



REWARDS, BEHAVIOUR AND SANCTIONS POLICY

Policy Author: Senior Deputy Head

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REWARDS, BEHAVIOUR AND SANCTIONS POLICY

RGS endeavours to establish a community in which the full potential of each individual can be developed and in which understanding and tolerance are found. The intention is to enable pupils to move towards a mature awareness and exercise of self-discipline. It is hoped that they will become confident and positive contributors to their community. The changing emphasis on personal responsibility as pupils graduate through the School recognises their development towards this goal.

Good behaviour by pupils is essential if the School is to fulfil its function. To encourage a high standard of behaviour, the School employs a positive approach by using praise, encouragement, opportunities to lead, and rewards. At the same time, sanctions are used to reinforce the importance of good behaviour by pupils. Failure to observe the School Rules can incur such sanctions, with the aim being to bring about a positive change in a pupil's behaviour.

This policy complements and supports many other policies including, but not limited to, Safeguarding Children Policy, Rewards, Anti-Bullying Policy, Child-on-Child Abuse Policy (Including Sexual Violence and Sexual Harassment between Children in Schools), Exclusions Policy, Special Educational Needs and Disabilities Policy, Sex and Relationships Policy, Images Use of School Computers and Internet Access and adheres to the statutory guidance Keeping Children Safe in Education issued by the Department of Education.

Principles:

- To inculcate in each pupil an awareness of, and a respect for, the needs of others.
- Each pupil should recognise the need to act responsibly and to be self-disciplined, remembering that he or she is part of a community.
- To promote a respect for authority and enable pupils to distinguish right from wrong and to respect the law.
- To ensure the enhancement of the School's reputation.
- To create an atmosphere in which learning can take place.
- These aims will be met by a variety of means including the setting of an example by staff in their behaviour, the subject content of key subjects such as Religious Studies and the content of assemblies and the PSHCE programme.

Aims:

- To create a positive and safe environment for learning which will enable pupils to develop their self-knowledge, self-esteem and self-confidence.
- To promote a culture based on achievement, care and support.
- To assist pupils to acquire an appreciation of, and respect for, their own and other cultures in a way that promotes tolerance and harmony between different cultural traditions in order to avoid and resist racism.
- To assist pupils in building a consistent atmosphere of tolerance and respect for each other, particularly in relation to their protected characteristics, such as gender, disability, race, age etc.
- To enable pupils to work in an atmosphere of security, respect and trust.
- To establish an ordered and purposeful atmosphere in all classrooms.
- To encourage pupils to accept responsibility for their behaviour, show initiative and understand how they can contribute to community life.

Objectives:

- All staff have a common responsibility for maintaining good behaviour.
- Pupils are expected to be honest, considerate, tolerant and to take pride in their appearance and work.
- Parents are expected to support the School in all matters of behaviour and school discipline by encouraging their children to have a positive attitude towards the standards and ethos of the School and to develop good practice in all situations.
- The School will establish a system of rewards, sanctions and support that is understood by everyone.
- The School will ensure that rewards and sanctions are applied consistently.
- The School will work to ensure that all pupils have the opportunity to achieve their potential in a culture where praise and achievement are highly valued.

Definitions:

- Self-knowledge - refers to the knowledge of one's particular mental states, including one's beliefs, desires, and sensations.
- Self-esteem is a person's overall evaluation or appraisal of his or her own worth.
- Self-confidence relates to self-assuredness in one's personal judgement, ability, power etc.
- iSAMS is the system the School uses to accurately record rewards and sanctions issued by members of staff.

REWARDS

Records of rewards given to pupils are reviewed by the Form Tutors, Heads of Year, Heads of Section and the Assistant Head (Pastoral) half termly or more frequently.

Spoken Word. Any member of staff or adult in the School can give this simple reward. The immense value of a quiet or public word to compliment pupils on their appearance, behaviour or work should not be forgotten or under-estimated. A subject teacher can offer praise during or at the end of a lesson or as part of the marking process. In addition, verbal praise can be offered during all other School activities or to acknowledge achievements and behaviour outside of School that warrant such recognition.

