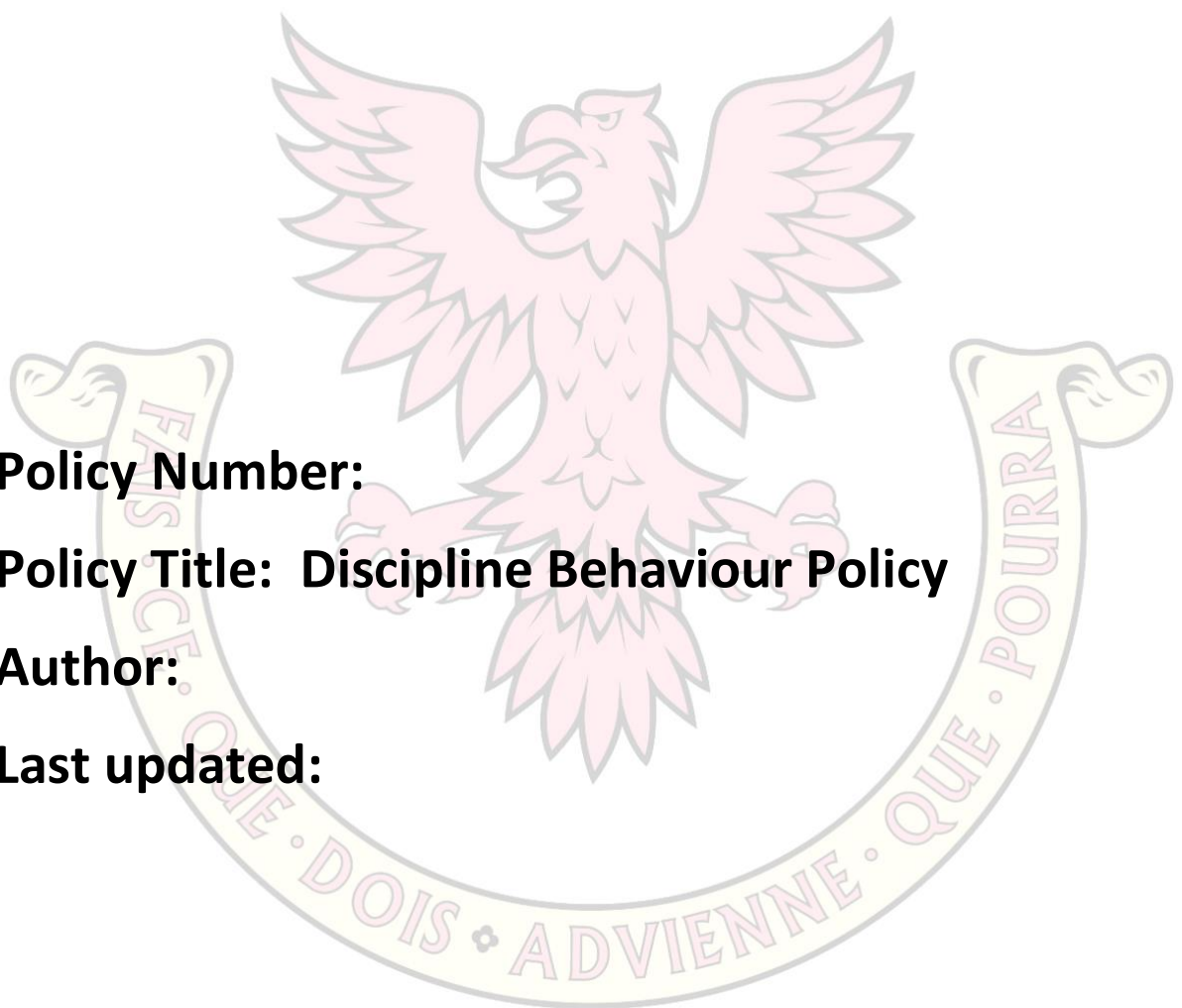


Policy Number:

Policy Title: Discipline Behaviour Policy

Author:

Last updated:



Discipline, Behaviour, Sanctions and Rewards Policy:

The Whole School Policy including EYFS and Boarding (includes exclusions)

1. Our Ethos

- 1.1 Here at Hall Grove School, boys and girls are prepared for further stages of their education and for their lives as adults. Children and adults meet as pupils and teachers in the classroom, on the games field and in many other situations. If all are to live happily together and if the young are to enter adulthood with self-discipline, rules must be made and followed. This Policy applies here at Hall Grove School and also to pupils away from the school premises, for example, at Battisborough House, on school trips or when attending sports matches at other schools. Boarding at Hall Grove follows the same values and adopts the same discipline and rewards policy as the school itself.

