



**Biddick
Academy**

Behaviour Policy

Review date: September 2024

Date of next review: September 2026



**North East
Learning Trust**

Review history

Review Date	Reviewer	Approved by	Date approved	Implementation
September 2024	T Delf	K Morris	September 2024	September 2024
September 2026				

Recent revisions

Issue No.	Date	Revisions made
1	September 2024	New policy

1. Introduction

Biddick Academy is part of the North East Learning Trust (NELT) and is dedicated to ensuring that the Academy supports the learning and wellbeing of students and staff. Cooperation, support, and respect are the foundations of our community, and we work hard to provide a safe Academy where students feel included in every aspect of Academy life.

The Academy encourages students to accept responsibility for their own behaviour. Promoting respect for others and highlighting the basic values of honesty, fairness, tolerance, and politeness, alongside our Core Values, are important aspects of Academy life.

The establishment and maintenance of good order allows effective learning to take place and promotes a positive ethos in the Academy. Good behaviour and self-discipline have strong links to effective learning and are vital for students to carry with them both during and after their school years.

This policy outlines the expectations we have for students in terms of their behaviour, and sanctions that will be enforced should the policy not be adhered to.

2. Aims

The patterns of behaviour that we want in our Academy must be taught just as thoroughly and as consistently as the rest of the curriculum. The patterns of behaviour are taught continually through the Academy day, but specifically in assemblies and through tutor time. In academies and schools, most of the time, most

students behave appropriately. However, there will be occasions when things go wrong, and an effective behaviour policy will help staff to deal with such situations.

The DFE publication 'Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement - Guidance for maintained schools, academies, and pupil referral units in England' (August 2024) states:

'A pupil's behaviour outside school can be considered grounds for a suspension or permanent exclusion.'

This includes incidents where a student is:

- Taking part in an activity organised by and/or based at the Academy.
- Travelling to or from the Academy.
- Wearing the Academy uniform.
- In some other way identifiable as a student from the Academy.
- Misbehaving at any time, whether or not the conditions above apply, in a way that could have repercussions for the orderly running of the Academy; or posing a threat to another student or member of the public and in doing so adversely affecting the reputation of the Academy.

At Biddick Academy, all teaching staff, including student teachers, have the right to impose a range of sanctions up to and including an after-school detention should a student's behaviour warrant such a measure. The sanctions will be applied in accordance with the Academy's behaviour policy.

The use of this range of sanctions is extended to certain support staff who are in frequent contact with students – Heads of Year, Cover Supervisors, Pastoral/Behavioural Support Workers and Learning Support Assistants.

Other support staff who do not have access to Easi and feel that a student's disruptive behaviour warrants a sanction beyond their remit should seek the advice of a member of the Senior Leadership Team who can issue a more significant sanction if deemed appropriate.

Regular visitors to the Academy and outside agencies also have the right to impose sanctions, having first discussed the incident with a member of the Senior Leadership Team.

Only the Executive Headteacher/Headteacher may recommend permanent exclusion and suspension. The Deputy Headteacher (Pastoral) has the right to place a student in the Reset/Inclusion Room should the student's behaviour warrant such a measure.

3. Links with other policies

This policy should be read in conjunction with the following Trust and Academy policies:

- Acceptable Use Policy
- Safeguarding Policy
- Attendance Policy
- Exclusion Policy
- Special Educational Needs and Disabilities Policy
- Uniform and Equipment Policy

4. Behaviour Expectation for Students

At Biddick Academy, we recognise that each member of the Academy community has a right to be treated with respect and to work in a clean, calm and safe environment. To help us achieve this aim, at Biddick, we expect that students:

Are always kind and respectful to all members of the Academy community.

- We never speak, write, type or gesture in a way which puts others down.
- We never use our words to attack or discriminate against someone's character or characteristics.
- We share our views with respect for those who may disagree with us.
- We do not use foul or abusive language at any time.
- We do not lay our hands on others or physically harm others.

Always follow instructions from a member of staff on the first time of asking.

- We listen carefully to staff and do as they say.
- We apologise if we have not followed an instruction on the first time of asking.
- If we need to speak to a member of staff about an issue we do so out of lesson time or without disrupting the learning of others.

Always show consideration and care to others who use the same spaces.

- We never behave in a way that disrupts the learning of others.
- We treat all areas of the Academy with care and leave these spaces as we find them.
- We never intentionally damage any part of the Academy.
- We put all litter in the bins provided and never bring chewing gum onsite.

- We speak calmly and quietly as we move around the building.
- We move with purpose between lessons, but never run, push or shove.