Commendation. The Commendation system allows teachers to formalise praise for good work, good progress, good behaviour, helpfulness, or anything else that brings credit on an individual. This can be for a single event or for actions over a longer term. Commendations can also be earned for anything a pupil does which sets a new standard for them personally or for others to follow as well as giving the opportunity to recognise and reward good conduct, helpfulness, leadership and other qualities which make a genuine contribution to School life. Heads of Year will write to congratulate the pupils who have gained a set number of Commendations over the period of a half-term.

Commendations can be entered under the Reward and Conduct area of iSAMS.

In the Lower and Middle Schools, the following certificates are issued when a pupil has attained the given number of Commendations within a given academic year between Year Seven and Year Eleven:

10 Commendations	Bronze
25 Commendations	Silver
40 Commendations	Gold
60 Commendations	Platinum
80 Commendations	Ruby
100 Commendations	Diamond

Any pupil awarded a Diamond Certificate will also receive a Headmaster's Commendation.

Sixth Form students who receive a Commendation to the equivalent of one per week in a given half-term are awarded a voucher that can be redeemed at the coffee shop in the Sixth Form Centre. Letters of commendation and coffee shop vouchers are awarded by the Head of Sixth Form for those achieving the best set of Progress Grades in a given session.

Vouchers for the coffee shop are also awarded for exceptional achievement in Co-curricular activities or service to the School at school events at the Head of Sixth Form and Sixth Form Team's discretion.

Headmaster's Commendations. As well as being awarded for attaining a Diamond Certificate, a Headmaster's Commendation can be awarded by the Headmaster on recommendation from any member of staff. These will be awarded for excellent performance in a high-profile event or for service to the School or the wider community.

School Colours. These are awarded in recognition of contribution to the Co-curricular life of the School. Please refer to the separate policy 'Procedure for the awarding of School Colours'.

Senior/Lower School Prizegiving. Staff may recommend the award of Prizes in accordance with the guidelines for each prize.

Sixth Form Prefects. The Headmaster and Senior Leadership Team will appoint Prefects on recommendation based upon a full system of review. This takes place during the Lower Sixth year.

SANCTIONS

No corporal punishment is allowed at RGS Worcester.

If staff must use reasonable force, restraint, or seclusion to keep a child safe, they must immediately record the incident and report it to the pupil's parents in writing, in compliance with the 'Restrictive interventions, including use of reasonable force, in schools' (April 2026) guidance and the Schools (Recording and Reporting of Seclusion and Restraint) (No. 2) (England) Regulations 2025.

Guidelines for the standardisation of sanctions are given in Appendix 1.

Pupils with Learning Difficulties and Patterns of Behaviour. In making use of sanctions for poor behaviour, staff should consider any Learning difficulties or identified SEND prior to issuing the

sanction. Depending upon the circumstances, staff should discuss any incident with the Head of Year and, as appropriate, the Director of Learning Development and the Assistant Head (Pastoral) to ensure that the SEND needs have been identified and whether they have a bearing upon the behaviour and, therefore, potentially upon the appropriate sanctions.

Similarly, consideration should be given as to whether a pupil exhibiting poor behaviour may have difficulties that have not been identified, as well as consideration to whether mental wellbeing has contributed to misbehaviour. Where there is any uncertainty, staff should raise this with the Head of Year and the Director of Learning Development. Particular attention should be given to any patterns of behaviour or behaviour traits and these reported to the Director of Learning Development for further review.

The following sanctions are available:

Disciplinary Units. Disciplinary Units are awarded as well as sanctions for serious disciplinary matters. This system is explained in detail in the 'Disciplinary Units' section below. However, for clarity, the corresponding Units that a sanction attracts are given in each section.

Verbal Reprimands. Any member of staff or adult in the School can give a simple reprimand with warning and encouragement. This is usually sufficient to correct poor behaviour, poor work, lack of work or breaches in School Rules. It is important to remember that ignoring such breaches makes the work of others more difficult. For repeat offences by a pupil, it may be necessary to employ other sanctions.

Negatives. Less serious disciplinary matters, for example poor attitude or punctuality, or low level disruption, will result in a Negative being issued via iSAMS.

It is vital that such reprimands are recorded by staff under the 'Report Negative' section of iSAMS as this enables a Form Tutor, Assistant Head of Year, Head of Year, Head of Section or SLT to have a complete overview of a pupil's progress and behaviour.