Hall Grove encourages good behaviour through a combination of high expectations and an ethos of discipline and mutual respect, together with praise for good behaviour and sanctions for poor behaviour. Good behaviour is promoted in a number of ways including assemblies, PSHE lessons, use of the diary, contact with form staff, the Code of Conduct, the school values and motto and the high expectations of the staff regarding positive behaviour. Teachers use behaviour strategies in their management of the classroom and best efforts are used to ensure a fair and consistent approach is taken to discipline, taking account of the age and level of understanding of the pupils concerned.

The Headmaster and SMT review policy and procedures on a regular basis to ensure that staff, pupils and parents are clear about the sanctions involved in the event of pupil misbehaviour and that they are implemented effectively. Records are kept of all serious incidents and the sanctions imposed. Corporal punishment is prohibited.

- 1.2 The Hall Grove Values form the basis for displays and assemblies around the school to remind staff, pupils and parents of the behaviour expectations as a whole school approach.

Be kind and gentle

Be hard working

Be respectful

Be honest and truthful

Be a good listener

Be polite and thoughtful

- 1.3 In addition to this, every boy or girl in Years 3-8 carries a diary containing a copy of the School's Code of Conduct and Complaints Procedure, which says:

Code of Conduct

Always...

- be aware of your actions & respect others.

Never...

- cause hurt
- spoil a chance to learn
- make community life difficult
- damage or take property.

In an emergency...

- find an adult calmly but quickly.

Complaints procedure

You must make your feelings known if...

- you are being bullied
- you have been treated unfairly or harshly
- your property has been taken or damaged.

You might choose to speak to a member of Staff, such as your Form Teacher/Tutor, the School Nurses, the Head of Boarding, Head of Pastoral Care or Headmaster. Take a friend with you for support if you wish. You may well find that the Staff are aware of your problem or that there is a simple explanation.

You may use the telephone in our Medical room. Next to the phone is the number for Childline.

- ***Do not be afraid.***
- ***If you do not tell someone, they will never know.***

The School Motto

Fais ce que dois, advienne que pourra

means....

Do your duty, come what may.

2. School Rules

Additionally, there are specific rules prohibiting some actions and requiring others, which are taught to the pupils and maintained by practice. They include some restrictions, on clothing and personal possessions, which remove an element of competition from school life. Pupils will be supported to adhere to them.

2.1 Prohibited

- Bullying including cyber-bullying.
- Bad language.
- Fighting.
- Any dangerous play
- Rough games, running or throwing indoors or near buildings.
- Going to areas of the school which are deemed or marked 'Out of Bounds'. The children are given regular reminders of these areas and new pupils are informed of these areas on

arrival at the school. Supervising staff (at breaks, games, after school, between lessons, during boarding hours or in lessons) patrol and prohibit pupils going to areas which are deemed 'Out of Bounds' (see policy). Temporary 'Out of Bounds' areas (for example, due to on-going works or a specific temporary hazard) are announced to staff by the Headmaster and this information is disseminated to pupils via assembly and through form staff.

- g. Wearing make-up.
- h. Jewellery (only stud earrings are allowed).
- i. Leaving litter.
- j. Talking when silence is needed.
- k. Wasting time between lessons.
- l. Certain valuables such as mobile phones, tablets, cameras and other such electronic devices, except where express permission has been given.
- m. Using another's property unless lent it by the owner.
- n. Buying, selling or exchanging.
- o. Extra food/tuck ('packed meals' are only brought and eaten under School direction or by agreement with the School Nurses for specific medical or dietary reasons).
- p. Leaving the School unless with an authorised person.
- q. Knives and weapons
- r. Alcohol, illegal drugs, so-called 'legal highs', cigarettes, tobacco, vaping equipment
- s. Pornography
- t. sharing water bottles or using someone else's water bottle
- u. poor conduct outside of school, ie. bullying, criminal activity, online abuse

2.2 Required

- a. Clean, tidy uniform, worn at all times except when specifically excused.
- b. Hair should be either cut to above the collar line or, if kept long, tied back. Hair should be the individual's natural colour.
- c. Proper greeting and leave-taking: always inform a member of Staff before leaving.
- d. General courtesy.
- e. Punctuality.
- f. Appropriate equipment to all lessons.
- g. Silence, whenever being addressed by an adult.
- h. Tidiness, beginning with personal property.
- i. Good behaviour at meal times and in meal queues.
- j. Following the routines for arrival and departure from School
- k. Following instructions given in relation to hygiene, handwashing or sanitising and the use of toilets
- l. Following instructions on the games and activities permitted at breaktime.

