

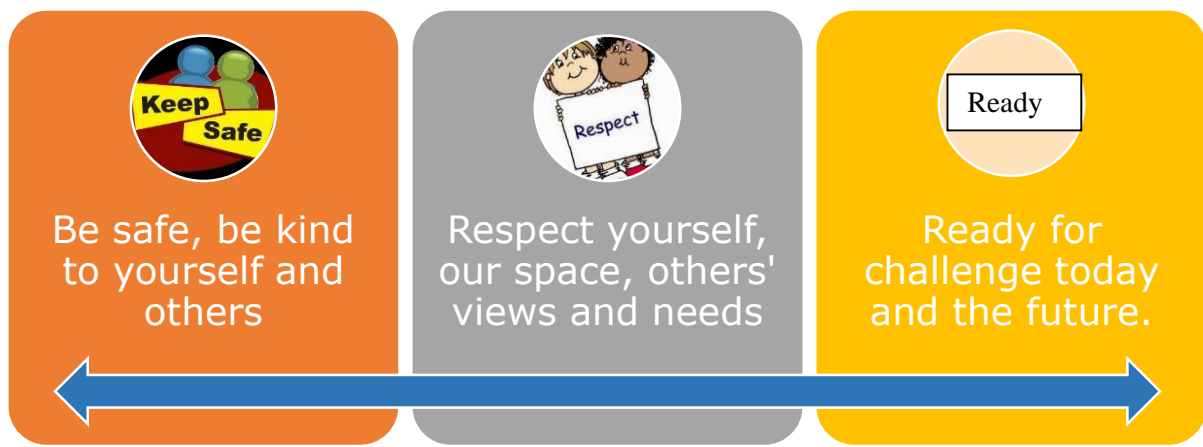
# Chetham's School of Music

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## Promoting Good Behaviour Manual

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All of our rules are based on three key principles:  
**Safe, Respect & Ready**



Our Model for behaviour is ERIC: Explore, Restore, Improve and Consequence



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Behaviour and Discipline Policy

Counter-bullying Policy

Student Acceptable Use Policy

Policy on Alcohol, Drugs and Substances

Expulsion, Removal and Review Policy

# **Behaviour Policy**

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## Policy aims

- 1.1 The aims of this policy are:
  - 1.1.1 to enable the principal to carry out his responsibilities of maintaining order and good discipline in the School;
  - 1.1.2 to promote good behaviour and support positive behaviour modification;
  - 1.1.3 to ensure, so far as possible, that every student in the School is able to benefit from and make his / her full contribution to the life of the School, consistent always with the needs of the School community;
  - 1.1.4 to authorise the School rules and any procedures necessary for implementing them.

## 2 School rules for behaviour and discipline

- 2.1 The School principles and policy for behaviour shall be set by the Principal. The School principles and policy are necessary:
  - 2.1.1 for **safety**, health, welfare and well-being of everyone at the School;
  - 2.1.2 for the development of the individual with **respectful** relationships
  - 2.1.3 for all students to be **ready** to learn and ready for the challenges they face
  - 2.1.4 for the reputation of the School community as a whole; and
  - 2.1.5 for the protection of School property and the wider environment.
- 2.2 The School rules apply to all age groups and at all times when the student is:
  - 2.2.1 at the School or representing the School;
  - 2.2.2 travelling to and from the School; and
  - 2.2.3 associated with the School at any time.
- 2.3 Further details of specific guidance or expansion on the principles of Safe, Respect and Ready can be found in the Student and Parent Handbooks and in the student and staff resource areas (updated and published Spring 2019). Students are expected to know and understand the principles and specific guidance and to read them through with their parents.
- 2.4 The School guidance will be amended from time to time and reinforced at assemblies and on other appropriate occasions.

### **3 Scope**

- 3.1 The Governing Body and the Principal intend that this policy in appropriate circumstances, be capable of regulating the conduct of students when they are away from School premises and outside the jurisdiction of the School, for example during free weekends, summer school, half terms and in the holidays.
- 3.2 This will normally be where the conduct in question could have repercussions for the orderly running of the School, affects the welfare of a member or members of the School community or a member of the public, or which brings the School into disrepute.

### **4 Recognising good behaviour**

- 4.1 The School understands that recognition of positive behaviour can be more effective in motivating students. Praising students will raise their self-esteem, help them to learn to accept praise with good grace, enable them to appreciate their strengths, and recognise the success of others and help them to become positive members of society. Praise can be linked to work, effort, willingness, contribution, co-operation, teamwork, thoughtful actions towards and for others and personal achievement and should be given whenever:
  - 4.1.1 Work or an action is 'above and beyond' ;
  - 4.1.2 Work or an action shows special effort;
  - 4.1.3 Work or actions are consistently good.
- 4.2 The School is committed to promoting and recognising good behaviour, and may do so in some of the following ways:
  - 4.2.1 positive comments in class and/or reinforcement at end of lesson;
  - 4.2.2 Stickers, comments, postcards, certificates;
  - 4.2.3 Invited meetings of recognition with the Principal, Vice Principal or other colleagues;
  - 4.2.4 Student of the week awarded in assembly;
  - 4.2.5 Merit Marks;
  - 4.2.6 vouchers for accumulated Merit Marks;
  - 4.2.7 increased Privileges; and/or
  - 4.2.8 communication home to parents notifying them of exceptional work or progress.
- 4.3 The School recognises that where challenging behaviour is related to a student's disability or SEND needs, recognition may be a strategy to manage the student's behaviour more effectively and improve their educational outcomes.