Records of all sanctions are reviewed by the Heads of Year and Heads of Section and the Assistant Head (Pastoral) on at least a half-termly basis.

If a pupil is issued with three Negatives in a half term, then they are issued with a 30 minute detention, also known as a 'Single Detention'.

Uniform Mark

Pupils may be issued with a 'Uniform Mark' for any infringement of the School Dress Code. These are entered into iSAMS, and when a pupil receives 2 Marks in a day and/or 5 Marks in a week, the Form Tutor is notified. A 'Negative' will then be issued, as per the information above.

Faculty Homework Detention (FHD). As stipulated in the Homework policy, failure to hand in homework for subjects that take place in periods 1-4 will result in that pupil being placed in Faculty Homework Detention which takes place each lunchtime at 1.20 (Year Seven may be slightly late as their lunch is 1.05). For homework not submitted in period 5, the Detention will be carried over to the next working day. A FHD is itself a sanction for failing to submit homework on time. There are some students who find time to do the homework (in study periods, for example)

before arriving at the detention. They will still be expected to serve the full half hour regardless: they can do other work in the time if they have completed the homework. The teacher who asks the pupil to attend the FHD will record this on the spreadsheet accessed via Google Drive and the relevant Head of Year will monitor attendance and award and register necessary detentions on iSAMS. Should a pupil incur a Faculty Detention 3 times in one term, they will also serve a Double Detention (60 minutes); should a pupil incur a Faculty Detention 3 times in one half term, they will be expected to attend a Headmaster's Detention.

Departmental Detention. For poor work or behaviour in a lesson a pupil may be asked to attend a lunchtime, breaktime or after-school Detention at the convenience of the member of staff. If the Detention is to be served after School, the pupil and their parents must be given twenty-four hours' notice. The Detention must be entered as a Departmental Detention on iSAMS (under 'rewards and conduct' then 'report departmental detention'). The member of staff issuing the Detention must inform the relevant Head of Department and the relevant Head of Year. The Head of Department is responsible for monitoring the consistency of Detentions awarded by their Department and the Head of Year will monitor Detentions accumulated by given pupils. Detentions can be Single (30 minutes) or Double (60 minutes) as deemed appropriate.

School Detention (Wednesday afternoon). Pupils can be placed in a School Detention for poor behaviour in or outside the classroom - but not for poor work in the first instance, for which a Department Detention must be issued. School Detentions should be Single (30 minutes) or Double (60 minutes) as deemed appropriate and will be recorded under the Discipline option on iSAMS. If a School Detention is issued, iSAMS will automatically inform the pupil's Head of Year.

- Lists of pupils allocated a Detention are available for viewing on iSAMS.
- The Head of Year will ensure that a letter is sent to parents to inform them of the details – date given, staff awarding, offence(s), date to be served and its duration. In order to ensure that parents receive at least 48 hours notice of a detention any detentions issued will be served the following week.
- Pupils bring their iPad with them to the Detention so that they can view any homework that has been set.
- Staff on duty check the attendance list and complete the register on iSAMS and return it to the relevant Head of Section.

The Detention will start after school at 4.00 pm and will take precedence over all other activities. Detention for Years Seven and Eight will be held in AO104; Nine, Ten and Eleven in Eld Hall; and Sixth Form in Gordon House.

Parental Contact. After a certain number of attendances at Wednesday Detention (three within a half term period), Heads of Year will contact parents to discuss the situation, and escalation of the sanction. The standard escalation from three Wednesday Detentions in a half term period will be to a Headmaster's Detention.

Behaviour Management Unit (BMU). If behaviour in class by a pupil is serious or disruption is persistent, then the teacher should send the pupil immediately to the BMU, which is situated in Whiteladies. This measure will only be enacted by a teacher once all other behaviour management measures have been attempted, unless the behaviour is so extreme, immediate removal is warranted. The use of the BMU and removal from the classroom can be used:

1. To maintain the safety of all pupils and restore stability following an unreasonably high level of interruption;
2. To enable disruptive pupils to be taken to a quiet part of the school where learning can continue in a managed environment; and
3. To allow the pupil to regain calm in a safe space.

