



WHOLE SCHOOL BEHAVIOUR & BULLYING POLICY

UPDATED ON	Nov 2021
AGREED BY LEADERSHIP TEAM	Nov 2021
RATIFIED BY GOVERNING BODY	Dec 2021
DUE FOR REVIEW	Dec 2022

Contents

1. General Principles
2. Aim
3. Promoting, celebrating and rewarding positive behaviour
4. Rewards
5. Expectations
6. Rules: Uniform and appearance, footwear, jewellery, hairstyles, make-up, bags and equipment, mobile phones, social media, smart watches
7. Searches; Prohibited items, unhealthy snacks, weapons, aerosols
8. Smoking
9. Drugs/prohibited substances
10. Truancy
11. Sanctions
12. Behaviour Management: -Choice, Chance, Consequence
13. Detentions
14. Reports
15. Reflect Room
16. Suspension
17. Permanent Exclusion
18. Use of reasonable force
19. Parental meetings
20. CCTV
21. Policy for dealing with Bullying

This Policy should be read in conjunction with other related policies including:

- Safeguarding and Child Protection Policy
- Attendance Policy
- Equality and Diversity
- SEND Policy
- E- Safety policy including responsible use of social media
- Keeping Children Safe in Education
- Health and Safety Policy

Legislation and Statutory Requirements

In drawing up this policy, reference has been made to the following documents:

- Behaviour and Discipline in schools DFE Latest Version
- Keeping Children Safe in Education DFE Latest Version
- Searching, Screening and Confiscation at school DFE Latest Version
- The Equality Act 2010
- Use of Reasonable Force in schools DFE Latest Version
- Supporting Pupils with Medical Conditions at school DFE Latest Version
- Exclusion from Maintained Schools, Academies and Pupil Referral Units in England Latest Version
- Special Educational Needs and Disability (SEND) code of practice. DFE Latest Version
- Section 175 of the Education Act 2005, which outlines a school's duty to safeguard and promote the welfare of its pupils
- Sections 88-94 of the Education and Inspections Act 2006, which require schools to regulate pupils' behaviour and publish a behaviour policy and written statement of behaviour principles, and give schools the authority to confiscate pupils' property

Vision and Values

The school vision is **“Positively changing lives through academic excellence and personal growth”** underpinned through the core values of; **Respect, Aspiration, Determination, and Independence**. This policy is based upon an ethos that generates a positive environment for those that work and learn within it. It sets out the expectations of behaviour at Reddish Vale High School and its approach in ensuring that all pupils and staff are safe and able to thrive. Central to this ethos is the promotion of positive language and positive behaviours encouraging pupils to make the right choices, the chance to amend poor behaviour and that failure to meet behaviour expectations leads to consequences.

General Principles

At Reddish Vale High School we seek to create an environment which encourages and reinforces good behaviour, removing any barriers that might prevent our pupils from achieving excellent academic results and having successful, happy lives. The Behaviour Policy at Reddish Vale High School is based upon an ethos that generates a positive environment for those who work and learn within it. This is underpinned by the highly effective management of pupil behaviour, alongside pupils' effective self-management of their own behaviour. Central to this ethos is the promotion of positive language, and positive behaviours through a process of pupils making behaviour choices, being offered a chance to modify behaviour and understanding the consequences of poor behaviour.

We have high expectations, and will support every pupil to meet our expectations. Whilst sometimes this may be challenging, we expect our pupils to demonstrate good behaviour and positive attitudes at all times. If they do this, their hard work will be recognised. However, where behaviour falls below our expectations, a sanction will be issued, with a follow up restorative conversation or intervention where appropriate. This provides the opportunity for the pupil to reflect and take the necessary steps to improve. We believe that young people must develop self-discipline and be given opportunities to make the right

choices and in doing so, each pupil will thrive at our school, the wider community and develop the skills they need to be successful.

All pupils, staff, parents/carers and visitors have the right to feel safe at all times and should always have mutual respect for one another. Lessons should be free from disruption and inclusive for all pupils so that they can focus on learning and have the confidence and resilience to participate and engage.

We believe that high standards of behaviour are essential for a successful school and for achieving the school's vision. We also believe that meeting high standards of behaviour during the school day will have a positive effect on the lives of pupils outside of school, encouraging them to become valuable members of the community.

Policy Implementation

In applying this policy, the positive behaviour management of our pupils will take into account its duties under the Equality Act 2010 regarding relevant characteristics protected by that act, notably disability. It will also take into account the needs of pupils with special educational needs. The school will also have regard to its Safeguarding Policy where appropriate.

School staff will act appropriately whenever a pupil's actions could have repercussions for the orderly running of the school, poses a threat to another pupil, themselves or member of the public or could adversely affect the reputation of the school. All staff are to implement the policy consistently and fairly throughout the school by setting the standards required to promote positive behaviour. The senior leadership team of the school are to ensure all staff adhere to the Behaviour Policy and implement effective systems for keeping records of all reported incidents, reporting to governors and parents when required.

In order to create an atmosphere of mutual respect and tolerance in which all members of our school community can flourish and achieve their potential, all pupils are responsible for meeting certain behaviour expectations; during school hours, in classrooms, in corridors, in the playground, during pre and post School activities, on school trips or visits, journeying to and from school, and during times where an issue within the community can impact on School life

Aims

The aims of the behaviour policy are to:

- Provide a safe, secure and orderly environment where all members of the school community can flourish, thrive and feel a sense of belonging and fulfil their potential in keeping with the school core values
- Ensure that behaviour management is applied fairly and consistently across the school
- Promote a positive environment of praise, reward, celebration and encouragement of good behaviour
- Promote self-discipline, regard for authority and a fair, safe learning environment for all
- Promote and assist the social, moral, spiritual and emotional development of pupils
- To ensure a calm, productive atmosphere that is conducive to learning
- Support pupils in making informed choices regarding behaviour helping them to understand that actions bring consequences, both positive and negative, and to help pupils learn to be responsible for their actions

- To swiftly identify pupils whose behaviour may adversely affect their learning, and to act quickly and positively to rectify the situation
- Monitor and provide information regarding behaviour incidents, action and impact based on data
- To work actively against behaviour that damages the inclusive ethos of the school
- Monitor, challenge, record and address effectively and appropriately any incidents arising to enable teachers to enjoy delivering high quality teaching and learning in the classroom.

