



## **POLICY DOCUMENTS**

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## **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.
- We desire to see pupils grow in character, and this can only really be developed if they are out of their 'comfort zone'. For this reason we aim to commend process, rather than outcome. This means that we are far more impressed by a pupil making great personal effort, despite difficulties, than by an academic 'star' who is coasting and not really pushing themselves, and this also applies to co-curricular activities. Above all, we want to see pupils develop a servant heart, so kindness and consideration for the needs of others are both valued and expected.
- **The following rewards are recognised by the School community:**
  - Academic and non-academic recognition awards
  - Commendations – a commendation can be issued by a member of staff at any time, who sees you working hard, playing hard, or serving well. Your tutor will be informed. If you receive three commendations in a half term, your tutor will write to your parents to let them know
  - Reading – academic curiosity is at the heart of a KHS education. Your library borrowing is one of the ways in which you can receive regular commendations. There are double points for classic fiction (don't stick to your comfort zone!)
  - Grades, Collections and Exams – another way to receive commendations is to achieve personal targets in the attitude grades you receive, or in summative tests
  - KHS Fountain Pens – pupils in the 1st, 2<sup>nd</sup> and 3rd Forms who achieve 60

commendations in a year receive a high quality branded fountain pen.

- Headmaster's Outings – for pupils who achieve an exceptional number of commendations, the Headmaster will offer an occasional Friday outing as a reward
- House Cup and House Shield – by achieving personal commendations, you will be serving your house. The most prized overall competition each year is for the House Cup (boys) and House Shield (girls), which are awarded to the houses which have worked, played, and served most consistently, and are presented on Speech Day
- 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
  - 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
  - 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

- KHS seeks to educate the whole person, and our sanctions and commendations policy aims to correct poor behaviour, and recognise good character. There are two overarching rules to our common life for all pupils:
  - Behave sensibly and appropriately at all times
  - Strive to work hard, play hard, and serve well.
- Sanctions are of varying degrees of severity. A summary is as follows:
  - **Cause for Concern (CFC)** – any member of staff may issue a CFC, if a pupil's behaviour is not sensible and/or appropriate, and the tutor will be informed.

- **Yellow Card** – if a pupil receives three CFCs in one week (or the equivalent over a longer time period), or if a CFC is of sufficient seriousness, the tutor may decide to issue a yellow card after discussing the issues with the tutee. Parents will be informed of the reasons.
- **Red Card** – if a pupil receives two yellow cards in a term (or half term during Michaelmas), they will receive a red card. They will have a meeting with the Second Deputy, a four hour detention on a Friday evening, and you will lose access to all devices for one week.
- **Headmaster's Detention** – if a pupil receives two red cards in a term (or half term during Michaelmas), they will have a meeting with the Headmaster, a four hour detention on a Friday evening, and they will lose access to all devices for half a term.
- **Disciplinary Meeting** – if a pupil received two Headmaster's Detentions in a term, their place in the School will be in serious jeopardy. A meeting will be held with the pupil and his/her parents, in the presence of the Headmaster. The possible outcomes are exclusion (temporary or permanent) or a behaviour contract.
- **Serious Incident** – there are certain incidents which will directly result in either a red card, Headmaster's Detention or internal suspension (depending on the severity of the incident); this is at the discretion of the Second Deputy and/or Headmaster. These include (but not limited to) aggressive or discriminatory behaviour towards a member of the school community, serious misuse of the School network, a deliberate attempt to deceive staff, smoking (including vaping), bringing the School into disrepute and any other incident which has an adverse effect on the school community.
- **Major Incident** – KHS is a community that exists on trust. If a pupil is found to be involved in any of the following, the sanctions process will move immediately to a Disciplinary Meeting: persistent bullying, theft, illegal substances, and sexual activity.
- **Devices** – the Headmaster may decide to remove access to devices at any time, regardless of other sanctions, especially (but not exclusively) for misuse of the network, online communication which brings the School into disrepute, or the use of dummy devices.

## 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. Disciplinary process – investigations, meetings and liaison with parents/other agencies

- **Yellow card** – in the event of a yellow card being submitted by the tutor (and after it has been authorised by the Second Deputy), the tutor will discuss the incident with his/her tutee and then make contact with the parents/guardians to discuss the incident.
- **Red card** – in the event of the submission of a red card by the Second Deputy or Headmaster, the houseparent and the Second Deputy will discuss the incident with

his/her 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 Headmaster will discuss the incident with the pupil. The Second Deputy will 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 outcome results in an internal suspension, the Second Deputy will notify parents/guardians of the sanction. If the pupil's place at the School is in jeopardy, the pupil will first serve an external suspension and then be invited for a disciplinary meeting at the School. The disciplinary meeting consists of the Headmaster, Second Deputy, the Houseparent (or tutor) of the pupil, parents/guardians and the pupil.
- 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.

## **7. 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.

## **8. 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.

## **9. Sexting**

- If an incident of sexting is discovered, it will be investigated by both the Second Deputy (DSL) and a female DDSL (as laid out in the Safeguarding and Child Protection Policy and Procedures) 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 'major incident'. If the incident is identified as abuse, the appropriate local authority services (LCSS, MASH, LADO) will be notified and consulted.
- Each pupil involved in sexting incidents will be appropriately supported through the School's pastoral systems.

## **10. 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.

### **11. 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.

### **12. Related Policies**

- Drugs Policy
- Anti-bullying Policy
- Exclusion Policy
- Safeguarding and Child Protection Policy and Procedures

**Rob Jones**

**Last reviewed: September 2019**

**To be reviewed: September 2020**