Always focus on our learning by attending each day and working hard in lessons.

- We arrive at school punctually every morning.
- We attend all lessons and activities on time.
- We go to the toilet during social times to avoid missing lesson time.
- We avoid distractions in class and focus on the learning at hand.
- We listen carefully to staff who are teaching us and take pride in our work.
- We never use our mobile phones on the Academy site.

Always wear our full uniform correctly and with pride.

- We arrive in full Academy uniform every morning and do not wear coats or hoodies under our blazer.
- We do not wear items that are banned from the Academy (e.g. bracelets).
- We borrow items from the Reset Room if we need to and always return them at the end of the day.
- We wear our blazer when we are out of lessons and as we move around the Academy.

5. EASI

EASI is an onscreen live reporting system where parents/carers are able to see daily behavioural information as well as homework that has been set for their child.

EASI will show what homework has been issued and deadlines for when the work is due to be submitted. It will show the subject, the issue and due date and the estimated completion time. It will also show which teacher set the homework, the title of the homework and instructions on how to complete it.

EASI will also show any positive behaviour points and rewards redeemed.

6. Six Step Behavioural Procedure

The Academy operates a six-step procedure as a means of addressing the problem of poor behaviour. Students who repeatedly disrupt lessons will be moved up the steps. The procedure can also be used in response to a single incident.

Step 0 - applies to every student and entails the monitoring of every student's behaviour.

Step 1 - any student that has displayed a pattern of behaviour that is causing concern will be placed on Step 1 and become part of a target group. This means that the student's behaviour will be closely monitored. A student is moved into the target group when it becomes apparent that they are accruing an unacceptable number of negative reports. Parents/carers will be informed by letter that their child has been moved to the target group. The Deputy/Assistant Headteacher (Pastoral) will monitor the behaviour weekly, and parents/carers will receive a copy of the behaviour record monthly.

Step 2 - should a student who has been placed on the Step 1 target group continue to accrue an unacceptable number of negative reports, they will be moved on to the second step. At this stage parents/carers will be informed by letter and informed of the concern relating to their child's behaviour. The behaviour will come under closer scrutiny and parent/carers will receive a monthly printout of their child's behaviour record.

Step 3 - if the student continues to disrupt lessons, they will be moved on to Step 3. This move will result in the student being referred to the Academy's Pastoral Liaison Group (PLG). This is the Academy's multi-agency forum, which meets to discuss those students with problems relating to behaviour, attendance, social and emotional difficulties, and bullying. The PLG may refer a student to other outside agencies. The group may also recommend statutory assessment. Parents/carers are invited to the meeting and where a referral has been made because of a student's poor behaviour, the group will establish an Individual Behaviour Plan (IBP) for the student. The student will be set a number of behavioural targets, and the plan will run for approximately six school weeks. A review will take place after three weeks, and a final evaluation after six weeks. Parents/carers will receive a copy of the plan and will also be able to read the comments made at the review and evaluation stages. Parents/carers and the student will be asked to sign the IBP.

Step 4 - should the IBP be unsuccessful in terms of improving the student's behaviour then the student will be moved on to Step 4. The student will again be referred to the PLG, this time to establish a Pastoral Support Programme (PSP). As with the IBP, the student will be set targets, and their behaviour will be monitored over a six-week period. A review and evaluation of the PSP will be carried out and parents/carers will receive copies of both. Parents/carers will be invited to the meeting. Referrals to outside agencies for additional support will also be considered. At Step 4 the Academy will assess the need for early help intervention and the student's SEN status will be reviewed. Parents /carers and the student will be asked to sign the PSP.

Step 5 - should the PSP Programme fail to bring about an improvement in behaviour, the student will be moved on to Step 5.

Step 6 - should the student continue to disrupt lessons; they will be moved on to the final step in the procedure. The student's SEN status will be reviewed. In accordance

with the exclusion policy, a suspension will be recommended if no previous exclusion has taken place.

If a student's behaviour does not significantly improve after reaching Step 6, the student will receive a Final Warning from the Executive Headteacher/Headteacher. Parents/carers will be informed that the warning has been given and will be invited to contact the Academy should any further clarification be needed. A new PSP may be established to offer any additional identified support.

If a student who has been given a Final Warning continues to disrupt lessons on a regular basis, then the Executive Headteacher/Headteacher will consider a recommendation of permanent exclusion.