To achieve these aims we will:

- Ensure that the wider school curriculum makes explicit and implicit provision to promote and celebrate positive behaviour and reward
- Involve pupils in discussion/ decision making around expectations; such expectations will be agreed and displayed in all classrooms as a reminder to pupils – these may be subject to review by the pupil council periodically
- Encourage a positive relationship with parents; ensuring that all parents are aware of expectations which will be shared in the home/school agreement and agreed by both parties
- Engage parents at every opportunity by phone, interview, email etc. so that both school and home can work together to support pupils in behaving appropriately and in a way that does not impact on achievement or safety
- Support and empower class teachers to promote and maintain positive behaviour for learning in their own classrooms. Setting the scene for positive behaviour, meeting and greeting, being positive role models, applying praise and sanctions consistently
- Support teachers in planning, adopting a formal start to the lesson and providing differentiation or scaffolding for pupils of all abilities in order to minimize disengagement
- Ensure that all stakeholders and members of the community are consulted on the development, review, evaluation and impact of relevant behaviour improvement plans, procedures and policies
- Employ systems to maintain a high standard of behaviour and respect for others throughout the whole School
- Provide analysis in order to ensure all pupils (including micro-populations) are being well supported in displaying behaviours in keeping with the School's ethos and expectations
- Where there is a cause for concern identified by data analysis, put appropriate support/intervention in place and use data to monitor the effectiveness of those interventions
- Ensure that any incidents of discrimination/ unacceptable behaviour are recorded, monitored and addressed appropriately and that perpetrators and victims receive appropriate intervention and support

Promoting Positive Behaviour Expectations

At Reddish Vale High School we promote, celebrate and reward positive behaviour. All pupils are expected to demonstrate good behaviour and positive attitudes to learning in keeping with our school core values;

Respect – positive behaviour that displays respect, manners, courtesy and a polite attitude towards self, peers, adults, environment and the community.

Aspiration – behaviour that shows ambition, drive and desire towards ambitious goals and objectives.

Determination – behaviour that displays strength of mind, character and will power to take on a new challenge or finish what they start, whether academic work, membership of a team or participation in an activity.

Independence – behaviour that displays a growing level of self-discipline, demonstrating an ability to make the right choices, work alone and complete tasks to a high standard.

Rewards

Rewards are given for excellent or improved; attendance, work, homework, effort, manners, respect, kindness, leadership, service, teamwork and participation. Rewards are presented in the form of:

- RADI Reward Points
- Conduct cards
- Verbal praise
- Certificates
- Vouchers
- Rewards trips and events
- Positive texts or phone calls to parents / carers
- Positive conduct card points
- Letters/Postcards home
- Whole staff praise recognition
- Entry to raffles for significant prizes
- Termly reward assemblies
- Headteacher Gold Award
- Cake with the Head
- Recognition for additional responsibilities e.g. prefect/leader
- Invitation to presentation evening

RADI points are collated and certificates awarded for achieving targets. All staff are given a minimum target allocations of RADIs to award each week and are encouraged to use this.

Conduct Award Targets 2021/22

	Bronze	Silver	Gold	Platinum
Year 7	150	300	500	800
Year 8	150	300	500	800
Year 9	100	250	400	700
Year 10	100	250	400	700
Year 11	100	200	300	600

Defining Negative Behaviours

Where pupils fail to meet expectations of behaviour or exhibit poor, unwanted or serious misbehaviour as outlined within this policy, sanctions will be applied. A consequence is an outcome that arises as a direct result of the way we act. Pupils are in control of their own actions and if they have chosen to act in an unacceptable manner, these actions will be the catalyst for the consequence to be given. Pupils are encouraged to take responsibility for their own actions and to comply with any sanctions imposed. A graduated approach is applied in line with the nature and seriousness of the infringement.

Examples of unwanted Low/medium poor behaviours include ;

- Lateness to the lesson without a valid reason
- A lack of essential equipment which prevents them from engaging in the lesson
- Incorrect uniform
- Disrespectful behaviour; shouting out, talking over the teacher
- Failure to follow basic school rules
- Failure to follow instructions
- Failure to engage in the learning process, complete classwork or homework
- Displaying behaviour that prevents other pupils from learning
- Mobile phone on display
- General defiance
- Late to school

Examples of more serious unacceptable behaviours include ;

- Repeated breaches of school rules and expectations
- Repeated and deliberate defiance
- Verbal abuse / threatening behaviour against an adult or pupil
- Threatened / actual physical aggression against an adult or pupil
- Leaving class without permission
- Repeated refusal to follow a reasonable request
- Refusal to leave the classroom
- Damage to equipment / property
- Using a mobile phone without permission
- Smoking/Vaping
- Bullying
- Racism, sexist, homophobic or discriminatory behaviour
- Theft
- Truancy including leaving lesson without permission
- Drug and alcohol related incidents
- Possession or distribution of any prohibited items
- Serious breach of ICT code of conduct
- Bringing the school into disrepute

This is not a definitive or exhaustive list (Please see appendix for further details)

Serious, illegal or criminal incidents will result in a formal complaint to the Police.

Consequences and Sanctions

The school will apply one or more of the following sanctions in response to poor behaviour. A graduated approach may generally be applied in line with the nature and seriousness of the infringement. In extreme or serious situations it may be necessary to rapidly escalate to enforcing higher sanctions.

- Verbal Warning
- Social time detention
- 30 minute detention
- Buddy referral room
- Exit from class
- 60 minute Detention

- SLT Detention
- HOY/HOD escalation
- SLT escalation
- Removal of social time for an extended period
- Confiscation of item/s
- Reflect Room
- Community service
- Step out provision
- Letters or phone calls home
- Alternative provision either in or out of school, short or long term
- Meeting with the Governors Discipline Panel
- Managed move
- Referral to Highfields Inclusion Partnership
- Suspension
- Permanent Exclusion

Interventions and Support Strategies

At Reddish Vale High School, we employ a range of strategies to educate pupils around positive behaviours, through; the curriculum, PSHE, extra- curriculum, form time activities, assemblies, external speakers and workshops. Where there are incidents where pupil's behaviour causes concerns despite educational and preventative practices, they will be offered a range of support. The support that is appropriate or available will be discussed on a case-by-case basis by the pastoral team or SEND team.

