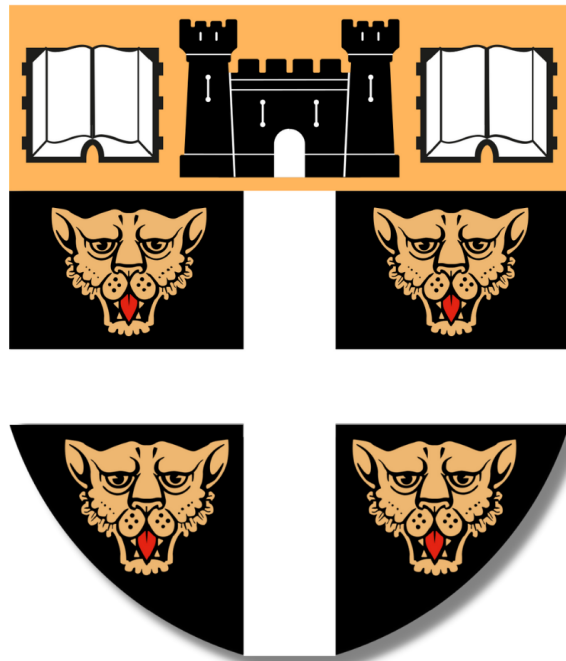


# Behaviour & Discipline - Senior School

Dover College



Owner:	Dep Head Senior	Date: July 2023
Approved By:	MG	Date: July 2023
Review Frequency	Annual	
Last reviewed on:	June 2023	
Next review due by:	June 2024	

## **1. AIMS**

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 extracurricular 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;
- To enable our pupils to distinguish right from wrong and to respect the civil and criminal law of England
- To encourage pupils to accept responsibility for their behaviour and understand how they can contribute positively to the lives of others in and out of school
- To encourage pupils to learn from their mistakes and correct their behaviour.
- To enable pupils to develop their self-knowledge and self-esteem and encourage the ability for reflection and self- assessment

## **2. CODE OF CONDUCT**

Dover College school community of Governors, staff, parents and pupils adhere to a code of conduct. Dover College sees education as a partnership. Members of our staff are committed to excellence, aiming to achieve a spirit of respect, 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.

We aim to ensure that our pupils are prepared to play a confident and informed role in society, having developed values systems and to be able to interact with other people in a positive way.

We expect pupils to treat staff and each other with honesty, consideration and good manners and to respond positively to the opportunities and demands of school life.

Everyone has a right to feel secure and to be treated with respect, particularly the vulnerable. Harassment and bullying will not be tolerated. Our safeguarding, anti-bullying and peer on

peer abuse policies add further details. The school is strongly committed to promoting equal opportunities for all, regardless of race, gender, gender orientation or physical disability.

We also expect pupils to care for their environment including buildings, equipment and furniture and the school grounds. 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;
- Be honest and take responsibility for your actions
- Be prepared to reflect on your behaviour, learn from your mistakes and change your behaviour

### **3. 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 will be made aware that their 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 holidays to be taken during term.

### **4. 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 (round tables, which meet regularly).

### **5. 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. The rules and regulations are clearly set out and sent to parents. 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.

We recognise that sanctioning children who do not behave appropriately and break school rules is not sufficient and when sanctions are given, they will include an educational and self reflective aspect. Consideration is given to the context of the incident when deciding on action and sanction. Pupils will be expected to

- Reflect on their behaviour and the consequences of their action on themselves;
- Show an understanding of why it is important to respect the rule (s) they have broken and link this with the understanding of British values and the rule of law;
- Find a way to make amend ( restorative justice, community service, preparing a presentation for assembly)
- Learn from their mistakes and change their behaviour;

Involvement of parents and the use of other support networks may be appropriate at this stage.