The Academy reserves the right to bypass any steps should a student's behaviour warrant such action. This could mean recommending a student's permanent exclusion in response to a single, serious breach of the Academy rules. For example, dealing drugs on the Academy premises would result in an immediate recommendation of permanent exclusion, irrespective of the step the student was on at the time the incident took place.

Movement on the step procedure is not one-way. When a student's behaviour improves over a sustained period of time, usually one term, the student will be moved down a step.

7. The Pastoral Liaison Group

The aim of the group is to adopt a multi-agency approach when dealing with students who are experiencing problems both in and outside of the Academy. This forms part of the Academy's Early Help internal offer. The forum is also used to establish and monitor PSPs and IBPs. Information shared at the meeting is confidential to the members of the group.

The group may comprise of the following: Deputy/Assistant Headteacher (Pastoral), SENDCO, Inclusion Manager, School Nurse, School Counsellor, school's Attendance Officer, Year Managers, and any appropriate Behaviour Support staff. An invitation is also sent out to the parents/carers of the student under discussion. An invitation may also be sent to relevant external agencies. The student will also be asked to attend the meeting.

The majority of referrals to the group come from the Academy, and principally from the Deputy/Assistant Headteacher (Pastoral), who has an overall view of behaviour within the Academy. It remains, however, the right of any member of the group to make a referral. The referral is made to the Deputy/Assistant Headteacher (Pastoral), who is responsible for sending out all relevant information to the group members. The list below is by no means exhaustive, but identifies the major criteria for referral.

- Truancy.
- Crime.
- Students who have received a high number of suspensions.
- Students likely to be a danger to themselves or others.
- Drug involvement.
- Where there is a sudden deterioration in academic work and/or behaviour.
- When a PSP needs to be established for the student.
- When an IBP needs to be established for the student.

The Deputy/Assistant Headteacher (Pastoral) will send out information to the members of the group. This information may include curriculum reports, attendance details and the student's behaviour record.

8. Heads of Year/Assistant Heads of Year

Heads of Year/Assistant Heads of Year play an important part in monitoring the behaviour of students. Heads of Year will monitor the behaviour of all students in their year group. Concerns about the behaviour of individual students will be brought to the attention of the Deputy/Assistant Headteacher (Pastoral). Heads of Year/Assistant Heads of Year will consider a range of strategies, including disciplinary sanctions, when dealing with unacceptable behaviour. These strategies include:

- Withdrawal of privileges (end of term treats).
- Letters of concern.
- Referrals to SLT.
- Referrals to the PLG.
- Placing a student on report.
- Recommending a student for placement in the InclusionRoom
- Parental contact (letters/telephone calls/text messages/emails/meetings).
- Parental meetings.
- Use of outside agencies, e.g. Early Help.
- Using the system of consequences.
- Pastoral Intervention Programmes (PIPs)

9. Consequences

- C1: verbal warning.
- C2: 10-minute detention (supervised by the subject teacher or a rota of staff).
- C3: 20-minute detention (supervised by a rota of staff).
- C4: 2 x 20-minute detention (supervised by a rota of staff).
- C5: 1 hour after school detention (supervised by a rota of staff or a member of the Senior Leadership Team).

10. Rewards

At the Academy, we believe that consequences help to underpin the boundaries of acceptable behaviour, but they must not be seen in isolation. They are part of the Behaviour Management Policy which seeks to reward and encourage high standards of conduct and achievement. Indeed, a greater emphasis on rewarding positive behaviour may reduce the need for sanctions.

Rewards are as important as sanctions and we will reward students for good behaviour/work. The importance of rewarding students for good work and behaviour cannot be over-stressed. In our Academy, we will emphasise the positive!

Rewards can be issued for the following although the list is not exhaustive:

- Attendance at an after-school session.
- Attendance at an extra-curricular event.
- Community award.
- Competing in a House sporting event.
- Completion of coursework.
- Contributing to an assembly.
- Equipment.
- Fundraising.
- Good academic work.
- Good behaviour.
- Good manners.
- Helping at an extra-curricular event.
- Meeting coursework deadline (KS4).
- Miscellaneous.
- Representing the Academy at a sporting event.
- Attendance awards.
- Punctuality awards.

11. Breaches of Uniform and Equipment Policy

Any student out of uniform is expected to bring a note from their parent/carer to explain why this has happened. All breaches of the uniform policy will be logged to determine whether there is a pattern of uniform breaches that require a more focused approach.

Any student coming to school and displaying a breach in uniform will be expected to accept any support offered by members of staff to rectify the situation.