Examples of support strategies are;

- Behaviour modification programme
- Restorative justice meeting
- Report (Tutor/Teacher/HOF/AHOY/HOY/NTI)
- Anger management support
- Art therapy
- Lego therapy
- Referral to school mentors
- Pastoral mentor support
- Parental meeting
- Behaviour contract- Notice to Improve
- Smoking agreement
- Searches
- Referral to SEND assessment
- Ed Psych referral
- Early Help Assessments
- MOSAIC – Drugs and Alcohol Service
- Princes Trust
- City in the Community
- Sign post to services; KOOTH, Barnardos, Young Carers, BeeU, Reach
- Referral to external agencies: Police, Youth Offending Services, Social care
- CEIAG support
- Alternative provision either in or out of school, short or long term
- Managed move

- Referral to Highfields Inclusion Partnership
- Referral to Pendlebury SEMH Provision
- Involvement of Anti-Social Behaviour Action Team leading to a possible Anti-Social Behaviour Order

To help reduce the likelihood of behavioural issues related to social, emotional or mental health (SEMH), the school aims to create a safe and calm environment in which positive mental health and wellbeing are promoted and pupils are taught to be resilient. The school aims to promote resilience as part of a whole-school approach using the following methods:

- **Culture, ethos and environment** – the health and wellbeing of pupils and staff is promoted through the informal curriculum, including leadership practice, policies, values and attitudes, alongside the social and physical environment
- **Teaching** – the curriculum is used to develop pupils’ knowledge about health and wellbeing
- **Community engagement** – the school proactively engages with parents, outside agencies and the wider community to promote consistent support for pupils’ health and wellbeing

Where vulnerable pupils or groups are identified, provision will be made to support and promote their positive mental health. The school’s Social, Emotional and Mental Health (SEMH) Policy outlines the specific procedures that will be used to assess these pupils for any SEMH-related difficulties that could affect their behaviour.

Managing Behaviour

Buddy System

Exclusion from class will be managed within the Department in the first instance – Department Leaders devise a referral room rota (buddy system) where pupils can be sent when needed due to poor behaviour choices. Pupils will be provided with work to complete in the buddy room. A 30 minute departmental detention (after school) will then be set by the Head of Department or classroom teacher in-line with the school Behaviour Policy. This sanction will be communicated to parents. During this detention, a restorative conversation will take place to address the behaviour concern and agree on acceptable terms of behaviour in order to return to the classroom. Failure to attend the Department detention will automatically result in an upscale to a Year Team (60 minute) school detention the following day.

Removal from Department area

If the pupil refuses to be buddied, the buddy system is deemed unsuccessful, if there are repeated incidents over the course of the day, the pupil will be removed to the school’s internal Reflect Room for the remainder of the lesson or day dependent on the incident and a 30 minute detention will be given. The Head of Dept. /Head of Year will contact parents in line with the school Behaviour Policy. Where an incident is too serious for a detention (30 minute), the pupil will be removed from the Department area and placed in the Internal Reflect Room with an allocated member of staff for an agreed length of ‘time out’ (1 or more periods) – this MUST be agreed between the Department Leader/Head of Year and a member of SLT. An appropriate escalate sanction will be given dependent on the seriousness of the incident.

Detentions

The Education Act 2011 states that the school are not obliged to provide any notice in relation to a detention being issued and in some situations it may be that a “no notice detention” will be issued. Furthermore, in law, the school does not have to inform parents why a detention has been given, however as a matter of school policy we will always try to give the reasons behind a detention. We aim, in all circumstances, to notify the parents of a detention and this is normally done by phone call. Where possible, the teacher issuing the detention will contact parents to discuss the reasons why the detention was issued. Parental permission is not required provided staff have considered:

- The welfare of the child
- Whether the child has caring responsibilities
- Whether parents should be informed of the detention; and
- Any travel arrangements

Department centralized detentions will take place at the end of the school day, 2.50pm. Pupils will be expected to complete a reflection sheet and work or read in silence. This will take place under the supervision of Teaching and Pastoral Support Staff.

Detentions of 30 minutes and more at Reddish Vale High School operate in this way -

- A department detention starts at 2.50pm and finishes at 3.20pm – **30-minute detention**.
- Pupils arriving late for their detention will be expected to make up the lost time
- Pupils arriving **15 minutes or more late**, talking, displaying negative behaviours or entering or leaving the detention in an inappropriate manner will **fail** their detention and escalate to a **60 minute detention**
- Pupils failing or failing to attend a 30 minute detention will receive a **60 minute detention** the following day.
- Pupils failing or failing to attend a 60 minute detention, will receive a **60 minute SLT detention**. the following day.
- Pupils failing or failing to attend an SLT detention will be **booked in the Internal Reflect Room and expected to complete their full detention at the end of that day**. Parents will be contacted.
- Pupils receiving multiple behaviour incidents for one day will complete the detention along with any additional or escalating sanctions pending investigation of their conduct that day. Head of Year or Assistant Head of Year will contact home to inform parents/carers of the decision.
- Pupils receiving two or more On-Calls and repeated buddy referrals in a day will automatically be placed in the Internal Reflect Room.
- Pupils absent on a day where they are expected to complete a detention will complete their detention/Reflect Room on their return to school.

Reports, Behaviour Contracts, and Governor Panels

Pupils may be placed on report to a designated member of staff where issues around behaviour, attendance and/or punctuality continue to fall below the school’s expectations. Where pupils do not meet the specific targets set and outlined on the report card they may face further disciplinary action, a consequence of a detention, isolation, exclusion and/or and off-site placement may be initiated.

There are different levels of report card used to promote positive behaviour -

- Form Tutor
- Head of Department
- Assistant Head of Year
- Head of Year
- Notice to Improve (SLT monitoring)

Parents will be informed when their child has been issued with a report card and are involved in the whole process of managing behaviour. Parents are regularly kept informed by telephone, meeting, email or letter. The School keeps records of parental phone calls and parental meetings for monitoring purposes.

Where a pupil's behaviour fails to improve following repeated intervention, parents and pupils will be asked to sign a behaviour contract which sets out agreed actions and targets for improvement.

If a pupils' behaviour continues to decline and they are not responsive to support or interventions, they may be referred to a Governors' Behaviour Panel. A Governors' Behaviour Panel will include a governor, an SLT member and a member of the pastoral team; this discussion will be in relation to changes that need to be made to secure a pupil's long term successful future at the school. Pupils attending Governor's Behaviour Panel will be monitored to review targets and actions within an agreed time frame.

Internal Reflect Room

The Internal Reflect Room allows disruptive pupils, or those failing to adhere to standards, to work away from their classmates for a limited period. The decision to use this sanction is taken by the pastoral team or senior leadership team. The pastoral team will endeavour to inform parents in advance, although they are not required to do so. When in the Reflect Room the day begins at 8:35 am and ends at 3:15pm unless pupils are required to fulfil an outstanding detention, in which case it is extended by up to 60 minutes on that day.

When in the Reflect Room, pupils will complete classwork and homework as set by their class teachers and will receive support from the Behaviour Interventions Manager or pastoral team in relation to their behaviour and their choices. Where intervention is put into place this will be reviewed regularly. Intervention will also be monitored closely in order to ensure impact and effectiveness.

