



P3 (ISI 9A) – BEHAVIOUR MANAGEMENT POLICY

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Revision History

Revision	Paragraph Number	Revision
November 2017		
March 2019	Whole document	<p>Re-formatted to include revision history, paragraph numbers, Abbreviation, Acronym and Definitions table.</p> <p>Document has been substantially re-written and now combines previous policies 2.6, 3.0 – 3.6 and 6.4 into one policy. Additional section on “Dress Code” contained in Appendix A and “Breathalysing Pupils” contained in Appendix B.</p>
July 2019	Whole document Appendix A	Where references are made to the ‘Head’ change from ‘her’ to ‘him’

Abbreviations, Acronyms and Definitions

Abbreviation / Acronym	Definition
DfE	Department for Education
‘Gated’	A pupil is not allowed to leave the School grounds except in an emergency, for medical treatment or to participate in scheduled musical performances.

Aim / Objective / Statement of Intent

This policy aims to set out how the School promotes good behaviour amongst pupils, the sanctions to be adopted in the event of pupil misbehaviour and the overall behaviour strategy adopted by the School.

The School allows each pupil to develop individually as much as possible without impinging upon the happiness and well-being of others in the School. We aim to encourage self-discipline, good manners, and consideration for others.

This policy has regard to DfE guidelines contained in *Behaviour and Discipline in Schools : Advice for headteachers and school staff* (January 2016), *Use of reasonable force* (July 2013), *Searching, screening and confiscation* (January 2018) and it recognises its' duties under *The Equality Act* (2010) and its' obligations under the *European Convention on Human Rights*.

Introduction

1. This policy sets out: the School's expectations for pupils in terms of behaviour; the School rules, rewards and sanctions; and guidelines for the search and confiscation of pupil's property.

Expectations

2. All pupils are expected to listen, understand and respect the views of every member of the community. This brings with it a responsibility to each other which is fundamental to the relationship between staff and pupils. The School encourages from the very earliest years, a strategy of self-discipline in every pupil.
3. Good behaviour, trying your hardest and consideration of others is expected at all times. Pupils are expected to follow the School Rules and adhere to the instructions given by School staff. All pupils are reminded that they are representatives of the whole school community and any poor behaviour will reflect badly on the School.

School Rules

4. The School expects pupils:
 - To respect the needs and feelings of others;
 - To act in ways that do not hinder the well-being, actions, beliefs or property of others or yourself;
 - To take care of the environment in which you live;
 - To respect and follow the instruction of the School staff;
 - To dress appropriately (see Appendix A for details);

- To be punctual and to attend all lessons and activities that have been timetabled for you;
 - To complete work you are asked to do;
 - To take care of other members of the community, particularly those younger than you, and new pupils;
 - To sign out if you leave the School. Permission must always be granted first.
 - If you are in the D Group, to tell House Staff where you will be during your free time, especially when you move from one part of the school to another.
 - To sign in and out when practicing in the Menuhin Hall (either via the electronic diary or by informing a member of the Menuhin Hall staff);
 - To go to the Fire Assembly Point whenever you hear the fire bell ring;
5. The School needs to know where pupils are at all times and that you are safe. Therefore, unless you have permission from a member of staff, pupils are not allowed:
- To miss lessons (which includes sports and swimming lessons), lunchtime concerts, or morning meetings
 - To be absent at mealtimes
 - To be late for your check-in times in the evening before bed-time
 - To be off the school site without permission
 - To watch a DVD/TV, to play computer games or use social media during practice or academic time
6. In addition:
- After lights-out times and before wake-up times you are not allowed to leave your boarding area without permission.
 - Girls and boys are not permitted in each other's bedrooms at any time. Pupils may visit one another's common boarding areas (e.g. kitchens, common rooms etc.) providing permission has been granted in advance.
 - Exclusive romantic relationships are discouraged and intimate physical contact between pupils is not allowed. This includes public displays of affection.
 - you are not permitted to remove anything from anyone else's possession without their consent.
 - you are advised not to borrow from, or lend money to, other pupils.
 - no food (including chewing gum) or drink (other than water) may be taken into teaching rooms, classrooms or any public rooms.
 - you are not allowed to take any medication or herbal remedy unless instructed to do so by the Senior School Nurse.
 - you must not possess any pornographic images in any form nor attempt to access or make any pornographic images.
 - no alcohol may be brought into the School, into the boarding houses or onto any part of the School grounds at any time; however alcohol may only be consumed on or off the School premises with specific permission from a senior member of staff and only if you are 16 years of age or older. (See also section "Smoking, Drugs and Alcohol" below)