In the first instance the pupil should be told to report to the Attendance Officer, who will contact the member of SLT on duty. If deemed necessary another pupil should report to Whiteladies to ask for the member of SLT on duty to collect the pupil that is being sent to the BMU. As soon as practicable the teacher should send a brief email to bmu@rgsw.org.uk informing the member of SLT on duty the name of the pupil sent to the BMU and the reason why.

The teacher sending the pupil to the BMU should discuss the matter with the member of SLT on duty at their earliest convenience to assist in the resolution of the matter. Pupils sent to the BMU will be asked to write an account of what has happened, and why they have been sent from their lesson. Ordinarily, pupils will not be permitted to return back to the lesson they have been sent from, and the Head of Year will be informed of the circumstances. Reintegration into the next lesson the pupil was sent from is very important, and pastoral staff will work with the pupil to achieve this.

Pupils sent to the BMU will be fully supervised on the landing on the first floor of Whiteladies by senior staff. This is an open area, with access to the ground and second floors, as well as access to offices of senior staff surrounding the supervised area. Pupils will be offered a drink and a snack, and monitored closely, and continuation of learning can continue for the remainder of a lesson. If the behaviour that warranted the pupil's removal is so extreme that the School has to consider serious sanctions, the pupil can be sent home, as detailed in the 'Fixed-Term Exclusions' section below, and in consultation with the Headmaster. Parents of the pupil(s) will be informed as soon as possible and on the same day of the removal from the classroom.

Pupils sent to the BMU will usually be given a Detention, the length and type (School or Headmaster's) of the Detention will be determined by the duty member of SLT dealing with the matter. If the incident is deemed serious enough, the pupil may be given a fixed-term internal or external exclusion.

Sixth Form 'Gating'

For matters of misbehaviour, or instances of poor work or attitudes towards their studies, Sixth Form pupils may be given a fixed period of 'Gating'. In relation to behaviour, this sanction is likely to be given for issues of bringing the School into disrepute, misbehaviour at a School event, taking advantage of Sixth Form privileges (driving, lunchtime Town access etc.), or general disrespect to others in the School community, and therefore likely to sit alongside other sanctions outlined below.

'Gating' means that access to the local city centre at lunchtime will be revoked for a period of time. Depending on the severity of misbehaviour, this sanction may range from 2 days to 2 weeks.

The 'Gating' process will be overseen by the Head of Sixth Form. Pupils who receive this sanction will be required to check-in with a member of the Sixth Form Team twice during the lunchtime

period at 1.15pm and 1.45pm. Parents will be informed of the sanction and the reason in writing in advance of the 'Gating' commencing.

Friday Detention

This detention will take place in Whiteladies from 4.00pm to 5.30pm on Fridays during term time. It will be supervised by a member of SLT. This punishment can only be issued by a member of SLT or Head of Section and will be issued for more serious behavioural issues and breaches of School Rules. As with the Wednesday Detention (see above), it will not be issued for poor work. This sanction will usually be issued with two Disciplinary Units

If a pupil is issued with two Friday Detentions in any given half-term period then they will, in addition, serve a Headmaster's Detention (but without additional Disciplinary Units being awarded).

This Detention, in particular, is one where pupils can expect to spend their time completing a Community Service activity, and usually this will be based in school. This could be directly supervised by a member of staff or be supervised by a Prefect, under the direction of a member of staff.

Examples of such activities are: litter picking, weeding the school grounds; tidying a classroom or helping clear up the dining hall. Appropriate equipment and instruction will always be provided.

Headmaster's Detention. More serious offences, or the accumulation of Wednesday (three in a half-term period) or Friday Detentions (two in a half-term period) as detailed above, will result in a pupil being required to attend a Headmaster's Detention. Offences sufficient in themselves to warrant this punishment include:

- wilful damage to, or defacing of, School property or irresponsible behaviour liable to cause damage;
- antisocial behaviour including bullying and cyber-bullying, and any interaction of an intolerant or targeted nature, online or offline;
- sexualised language or behaviour towards another pupil (depending on the severity);
- overly and unacceptable physical behaviour towards another pupil (such as pushing or using unnecessary force);
- deliberate attempts at deception or cheating;
- absenting oneself from a lesson or lessons or other compulsory School functions or co-curricular commitments without permission;
- possession of forbidden articles (see below for further detail)
- discourteous, disobedient or insolent behaviour towards teaching or support staff, including lying to a member of staff;
- bringing the name of the School into disrepute;
- smoking or possession of cigarettes, or any smoking paraphernalia (including 'vapes', vaping oils, any e-cigarette equipment, or nicotine products - including oral pouches.)
- accessing inappropriate websites using or, unacceptable use of, the school network.
- repeated low-level misbehaviour that does not align with the values of the School.