Parents removing pupils because they do not agree with disciplinary decisions taken by the school should be aware that absence in this case is unauthorized. Should this be the case the school attendance team will respond as in any other case of unauthorised absence. Should pupils be absent for any reason when a disciplinary action is planned this will be completed on their return to school. Pupils can be referred to the internal Reflect Room as a consequence of a class removal or booked in based on requests from SLT/HOY using Behaviour Policy criteria. Length of time will be agreed beforehand– it may be for a half day, a series of lessons, a full day, or longer in more extreme cases.

Expectations whilst in the Reflect Room -

- Pupils complete subject specific work, numeracy, literacy and behaviour modification work provided by class teachers and Reflect Room supervisor
- If pupils display negative behaviour whilst completing the sanction, they escalate to a suspension and will be expected to repeat the full day in the Reflect Room

- Pupils must bring a snack for their break, as one will not be provided
- Pupils eat their lunch in the Reflect Room
- Pupils do not talk to other pupils within the Reflect Room
- Mobile telephones will be removed from pupils prior to their placement in the Reflect Room and stored in the safe
- Pupils will not be permitted to eat or drink other than at allocated times during time in Reflect
- Packed lunches must contain foods that comply with the Healthy Schools Agenda
- Food/drink items that are not deemed suitable will be confiscated by staff

Pupils who are repeatedly issued with an Reflect Room referral may escalate to; Governors Discipline Panel, external exclusion at other schools (Step out), alternative provision, suspension and potentially a permanent exclusion.

Suspensions

The School aims to keep suspension to a minimum. The Headteacher can suspend any pupil for one or more fixed periods of time (up to 45 days in any one academic year), but for no longer than 5 days for each individual suspension.

Pupils may be excluded for any incidents which compromise the physical or emotional wellbeing of other pupils, school staff or visitors, persistently disrupting the learning of other pupils, intimidation/bullying or persistent defiance and disregard of school rules. Pupils may also be excluded for a single serious incident at the discretion of the Headteacher.

For all suspensions of this nature, the parent/carer will be informed of the reasons for the exclusion and the number of days. Pupils will be provided with work to complete at home for the suspension period. During this time they should not be seen in a public place during school hours and not present themselves in the vicinity of the school gates. Reintegration meetings will take place between pupils, parents and Heads of Year/SLT in relation to any exclusion in order to discuss ways in which pupils can improve their behaviour as part of the re-admittance process. They will spend one a day in the internal Reflect Room on return to school where they will experience a behaviour modification session with the Behaviour Interventions Manager.

Pupils who are excluded will also work with the pastoral team on improving their behaviour and making correct choices in the future. Where intervention/support is put into place this will be reviewed regularly, and monitored closely in order to ensure impact and effectiveness. This procedure promotes our drive to raise Attendance and Inclusion, whilst creating the perfect platform for pupils to learn and teachers to teach.

Pupils may be excluded for a variety of reasons:

- An incident that is a serious breach of the behaviour policy
- An incident that presents a serious safeguarding threat
- Repeated incidents of unacceptable behaviour

Pupils with two or more fixed term exclusions will be referred to the Governors Discipline Panel.

Permanent Exclusion

A permanent exclusion may be given;

- In response to a serious breach or persistent breaches of the School Behaviour Policy; and
- where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school

Pupils may be permanently excluded from School for ongoing disruption of other pupils learning and repeatedly impacting on pupil's wellbeing or progress, where pupils and parents have been informed previously and pupils have been unable to modify behaviour in response to support received or any other disciplinary procedure.

There will however be exceptional circumstances where it is considered appropriate to permanently exclude a pupil for a first or one off offence. These might include:

- Serious actual or threatened violence against a pupil or members of staff
- Physical assault
- Sexual abuse or assault
- Supplying an illegal drug
- Carrying an offensive weapon e.g. Knives, weapons, fireworks
- Intimidation, bullying or serious assault

Permanent Exclusion can be the result of a severe breach of our school's rules or Behaviour Policy. Each incident is investigated on an individual basis. The Headteacher will make the final decision regarding permanent exclusion.

A decision to exclude a child permanently will usually be the final step in a process for dealing with disciplinary offences following a wide range of other strategies, which have been tried without success. It is an acknowledgement by the school that it has exhausted all available strategies and should normally be used as a last resort. However a pupil can be permanently excluded for a one off serious incident as described above.

Alternative Provision or Managed Moves may be considered immediately for a serious incident and may also form part of a previous strategy if this is the best support for the pupil and all parties are in agreement with this.

If it becomes necessary to permanently exclude a pupil, the Headteacher will consult the Chair of Governors, notify the parent in writing of the exclusion, and advise them of the next steps and their right of appeal.

At each stage, the LA will be kept fully informed.

The Exclusion section of this policy is reviewed in line with the current Department for Education document 'Exclusion from Maintained Schools, Academies and Pupil Referral Units in England'.

Prohibited or Banned Items and Searches

Headteachers have the statutory power to authorise staff to search pupils or their possessions without consent in instances where they have reasonable grounds for suspecting that a pupil may have a prohibited item. Confiscated banned items do not have to be returned.

Furthermore, drug testing may be undertaken in instances where it is suspected that a pupil may be under the influence of a prohibited substance.

Regular daily standards checks may be carried out at the school gates for the following reasons:

- Safety – to ensure that illegal or dangerous items are not brought into school
- Healthy schools agenda- no more than one unhealthy snack permitted
- Wellbeing- aerosols can be harmful to pupils with asthma and have been banned
- Maintaining standards and expectations and removing social barriers that are caused through image and appearance- uniform, makeup, equipment, presentation etc.

Prohibited Items/accessories

- Knives or Items considered as weapons
- Alcohol
- Illegal drugs and substances
- Stolen items
- Tobacco and cigarettes, cigarette papers and lighters / E-Cigarettes
- Fireworks
- Pornographic / Inappropriate images – including on mobile phones or other devices
- Mobile phones (Must not be in use or on display)

- Aerosols
- Make up; nail varnish, nail extensions
- Fake eye lashes
- Jewellery
- Trainers(except for PE)
- Hoodies
- Innapropriate hairstyles unnatural hair colours, coloured extensions or pattern cuts
- Laser pens
- Chewing Gum
- Fizzy/energy drinks
- Unhealthy foods- exceeding 1 regular size snack
- Any item that a member of staff suspects is inappporpiate, has been or is likely to be used to commit an offence or cause personal injury to, or damage to the property of any person
- The school reserves the right to respond to the changing nature and types of banned items if we feel they pose a risk to the welfare and safety of staff and/or pupils.

