



Behaviour Policy

1. Expectations

- The expected code of behaviour at Kingham Hill School is principally based upon Christian values, common sense and respect, and a reciprocal sense of trust between staff and pupils. There are many stresses and strains of living within a small community that can offset the considerable advantages, and pupils are asked to respond positively to such demands placed upon them. They are specifically asked to treat others with sympathy, understanding, tolerance and respect. The School publishes the following guidelines to the pupils in order to achieve an understanding in expectations of behaviour. There are four key areas of focus: respect, uniform, punctuality and healthy living. Advice for pupils is published in the 'Pupils' Guide for Expected Behaviour'. There are also relevant policies regarding uniform.

2. Recognition and encouragement

- Good behaviour and effort have an intrinsic value and reward in themselves, in the self-esteem that they bring and to the enhanced quality of life they engender within the community as a whole. Each day and boarding house will promote these differently, although House and School positions of responsibility, such as House or School Prefects and Team Captains are a clear outcome of positive friendships, behaviour, trustworthiness and reliability.
- **The following rewards are recognised by the School community:**
 - Awards for outstanding attitude to learning for each reporting session
 - Academic and non-academic recognition awards
 - Annual prizes for recognition of academic, pastoral, cultural or sporting excellence or contribution
 - Scholarships awarded for academic, cultural or sporting excellence.

3. School rules

- Apart from the laws of the land to which we are all bound, it is important that pupils learn a sense of right and wrong. Pupils are also asked to accept the School Rules, and where applicable the House Rules. Such rules have evolved to help regulate the life of the busy and supportive community at Kingham. All pupils are actively encouraged to share this common code, and to keep the rules in the proper spirit of the community. It is realised that things will sometimes and regrettably go wrong, rules broken or expectations not met, in which circumstances the School may wish to invoke the sanctions listed below.

Any act of uncivilised behaviour and any breach of common sense, common courtesy or respect and trust, is interpreted as a breach of School Rules.

- Whether a boarder or day, each pupil will have a personal timetable/schedule which covers when and where they should be during the day and evening. Pupils are to be punctual at all times and attend all lessons, chapel services, activities, meetings, meals and be in-house (boarding or day) when expected. No pupil should leave the school site without permission
- Pupils should show respect to all members of the school community (pupils, teaching and support staff) as well as to the personal belongings of all individuals. Disruptive or aggressive behaviour, swearing, unkind, inappropriate or discriminatory comments will be not tolerated
- Dress regulations (published separately) must be strictly adhered to
- Pupils should observe and adhere to the relationships policy. Any sexual activity between pupils will be considered a serious incident and treated as such. No public displays of affection between pupils should occur on site or on school trips
- Pupils should not engage in any behaviour which results in the infliction of harm, emotional abuse or exploitation of a peer. The school publishes a separate anti-bullying policy
- No pupil should be involved in dealing, possession of or using illegal drugs on site. In addition, no pupil should be involved in drug-taking outside of term time which might lead to that pupil failing a drugs test during term time.
- The consumption of alcohol is only permitted by members of the Sixth Form Social Club and in the Sixth Form bar during the advertised hours. No pupils should purchase or be in possession of alcohol on site during term time. In addition, pupils should not access licensed premises (including betting shops) without permission
- Prohibited items include any item which can be deemed as a weapon (including all types of knives with the exception of cutlery knives, imitation and BB guns), laser pointers or pens and fireworks
- Pupils should not borrow or take the possessions of other pupils without their permission. Theft is considered a serious incident and can cause serious mistrust within the boarding community
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- No pupil should be involved in smoking or in possession of smoking material including e-cigarettes and vaping devices onsite or during school trips.
- Pupils should never be engaged in any activity which has a serious adverse effect on the school community or brings the school into disrepute. Pupils should always remember that when off-site, they are representing the school, and their behaviour should be exemplary and respectful at all times
- No food should be taken from the Dining Hall at any time. Chewing gum is strictly forbidden anywhere on site, as is eating in lessons. Mobile phones are permitted on site but must be handed into the houseparent during the school day and (for boarders) during night-time
- Pupils should adhere to the rules of the school network agreement.

The use of personal technology should never be used to intimidate, ridicule, embarrass, threaten or cause any hurt or upset to the recipient. No photographs or videos should be taken of another pupil without their explicit permission. The downloading or possession of adult material is forbidden. This also includes age-related media such as films or games

- Possession of, or use of, false ID in or outside of the school is forbidden
- Rules for the use of bicycles, roller blades, skateboards and scooters are published separately
- Pupils wishing to go out at weekends must offer permission from the parents to the Houseparents by Thursday prior to the weekend. If staying with a friend permission must be sought from both parents and the parents of the friend. Pupils wishing to go out at other times during the week can only do so with written permission from the parents/friends, which must be given to the Houseparents at least 48 hours before the date. The school rarely gives permission for pupils to leave campus during the School week.
- Only pupils in the Upper Sixth will be allowed to have a car at school. The rules applying to this are published separately and must be adhered to strictly.