This list is not exhaustive and it is important to appreciate that the overall seriousness of an incident will always be assessed and may require a more serious disciplinary response.

A member of SLT will inform parents by letter of the reason for, and date of, the Detention. This Detention will usually run from 9.00am until 11.00am in Whiteladies on the Saturdays nominated in the School Calendar.

Any pupil serving a Headmaster's Detention will also be given Disciplinary Units in accordance with the School's Unit system (see below). A Headmaster's Detention will usually result in a pupil being awarded 5 Disciplinary Units.

For instances of misbehaviour that cover several areas of serious concern, two Headmaster's Detentions can be given for the same incident. These matters are likely to not be serious enough to warrant a Temporary or Permanent Exclusion, but more serious or with a wider scope than giving one Headmaster's Detention. In these circumstances, the cumulative Disciplinary Units may well be adjusted in light of the seriousness of the misbehaviour.

Fixed-Term Exclusion. Whilst the School recognises that a fixed-term temporary exclusion can be an unpleasant experience for the pupil and parents concerned, it also recognises the importance of such a measure in upholding discipline within the School. Temporary Exclusion is only used, however, where there has been a major breach of School Rules and only after serious consideration by the Headmaster and senior staff.

When a Fixed-Term Suspension is being considered, the School will endeavour to contact the parents as soon as possible. Whilst an investigation is being concluded, or if it can be concluded sooner, parents will be asked to collect the pupil concerned from school as soon as possible or will, at the very least, be required to give permission for the pupil to make his or her own way home; in most cases, whilst the matter is being investigated, it will be appropriate for pupils to be sent home and not attend school until a meeting with the pupil and the parents can be arranged. This decision is always taken in the best interests of the pupil concerned, and others in the School community.

The pupil will remain at home under the supervision of their parents/guardians until a meeting to discuss the matter can be arranged, usually with the Headmaster or Senior Deputy Head. During this time, work will be set by the School for the pupil to complete at home. We will endeavour to ensure that such investigations and meetings are conducted in a timely manner. The meeting will be convened in order for the parents to be apprised of the circumstances of the incident, after which the Headmaster will decide the appropriate sanction. The pupil will need to remain at home until the final decision is made.

Persistent breaches of School Rules or serious misbehaviours are likely to result in a period of temporary exclusion. These may involve fighting other pupils, theft, rudeness to staff, alcohol consumption, smoking/vaping, or other serious matters, including sexual misconduct, and/or targeted behaviour towards a protected or minority group, including prejudice-based and discriminatory bullying. These examples of misconduct should be read in conjunction with the Exclusions Policy, which contains further detail.

Temporary exclusions may be internal or external. External temporary exclusions are awarded by the Headmaster; internal temporary exclusions may be awarded by the Headmaster or a Deputy Head. The Governing Body is informed of all External temporary exclusions and a record is kept by the Deputy Heads

In the event of a temporary exclusion being issued, parents of the pupil can expect the following:

- A letter from the Headmaster or a senior member of staff providing details of the Temporary exclusion.
- The letter will clearly state the following:
 - the reasons for the Temporary exclusion;
 - the length of the exclusion (inclusive of any days already served whilst and investigation is being concluded);
 - the date on which the excluded pupil is permitted to return to school.

The Head of Year will organise for work to be sent home as soon as possible, or for teachers to make work available through the relevant digital platforms (Showbie, Planner etc.). Work will continue to be sent home throughout the duration of the suspension.

Any pupil who has been Temporarily excluded will attend an interview with a senior member of staff on their return to School and before returning to lessons.

Pupils given an Internal temporary exclusion will normally be given 8 Disciplinary Units. Pupils given an External temporary exclusion will normally be given 10 Disciplinary Units.