The following are specifically unacceptable (please note this is not an exhaustive list):

- Possession, purchasing, use, handling and supplying of prohibited items:
  - knives and weapons, including BB guns
  - firearms, fireworks, lighters
  - Alcohol;
  - Tobacco, cigarettes, vapes and any other smoking/vaping devices, including lighters
  - Illegal drugs and solvents
  - Stolen items;
  - Pornographic and extreme material
  - any article that staff reasonably suspects has been, or is likely to be used to commit an offence, or to cause personal injury to, or damage to property of; any person (including the pupil).
- Rudeness or aggressive behaviour of any kind towards peers and staff and the community as a whole (including members of the public outside the school)
- Sexual harassment of any type;
- Repeated lateness to lessons;
- Repeated failure to sign out;
- Repeated Incorrect uniform;
- Repeated failure to bring essential equipment in lessons;
- Lack of cooperation and disruptive behaviour in lessons;
- Verbal or physical bullying;
- Cyber-Bullying whether by text message, the internet or any other method (see IT Acceptable Usage Policy); Cyber-bullying which takes place outside school may still come under school's jurisdiction and behaviour policy:
- Physical displays of affection and sexual relationships;
- Chewing gum;
- Spitting;
- Gambling;

- Use of mobile phones during the school day (mobile phones are collected at the start of the day and returned at home time) (For pupils Shell-5th Form only)
- Unauthorised possession of any school key or security fob;
- Photographing or videoing others without their consent;
- Dropping litter;
- Graffiti;
- Vandalism and destruction of school property
- Theft
- Dangerous driving on site
- Accessing, possessing and distributing material of an indecent nature
- Any offence which would be deemed as criminal behaviour

This policy should be read in conjunction with:

- Alcohol Policy for Pupils
- Anti-Smoking/Vaping Policy
- Substance Abuse Policy
- Discipline, Exclusion and Required Removal Policy
- Mobile Phone Policy

## **6. BULLYING**

The College's definition of bullying, four-pronged approach to bullying, whole school strategy and procedures to deal with bullying can be found in our Anti-Bullying Policy. All reports of bullying or suspected bullying must be added to the School Bullying Log.

## **7. SANCTIONS**

To maintain the standards of expected behaviour the School is committed to disciplining pupils whose behaviour is unacceptable both at School and on School outings.

We undertake to apply sanctions fairly, and, where appropriate, after due investigative action has taken place. Sanctions may undergo reasonable change when deemed necessary and appropriate. We aim to promote the value of honesty, integrity and trust in our pupils and therefore admission of guilt, responsibility and remorse will be taken into account when determining the severity of the sanction, where appropriate.

Sanctions 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 negative points, detentions, assistance with community and withdrawal of privileges and responsibility roles.

Sanctions can only be imposed by paid members of the College 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.

## **8. PUPILS' POSSESSIONS AND SEARCHING**

Teachers may confiscate a pupil's property as a punishment.

Staff may search pupils' property but must do so in the presence of another member of staff. They must also seek the pupil's consent and explain to them the reason why they wish to carry out a search of their belongings.

Staff may have the power to search without consent for prohibited items such as knives and weapons, alcohol, drugs, stolen items, tobacco, fireworks, pornographic images and any item that may be used to commit an offence and has been banned by the school. However, if the allegation is sufficiently serious to warrant this degree of searching then consideration should be given to whether the pupil's parents should be informed and/or the police involved.

Any illegal material such as weapons and knives, extreme material and child pornography must be handed to the Police, having firstly notified the DSL.

### Search of pupil's person:

DfE guidance makes clear that staff can search pupils for any item provided the pupil gives consent. However, it obviously makes sense to ensure that any staff members authorised to carry out searches routinely seek to do so in a manner which is compliant with legislation, whether or not consent is obtained. If consent is refused and the matter is now considered sufficiently serious and in the circumstances, the law supports a search without consent, a teacher may proceed notwithstanding the pupil's objection. If however the allegation is sufficiently serious to warrant this degree of searching then consideration should be given to whether the pupil's parents should be informed and/or the police involved.