- no smoking is allowed at any time during term-time, on or off the School premises (this includes the use of e-cigarettes and vapes). (See also section “Smoking, Drugs and Alcohol” below)
- no involvement whatsoever in drugs is permitted as this is illegal. (See also section “Smoking, Drugs and Alcohol” below)
- no involvement whatsoever in the use of so-called “legal highs”. (See also section “Smoking, Drugs and Alcohol” below)
- no pets or live animals of any kind may be brought onto the School premises without the permission of the Head;
- you must not do anything which will bring discredit on the name of the School.

Rewards

7. Rewards are given for effort and achievement in music, academic study, sport, behaviour and attitude. Achievements in music are not specifically rewarded to discourage a competitive environment but competition and concert successes are acknowledged and applauded in School meetings and school publications. Good academic work is awarded by merits and distinctions, and a certificate is awarded once a pupil has gained ten merits. Good behaviour and attitude is rewarded with extra privileges and other relaxations.

Sanctions

8. Guidelines for how we expect pupils to behave, to ensure the smooth running of the School and the safety of each individual within it, are issued to all staff, parents and pupils. Should an occasion arise where the behaviour of a pupil is considered inappropriate, dangerous or unacceptable, it may be necessary to impose a sanction. All sanctions will be reasonable in all circumstances and account will be taken of the pupil’s age, any special educational needs or disability they may have, and any religious requirements affecting them. The purpose of this sanction is to help the pupil to take responsibility for his or her actions, reinforce the disapproval of the Staff and to act as a deterrent against a repeat of the behaviour.
9. Under section 131 of the School Standards and Framework Act 1998 corporal punishment is prohibited within the School and is illegal in all circumstances. Physical intervention is only allowed where there is a serious risk to a pupil’s health and safety. See Section “**Physical Restraint and the use of Reasonable Force**” (Paragraphs 37 – 47) below.
10. Our behaviour policy can only be deemed effective if its implementation results in fewer incidents of unacceptable behaviour. To this end all members of staff have a role to play in helping pupils alter their patterns of behaviour. This is a responsibility which falls in particular to Tutors, House staff and the School Nurses.

11. The School recognises its duty under the Equality Act (2010) to ensure that this policy is applied appropriately in the case of pupils with special educational needs. In particular, consideration will be taken of any relevant mitigating factors which might result from their special educational needs.
12. The School will also consider whether the behaviour under review gives cause to suspect that a child is suffering, or is likely to suffer, significant harm. Where this may be the case, staff should follow procedures detailed in P2.2 Safeguarding and Child Protection Policy. The School will also consider whether continuing disruptive behaviour might be the result of unmet educational or other needs. At this point, the School will consider whether a multi-agency assessment is necessary.
13. Sanctions may be imposed by any member of School staff. Any decision to impose sanctions must be made on the school premises or while the pupil is under the charge of the member of staff. The issue of all sanctions **must** be recorded in a sanctions log kept in the House Log Books, on the sanction document found in "Admin/boarding" and advised to the relevant tutor. These will be discussed with the Head at the weekly Pastoral Meeting.
14. Sanctions may include:
 - Curtailment of privilege (e.g. early bedtime / removal of free time / confining to the school grounds)
 - In exceptional circumstances, exclusion from musical activities
 - Tasks which help the community (community service e.g. washing school minibuses/ litter picking)
 - Extra work to be done in free time (catch-up)
 - Contact with parents informing them of misbehaviour
15. It is the responsibility of **every** member of staff to deal with indiscipline **immediately** and to report serious breaches to the Head.

Exclusions & Expulsions

16. Exclusion from the School is only used in response to a major breach of the School Rules and where the safety of the pupils and staff or the good name of the School might be compromised.
17. If a pupil is in breach of such a rule, a case conference with House staff and the Leadership Team is convened to ascertain the facts and a record made. The Head will then telephone parents and arrange for parents or guardians to collect the pupil as soon as possible. The pupil meanwhile will be isolated from the pupil body and escorted from the premises.