Jewellery and body piercings

- No jewellery may be worn to school, including earring, nose studs, facial or body
- All jewellery and body piercings will be confiscated by staff, locked away and collected at the end of the day.

Makeup

- Make up should not be worn; lipsticks, mascara, thick eyebrows, highlighter, false eyelashes, false nails and nail varnish are not permitted
- Make up will be removed and confiscated

Unhealthy Snacks

In order to promote a healthy lifestyle, unhealthy foods and snacks are limited to one regular sized snack for personal consumption.

- Fizzy/Energy drinks are banned and will be permanently removed and confiscated
- 1 regular sized unhealthy snack is permitted including; sweets, chocolate, crisps additional or oversized items will be confiscated and not returned
- Chewing gum is banned.

Aerosols

Following advice from Asthma UK, Reddish Vale High School is an aerosol free zone. Pupils are not permitted to use aerosols in school, if found they will be confiscated and disposed of.

Mobile Technology

Mobile phones, earphones and other forms of mobile technology are not allowed to be used or visible at any time in school and are required to be kept completely out of sight until pupils leave the school site.

- Mobile technology and earphones visible or in use will be confiscated until the end of the school day
- Repeated use or visibility of mobile technology will be confiscated until collected by a parent/carer
- Refusal to hand over confiscated mobile technology will be recorded and sanctioned as an escalating sanction of detention/Isolation for repeated defiance
- Telephone calls should never be made in school time and the sending and receiving of texts or use of social media is also prohibited
- Pupils are not permitted to access social media, record, send or receive videos and photographs

- Pupils wishing to contact parents/carers should contact their appropriate Year Team and likewise parents/carers should refrain from contacting pupils directly, and ring the main switchboard
- Where electronic devices are found to contain data or files which have been or could be used to cause harm or disrupt lessons, the Headteacher/authorised staff have statutory power to delete data or dispose of it

Smart Watches

- Pupils are not permitted to wear smart watches at school
- Smart watches will be confiscated and returned at the end of the day
- Repeat offenders may face escalation of detention/ Isolation and/or suspension /Exclusion and will not have items returned until collected by a parent/carer

Weapons and Fireworks

Reddish Vale High School operates a zero tolerance approach in relation to fireworks and weapons, therefore all weapons and fireworks are banned from school regardless of intentions to use. In law fireworks such as ‘bangers’ etc. are classed as firearms.

- Any pupil found in possession of a bladed article or weapon (including replicas) of any type or size could face Permanent Exclusion. At the very least, he/she will receive a suspension.
- All pupils found in possession of a bladed article or weapon (including replicas) will automatically be referred to the Police and will be dealt with accordingly. In law fireworks such as ‘bangers’ etc. are classed as firearms. Reddish Vale High School operates a zero tolerance approach in relation to fireworks and weapons.

Smoking

Reddish Vale High School is a no smoking site and as a result operates a strict no smoking policy. This includes within the school buildings and grounds as well as on the way to and from school, while wearing school uniform.

- Pupils found in possession of vapes, cigarettes, e-cigarettes and/or lighters will have the items confiscated and disposed off
- Pupils found to be smoking or in the company of smokers in school will be issued with an Isolation, be required to sign a no smoking agreement
- Repeat offenders may be issued with a suspension and will be referred to smoking support agencies

Drugs/Prohibited Substances

Drugs and illegal substances are not permitted in school and school-related activities whether on or off site. This includes the journey to and from school. The word ‘drugs’ used in this policy does not just mean illegal drugs. It extends to alcohol, tobacco products, volatile substances and legal highs. The school will monitor and deal with any drugs issues promptly and be proactive in trying to prevent any future drugs incidents. Pupils will receive drugs education as part of the **PSHCE** programme and the school will also involve outside agencies such as drugs education charities. Pupils involved in any drug related incident will be required to attend a Governors Drug Panel, be referred to a drugs counsellor, be subject to regular random searches and a referral made to the Police to be dealt with under the Misuse of Drugs Act.

- Pupils found in possession of illegal substances will on the first occasion automatically receive a minimum of a suspension and may face permanent exclusion.
- Pupils found supplying or distributing illegal substances and or any items deemed to be drug paraphernalia face Permanent Exclusion.

Confiscation Of Drugs

Any drugs found will be confiscated by staff who will dispose of them in accordance with guidance issued by the Department for Education.

Similarly, any drugs-related paraphernalia such as needles will be disposed of in a prudent manner.

The school may carry out searches for drugs in accordance with this policy. We retain the right to request the support of police to conduct a search if pupils refuse to co-operate.

The Law Relating To Searches

Schools have the statutory power to undertake a search of a pupil or their possessions (without their consent) if there are reasonable grounds to believe that the pupil may be carrying a dangerous or banned substance or object, e.g. a weapon or illegal drug, or any other item which might pose a serious risk to the safety of that pupil and/or others. The specific items which can be searched for without consent are specified on page 9 of the DfE's Behaviour and Discipline in Schools Guidance with more detailed information provided in Screening, Searching and Confiscation – advice for Headteachers, staff and governing bodies. This includes "any item banned by the school rules which has been identified in the rules as an item which may be searched for" ("Specific Banned Items"). The screening and searching advice details what should be done with items that have been confiscated during a search, including the circumstances under which the Police should be involved, and when the use of force can be applied. It may also be necessary to undertake a search of a pupil's possessions to check for property not covered by the statutory power but identified in the school's behaviour policy as an item which may be searched for.

Only the Headteacher or a member of school staff authorised by the Headteacher, can undertake the search of a pupil and there must be a witness (also a staff member). The Headteacher gives authorisation to any members of the Pastoral Team to carry out searches. The person carrying out the search should be the same gender as the pupil being searched, as, ideally, should be the witness. There is a limited exception to this rule (where a search can be carried out on a pupil of the opposite sex and/or without a witness) only where the Headteacher or authorised member of staff reasonably believes that there is a risk that serious harm will be caused to the person if the search is not conducted immediately and where it is not reasonably practicable to summon another member of staff.

Any searches of a pupil's own person or of their possessions must be carried out with due consideration for the pupil's personal dignity, health and safety, the school's Safeguarding Policy, and the school's own Equal Opportunities Policy. There may be rare instances where a child with a specific SEND diagnosis requires reasonable adjustment, for example, the school may refrain from searching, unless in an emergency, if a child is tactile defensive or has a sensory sensitivity which means that a search may significantly escalate a situation. This would mean dealing with the situation in a different way, bespoke to the needs of the child. Any such searches must always be viewed as a last resort, when other methods of investigation and communication have failed and only if absolutely necessary, such as in extreme situations where leaving a pupil with such a suspected item could pose risks to others (or to that pupil). It is hoped that in the great majority of instances, there will be no need for a search to be carried out.