A student who has an incomplete uniform will be offered the opportunity to loan an item of uniform from the Reset Room in order to meet our uniform expectations and to continue with their education for the day. The student will be asked to provide a

personal item (usually a mobile phone) which will be returned to the student when the student returns the item of uniform that has been loaned to them.

Sanctions for persistently arriving with missing or incorrect uniform will typically escalate as follows:

- First breach – verbal warning and message home from Head of Year/Assistant Head of Year.
- Second breach – phone call from Head of Year/Assistant Head of Year.
- Third breach – after school detention.
- Further breaches of the uniform policy, especially any breaches in which a student refuses support to rectify, may result in the student being withdrawn from lessons and spending time in the Reset/Inclusion Room. This will be recorded as an internal exclusion. Parents/carers will be informed of the action taken. This action may be taken even in cases where the student has brought in a note from the parent/carer.

A student arriving largely or completely out of uniform will be sent to the Reset Room; if no appropriate solution can be found or if the student refuses to correct the issue, the student will be placed in the Reset/Inclusion Room (internal isolation) until the matter can be resolved.

Where breaches of this policy continue, despite interventions and support from the Academy, the Academy reserves the right to use the full range of sanctions at its disposal, including movement up the Academy's disciplinary steps, further internal exclusion, suspension and in the worst cases, a recommendation of permanent exclusion.

12. Jewellery

Students are permitted to wear up to one stud in each ear lobe and a wristwatch (smart watches are not allowed). No other jewellery is permitted.

Breaches of uniform expectations with regards to jewellery, singular or repeated, will be logged, and parents/carers will be informed of any issues that need to be addressed or that require resolution.

Students arriving in Academy wearing jewellery will receive sanctions in line with our uniform policy. These will typically include:

- First breach – verbal warning given to the student and student removes the jewellery.

- Second breach – the jewellery will be confiscated, and parents contacted. The jewellery can be collected at the end of the day by the parent / carer.
- Further breaches of the uniform policy with regards to jewellery, especially any breaches in which a student refuses support to rectify, may result in the student being withdrawn from lessons and spending time in the Reset/Inclusion Room. This will be recorded as an internal exclusion and parents/carers will be informed of the action taken. This action may be taken even in cases where the student has brought in a note from the parent/carer.

Where breaches of this policy continue, despite interventions and support from the Academy, the Academy reserves the right to use the full range of sanctions at its disposal, including movement up the Academy's disciplinary steps, further internal exclusion, suspension and in the worst cases, a recommendation of permanent exclusion.

13. Make-up

The Academy's expectations with regards to make-up is that any make-up that is applied must be subtle. The judgement regarding whether or not the make-up is subtle will be made by members of staff and students will be expected to accept this judgement in a responsible manner.

Breaches of the uniform policy with regards to make-up will be logged to determine whether there is a pattern of breaches that requires a focused approach.

Students will be encouraged to resolve all breaches of the uniform policy with regards to make-up immediately or as soon as possible. Any refusal to resolve issues with make-up will result in further sanctions and parents/carers will be informed.

Students arriving in Academy wearing excessive make-up will receive sanctions in line with our uniform policy. These will typically include:

- First breach – the student will be given a verbal warning and asked to remove the excessive make-up
- Second breach – the student will be asked to remove the excessive make-up and parents will be contacted.
- Further breaches of the uniform policy with regards to make-up, especially any breaches in which a student refuses support to rectify, may result in the student being withdrawn from lessons and spending time in the Reset/Inclusion Room. This will be recorded as an internal exclusion and parents/carers will be informed of the action taken. This action may be taken even in cases where the student has brought in a note from the parent/carer.

Where breaches of this policy continue, despite interventions and support from the Academy, the Academy reserves the right to use the full range of sanctions at its disposal, including movement up the Academy's disciplinary steps, further internal exclusion, suspension and in the worst cases, a recommendation of permanent exclusion.

14. Hair

A student found to be in breach of the Uniform and Equipment Policy in respect of their hairstyle and or/colour will be given a timescale of no more than two weeks to remedy this.

Should a student continue to breach any aspect of the Uniform and Equipment Policy regarding hair style or colour (with or without a note from the parent/carer), it may result in the Academy opting to take further disciplinary action to address the problem. Sanctions may include after-school detentions, internal exclusions and, recourse to the Academy's disciplinary step system.

Where breaches of this policy continue, despite interventions and support from the Academy, the Academy reserves the right to use the full range of sanctions at its disposal, including movement up the Academy's disciplinary steps, further internal exclusion, suspension and in the worst cases, a recommendation of permanent exclusion.