2.3 Searching and Confiscation

Searching

The School reserves the right to search pupils and their possessions.

The Head, or a member of staff authorised by the Head, 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 and Child Protection Policy.

The consent of a pupil will usually be obtained before conducting a search unless the Head (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 to 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;
- Fireworks;
- Pornographic or offensive images; or
- 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 Head (or authorised member of staff) is permitted to carry out a search of a pupil of the opposite sex. The Head (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. Prior parental 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, 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, 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 a prohibited item, 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, 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 device 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 Child Protection and Safeguarding 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 is of concern and it is reasonably suspected that the material has been, or could be, used to cause harm or commit an offence, we can decide whether we should delete the material or retain it as evidence of a criminal offence or a breach of school discipline. We 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, 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 and Child Protection Policy.

3. Rewards

Rewards across the school vary from subject to subject and section to section. However all aspects of the reward system are consistently implemented by all teachers in a manner which ensures that all children are treated fairly within year groups.

Types of rewards include: **stars, ticks, honourable mentions, colours, ties, badges, stickers, stamps, music points and end of year prizes**. The explanations below will demonstrate how these systems marry into each other and ensure that all children are given fair appreciation and encouragement across and within all year groups.

Honourable Mentions

All sections of the school operate 'Honourable Mentions'. These are 'end of term' awards (in Autumn and Spring terms) to children in each class nominated by the form teacher. All-round effort, achievement, improvement, citizenship and character form the basis of these awards. In the first two terms of the academic year, Honourable Mentions can be used to award children who may not be awarded major prizes at Prize Giving. The end of year Honourable Mention is awarded to children who have been consistently good all year, across many facets.

3.1 Rewards Policy for Years 5/6 and Years 7/8

Ticks: these are awarded for consistent good work over a period of time or for particularly good contributions in class. Teachers should place/write a 'Tick' on the piece of work for which it is awarded (or, in the case of oral or practical contributions, sign it into the diary). Helpful/good behaviour will continue to earn ticks. A child might be sent up to the Headmaster/Deputy Head/Section Leader if they produce a particularly outstanding piece of work.

In Music, peripatetic teachers and staff who take ensembles award Music Points – three of these make a tick.

Other awards and prizes:

Ties are awarded to Senior pupils for consistent and sustained Academic and Music excellence. **Colours** are awarded to Senior pupils for consistent and sustained Sporting excellence. The pupil must show exceptional commitment and attainment in their area.

The End of Year Prizes (cups, books and medals) are awarded at Prize Giving Day for outstanding ability in their area. There are prizes for academic subjects (usually books or book tokens) but also for non-academic subjects (e.g. Music, Drama, Art, Sport) and personal qualities such as Leadership, Contribution to the Community or Citizenship.

3.2 Rewards Policy for Years 3 and 4

Stars and House Points

Children are given stars for good pieces of work or pleasing effort in lessons. Three stars within a subject equates to a 'tick'. Stars will be given on marking of work, if they have followed the objective, their work is well presented and shows clear effort and pride. A 'tick' holds the value of two House points. House points are given to children when they are worthy of praise for behaviour and conduct by teachers. House points and 'ticks' are recorded in the middle section of a pupil's diary.

Certificates

Every half term, form teachers choose 3 children in their form who they feel need to be recognised in some way. This maybe for academic efforts and/or achievements or strongly following our school values. These children will receive a certificate that is awarded in the Lower Juniors assembly, where the reason for the award is explained, and applauded, as a reward for their efforts.

Honourable Mentions

At the end of every term, form teachers choose 3 children in their form to receive an honourable mention. This is a special award to reward excellent effort, achievement or progress and/or for a child who has fully embraced the Hall Grove values over the term. This is awarded in a whole school assembly by the Headmaster.