Permanent Exclusion. In extreme cases, for example bringing illegal drugs on site, or serious misconduct, the Headmaster may take the decision to permanently exclude a pupil from the School. The Governing Body is informed of all permanent exclusions. Further detail on exclusions can be found in the Exclusions Policy.

Prohibited Items. The Headmaster and staff he authorises have a statutory power to search a pupil or their possessions where they have reasonable grounds to suspect that a pupil may have a prohibited item in their possession. These items are listed below:

- knives and weapons
- alcohol
- illegal drugs
- stolen items
- any article suspected to have been used or likely to be used to commit an offence
- any article used to or likely to be used to cause personal injury to, or damage to property of any person, including the pupil
- Tobacco and cigarette papers, including vapes or vaping equipment and nicotine products (including oral pouches)
- Fireworks
- Pornographic images
- Mobile phones, where possession contravenes the Mobile Phones Policy

The School will always adhere to the statutory guidance set out in 'Keeping Children Safe in Education', and specifically 'Searching, Screening and Confiscation – Advice for Schools', July 2022 when conducting searches.

As such, searches with consent of the pupil will only involve searching of the outer-layer of clothing, pockets, possessions, desks and/or lockers. The search will be conducted by a member of staff of the same gender as the pupil in the presence of another member of staff as a witness.

The member of school staff's power to search outlined above does not enable them to conduct a strip search.

Pupils found to have brought prohibited items into school can be sanctioned up to and including Temporary and Permanent Exclusion, as outlined in this policy (Headmaster's Detention) and the Exclusions Policy (Temporary and Permanent Exclusion).

Breaches of Discipline Outside of the School Grounds

The School takes the conduct of its pupils outside of the grounds extremely seriously. A pupil's misbehaviour outside of School can be damaging to the reputation of both the pupil and the School.

The School will usually report to the Police any activity which it believes may amount to a criminal activity which takes place either within the grounds or outside the School premises. Other agencies may also be notified where necessary and appropriate.

As outlined in the DfE guidance for 'Behaviour and Discipline in Schools', teachers have the power to discipline pupils for misbehaviour outside of the school premises to such an extent as is reasonable. This will apply when pupils are:

- taking part in any school-organised or School-related activity
- travelling to or from School
- wearing School uniform
- in some other way identifiable as a pupil at the school

Or misbehaviour at any time, whether or not the conditions above apply, that:

- could have repercussions for the orderly running of the School
- poses a threat to another pupil or member of the public
- could adversely affect the reputation of the School.

Disciplinary Units System

Pupils who persistently disregard School Rules cause disruption to their own education and to that of their peers, as well as being a negative influence on the School community as a whole. The following Disciplinary Units System seeks to reinforce to all pupils that poor discipline is unacceptable and that persistent flouting of the School Rules will lead to the application of severe sanctions.

The School operates a Units System for serious disciplinary matters and this system runs alongside the disciplinary system outlined above. All serious sanctions result in a pupil being awarded a specified number of these Units. Guidance is given in the relevant sections above, but the Headmaster or a Deputy Head can award more or fewer Units for a sanction as deemed appropriate. The following acts as a guide:

- | | |
|--------------------------|--|
| • External suspension | 10 disciplinary units |
| • Internal suspension | 8 disciplinary units |
| • Headmaster's Detention | up to a maximum of 5 disciplinary units
(depending on the seriousness of the offence) |

- Friday Pastoral Detention up to a maximum of 2 disciplinary units (depending on the seriousness of the offence)

Any pupil acquiring 20 disciplinary Units in a 12 month period cannot expect to continue his/her education at the School. Once the 20 Unit limit has been reached or exceeded, a review of the pupil's disciplinary record will be undertaken by the Headmaster in discussion with parents and senior staff. A decision will then be taken as to whether the pupil concerned should be allowed to retain his or her place at the School.

15 or more Disciplinary Units acquired by a pupil in the 12 month period before he or she is due to enter the Lower Sixth will call into question his or her automatic entry into the Sixth Form.