If a pupil is suspected of carrying an unauthorised item (e.g., alcohol/knife), they should be asked, in the presence of a second member of staff, to turn out their pockets/bag. Staff of the opposite sex may still search a pupil if they believe the risk is so great that serious harm would be caused if they waited to find a member of staff of the same sex as the pupil.

Staff should NOT touch the pupil forcibly. Searches must be made in the presence of a witness unless the person carrying out the search reasonably believes that serious harm will be caused to a person if the search is not carried out.

Items which may be searched for could include tobacco, cigarette papers, lighters, drugs alcohol, fireworks, pornographic images, offensive weapons/knives including pen knives or another person's possessions. A search of outer clothing and pockets without consent is permissible. Intimate searches are not allowed.

## **9. PHYSICAL RESTRAINT**

There may be circumstances when it is appropriate for staff to use reasonable force in order to safeguard children from harm. Further information regarding our approach and expectations with regard to restraint including reasonable force can be found in Appendix 5 (Physical Restraint of Pupils) of our Safeguarding Policy.

## **10. SERIOUS BREACH OF DISCIPLINE- FORMAL SANCTIONS (Applied by SLT)**

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:

- Possession, use, handling and supplying of prohibited items as listed in 5. above (see Drugs/Alcohol and Smoking/Vaping Policies);
- Sexual misbehaviour i.e. exceeding the limits of acceptable behaviour between pupils of the opposite sex or of the same sex;
- Accessing, possessing, creating and distributing material of an indecent nature (including photos and videos of pupils);
- Abuse of solvents;
- 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);
- Theft.

Formal 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 Deputy Head 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 (maximum 2 days)**

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 be 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. Parents will be informed by the Deputy Head by letter/email.

### **External Suspension (between 1 and 5 days)**

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 or Deputy Head 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

[www.dovercollege.org.uk/wp-content/uploads/2022/09/Discipline-Exclusions-and-Required-Removal-Policy-22-23.pdf](http://www.dovercollege.org.uk/wp-content/uploads/2022/09/Discipline-Exclusions-and-Required-Removal-Policy-22-23.pdf)

## **11. MINOR (LESS SERIOUS) BREACHES OF DISCIPLINE**

Poor behaviour or lack of effort with academic work (including missing or poor prep) should be dealt with on an individual basis, avoiding confrontation in front of other pupils.

Teachers must record this by issuing a negative point on Satchel and negative points will lead to a reduction of one house point.

Additionally, the following sanctions, increasing in severity for repeated behaviour, will apply (all sanctions must be recorded on Satchel):

1. Lunchtime detention: this will take place in a classroom (if it is for an offence of an academic nature such as lack of prep, this can also be with the teacher or Head of Department but it must be recorded on Satchel)
  - Lack of prep
  - Minor behavioural issues in lessons
  - Tardiness in lessons
  - Chewing gum



- Using phones during the school day
  - Failure to sign out
  - Incorrect uniform
  - Leaving site to go to town without permission after school
2. SLT detention: these take place every day in Priory Lodge (16.30-17.20, or 16.30-18.10 on Wednesdays for more serious offences)
- Failure to attend, or poor behaviour during, school detention
  - Missing a lesson or Games session without permission
  - Consistently poor behaviour in class or around school
  - Consistently poor work or lack of prep
  - More serious offences (e.g aggressive behaviour, rudeness, graffiti)
  - Leaving site without permission during school hours
3. Deputy Head's detention (Saturday morning 9.00-11.00)
- Persistent breaking of rules
  - Fighting/disrespectful behaviour/bullying (although this could lead to a more severe sanction such as suspension depending on the severity)
  - Smoking/drinking

All sanctions will be issued, recorded and communicated to parents via Satchel.