18. An exclusion may be for one - three days or longer. The Head should telephone or contact the Chairman of Governors as soon as possible if such an action is taken. For a permanent exclusion or expulsion, the Chairman of Governors must be contacted prior to the exclusion being made, and a full justification for a permanent exclusion must be made.
19. In all cases, a written record of the facts must be made in case of an appeal against the decision. The Chairman of the Education and Pastoral Care Committee should also be informed.

Appropriate sanctions for malicious allegations made by pupils against staff

20. If a pupil is found to have made a malicious allegation against a member of staff, the Head will consider whether to apply an appropriate sanction, which could include temporary or permanent exclusion, as well as a referral to the Police if there are grounds for believing that a criminal offence may have been committed.

Smoking, Drugs & Alcohol

21. The School does not allow smoking, (including e-cigarettes or vapes) or the use of drugs, (other than as instructed by the Senior School Nurse) including new psychoactive substances, so called "legal highs", by any of its pupils during term-time.
22. The use of drugs, unless prescribed by the pupil's own doctor, School Doctor or an over the counter preparation overseen by the School Nurse, is illegal, and any involvement in drugs is deemed a major breach of School Rules. Disciplinary action will take into account the individual circumstances, but pupils buying or selling drugs will face permanent exclusion from the School and the likelihood of criminal investigation.
23. No alcohol may be brought into the School by pupils at any time; alcohol may not be consumed on or off the School premises, unless at a social event with the specific permission from a senior member of staff. If alcohol is to be consumed at an event, quantities must be moderate and may only be consumed sometimes after concerts in a reception when taken with adults. Consumption will be allocated to individuals monitored by the supervising adults. No alcohol is to be consumed by anyone under the age of 16, especially on licensed premises.
24. No-one under the age of 18 must drink on any school trip, unless specifically given permission by a member of staff. No-one under 18 years of age must drink whilst out with friends (for example, when attending a concert or in London for the day). Concerns will be raised if pupils return to school smelling or clearly under the influence of alcohol. Those pupils aged 18 or over may have a drink with friends off site if they choose to, but must not return to school clearly under the influence of alcohol. Pupils under the age of 18 years may have a drink with their parents/guardians if they are either at their private

homes or out and have a drink bought for them with their meal. (Other pupils over the age of 18 years DO NOT count as the 'guardian' or responsible adult).

25. If pupils are found drinking,(other than in the circumstances above), under the influence of alcohol or in possession of alcohol, the School reserves the right to breathalyse the pupil. (See Appendix B) Depending on the result, sanctions will follow (including suspension) and their parents will be informed immediately, they will give up their free time to receive education on the dangers of excessive alcohol consumption, and they will face the removal of privileges and a period of community service. Pupils who fail to respond to such measures may face temporary exclusion from the school.
26. If pupils are discovered smoking, to have been smoking, or in possession of tobacco, e-cigarettes or associated paraphernalia, their parents will be informed immediately and they will give up their free time to undergo a period of anti-smoking education. They will also be gated for the following weekend. Repeat offences may warrant a period of community service and/or removal of privileges, or suspension.
27. Pupils who are showing signs of addiction to alcohol, smoking or drugs will be offered support by the school in addition to incurring sanctions and may be signposted to specialists. The support will be tailored to the individual needs of the pupil and the ability of the school to provide the necessary support. Where the pupil's needs for support exceeds the school's ability to provide this, the pupil and their parents may be referred to external support agencies.

Search and Confiscation

28. If School staff suspect that pupils are in possession of an item which is banned by the School's rules, they will ask for their consent to search them and their possessions. If pupil's refuse to comply with a request, for example, to disclose the contents of their pockets or bag, the School is entitled to apply an appropriate sanction (See paragraph 14). School staff can search a pupil for any item if the pupil agrees. Schools are not required to inform parents before a search takes place or to seek their consent to search their child.
29. If the pupil does not agree to be searched or to have their possessions searched, and if the School suspects that pupils are in possession of a prohibited item (as identified in DfE guidelines and listed below), the Head, or staff authorised by him, have a statutory power to search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item. The Head, or staff authorised by him, can use 'reasonable force' to conduct a search for prohibited items. (See paragraphs 29 -33)
30. Prohibited items are:
 - Knives or weapons, alcohol, illegal drugs and stolen items; and