Searches without Consent

The following items are banned in school and pupils may be searched for them without their consent and without the consent of their parents:

- Knives or weapons;
- Alcohol;
- Illegal drugs;
- Stolen items;
- Tobacco and cigarette papers;

- Fireworks;
- Pornographic images; or
- Any article that the member of staff reasonably suspects has been, or is likely to be, used: i) to commit an offence; or ii) to cause personal injury to, or damage to, the property of any person (including the pupil).

Before a member of staff carries out a search without consent, the member of staff must reasonably suspect that the pupil has a prohibited item in his/her possession.

Searches with Consent

The school may search pupils with their consent for any item. A pupil's possessions can only be searched in the presence of the pupil and another member of staff, except where there is a risk that serious harm will be caused to a person if the search is not conducted immediately and where it is not reasonably practicable to summon another member of staff.

Extent Of Search

The person conducting the search may not require the pupil to remove any clothing other than outer clothing. 'Outer clothing' means clothing that is not worn next to the skin or immediately over a garment that is being worn as underwear.

Confiscation Of Articles

School staff have the power to confiscate property from pupils under their general right to discipline contained in section 91 of the Education and Inspections Act 2006.

Disposal or Retention of Articles Confiscated From Pupils

The schools will follow the Department for Education guidance 'Screening Searching and Confiscation - advice for Headteachers, staff and governing bodies' (<https://www.gov.uk/government/publications/searching-screening-and-confiscation>) in deciding what to do with confiscated items.

Use of Reasonable Force

The school has a duty of care and to safeguard its pupils particularly in respect of pupils with SEN. All members of the school staff have a legal power to use reasonable force under Section 93 Education and Inspections Act 2006 to control or to restrain pupils to prevent them from committing an offence, hurting themselves or others, or from damaging property or causing disorder. The use of force may also relate to searches. The School does not require parental consent to use reasonable force on a pupil in appropriate circumstances. The school will, in using within its power to use reasonable force, always take into account the needs of disabled children and children with SEN and make appropriate adjustments if required. Parents will be informed about serious incidents involving the use of force.

Some examples of where staff may use 'reasonable force'

- Remove disruptive pupil from a classroom where they pose an immediate threat to others
- Prevent a pupil behaving in a dangerous way that disrupts a school event, trip or visit.
- Prevent a pupil leaving the classroom where allowing a pupil to leave would risk their safety or the safety of others
- To stop a fight between pupils
- Restrain a pupil at risk of harming themselves through physical outbursts
- Prevent a pupil from attacking another pupil or member of staff

Malicious Accusations Against Staff

Where a pupil makes an accusation against a member of staff and that accusation have been found to be false and malicious, the Headteacher will discipline the pupil in accordance with the policy. This can be very damaging for a member of staff's welfare and any such allegation made against staff may involve a formal investigation. The sanction will be treated on a case by case basis.

The Power to Discipline Beyond the School Gate

The behaviour policy can extend to activities outside the school day and off the school premises when the pupil is:

- 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

Even where the four conditions above do not apply, the behaviour policy can extend to any misbehaviour which could have repercussions for the orderly running of the school, pose a threat to another pupil, or member of the public, or could adversely affect the reputation of the school. This will include any instances of cyberbullying or mis-use of social media.

Use of Social Media and E- Safety

Social media usage can be incredibly useful when used correctly and responsible use of social media is promoted. However, breach of the policy on the use of social media will result in sanctions.

The policy applies to all forms of social media and applies to the use of social media for both school purposes and personal use that may affect the school, pupils or staff in any way.

Mis-use of social media includes, but is not limited to:

- Damaging the school or its reputation, (directly or indirectly)
- Use that may defame school staff or any third party
- Use that may harass, bully or unlawfully discriminate against staff, other pupils or third parties
- False or misleading statements
- Use that impersonates staff, other pupils or third parties
- Expressing opinions on the school's behalf
- Using school logos or trademarks

Pupils can report mis-use of social media to any member of staff in the school and a member of staff (varies deepening on seriousness) will investigate and sanction.

Any incident relating to safeguarding will be handled by a member of the safeguarding team.

Inappropriate use of ICT

Pupils are expected to follow our acceptable use of ICT policy, any misuse will be dealt with in line with the behaviour policy and the nature and severity of the action.

In line with government guidance relating to the Prevent Duty, children must be kept safe from terrorist and extremist material and suitable filtering within school is in place. Key words are picked up by our 'Smoothwall' software and usage is tracked and sanctions/support applied where applicable.

CCTV

The school will not release copies of CCTV footage, as this would contravene Child Protection and Safeguarding guidelines.

Parental Meetings

The School may invite parents/carers to attend a meeting with staff to discuss a particular issue in relation to a concern over a pupil's general behaviour or in relation to a specific incident. The school will log parent communications. In most cases, pupils will attend the meeting with their parent/carer. They should do so in full school uniform without exception.

The School does not allow parents/carers or third parties to record parental meetings. Anyone secretly filming or recording a meeting will be banned from attending the school with immediate effect.

Please note that school staff will only meet with parents/carers who are officially registered on the school system. Parents/carers are entitled to bring a friend to accompany them to a meeting but only registered parents/carers are permitted to participate in the discussions.

Where a parent/carer has been banned from the school site due to their previous conduct, an appropriate adult may meet with the school and act as their representative in the meeting. The appropriate adult must be agreed by both parties prior to any meeting taking place. The school schedules meetings through an appointment-based system. Parents/Carers will not be permitted entry to school site without a prebooked appointment.

Reddish Vale High School is committed to providing a working and learning environment free from abuse. Verbal or physical abuse of staff and visitors will not be tolerated. Any adult or young person found in breach of this policy will no longer be permitted to communicate with staff or access the school site.

Standards and Expectations

It is a requirement of every member of staff to consistently apply and uphold the school behaviour expectations in the classroom, around the school and when supervising pupils outside of the school. Expectations of pupils are made clear in the relevant school policies and procedures and in the home-school agreement by pupils, parents and school.