4. Sanctions

- Kingham Hill School operates a referral system which ensures that there is a suitable sanction or punishment for each incident. Although not exhaustive, all incidents are identified as either being minor, major or serious. A yellow card is given for any minor incident and this is always logged on the pupil file. A red card is given for any major incident and results in a School detention which is communicated to parents/guardians. This is also logged on the School file. There are a number of sanctions for serious offences ranging from Headmaster's detention through internal and external suspensions to being asked to leave the School.
- There are additional sanctions for continued accrument of cards:
 - 3 x yellow cards in a half term = 1 red card
 - 3x red cards in a half term = 1 Headmaster's detention.
- If there are persistent problems with a pupil's behaviour, this will be closely monitored through:
 - A variety of conduct reports which provides tutors and houseparents with a daily report
 - If the problem has not been resolved then a pupil might be asked to fulfil a behaviour contract. Any breach of this might result in the pupil being asked to leave the school.
- Kingham Hill does not practice corporal punishment. Members of staff are advised to acquaint themselves with the policy to control or restrain pupils. The use of physical intervention to prevent immediate danger or personal injury to, or an immediate danger to the property of a person, including the child, is allowed under the terms of the policy.

- **Minor incidents (yellow card)**

- Incorrect uniform without personal note
- Minor disruption in class, chapel, during activities, in houses, in the dining hall or anywhere on the School grounds
- Inappropriate comments to a member of staff or to a pupil
- Lateness for any lesson/activities session without a note
- Swearing aloud
- Consumption of any food or confectionery during lessons, chapel or activities (particularly chewing gum)
- Misuse of School network or internet.

- **Major incidents (red card)**

- Unauthorised absence from lesson, departmental detention or activity
- Major disruption in class, chapel, during activities, in houses, in the dining hall or anywhere on the School grounds
- Aggressive behaviour towards any member of staff or pupil
- Discriminatory comments or behaviour to pupils or staff
- Rudeness to a member of staff
- Possession or downloading of unsuitable material (including games)
- Serious misuse of School network or internet.

- **Digital devices**

- As of September 2017, any pupils who deliberately attempt to deceive the house staff, with the intention of not handing in their device during the appropriate time, will receive a Headmaster's detention and have their phone confiscated for 5 school-working days. Any 'fake' or 'dummy' phones will be retained by the houseparent and given directly to the pupil's parent/guardian at the next convenient opportunity
- The late handing in of a phone will lead to a 24 hour confiscation of that phone by the houseparent
- Any pupils using or attempting to use a VPN through the school system will lose access to the school network for the remainder of the school term (with the exception of Google Drive and Gmail) as this is considered a violation of the school's user network agreement and an attempt to bypass the school's filters
- Pupils who access or attempt to access inappropriate material through the school network can expect to receive a network ban of an appropriate length dependent on the nature of the material and the frequency of the offence
- If a phone is confiscated, the houseparent will facilitate communication between the pupil and the parent/guardian, if requested, for example, through use of the house phone or booking the 'meeting room' phone.

- **Headmaster's detention (for non-serious incidents)**

There are a number of incidents which are deemed to be major rather than serious incidents and carry a Headmaster's detention. These include:

- Smoking or possession of smoking material

- Deliberate attempt to deceive staff including the submission of a 'fake' phone
- Receipt of 3 red cards within a half term.
- **Serious incidents (HM detention, internal suspension, suspension, exclusion, expulsion)**

There are certain incidents which are considered very serious and usually command at least a period of suspension and may lead to a disciplinary hearing where the pupil's future at the School is discussed. The overriding principles adopted by the School when dealing with breaches of School discipline are forgiveness and reconciliation. Incidents considered as serious are as follows:

- Possession of any weapons which could be used to cause harm
- The infliction of harm on another student or member of staff
- Bullying (physical, verbal or cyber) or any other form of intimidating behaviour towards any member of the school community, visitor or any member of the public
- Breaking of a 'behaviour contract'
- Possession of alcohol or intoxication on campus
- Illegal drug possession or use (including any involvement)
- Theft
- Sexual activity (including 'sexting')
- Any form of exploitation (including, but not limited to, the encouragement of sexual activity, drug taking, drinking of alcohol or smoking)
- Possession or downloading of inappropriate material
- Racial comments or insults to any member of the School community
- The encouragement of smoking amongst younger pupils
- Bringing the School into disrepute (which can include poor behaviour on School excursions and posting inappropriate videos or comments on websites)
- Any other incident which has a serious adverse effect on the School community.
- **Action by member of staff**

All serious incidents must be reported immediately to

- In the first instance, the Second Deputy or, if unavailable
- Deputy Headmaster.