- Tobacco and cigarette papers, matches and lighters, fireworks and pornographic images; and
 - 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), and
 - Any other item banned by the school rules which has been identified in the rules as an item which may be searched for.
31. **Unless there is an immediate risk of serious harm being caused**, any search will be carried out by a member of staff of the same sex as the pupil being searched and in the presence of another member of staff of the same sex.
32. Searches without consent will only be carried out on the School premises or, if elsewhere, where the member of staff has lawful control or charge of the pupil, for example on School trips or at concerts.
33. School staff can seize any prohibited item found as a result of a search. They can also seize any item, they consider harmful or detrimental to school discipline Any seized items will be confiscated and will be given to the Head. Alcohol, tobacco, or fireworks will be destroyed. Knives or weapons, illegal drugs, stolen items (unless stolen from a member of the school staff or another pupil) will be given to the Police. Pornographic images may be disposed of unless there are reasonable grounds to suspect that its possession constitutes a specified offence (i.e. it is extreme or child pornography) in which case it will be delivered to the Police.
34. If a search has been carried out on a pupil, with or without consent, the Tutor and the Head of Pastoral care/DSL should be informed. Where prohibited items have been found, the pupil's parents will be informed.

Dealing with electronic devices

35. Where staff conducting the search find an electronic device they may examine any data or files on the device if they think there is a good reason to do so.
36. If inappropriate material is found on the device, the Head will decide whether the material should be deleted, retained as evidence (of a criminal offence or a breach of school discipline) or is of such seriousness that it requires the involvement of the police. 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 before giving the device to the police.
37. There is detailed statutory advice for dealing with electronic devices. This can be found in section 15 of the Government publication *Searching, screening and confiscation* (January 2018).

Physical Restraint and the use of Reasonable Force

38. Physical restraint should be used only in **exceptional** circumstances and only when all other options have been explored. Staff will be made aware if it is known that a particular pupil is likely to be confrontational and aggressive; they will have been advised on strategies to deal with incidents that may occur. Staff should also be aware of the Medical Conditions list which indicates those pupils with specific medical needs that render the use of force entirely inappropriate. The inappropriate use of force by staff could leave them open to disciplinary proceedings. However there are occasions when it might be necessary to intervene to prevent a serious incident. Where staff judge that they should intervene by the use of physical restraint; they should make every reasonable effort to summon assistance as soon as possible.
39. It is permissible for staff to use 'reasonable force' to :
- Remove disruptive pupils from the classroom where they have refused to follow an instruction to do so;
 - Prevent a pupil behaving in a way that disrupts a school event or a school trip or visit;
 - Prevent a pupil leaving the classroom or other location (such as a concert venue) where allowing the pupil to leave would risk their safety or lead to behaviour that disrupts the behaviour of others;
 - Prevent a pupil from attacking a member of staff or another pupil, or to stop a fight in the playground; and
 - Restrain a pupil at risk of harming themselves through physical outbursts.
40. 'Reasonable force' has no legal definition but it can only be used where the situation warrants it and must be in proportion to the seriousness of the incident. The level of force could range from using control to guide a pupil to safety by the arm through to more extreme circumstances such as breaking up a fight or where a student needs to be restrained to prevent violence or injury. The minimum reasonable force should always be used for the minimum time. Where required, colleagues should help; other pupils should never be involved.
41. 'Control' means either passive physical contact, such as standing between pupils or blocking a pupil's path, or active contact such as leading a pupil by the arm out of a classroom. 'Restraint' means to hold back physically or to bring a pupil under control. It is typically used in more extreme circumstances, for example when two pupils are fighting and refuse to separate without physical intervention.
42. In any incident the teacher should first tell the pupil to stop (unless there is an immediate danger) and what will happen if he or she does not. A calm and measured approach is essential and teachers should never give the impression that they have lost their temper. Staff should always try to avoid acting in a way that might cause injury, but in extreme cases it may not always be possible to avoid injuring the pupil.

43. Staff cannot use force as a punishment. It is always unlawful to use force as a punishment. The School does not allow any form of corporal punishment.

44. On any occasion when force has been used by a staff member to restrain or control a pupil, the incident should be fully recorded in writing and a copy lodged with the Head. In the event of any injury occurring (either to staff or to the pupil) this should also be detailed in the report and the Senior School Nurse advised.

45. The parents of the pupil should be informed of the incident by the Head, or another member of the Leadership Team, as soon after the incident as possible. They should be made aware that it may be necessary for the incident to be followed up by other disciplinary action and/or appropriate pastoral support.