Similarly, any pupil who acquires 15 Units within two school terms gives cause for concern, and as such, a meeting with parents will be arranged at this stage. This meeting will be with a Senior member of staff and the relevant Head of Year, and a full academic, co-curricular and pastoral review will take place in light of the Disciplinary Units acquired, including consideration of further levels of support that may be appropriate.

A record will be kept of every occasion that a Temporary Suspension or Headmaster's Detention is used as a sanction. Only those issued within the past 12 months will contribute to a pupil's disciplinary points total. Sanctions prior to the 12 month time period will be disregarded with regard to the points total, but will remain on file and could be referred to when a disciplinary review is being undertaken.

This policy will be reviewed annually by the Senior Deputy Head.

Original Sponsor – Assistant Head (Pastoral)

Current Owner - Senior Deputy Head

Reviewed, Updated and Endorsed: September 2012, April 2013, August 2014, June 2015, August 2015, August 2016, August 2017, August 2018 and August 2019, September 2019, August 2020, September 2021, November 2022, June 2023, June 2024, July 2025, July 2026

Appendix 1: GUIDELINES FOR THE STANDARDISATION OF SANCTIONS

The following information is given as guidance. Staff can seek further guidance from Heads of Year, Heads of Section, or a member of SLT. The member of staff issuing the sanction must enter the relevant information about why a sanction was issued on iSAMS.

A consistent approach to sanctions will enable Form Tutors and Heads of Year to deal with pupils effectively and fairly.

All staff must be engaged in the discipline and care of the pupils. Hence, it is to everyone's advantage if we admonish children who behave poorly but do so, and be seen to do so, fairly and evenly.

LEVEL 1: Minor misdemeanours – entered as a 'Negative'. Examples:

1. Forgotten exercise book/textbooks/homework diaries/writing implements.
2. Late to lessons after lunch/break.
3. Uniform infringement (two Uniform Marks in one day and/or 5 Marks in a week).
4. Late homework (Years Seven to Nine, and Upper and Lower Sixth Form Pupils).
Years Ten and Eleven: Enter the Pupil's name into the Faculty Detention (via the Google Drive Spreadsheet) and make the pupil aware. The pupil must then attend the Faculty Detention in MB106 during the next lunchtime period (at 1.25 pm) to complete the work.
5. Talking out of turn/minor disruptive behaviour/repeated chattering.
6. Too much make-up/jewellery.
7. In Form Room without permission.
8. No Games kit.
9. Eating/drinking in class and around the site.

LEVEL 2: Slightly more serious - entered as a Single Detention (30-minutes) being issued.

Examples:

1. Repetition of a Level 1 offence.
2. Chewing gum.

LEVEL 3: More serious again - entered as a Double Detention (60-minutes) Examples:

3. Ongoing/multiple infringements of the above.
4. Mobile 'phone/iPad being used without permission in a lesson.
5. Swearing.
6. Missing school fixture/concert etc. without informing staff in good time.

Behaviour that disrupts the learning of other pupils or rudeness towards a teacher or other member of staff will not be tolerated and the pupil should be sent directly to the Behavioural Management Unit (BMU) in Whiteladies in such instances. Staff should not hesitate to share any concerns about a pupil's behaviour with the relevant Form Tutor, Assistant Head of Year, Head of Year, Head of Section, or SLT.

Appendix 2: Searching Pupils, Possessions and Electronic Devices

Operational Guidance for Authorised Staff

1. Authority and Requirements

- Searches may only be conducted by the Headmaster or staff members he has specifically authorised; this will normally be a member of SLT.
- You must have reasonable grounds to suspect that a pupil is in possession of a prohibited item or that a device contains prohibited material/evidence of an offence.

Staffing the Search:

- The Searcher: Must be a member of staff of the same gender as the pupil.
- The Witness: There must be another member of staff present to witness the entire search.

2. Scope of the Search (Physical)

- Permitted Areas: You are authorised to search:
 - o Outer-layer of clothing (e.g., coats, blazers).
 - o Pockets.
 - o Possessions (e.g., bags, pencil cases, kits).
 - o Desks and lockers.

The statutory power to search does not enable a member of staff to conduct a strip search.

You must not ask a pupil to remove any clothing next to the skin.