All incidents will be investigated thoroughly and the appropriate consequence will be applied. These include

- A Headmaster's detention, of up to four hours
- Internal suspension, which involves the isolation of the pupil from all lessons and breaks for either one or two days
- Suspension, which involves the pupil leaving School for a period of time. The majority of suspensions are concluded with a disciplinary meeting with pupil, parent, pupil's representative (usually a houseparent or tutor), Second Deputy and/or the Headmaster
- Exclusion and expulsion - please see separate policy.

5. Issues relating to pupils with special educational needs/disabilities

- All pupils who have special educational needs or disabilities are identified by the Welfare Group which is chaired by the Second Deputy. As he is also responsible for school discipline, he will make decisions, in consultation with the Deputy Head, Bursar and/or Headmaster, on how reasonable adjustments can be made for these pupils and, in consultation with the safeguarding team, how these can be implemented.

6. Liaison with parents and other agencies

- **Red cards.** In the event of the submission of a red card by a member of staff (and after it has been authorised by the Second Deputy), the tutor will discuss the incident with his tutee and then make contact with the parents/guardians to discuss the incident, informing them of the detention.
- **Headmaster's Detention.** In the event of a Headmaster's Detention, the houseparent will discuss the incident with the pupils and then make contact with parents/guardians to discuss the incident, informing them of the detention
- **Serious incidents.** The Second Deputy investigates all cases of serious incidents. Parents/guardians are informed at an appropriate stage of the investigation (which is normally when all evidence has been gathered and a decision on the outcome has been made.) If the pupil's place at the school is in jeopardy, the pupil will first serve an external suspension and then invited for a disciplinary meeting at the school. The disciplinary meeting consists of the Headmaster, Second Deputy, the Houseparent of the pupil, parents/guardians and the pupil.

7. Searching pupils' and possessions

- Kingham Hill School follows the guidelines and advice from the DfE publication 'Searching, screening and confiscation' (2014).
 - School staff can search a pupil for any item if the pupil agrees
 - The Headmaster and all teaching and pastoral staff (as authorised by the Headmaster) can search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item. Prohibited items are:
 - Knives or weapons
 - Alcohol
 - Illegal drugs
 - Stolen items
 - Tobacco and cigarette papers
 - Fireworks
 - Pornographic media
 - Any article that the 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 pupil).

- When searching a pupil's area in a boarding or day house, the search is usually conducted by a member of SMT or a houseparent, accompanied by another member of staff.
- The Education Act 2011 amended the power in the Education Act 1996 to provide that when an electronic device, such as a mobile phone, has been seized by a member of staff who has been formally authorised by the headteacher, that staff member can examine data or files, and delete these, where there is good reason to do so. This power applies to all schools and there is no need to have parental consent to search through a young person's mobile phone
- If an electronic device that is prohibited by the school rules has been seized and the member of staff has reasonable ground to suspect that it contains evidence in relation to an offence, the school will give the device to the police as soon as it is reasonably practicable. Material on the device that is suspected to be evidence relevant to an offence, or that is a pornographic image of a child or an extreme pornographic image, should not be deleted prior to giving the device to the police. If a staff member finds material that they do not suspect contains evidence in relation to an offence, the Second Deputy will decide whether it is appropriate to delete or retain the material as evidence of a breach of school discipline.

8. Misbehaviour outside the school premises

- School staff members have the power to discipline pupils for misbehaving outside the school premises. Sections 90 and 91 of the Education and Inspections Act 2006 say that a school's disciplinary powers can be used to address pupils' conduct when they are not on the school premises and are not under the lawful control or charge of a member of school staff, but only if it would be reasonable for the school to regulate pupils' behaviour in those circumstances.

9. Managing pupils' transition

- We carefully manage the transition of all pupils. A particular strength at Kingham Hill School is the relationship between staff and pupils and the school holds transition sessions whether it be our Welcome Day for new pupils, a taster day for a potential pupil or invitations from Senior House boarding events for Junior boarders. The Second Deputy sends a letter to all new parents requesting that any relevant pastoral information is passed to the school so that specific support systems or strategies are put in place for the pupil on arrival.

10. Sexting

- If an incident of sexting is discovered, it will be investigated by both the Second Deputy (DSL) and a female DDSL. Phones will be seized as evidence and securely stored in a locked cupboard in the Second Deputy's office. On the advice of the local police, the School will request police involvement if:
 - Any of the children involved are considered to be victims

- A phone contains many images of different individuals.
- Each incident of sexting will be treated and dealt with as a 'serious incident'. If the incident is identified as abuse, LADO will be notified and consulted.
- Each pupil involved in sexting incidents will be appropriately supported through the School's pastoral systems.

11. Malicious accusations against staff

- If a pupil makes an untrue and malicious accusation against a member of staff, a full investigation will be held in order to ascertain the facts. This will be treated as a serious incident.

12. Behaviour contracts

- The behaviour of students who are repeatedly involved in incidents will be subject to a behaviour contract. As noted above, the breaking of such a contract is considered to be a serious offence.

13. Related Policies

- Drugs Policy
- Anti-bullying Policy
- Exclusion Policy

Rob Jones

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To be reviewed: September 2019