15. Non-Participation in PE

All students are expected to participate in PE lessons. Students who are ill or injured should bring a letter of explanation from the parent/carer. The lesson activities will be adjusted so that performance is appropriate for the individual, or they will be given a role as a coach/officiator so that progress can still be made. Students will still be expected to wear PE kit for the lesson. The only exception to this is where wearing the kit will aggravate an injury or medical condition.

Students who fail to bring their PE kit will be supplied with one by the Academy. This kit will be clean and may also be a new and unworn piece of loan kit. A student who fails to bring their PE kit but has a parental note to explain why will also be required to wear the PE kit provided by the Academy. Refusal to accept the kit offered by the Academy will result in the student receiving a C5. If the student repeatedly refuses to use wear the loan kit, and therefore fails to participate in PE, they will be given an internal exclusion. If issues persist, contact will be made with parents/carers to seek an appropriate solution.

If a student repeatedly misses PE lessons owing to a medical condition, parents/carers will be asked to provide a doctor's note to clearly establish that the condition is serious enough to warrant the student's non-participation in the lessons.

16. Mobile Phones, Smart Watches and Smart Devices

Mobile phones, smart watches and smart devices may be brought to Academy, but they should be switched off and out of sight at all times.

- For every breach of this rule, the mobile phone, smart watch or smart device will be confiscated, and the student will be able to collect it at the end of the Academy day.
- If a student refuses to hand a mobile phone, smart watch or smart device to a member of staff when requested, the student will be issued an internal exclusion which will come into immediate effect.
- If the student refuses to accept the internal exclusion, the student is likely to be suspended.
- Repeated breaches of this rule will result in other disciplinary sanctions being used. These sanctions will include after school detentions, internal exclusions and, if necessary, suspensions. A temporary ban from bringing the mobile phone, smart watch or smart device onto the Academy premises will also be considered.
- For students who repeatedly breach this rule, the Academy may also insist that parents/carers collect their child's phone, smart watch or smart device if it is confiscated in the future rather than the student collect their device themselves.

The Academy will take very seriously instances where a mobile phone, smart watch or smart devices has been used to film, photograph or record staff or students without their permission. In such cases, the mobile phone, smart watch or smart device will be confiscated, and the student's parent/carer will be required to come to the academy to collect it and have a meeting to discuss the student's behaviour. Also, in such situations, the student will be given a formal warning.

Should the student be involved in another such incident, a minimum of a two-day suspension will be given, and the student will be moved immediately to at least Step 6 of the Academy's Behaviour Management Policy. On the student's return to the Academy, he/she will be given a final warning by the Executive Headteacher/Headteacher. A further breach of this rule is likely to result in a recommendation of permanent exclusion.

17. Screening, searching and confiscation

The Academy's general power to use sanctions, as set out in Section 91 of the Education and Inspections Act 2006, enables a member of staff to confiscate, retain or dispose of a student's property as a disciplinary penalty, where reasonable to do so.

"Property" is defined within this policy as "any goods in the student's possession, over which the student appears to have control".

Please refer to the DfE guidance, Searching, screening and confiscation: Advice for headteachers, school staff and governing bodies for further information.

Confiscation of Inappropriate Items

There are two sets of legal provisions which enable staff to confiscate items from students:

- The general power to discipline enables a member of staff to confiscate, retain or dispose of a student's property as a punishment and protects them from liability for damage to, or loss of, any confiscated items.
- The power to search without consent for weapons, knives, 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 to commit an offence or cause personal injury to, or damage to the property of, any person (including the student). Weapons and knives and extreme child pornography must always be handed over to the police, otherwise the Academy has the right to decide when and if to return the confiscated item.

18. Screening, searching and confiscation – more information

Staff authorised by the Executive Head/Headteacher can search a student for any item banned under the Academy rules, if the student agrees. The Executive Headteacher/Headteacher and staff authorised by the Executive Headteacher/Headteacher have the right to search a student or their possessions without their consent, where they suspect the student has certain prohibited items. The items that can be searched for are weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images, any article that the member of staff reasonably suspects 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 including the student. Staff may seize any banned or prohibited item found as a result of a search and which they consider harmful to the Academy community.

19. Screening

Though at present this is not in operation, nor are there plans to introduce such a system, the Academy can require students to undergo screening by a walk-through or hand-held metal detector, even if the student is not suspected of having a weapon. This can be done without the consent of the student. Were the Academy to introduce such a system, any member of staff can screen students.

If a student were to refuse to be screened, the Academy would have the right to refuse to have the student on the premises. This refusal would not constitute an exclusion and the student's absence would be treated as unauthorised.