All pupils will:

Inside the classroom – to ensure 'no lost learning time'

- Arrive on time with the necessary equipment
- Complete the "Do Now" activity in silence
- Speak respectfully to staff and other pupils
- Listen to and follow all the instructions and requests of the teacher
- Sit according to the teachers seating plan
- Attempt to complete all classwork and homework to the best of their ability
- Create an environment where staff can teach and pupils can learn

Outside the classroom, around the school and in general -

- Attend school regularly and on time
- Be supportive of the school's ethos and uphold our four values of Respect, Aspiration, Determination and Independence.
- Wear the correct school uniform appropriately, making sure any coats are removed when inside the building
- Adhere to all school standards and expectations, including those relating to make up, jewellery, hair styles and colours
- Move around the school quietly, sensibly and purposefully, following any one-way system and keeping to the left where necessary
- Never leave school without permission
- Behave in a manner which will keep everyone safe
- Comply with the Home/School Agreement
- Adhere to the ICT User Agreement, including e-safety and use of social media
- Place all litter in bins
- Show respect for property, respect for the environment and respect and concern for other pupils at all times
- Ensure substances banned or harmful to health are not brought into school including illegal drugs, alcohol, smoking paraphernalia (Inc. e-cigarettes) or weapons
- Not demonstrate any harassing, discriminatory, threatening or bullying behaviour
- Not make false or malicious allegations against pupils or staff
- Not bring the good name of the school into disrepute

In the community and on the way to and from school -

- Wear school uniform as you are required to wear it in school
- Be polite and respectful
- Keep all litter until it can be placed in a bin
- Behave responsibly and safely travelling to and from school
- Do not engage in any activity that will bring the school into disrepute

Policy for Dealing with Bullying

Bullying, in any of its forms, cannot be tolerated and all pupils are entitled to receive their education within a safe and happy environment, where pupils are encouraged to show respect for one another. It is the responsibility of all to ensure that the education of pupils at Reddish Vale High School takes place in an atmosphere that is caring and protective.

Definition

Bullying can be described as being 'a deliberate act done to cause distress solely in order to give a feeling of power, status or other gratification to the bully. Bullying can range from ostracising, name-calling, teasing, threats and extortion, through to physical intimidation, assault on persons and/or their property. It can be an unresolved single frightening incident that casts a shadow over a child's life, or a series of such incidents.'

Staff, parents, carers and pupils at Reddish Vale High School work together to create a happy, caring and safe learning environment. Bullying, whether verbal, physical or indirect, is not tolerated. It is everyone's

responsibility to try to prevent occurrences of bullying and to deal with any incidents quickly and effectively.

Bullying may be brought to the attention of any member of staff by the targets, their friend(s), their parent(s) /carer(s) or other interested people.

Aims

- To provide a safe, caring environment for the whole school community, especially the pupils in our care
- To instil in pupils that bullying is unacceptable and that reports of bullying will be taken seriously, recorded and acted upon
- To reassure pupils that they will be listened to and will know that it is all right to tell
- To heed parents/carers and keep them informed of actions taken in response to a complaint
- A full investigation will follow any report of bullying with detailed records kept of incidents, reports and complaints
- To take appropriate action, including suspension or exclusion in cases of severe or repeated bullying
- To monitor incidents of bullying during the school year by Heads of Year and Senior Leaders

Strategies for Dealing with Bullying

When dealing with bullying, staff will follow these fundamental guidelines:

- They will never ignore suspected bullying
- They will never make premature assumptions
- They will always listen carefully to all accounts – several pupils with the same version does not mean they are telling the truth
- Adopt a problem-solving approach that moves pupils forward from self-justification
- Follow up proven cases to check bullying has not returned
- Keep detailed records

Strategies have been introduced at Reddish Vale High School to reduce bullying. These strategies cover raising awareness about bullying and the Anti-bullying Policy, training staff in investigating and managing bullying, developing anti-bullying pupil ambassadors, increased understanding of types and nature of bullying and teaching pupils about tolerance and empathy and how to manage relationships in a constructive way. This is done throughout the curriculum, assemblies, form time activities and external workshops.

Staff will apply one or more of the strategies below, depending on the perceived seriousness of the situation. The emphasis will always be one of showing a caring and listening approach.

In response to a complaint of bullying, the school's discipline procedures will be followed, with staff making a full investigation, keeping detailed records and applying sanctions as necessary.

The procedures will be followed initially by the HOY. The Head Teacher or a member of the Senior Management Team may become involved if the situation is not resolved.

Procedures Staff will follow:-

- Discuss the nature of the bullying with the target at length, recording all the facts. This will require patience and understanding. Staff are to record all information.
- Identify the bully/bullies and any witnesses and record.
- Interview witnesses and record. This may be undertaken by a member of the pastoral team, acting on behalf of the member of staff.
- Discuss the incident(s) with the alleged bully/ies. Tell them what the allegations are and ask them to tell the truth about the situation/incident. Make it clear that this is only an investigation at this stage. This will be recorded. This may be undertaken by a member of the pastoral team, acting on behalf of the member of staff.
- If the bully owns up, make it understood that bullying is not acceptable at RVHS and what effect it has on the education of the target and the rest of the pupils in the class. Ask the bully to put themselves in the position of the person being bullied. Apply sanctions relevant to the type of bullying and record. This may be undertaken by a member of the pastoral team, acting on behalf of the member of staff.
- If the allegation of bullying is denied, investigate further. If there is sufficient evidence that the bullying occurred, apply relevant sanctions and record.
- Hold separate discussions with parents of victim and perpetrator and record.
- Provide pastoral support for the target with a HOY/AHOY/SLT Link monitoring the pupil, and through discussion to make sure there is no repetition.
- Provide pastoral support for the victim AND perpetrator. This may include a Behaviour Support Programme and opportunities in groups for the pupils to discuss relationships, feelings and the effect bullying can have on individuals. A HOY/AHOY/SLT Link will support the pupils during this programme.
- Sanctions for the bully include:
 - Withdrawal from favoured activities, for example school visit
 - Loss of break times for a fixed period
 - Barred from school during lunchtimes for a fixed period
 - Detention
 - Internal Reflect Room
 - Suspension from school
 - Exclusion

In order to reduce incidents of bullying and recognise bullies, all staff will watch for early signs of distress in pupils. We will “listen, believe, investigate and act.”

Prefects/ Anti-Bullying Ambassadors/Members of the School Council are there as a pupil’s first contact point, if they feel they cannot tell an adult.

There are posters on notice boards advertising how pupils can report bullying and dissuading pupils from bullying. The Child line and DfES Bullying website addresses are displayed prominently. The SHARP system will also be available for pupils and parents to post anonymous reports of bullying.

The school has invested in CCTV cameras. These will be used where necessary as evidence of any recorded incidents.

Bullying off the school premises

Reddish Vale High School is not directly responsible for bullying off the school premises; however, if both the target and the bully are from Reddish Vale High School, appropriate action will be taken to investigate and address this. Parents will be informed of incidents and follow up actions including any referrals to outside agencies as required.

