staff will be consulted as will the Chairman of Governors;
- Parents will be kept fully informed and many attend the disciplinary interview which the Headmaster conducts with the pupil;
- It is likely that the pupil concerned will be suspended home before the final disciplinary meeting and decision so that they can consider their position with their parents (or guardian);
- The Headmaster will act fairly and in accordance with the procedures of natural justice and will not expel a pupil other than in grave circumstances;
- Exceptionally in the absence of the Headmaster, the Deputy Head Academic may exclude with the Chairman of Governor's agreement.

Exclusions are followed up with a letter giving details of the pupil's (and parents') right to a review.

Exclusion Review Procedure

In the event that the Headmaster excludes a pupil then the parents of the pupil, or the recognised appointed guardian, have recourse to a review. The procedure under which a written application or a review may be made is as follows.

- The application for a review must be made in writing to:
 - The Clerk to the Governors, Dover College, Effingham Crescent, Dover, CT17 9RH.
- This application must be received not later than 14 days after the date of notification to exclude the pupil;
- If it is intended to produce any new evidence which was not available to the Headmaster at the time that the decision was made, then details of such evidence must be supplied at the time that the application for the review is made. The College will wish to have an opportunity to investigate the new evidence;



- On receipt of the application a sub-committee of the College Council shall be appointed.
 - It shall consist of two or more members of the Council.
 - This sub-committee shall consider the application as soon as is practicable.
 - The sub-committee shall also have a full report of the incident in writing from the Headmaster.
 - After due consideration a meeting may be arranged so that all the issues can be fairly and properly put to the sub-committee.
 - All parties shall be able to question each other.
 - Both parties shall be allowed to appoint another person to represent their interests.

- When all the evidence has been submitted, the sub-committee shall retire to make their decision. Such decision shall be communicated to the parents, guardians or their representative as agreed within seven days;
- The decision of the sub-committee shall be final.

Annex 2 – COVID-19 – September 2020

This annex has been created in response to the COVID-19 pandemic. Through positive behaviour, pupils can play their part and support the community in its fight against the spread of COVID-19.

The school will be open for the return of all pupils for the new academic year in September 2020. Pupils Housemasters/Housemistress and Tutor will be encouraged to discuss these expectations, so, as a community, the school will be better placed to fight the spread of COVID-19. The Dover College community will be reminded on a regular basis of these rules verbally and clear signage will be placed around the school campus as a visual reminder. The regular principles outlined in the Behaviour Policy still apply, but in addition the following now also need to be adhered to.

To support in the fight against COVID-19, you should always be careful and considerate, respectful and kind to all.

- Regularly wash your hands or apply hand sanitizer. In particular, this should be done on entering and exiting the school site, when moving from one area to another, before and after eating, after going to the toilet;
- Pupils from Shell and above will be required to wear a face covering in communal areas where social distancing may be more difficult, such as corridors and toilets;
- Pupils must not leave their designated bubble/zone unless given specific permission;
- Pupils must only use the designated areas/facilities for their bubble;
- Under no circumstances must Day pupils enter or use any facilities within the boarding houses;
- Wherever possible, maintain social distancing – a minimum of one meter is good, but two meters is better;
- Always be organised and well equipped. All pupils should be fully equipped for all classroom-based lessons. A pencil case with pens, pencils, a rubber, colouring pencils, glue stick, ruler and a calculator is essential. Pupils should also have their own reserve of lined paper, which should be stored in their school bag at all times. Pupils will not be able to share equipment with their peers. Pupils will be required to carry their books and equipment for their timetabled lessons in an appropriately sized school bag;
- On days when pupils have PE or Games lessons, they should wear their kit to school – there will be no changing facilities available;
- If it is unavoidable, shared items should be sanitised before being shared;
- At break and lunchtimes – contact sports/games are not permitted;
- Whilst on journeys to and from school, students are expected to comply with all the COVID19 related regulations put in place by the government and the service provider.

Boarding Houses:

- Each boarding house will be considered as a household bubble, and pupils will remain apart for meals, socialising and all other events. The entire House will likely have to self-isolate for 14 days if one boarder tests positive for COVID-19;
- Within boarding houses, there will be zoning of pupils where possible - for example in the allocation of washrooms. Pupils should only use their designated facilities;
- Bedroom corridors are out of bounds to pupils who do not live on that corridor, unless required to access their own area;
- Pupils should observe social distancing in the House where possible;
- Pupils will not be allowed to overcrowd common areas;
- Face coverings may be worn within the House;
- Pupils should not share cups, drinks or food in the House kitchens;
- Pupils must ensure that all clothing, which requires laundering, is placed in a net bag. These should have zips rather than drawstrings. These will be available to purchase in school for pupils who do not already have one;
- Post will be available for collection/delivered to Houses, after a suitable period to ensure packages are COVID-safe;
- For the coming period, Boarders will be required to socialise at evenings and weekends within their bubbles. We understand that boarders may find this difficult and staff will support them if they have any concerns. However, for health and hygiene reasons it is important that all boarders and staff observe and follow the procedures in place;
- Town leave will not be permitted during the school week. Permission to go into Dover at the weekend will be kept under rolling review. Our expectation is that this will be possible, provided pupils comply with guidance around facemasks and social distancing. They should wash their hands thoroughly on return to school.

Dover College staff will apply common sense in the application of these rules. In the first instance, the staff approach will always be to remind and encourage pupils to adhere to the expectations. However, if a pupil does not follow this encouragement and continues to break these rules, the usual consequences will be applied for not cooperating and following instructions.