20. Searching With Consent

Staff authorised by the Executive Head/Headteacher can search students with their consent for any item which is banned by the Academy rules. This would not require a formal written consent – it is enough for the member of staff to ask the student to turn out their pockets, remove outer clothing (e.g. blazer and coat) or if the teacher can look in the student's bag or locker, and for the student to agree.

If a member of staff suspects a student has a banned item in his/her possession, they can instruct the student to turn out their pockets or bag, and if the student refuses, the member of staff can apply an appropriate punishment as set out in the Behaviour Policy.

21. Searching Without Consent

Staff can search for knives, weapons, illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images, 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 property. This also includes any item banned by the Academy rules which has been identified in the rules as an item which may be searched for. The person carrying out the search must be the same sex as the student being searched, and another member of staff must be present.

There is a limited exception to this rule. A teacher can carry out a search of a student of the opposite sex and without a witness present, but only where there is reason to believe that 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.

It is for the Executive Headteacher/Headteacher to decide whom to authorise to carry out such a search. Verbal authorisation will suffice.

Staff, other than security staff, can refuse to undertake a search. The law states that Headteachers may not require anyone other than a member of the Academy security staff to undertake a search. Staff can be authorised to search for some items but not others; for example, a member of staff could be authorised to search for stolen property but not for weapons or knives.

Staff should only undertake a search without consent if they have reasonable grounds for suspecting that a student may have in his or her possession a prohibited item. The member of staff must decide in each particular case what constitutes reasonable grounds for suspicion. The powers allow staff to search regardless of whether the student is found after the search to have that item. This includes circumstances where staff suspect a student of having items such as illegal drugs or stolen property which are later found not to be illegal or stolen.

Searches without consent can only be carried out on the Academy premises or where a member of staff has lawful control or charge of the student.

22. During the Search

The member of staff conducting the search may not require the student to remove any item of clothing other than outer clothing, which means nothing next to the skin or immediately over a garment that is being worn as underwear. Outer garments include hats, coats, blazers, shoes, boots, gloves and scarves. Possessions means any goods over which the student has or appears to have control – desks, lockers, bags.

Under common law powers, academies/schools are able to search lockers and desks for any item providing the student agrees. If a student does not consent to the search, then it is possible to conduct a search without consent but only for the prohibited items. A student's possessions can only be searched in the presence of the student and another member of staff. Reasonable force may be used by the member of staff conducting the search.

Members of staff can use such force as is reasonable given the circumstances when conducting a search for knives or weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images or articles that have been or could be used to commit an offence or cause harm. Such force cannot be used to search for items banned under the Academy rules.

23. Strip Searching

A strip search is a search involving the removal of more than outer clothing. Strip searches on Academy premises can only be carried out by police officers under the Police and Criminal Evidence Act 1984 (PACE) Code A and in accordance with the Police

and Criminal Evidence Act 1984 (PACE) Code C. 12 While the decision to undertake the strip search itself and its conduct are police matters, Academy staff retain a duty of care to the pupil(s) involved and should advocate for pupil wellbeing at all times.

Before calling police into the Academy, staff will assess and balance the risk of a potential strip search on the pupil's mental and physical wellbeing and the risk of not recovering the suspected item. Staff will consider whether introducing the potential for a strip search through police involvement is absolutely necessary, and will always ensure that other appropriate, less invasive approaches have been exhausted. Once the police are on Academy premises, the decision on whether to conduct a strip search lies solely with them, and the role of the Academy is to advocate for the safety and wellbeing of the pupil(s) involved. Unless there is an immediate risk of harm and where reasonably possible, staff will inform the parent of the pupil suspected of concealing an item in advance of the search, even if the parent is not acting as the appropriate adult. Parents will always be informed by a staff member once a strip search has taken place. Records will be kept of any strip searches that have been conducted on Academy premises by the police.

24. After the Search

Staff can use their discretion to confiscate, retain and/or destroy any item found as a result of a *with consent* search, so long as it is reasonable in the circumstances. Where any article is thought to be a weapon, it must be passed on to the police.

With regard to items found as a result of a *without consent* search, the member of staff carrying out the search can seize anything they have reasonable grounds for suspecting is a prohibited item (knives or weapons, alcohol, illegal drugs, stolen property, tobacco or cigarette papers, fireworks, pornographic images or articles that have or could be used to commit an offence or cause harm).