3.3 Sports Department

The Sports department follow the rewards system appropriate to each year group. In Years 3 and 4, the classroom reward system is used as well as giving ticks in diaries. From Year 5 upwards children are rewarded with ticks which they collect later by bringing their diaries to staff.

Colours

Within the PE and Sports department, Colours can be awarded to Senior pupils for exceptional contributors to a team. Generally, only a few of these are awarded each season.

3.4 The Badge System (based on ticks and crosses system)

Operated from Year 3 upwards where every child is allocated to a house. Badges are awarded in house meetings which take place every half term based on the number of house points earned over the half term. Ticks will be worth two house points and a single house point (HP) may be awarded for good conduct. A cross may be awarded for poor behaviour. House points will be the total number achieved through ticks in their diary, minus any crosses which will deduct one house point. Lost property is also managed once a week and each piece found in the Lost and Found on Fridays will result in minus house points.

There are four badges awarded:

The Shield is the top award and will be awarded to the top 3 points earners per house in each year group in Years 3 and 4, and the top points earner per house in each year group in Years 5 to 8.



The **'three stripe' badge** will be awarded to the 4th highest points earner per house in each year group in Years 3 and 4, and the 2nd highest points earner per house in each year group in Years 5 to 8.

The **'two stripe' badge** will be awarded to the 5th highest points earner per house in each year group in Years 3 and 4, and the 3rd highest points earner per house in each year group in Years 5 to 8.

The **'one stripe' badge** will be awarded to the 6th highest points earner per house in each year group in Years 3 and 4, and the 4th highest points earner per house in each year group in Years 5 to 8.



In the event of a tie, all children on the tied score will earn the badge and the places are adjusted thereafter. For example, two children in Year 4 tie for the 'three stripe' badge as the 4th highest points earners for their house. Both children receive a 'three stripe' badge and the next badge awarded is for 6th place and is therefore a 'one stripe' badge.

3.5 EYFS and Years 1/2 Rewards Policy

Bees of Behaviour

Each week a child from each class is selected by their class teacher to be awarded a special bee and certificate for following the 'Bees of Behaviour'. These reflect the school values and were drawn up with the children. They are displayed in each classroom and include:

Be kind and gentle

Be respectful

Be a good listener

Be hard working

Be honest and truthful

Be polite and thoughtful

Rewards, Stickers, Stamps and Class Charts

The staff are aware that young children require immediate feedback and rewards for excellent work, effort or behaviour and therefore we have a range of rewards (stickers and stamps) that are either put on the children's work or worn by the children. The teachers always ensure that the children are clearly told the reason for receiving the reward, for example, helpfulness, good manners, excellent work, effort, perseverance, resilience or having a 'can do' attitude towards activities and work.

Individual class systems run alongside these rewards. They are devised by the class teachers and assistants e.g. Balloon on the sunshine in Pre-School, Apple on the Rainbow in Reception and names moving up a ladder in Year 1 and 2. Children are rewarded through stickers or tokens for reaching the Sunshine, Rainbow, or climbing to the top of the ladder.

The whole class can work towards collecting 'honey in a pot' based on our school values and can earn a class reward.

Celebration Assembly

Every Friday afternoon the Reception, Year 1 and 2 children and staff gather together to share examples of good work, conscientious attitudes, helpful or kind deeds and successes of various kinds. The Sections Heads lead this assembly. Then two children from each class are chosen by their teachers to show, explain or demonstrate pieces of good work, positive behaviour etc. to all of the children and staff. Their photo is displayed for the week on the celebration board.

4. Sanctions

Where a sanction is considered appropriate, it will be proportionate and reasonable in the circumstances, taking account of the pupil's age, any special educational needs or disability they may have, and any religious requirements affecting them.