Where possible, Reddish Vale High School will support pupils, who have been bullied, especially on their way to or from school, by pupils from another school or by other persons.

The following steps will be taken.

- Talk to the pupils(s) and parents / carers involved from the other school
- Talk to the Head Teacher of another school whose pupils are bullying off school premises
- Talk to the Police about problems on the local streets
- Talk to the local transport company, if bullying is occurring on school buses
- Talk to pupils about how to avoid or handle bullying situations

Cyber Bullying / Mobile Phone Texting

Cyber Bullying / Mobile Phone Texting to bully others will not be tolerated in Reddish Vale High School and will be treated severely. If a pupil receives written abuse or physical threats electronically, the school discipline and bullying procedures will be followed, with staff making a full investigation, keeping detailed records and applying sanctions as necessary.

Bullying Directed Towards Race, Gender, Sexual Orientation or Disability

Reddish Vale High School will not tolerate bullying against anyone because of their race, gender, sexual orientation or disability. The school will take preventative action to reduce the likelihood of bullying incidents of this nature occurring. Stereotypical views are challenged and pupils learn to appreciate and view positively differences in others, whether arising from race, gender, sexual orientation, ability or disability.

Racial Bullying/Harassment

Racial bullying will not be tolerated in Reddish Vale High School and will be treated severely. If a pupil receives verbal abuse, physical threats or attacks, or if a pupil brings racist literature into school, incites others to behave in a racist way or writes racist insults, the discipline and bullying procedures will be followed, with staff making a full investigation, keeping detailed records and applying sanctions as necessary.

A full investigation will be carried out and fully recorded. Reddish Vale High School has a duty to develop pupils' understanding of ethnic diversity issues and explore racial tolerance in PSHE, Personal Development sessions, Citizenship lessons and in Religious Education lessons. Records to be kept for the specific pupils involved.

Reddish Vale High School guarantees confidentiality and support for those being bullied. Racial incidents are reported to the Governing Body and LEA as required.

Sexual Behaviour/Bullying / Abuse

Sexual bullying / abuse has an impact on all genders. A sexual assault will lead to the suspension or potential permanent exclusion of the perpetrator from Reddish Vale High School. Sexual bullying / abuse is characterised by abusive name-calling, comments about appearance, attractiveness and emerging puberty, inappropriate and uninvited touching, upskirting, sexual innuendoes and propositions (i.e. sexual harassment), and in its extreme form, sexual assault or rape.

Reddish Vale High School's strategies to deal with sexual bullying / abuse include:

- Recording incidents in an incident log
- Recording on CPOMS
- Making referrals to outside agencies as appropriate
- Developing understanding of gender relations and identity
- Exploring sexism and sexual bullying in PSHE lessons
- Using single-sex groups to discuss sensitive issues
- Ensuring the school site is well supervised, especially in areas where pupils might be vulnerable
- Implementing appropriate discipline procedures as appropriate these could include detention, isolation, suspension or permanent exclusion, depending on the nature of the incident.

Sexual Orientation

Sexual bullying can also be related to sexual orientation. Pupils do not have to be homosexual, bi-sexual or trans-gender to experience such bullying.

Strategies to deal with such bullying include:

- Recording incidents in an incident log
- Awareness by staff that homophobic bullying can occur
- Challenging homophobic language and explore pupils' understanding – they might not understand the impact
- Guaranteeing confidentiality and support for those being bullied
- Implement discipline procedures if the bullying warrants it.

Special Education Needs or Disabilities

Pupils with special educational needs or disabilities might not be able to articulate experiences as fluently as other pupils. However, they are often at greater risk of being bullied, both directly and indirectly, and usually about their specific disability.

We try to make classroom activities and lessons sensitive to such pupils' needs. We teach assertiveness and other social skills and teach targets to say 'No' or to get help.

If bullying is reported, Reddish Vale High School will undertake a full investigation, including a full discussion with the victim and witnesses, recording incidents and contacting parents. Discipline procedures will be implemented where any investigation is founded.

High attainers, gifted or talented pupils can also be affected by bullying. Teachers should treat this as seriously as any other type of bullying.

Guidelines for Dealing with Bullying Incidents

It is the duty of all staff to actively promote anti-bullying in school through a variety of methods :

- Display anti-bullying messages and posters
- Reprimand all inappropriate behaviour
- Encourage pupils to be respectful and supportive of one another and to report all acts of bullying
 - Through Personal Development tutor sessions and assemblies
 - Through PSHE to develop an awareness of the variety of types of bullying issues and the negative effects it has on victims
 - Promoting the use of the SHARP SYSTEM
 - Supporting Anti-bullying incentives

Any pupil who is being bullied, or is aware of someone else being bullied, should seek a trusted adult, or pupil and ask him/her to inform a member of staff or go directly to any member of staff (form tutor, subject teacher, AHOY or HOY)

Pupils should be interviewed as soon as possible by one of the above and a statement recorded by the member of staff dealing with it.

Witnesses should also record the incident on a witness report form.

The member of staff dealing with the incident should record any actions taken or who they have referred it to. They may enlist the support of the pupil leaders to carry out statements and support them in this process.

All records should then be copied and passed on to relevant staff to ensure any appropriate action is taken, once the investigation has been completed a record is then passed to AHT responsible for bullying to monitor. Original documents should be passed to the admin team to log and record.

Investigating staff will contact parents of victims and perpetrators to inform them of the incident and any action to be taken or request pupil support workers assistance with this.

Mediation between the pupils is to take place only by agreement of the victim.

All perpetrators are to sign a bullying contract that will be stored in the pupils file and reviewed accordingly. The Safeguarding lead will keep a record of all victims and perpetrators.

Actions taken will involve HOY firstly following the sanction laid out in the school behaviour policy but may lead to intervention of other agencies, e.g. school nurse, SEBD referral, Core Family Group, SEN support, anger management, Police, welfare officers, counselling, parents, governors etc.

The effects of action taken need to be reviewed by further contact with the pupils at an agreed date. This will be followed up by HOY with support of AHOY and monitored by the Safeguarding lead and AHT in charge of bullying. Any developments should be recorded.

Assistant Heads of Year are to review the victim log each half term to follow on the well-being of the victims and ensure that no further bullying incidents have occurred.

Any parent whose child is subject to bullying should report the incident to a member of staff. Any action taken by the school does not pre-empt a parent's right to make a direct complaint to the Police.

Any parent who is not satisfied with the action taken by the school in dealing with the bullying matters should indicate that dissatisfaction, in writing, to the Assistant Head Teacher.

The procedures are in place to, discourage bullying, support the victims, re-educate the perpetrator and to prevent the continuation of bullying