46. Reminder of staff Do's and Don'ts :-

- DO know the procedures within the School's guidelines for the use of physical restraint
- DO discuss these with a member of the Leadership Team if you are unsure of any point
- DO be aware of any pupils who have been physically restrained before and what happened
- DO send for adult help early if things begin to get out of hand and restraint seems likely
- DO assess the situation before acting
- DO stay calm – do not over-react
- DO use minimum restraint for the minimum time
- DO report the incident to the Head or other member of the Leadership Team, as soon as possible and write a report about what happened
- DO remember your professional obligations to all pupils in your care

- DON'T place yourself at risk; do not attempt to restrain a pupil who obviously carries a 'weapon'
- DON'T attempt to restrain a pupil if you have lost your temper
- DON'T allow the situation to get out of control
- DON'T use excessive force

Appendix A – Dress Code

The Yehudi Menuhin School welcomes pupils, staff and visitors from around the world. Many visitors are present in school during the waking day, for example, giving masterclasses, providing piano tuning services, attending concerts or lectures at the Menuhin Hall etc. It is therefore important that the staff and pupils dress appropriately.

All pupils (and staff) are expected to dress appropriately for the lesson or activity they are undertaking and to adhere to the following dress code guidelines:-

- No flip-flops or slippers outside the boarding areas
- No nightwear outside the boarding areas
- No excessive amounts of jewellery. (Jewellery relating to sincere religious observance may be worn).
- Facial and nasal piercings are not permitted. Single ear piercing only is allowed.
- Students may have facial hair but it should be kempt, particularly for concert appearances.
- No extreme hairstyles are permitted in terms of cut or colour.
- No items of clothing displaying words and/or images which could be considered by others to be sexually explicit, indecent, obscene, lewd, profane or offensive, to promote illegal activity, alcohol or drug use.
- Clothing should be clean and in a good state of repair; dirty, torn or smelly items should not be worn
- Underwear must be worn but not be clearly visible
- Excessively tight garments should be avoided
- Older pupils are reminded that they can often be role models to younger pupils

Concert Dress

When performing in concerts, pupils must wear clothing appropriate to the occasion and direction will be given to pupils in advance whether evening wear or black clothing is required. As a general guide, all concert dress must be acceptable for public performances, be smart, clean, well presented and suitable for the instrument they are playing.

Appendix B – Breathalysing Pupils

Groups :- There will be random breathalysing for everyone on the minibus, on arrival back at school from any of the 3 trips on Fridays/Saturdays. This will be at least once per half term.

Individuals :- If any pupil under the age of 18 years returns to school smelling of alcohol or acting in a disruptive / concerning manner, and is believed by any staff member to be under the influence of alcohol, the School reserves the right to breathalyse the pupil.

If pupils wish to attend a party or other occasion where they wish to consume alcohol, then pupils must make their own overnight arrangements out of school. Permission should be sought in line with current practice for gaining permission to leave school (e.g. emails from parents for consent to the arrangements to stay elsewhere overnight and also from the adult accommodating them.) Where permission is granted by the School, pupils will not routinely be breathalysed on their return to school the following day unless there are any concerns about the pupil's behaviour which staff suspect is related to alcohol intake.

Testing & Permission

Testing of any pupil will always be undertaken by 2 members of staff, in a controlled, open manner, using correct equipment and explaining everything to the pupil and most importantly, with their permission.

Any pupil can of course refuse to take the test, in which case the School will presume that the test result would be positive and an appropriate sanction will follow. (See paragraph "Sanctions" below) Pupils over 18 years of age will only be tested if School staff are concerned with their behaviour in house AND if we suspect this is related to alcohol intake.

Sanctions

- If a pupil under the age of 18 years tests positive but is under the current UK drink driving limit in force at the time of the test and it is a first offence, the pupil's parents will be informed and the pupil will be gated for the weekend.
- If a pupil under the age of 18 years tests positive and is over the current UK drink driving limit in force at the time of the test, the pupil's parents will be informed and the pupil will be suspended for 3 school days.
- For a 2nd offence by a pupil under the age of 18 years, the pupil's parents will be informed and the pupil will be suspended and may receive a final written warning before returning to school. Any further incidents may result in expulsion.
- If a pupil over the age of 18 years tests positive then as long as they are not being disruptive or displaying inappropriate behaviour, this is acceptable. The School however will continue to discuss the responsible use of alcohol for social pleasure.