3. Scope of the Search (Electronic Devices)

- This applies to School-Managed iPads and Personal Mobile Phones.
- You may examine data or files on the device if you have good reason to do so (e.g., suspicion of pornography, evidence of cyber-bullying, evidence related to a criminal offence, or child-on-child abuse).

Procedure:

- The pupil should be asked to unlock the device themselves.
- If a pupil refuses to unlock a device, the device may be confiscated, and the refusal treated as "defiance" (a disciplinary offence).

4. List of Prohibited Items & Material

- Authorised staff may search for the following items/material:
 - o Physical: Knives (any bladed item), weapons, alcohol, illegal drugs, stolen items, fireworks, or any other item that could harm another pupil or member of staff.
 - o Substances: Tobacco, cigarette papers, vapes, vaping equipment, and nicotine products.
 - o Digital/Content: Pornographic images or material, including Youth Produced Sexual Imagery, AI-generated harmful content, and Deep Fakes.
 - o Evidence: Any article/data suspected to have been used to commit an offence (e.g., cyber-bullying evidence, arranging drug supply) or to cause personal injury/damage.

Staff Scripting Guide: Managing the Conversation

Phase 1: Setting the Context

"I need to speak with you regarding a serious matter, and record accurately what has happened. I have been authorised by the Headmaster to conduct a search of your possessions [and/or device] because we have reasonable grounds to suspect you are in possession of prohibited material."

"[Colleague Name] is here to witness the search to ensure it is conducted correctly and fairly."

Phase 2: The Opportunity for Honesty

"Before we begin, do you have anything you wish to declare or hand over voluntarily?"

"We are specifically looking for [mention item, e.g., vapes/inappropriate images], which strictly breaks School Rules."

Phase 3: Digital Device Search (If applicable)

"I need you to unlock your [iPad/Phone] and place it on the table. I will be looking through specific folders to check for prohibited content."

"If you refuse to unlock the device, it will be confiscated immediately and your refusal will be treated as a disciplinary matter."

Phase 4: Establishing Boundaries (Physical Search)

"I want to be clear about the limits of this search. We will only be checking your outer clothing, your pockets, and your bag/locker."

Master Search Checklist

Use the relevant sections below to ensure you cover all necessary areas while remaining compliant.

Pre-Search Checks

- ⇒ Has the Headmaster authorised me to conduct searches?
- ⇒ Can I articulate the "reasonable grounds" for this suspicion?
- ⇒ Am I the same gender as the pupil?
- ⇒ Is a colleague present?

Physical Search Checklist

- ⇒ Am I checking only outer clothing and pockets?
- ⇒ Am I checking only possessions, desks, or lockers?
- ⇒ Is the item definitely on the "Prohibited Items" list?

Electronic Device Search Checklist

Ensure you check both School iPads and Personal Phones if grounds exist. Look for evidence of the specific suspected offence. Social Media checks can take place, but grounds for this must be clear and evidenced.

- ⇒ iMessage, WhatsApp, SMS (Check for keywords or specific chats).
- ⇒ Snapchat (Memories/Chats), Instagram (DMs/Posts), TikTok (DMs/Drafts), Discord.
- ⇒ Outlook/Gmail (Sent items and Drafts).

- ⇒ Photos App: Main Library/Recents.
- ⇒ Check the "Hidden" folder (often requires FaceID/Passcode).
- ⇒ Check the "Recently Deleted" folder for evidence removed just prior to the search.
- ⇒ Files App / Downloads: Check for saved PDFs, videos, or zips.
- ⇒ iCloud Drive, Google Drive, OneDrive, Dropbox (Check "Recent" tabs).
- ⇒ Showbie / Planner (if used for passing notes/files).
- ⇒ Browser History: Safari / Chrome history (including closed tabs).
- ⇒ Notes App: Often used to store text, passwords, or hide images.
- ⇒ Calculator/Utility Apps: Be aware of "decoy" apps that look like calculators but hide photos/files.

Post-Search Actions

- ⇒ If found, has the item/device been safely confiscated and logged, including the condition of the device, the time and location?
- ⇒ Have I reported and recorded the incident as required, including on CPOMS ensuring the DSL is aware?
- ⇒ Sanction: Note that possession of prohibited items usually warrants a Headmaster's Detention, or in severe cases, Exclusion.