Alcohol should be retained or disposed of. Controlled drugs should be handed over to the police, unless there is good reason not to do so, in which case the drugs must be destroyed. In determining what is a good reason for not delivering controlled drugs or stolen items to the police, the member of staff should take into account all relevant circumstances and use their professional judgement to determine whether they can safely dispose of a seized article.

Where they find other substances which are not believed to be controlled drugs, these can be confiscated where a teacher believes them to be harmful or detrimental to good order and discipline. This would include, for example, so called 'legal highs'. Where staff suspect a substance may be controlled they should treat them as controlled drugs as outlined above.

Stolen items should be delivered to the police unless there is good reason not to do so, in which case they should be returned to the owner with regard to stolen items, it would not be reasonable or desirable to involve the police in dealing with low value items such as pencil cases. However, staff may judge it appropriate to contact the police if the items are valuable (iPods/laptops) or illegal (alcohol/fireworks).

Where a member of staff finds tobacco products or cigarette papers they may retain or dispose of them. As with alcohol, this means that the Academy can dispose of tobacco products or cigarette papers as they think appropriate, but this should not include returning them to the student.

Fireworks found as a result of a search may be retained or disposed of but should not be returned to the student.

If a member of staff finds a pornographic image, they may dispose of the image unless its possession constitutes a specified offence (i.e. it is extreme or child pornography) in which case it must be delivered to the police as soon as reasonably practicable. Images found on a mobile phone or other electronic device can be deleted unless it is necessary to pass them to the police.

Where the article that has been, or could be, used to commit an offence or to cause personal injury or damage to property is found it may be delivered to the police or returned to the owner. It may also be retained or disposed of.

Where a member of staff finds an item which is banned under the Academy rules, they should take into account all relevant circumstances and use their professional judgement to decide whether to return it to its owner, retain it or dispose of it.

Any weapons or items which are evidence of an offence must be passed to the police as soon as possible.

Where the person conducting the search finds an electronic device they may examine any data or files if they think there is good reason to do so. Following an examination, if the person has decided to return the device to the owner, or to retain or dispose of it, they may erase any data or files, if they think there is a good reason to do so. In determining a good reason to examine or erase data or files, the staff member must reasonably suspect that the data or file on the device in question has been, or could be, used to cause harm, to disrupt teaching or break the Academy rules. If inappropriate material is found on the device, it is up to the member of staff to decide whether they should delete that material, retain it as evidence (of a criminal offence or breach of Academy discipline) or whether the material is of such seriousness that it requires the involvement of the police.

25. Recording searches

Any search by a member of staff for a prohibited item and all searches conducted by police officers will be recorded in the Academy's safeguarding reporting system, including whether or not an item is found. The designated safeguarding lead (or deputy) will initiate a safeguarding response if required.

26. Informing parents/carers

Parents will be informed of any search for a prohibited item listed in section 19 that has taken place, and the outcome of the search as soon as is practicable. A member of staff will inform the parents of what, if anything, has been confiscated and the resulting action the Academy has taken, including any sanctions applied.

27. Out of Bounds

Students found in out of bounds areas will be given an appropriate sanction by a member of staff. The sanction will be determined by assessment of the situation and incident.

28. Swearing

Any student who is heard swearing will receive an appropriate sanction by a member of staff. The sanction will be determined by assessment of the situation and incident.

29. Leaving the Academy Premises

Any student who leaves the Academy premises without permission will receive an appropriate sanction by a member of staff. The sanction will be determined by assessment of the situation and incident.

Any subsequent breaches of this rule will lead to sanctions and, if appropriate, internal exclusions and suspensions.

30. Smoking/Vaping

The Academy is a non-smoking site and non-vaping site. This applies to staff and students alike. There will be serious consequences for any student who chooses to breach the no-smoking/vaping rule repeatedly and/or brings tobacco and/or e-cigarettes on to the Academy site. These consequences are outlined below:

- 1st breach: a one hour after Academy detention.
- 2nd breach: the student will receive a one-day internal exclusion.
- 3rd breach: the student will receive a two-day internal exclusion, and the parent/carer will be invited to attend a meeting with a senior member of staff to discuss the issue. If the student is not on one of the disciplinary steps, he/she will be moved on to Step 2. If the student is already on a disciplinary step, he/she may be moved up to the next step at the discretion of the Deputy/Assistant Headteacher (Pastoral).
- Consequent breaches: where breaches of this policy continue, despite interventions and support from the Academy, the Academy reserves the right to use the full range of sanctions at its disposal, including movement up the Academy's disciplinary steps and internal exclusions
- Any student who repeatedly breaks the no-smoking/vaping rule will be offered the opportunity of speaking to the school nurse for advice on how to quit smoking/vaping and a PIP will be put in place to support the student.
- Where breaches of this policy continue, despite interventions and support from the Academy, the Academy reserves the right to use the full range of sanctions at its disposal, including movement up the Academy's disciplinary steps, further internal exclusion, suspension and in the worst cases, a recommendation of permanent exclusion.