4.1 Years 3-8

Infringement of the letter or the spirit of School rules may simply be corrected with a verbal warning. When the nature of the deed or the manner of the culprit make it appropriate, the child's action will be recorded in the pupil's diary and noted with a formal warning or a cross, and a suitable further sanction may be imposed. This record is regularly read by the pupil's Form Teacher and Study Tutor who may decide that the pattern of behaviour is such that further action needs to be taken (teachers should use their judgement). This could be, for example:

- curtailing free time
- giving a Detention with reflective writing

Any child receiving a third cross in a half-term must report at the next break to their form teacher and present the record for inspection and action, normally Detention at morning break or lunch-break with the Deputy Head Pastoral/Head of Section. If a child should receive three crosses in a half term, then often a 'Detention' is administered by the Deputy Head Pastoral/Deputy Head and a formal letter may be written to the child's parents, inviting them to a meeting discuss their child's behavioural pattern. It is at the discretion of the Deputy Head Pastoral/Deputy Head and Headmaster whether this is necessary or not. A child's parents will ALWAYS be informed if their child has received three crosses in a half term even if a meeting is not considered necessary.

Whenever it is appropriate to inform the parents of what is happening and enlist their support for the action intended, consideration may be given to further action such as:

- putting the child on a 'Report' card; (see further explanation)
- close monitoring of the child
- revocation of certain privileges

If a serious incident occurs during a lesson, a child may be sent to the Headmaster/Deputy Head/Deputy Head Pastoral with a brief note explaining the misdemeanour.

4.2 In EYFS and Years 1 and 2

- A discussion with the child about the choices that they have made
- Time-out to reflect in the classroom
- A consequence appropriate to the class system, e.g. Balloon of the board, Apple off the tree, move down the ladder, completing work in another teacher's classroom, held back from the start of playtime to discuss issue or sitting with another class at lunch. These are imposed by the class teacher as appropriate. All children are made aware of this as they start in the class.
- For repeat incidents, or serious incidents such as physical contact or bad language, the child should be taken to the section head.
- The Section Head records the incident on CPOMS and the actions to be taken
- Parents are informed of any persistent misbehaviour in the classroom
- The Headmaster becomes involved after all the above steps have been followed

The relevant Section Leader is responsible for behaviour management in the EYFS and Years 1 and 2, and will liaise with the Head of Pastoral Care and other colleagues and professionals as necessary.

4.3 Suspensions and Exclusions

The Headmaster reserves the right to administer a suspension and/or exclusion in extreme cases of poor behaviour. Parents attend a meeting with the Headmaster/Deputy Head and Deputy Head Pastoral

to discuss the incident/pattern of behaviour and agree the way forward. Each case is treated on an individual basis.

The Headmaster, Deputy Headmaster and Deputy Head Pastoral, in liaison with other staff will consider the best strategy for reintegrating a pupil following suspension. This may involve reintegration meetings between the school, pupils, parents and, if relevant, other agencies. We will

consider what support is needed to help the pupil return to school and meet the expected standards of behaviour.

4.4 Recording Events of Misbehaviour

CPOMS has a section for recording incidents involving a child's behaviour. Staff can record the date, time, details of the event and the action that is taken. This record is then maintained against the child's profile whilst they remain at the school.

Any serious misbehaviour will be dealt with by the Head of Pastoral Care/Deputy Head in liaison with relevant staff and the Headmaster, taking into account the best interests of the parties involved and the community as a whole. The Head of Boarding is responsible for boarders. Children who are still unwilling or unable to co-operate will be sent to the Headmaster. Parents will be kept fully informed in all cases of serious or repetitive misconduct. Under certain circumstances the Headmaster reserves the right to suspend, exclude or expel the child in question.

Alongside the Pastoral team, the School Nurses are also kept fully informed of proceedings, measures and actions which arise from disciplinary issues, and will consider whether the behaviour in question gives cause to suspect a child is suffering, or likely to suffer, significant harm, in which case the Safeguarding Policy will be followed.

In accordance with our Equal Opportunities and Accessibility Plan and the Equality Act 2010, reasonable adjustments to sanctions imposed are made to those children with specific SEND. The SENCo works closely with all form teachers, parents, School Nurses and external agencies such as Educational Psychologists, therapists and Surrey school advisers to ensure systems are in place which match the needs of each child.

4.5 Supporting pupils following a Sanction

As part of our sanctions process. Children complete reflective writing to understand why they acted in a certain manner. If their behaviour caused upset or harm to another child, they will also understand the consequences, hopefully with an outcome of empathy for the victim and a change in behaviour. A detention will be lead with a discussion to ascertain reasons for behaviour and support the child through establishing change.