## **12. BOARDING HOUSE SANCTIONS**

House staff should use the sanction ladder above for offences in the House including:

- Poor behaviour
- Lack of respect for house rules and routines
- Disrespectful behaviour towards peers, staff and property
- Lateness to or missing roll call

House staff should carefully consider the severity of each offence in order to determine the sanction but offences such as fighting, leaving the Boarding House without authorisation and theft will automatically lead to internal suspension.

## **13. SEARCHING PUPILS' ROOMS**

On rare occasions, it may be necessary to search pupils' rooms; this will only happen when there is reasonable doubt, such as suspicion that a pupil may be in possession of substances not permitted. Designated staff will carry out a room search accompanied by a second member of staff, and in the presence of the pupil concerned and with their consent except where there is a risk that serious harm will be caused to a person if the search is not conducted immediately and where it is not reasonably practicable to summon another member of staff. If a search needs to take place in a pupil's absence, parents must be informed. If no consent is agreed but suspicion is high (e.g., a credible belief that illegal drugs

are being stored for use) the Headmaster may sanction a search or the Police may now be called to carry out the search on behalf of the School.

All drug searches should be carried out by the Head of Boarding with either the Deputy Head or Headmaster present where possible. When carrying out drug searches gloves from the medical kit should be worn.

Room searches are conducted with respect and care. Staff will try, wherever possible, to avoid personal possessions and only remove items against school rules. Any searches will be reported to the Headmaster and centrally recorded on MyConcern.

## **14. REWARDS**

### **Points (awarded via Satchel)**

Points should be awarded for academic work/success as well as contributions in any areas where the pupil has gone beyond the norm, has shown significant effort improvement, effort and commitment, displays leadership, initiative and community-minded thinking.

Points are awarded not only for academic work/successes but can be awarded to pupils for music, sport, drama, art, community-based achievement/positive involvement or a good deed to another pupil.

Pupils will be awarded certificates via Satchel - 5 points (silver award), 10 points (gold award) and 20 points (platinum award)- and Tutors will regularly celebrate these awards with their Tutor groups.

At the end of each Term pupils in each year with the most points will receive a certificate at the end of term assembly. The pupils who have not received any negative Satchel points will also be rewarded with a Headmaster's Commendation. Pupils who have not received any negative points for the whole year will also be invited to a tea party with the Headmaster at the end of the year.

At the end of each term pupils in each year with the most points will receive a certificate at the end of term assembly.

All house points contribute towards the Inter-House Challenge Trophy:

- a. Pupils in Shell to Fifth form: 5 merits = 1 house point.
- b. Sixth form: 3 merits = 1 house point.
- c. Merits are awarded not only for academic work/successes but can be awarded to pupils for music, sport, drama, art, community-based achievement/positive involvement or a good deed to another pupil.

### **Headmaster's Commendations (awarded via Satchel)**

These are awarded by teachers for an excellent piece of work, outstanding effort in class or to an individual who has gone the 'extra mile' with their studies.

Subject teachers, having awarded a commendation, record this on Satchel, and inform the Tutor/Housemaster and the Headmaster by email. Parents will be informed via Satchel and the pupil will also be invited to collect a certificate signed by the Headmaster in Priory Lodge. Headmaster's commendations should be celebrated during Friday's tutor time along with other pupils' achievements and successes.

A commendation is worth 3 house points.

### **Academic Commendations**

Pupils' efforts and achievements in the classroom are recognised through the award of Academic Commendations in the Senior School Assembly.

## **15. MONITORING OF ACADEMIC PROGRESS**

Pupils' academic progress is monitored via the Pupil Mapping Document

## **16. REASONABLE ADJUSTMENT AND JUSTIFICATION**

The Senior School will make 'reasonable adjustments' to the application of the behaviour policy. Reasonable adjustments are aimed at preventing discrimination and can be taken in the form of:

- Use of a behaviour support plan
- Additional PSHE input, pastoral meetings, peer mentor support
- Inclusion in an appropriate intervention programme
- Support from the SENCo and external services as appropriate.