31. Students caught in the company of smokers:

Each time a student is caught in the company of smokers/vapers, they will be given a C3 detention.

Where breaches of this policy continue, despite interventions and support from the Academy, the Academy reserves the right to use the full range of sanctions at its disposal, including movement up the Academy's disciplinary steps, further internal exclusion, suspension and in the worst cases, a recommendation of permanent exclusion.

32. Failure to Arrive at a Lunchtime Detention

A student who fails to arrive at a lunchtime detention will be given a warning to attend the next day. Continued failure to attend the detention will result in an internal exclusion in the LSU and parents/carers will be informed.

In cases where a student repeatedly fails to arrive at a lunchtime detention, for whatever reason, the Academy reserves the right to use the full range of sanctions at its disposal, including movement up the Academy's disciplinary steps, further internal exclusion, suspension and in the worst cases, a recommendation of permanent exclusion.

33. Failure to Arrive at an After-School Detention

Students who are absent from the Academy on the day of an after-school detention will have the detention rearranged.

A student who is present on the day of the detention but who fails to arrive at the detention will have the detention rearranged. Parents/carers will be informed.

If the student fails to arrive at the rearranged detention, providing they are not absent from school, the student will be given a one-day internal exclusion.

In cases where a student repeatedly fails to arrive at an after-school detention, for whatever reason, the Academy reserves the right to use the full range of sanctions at its disposal, including movement up the Academy's disciplinary steps, further internal exclusion, suspension and in the worst cases, a recommendation of permanent exclusion.

34. Alcohol

Any student who possesses and/or supplies alcohol whilst wearing the Academy uniform will receive a suspension. The student will be given a formal warning and will be moved immediately to Step 6 of the Academy's Behaviour Management Policy, the final step prior to a permanent exclusion.

On the student's return to the Academy, he/she will be given a final warning by the Executive Headteacher/Headteacher. A further breach of this rule is likely to result in a recommendation of permanent exclusion.

A recommendation of a permanent exclusion can be made after a first breach of this rule if the situation is considered particularly serious or harmful.

If the student possesses and/or supplies alcohol whilst wearing the Academy uniform a second time, a recommendation of permanent exclusion will be made.

Any student who 'spikes' the drink of another student with alcohol will be permanently excluded.

35. Weapons

A student bringing a weapon onto the Academy premises is likely to be permanently excluded. A judgement will be made as to the level of threat the weapon itself represents to the health and safety of the other students.

Weapons include knives, darts, guns of any description, including air pistols and BB guns.

In all cases of a weapon being brought onto the Academy premises, the police will be informed.

36. Illicit Substances

The priority in all incidents relating to the use of illicit substances is the health and safety of the student.

Any student who possesses illicit substances whilst wearing the Academy uniform will receive a suspension. The student will be given a formal warning and will be moved immediately to Step 6 of the Academy's Behaviour Management Policy, the final step prior to permanent exclusion.

On the student's return to the Academy, he/she will be given a final warning by the Executive Headteacher/Headteacher. A further breach of this rule is likely to result in a recommendation of permanent exclusion.

A recommendation of a permanent exclusion can be made after a first breach of this rule if the situation is considered particularly serious or harmful.

Should the student for a second time, possess illicit substances whilst wearing the Academy uniform, a recommendation of permanent exclusion will be made.

Any student who encourages, enables or forces another student to use an illicit substance, with or without the student's knowledge, is likely to be permanently excluded.

37. Making a false allegation against a member of staff

Any student found to have made a malicious and/or false allegation against a staff member may be excluded. This may be a suspension or potentially a permanent exclusion depending on the circumstances.

38. Inappropriate use of social media

Any student who uses any form of media, including social networking media inappropriately, which is deemed to cause offence or harm to any member of the Academy community may be excluded. This may be a suspension or potentially a permanent exclusion depending on the circumstances.

39. Bringing the good name of the Academy and/or staff into disrepute

Any student who brings the good name of the Academy and/or staff into disrepute in the public domain may be excluded. This may be a suspension or potentially a permanent exclusion depending on the circumstances.

40. CCTV

The Academy may use CCTV for the purpose of maintaining order and good conduct and managing behaviour and safety. Please refer to CCTV Policy.