5. Allegations against Members of Staff

5.1 Allegations against Members of Staff

If an allegation is made against a member of staff it must be reported immediately to the DSL/Deputy DSLs and a thorough investigation will take place. This will be led by the DSL, after consultation with the LADO, or in the most serious cases, the police. The LADO must be consulted within one day of the allegation being made. The member of staff concerned will be temporarily suspended until the investigation is complete. In the absence of the Headmaster then the Deputy DSL must be informed immediately. If the allegation is against the Headmaster, the LADO must immediately be informed and the matter will be investigated by the Head of Pastoral Care/Deputy Head alongside an independent listener chosen by the Deputy Head in his absolute discretion.

In line with Surrey Safeguarding Children's Board procedures, suspension should only be considered if one or more of the following apply:

- A child or children are at risk of significant harm
- The allegation warrants investigation by the police
- The allegation is so serious that dismissal / gross misconduct is possible

If the allegation is proven to be true, the staff disciplinary procedure is followed. No matter what the outcome of an allegation against a staff member, the school will review the case to see if there are any improvements that can be made in its practice or policies that may help prevent similar cases in the future.

5.2 Pupils who make Malicious Accusations against Staff

This type of behaviour is treated at the most serious level. All allegations made against staff are investigated by the Headmaster, or by the Head of Pastoral Care/Deputy Head alongside an independent listener chosen by the Deputy Head in his absolute discretion if it is against the Headmaster.

If an allegation is found to be intentionally factitious and malicious, the Headmaster will decide what the proper sanction will be for the pupil who made the false allegation. He will include the Deputy Head and Head of Pastoral Care/Head of Girls when considering what action to take. The school has the power to suspend or expel pupils who make false claims, or refer the case to the police if the school thinks a criminal offence has been committed.

No matter what the outcome is of an allegation made against staff, the school will review the case to see if there are any improvements that can be made in its practice or policy that may help to prevent similar cases in the future. Low level concerns will be recorded by the Headmaster.

6. Special Educational Needs

When children have repeated problems with misbehaviour, this can be considered as a special need. It may be necessary to draw up a behaviour plan of individual aims for some children. This should be in consultation with the parents. Any such plan must be in keeping with the school and class reward system and sanctions. It is important that for this group of children that full records of incidents are kept in order that problem areas or times of day can be pinpointed and action taken.

- The policy provides that any pupil's special educational need, of whatever type, will be taken into account when sanctions are used and the type of sanction potentially adjusted accordingly.
- The school complies with its duties under the Equality Act 2010, including issues related to pupils with special educational needs/disabilities and considers how reasonable adjustments are made for these pupils.
- support systems may be needed for pupils
- The school liaises with parents and external agencies as appropriate.

7. Physical Intervention

7.1 Hall Grove School does not use corporal punishment. The administration of corporal punishment is prohibited by any member of staff acting in 'loco parentis', whether paid, a volunteer or from an external agency.

7.2 Like all schools, we reserve the right for our staff to use reasonable force to control or restrain a pupil in specific circumstances. Physical intervention for resolving a behavioural conflict is separate to other necessary physical contact in school, e.g. comforting an upset pupil, congratulating a pupil, demonstrating the use of a musical instrument or physical exercise, or giving first aid. Guidance for physical contact with pupils is given to staff in the Staff Handbook and outlined in the Safeguarding and Child Protection Policy.

7.3 Teachers and any other member of staff authorised by the Head have a statutory power 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;
- Causing personal injury to any person (including the pupil themselves);
- Causing damage to the property of any person (including the pupil themselves); and
- Prejudicing the maintenance of good order and discipline at the School.

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; and
- The relative risks associated with physical intervention compared with using other strategies.

Every member of staff will inform the 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.

We will always inform a parent when it has been necessary to use physical restraint on their child, and invite them to the School, so that we can, if necessary, agree a protocol/plan for managing their child's behaviour. Parents of EYFS pupils will be informed of the incident on the same day or as soon as is reasonably practicable.

8. Boarding

Boarding at Hall Grove follows the same values and adopts this Discipline, Behaviour, Sanctions and Rewards policy. The Anti-Bullying Strategy and Safeguarding and Child Protection Policy are implemented. The Head of Boarding deals with misbehaviour and liaises with the Headteacher where necessary. In the event that belongings need to be searched, where possible two members of staff will be present. Records are logged of any behaviour incidents on CPOMS, alongside the pupil's records kept during the school day.

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Updated October 2019 (SEB)

Reviewed September 2021 (SEB)