## **5 Breaches of School discipline**

- 5.1 The School expects certain standards of behaviour from students because it believes that good and thoughtful behaviour is essential for effective learning. We seek to prepare students to take their place in society. Students need to be safe, respectful and ready to learn. Students do not always conform to these agreed standards and a system for behaviour is therefore required.
- 5.2 The school has created a model called 'ERIC'- this stands for Explore, Restore, Improve and Consequences.
- 5.3 Consequences may be issued and can be linked to work, effort, behaviour and personal conduct and may be given when behaviour, work or effort is:
  - 5.3.1 below the standard expected by the School;
  - 5.3.2 below the standard of that student; or
  - 5.3.3 of a consistently poor standard.
- 5.4 Wherever possible, exploration of the issue, restorative approaches and a chance for improvement is given to students before resorting to consequences, however in some repeated or more serious cases this may not happen. The primary aim of School discipline is reform and improvement, rather than punishment. Discipline must also take into account not only the welfare of the individual, but also the needs of the community as a whole.
- 5.5 Below is the staff guide which gives greater guidance for colleagues. It explains and gives detail to the rationale behind the model for behaviour:

## Chetham's School of Music Behaviour Principles Staff Guide

Rationale:

- We want a School where all students keep themselves safe, show respect and are ready to learn.
- We want a school where it is recognised when student behaviour is persistently safe, respectful or ready.
- Any consequences where this has not happened, ideally need to relate directly to situation so that there is a causal link.
- We want to offer ways to explore, restore and improve Student behaviours so they learn to solve problems.
- We want staff and Students to be empowered to deal with behaviour as a collective responsibility.

### **Low risk, low impact, occasional**

Situation	Examples	Possible Consequence	Process and rationale	Consequence open to	Inform	Record
READY	Silliness Not thinking about context: lack of equipment, lateness.	Teacher – pupil conversation	Improve & Restore: Talk over issue with student leading to opportunity to restore focus and good teacher student relationship	All teaching, House, and instrumental staff	Tutor, HoS, HoH	School tracking system
	Non completion of prep, classwork, coursework, research, day duty.	Pupil bring missing equipment at break or lunch to show they have it.	Explore & Improve understanding of what is needed in a lesson			
		Teacher supervised lunchtime prep	Follow-up & recognise improvements			
		Detention with teacher, duty teacher to complete task or re-sit test	Let student know time and date and reason. If after school check day student departure time & let parents			

RESPECT	Using phone	Confiscation of phone / source of distraction for duration of lesson	know. Ensure it is on STREAM Improve & Restore explain how confiscation of phone removes barrier to learning			
RESPECT	Low level disruption, derogatory comments, rude language	Teacher – pupil conversation  Write short reflective paragraph as empathy exercise Use structure: how did that make student x feel; how did that make the teacher feel...?	Understanding as means to prevent future negative behaviour; teacher identify any contributing factors which may be affecting learning  Improve: Break down idea that behaviour for learning is all about the teacher rather than student and peers	All Teachers	Tutor, HoS, HoH	School tracking system
RESPECT	In house leaving dorms untidy, communal spaces messy. Non completion of supper tray duties.  In classroom – leaving pencil shavings / untidiness / litter.	House detention: a chore e.g. tidying, cleaning, helping.  Return to class to assist with tidying up.	Restore: Arrange time and date and check House chores list  Restore: Arrange time and date with student.	House staff  Teachers	HoH/DHoH	House consequences. [linked to School systems] House day book



		Conversation about respecting everyone's work and space				
READY	Struggling to manage deadlines, lateness, lack of equipment.  Clothes, desk, bag dorm messy.	Designated organisation meetings e.g. in detention slot but with supportive input and help from tutor.  As above via house or mentoring e.g. through school mentoring system	Improve: Identify whether issue is personal organisation or impacts mostly school or musical or house. Ensure that Special Educational Needs Disabilities (SEND) is taken into account in response.  Supervise the tidy up, sit down with student and problem solve, prioritise, organise prep diary. Additionally can request mentoring if difficult to help student via tutor system.	House staff, teachers  Tutors & House staff	HoS  HoH/DHoH	
READY	Lateness to registration, up late at night, in bed during day	Early wake up / wake others.	Measure shows understanding of need for routines & responsibilities	All house staff	HoH/DHoH	Recorded on registers

### Consequences- Medium risk or medium impact or persistent low level

Situation	Example	Consequence	Process & rationale	Open to / instigated by	Inform	Record
READY	Persistent lack of equipment, lateness.	1 <sup>st</sup> instance Escalate to HoD/HoID	Improve: HoD / HOID to be involved and to intervene with student. Consider cause e.g SEND?	All teaching, House, and instrumental staff	Tutor, HoS, HoH	School tracking system
RESPECT	Persistent low level disruption, inappropriate language- all forms.	2 <sup>nd</sup> instance / HoDs Escalate to HoS leading to parental contact; HoS can have student to work in isolation until ready to re-join class	Improve behaviour in partnership  Restore relationship with teacher and possibly peers			
READY	Subsequent non completion of prep, classwork, coursework, research  Missing lesson / leave lesson for long time- for no approved reason	1 <sup>st</sup> instance Escalate to HoD/HoID  2 <sup>nd</sup> instance Escalate to HoS – Formal behaviour mtg and Supervised Prep with HoS until all work completed / all issues resolved; add daytime or evening gating of up to 2	Improve: HoD/ HoID to intervene  Improve: HoS Supervised prep	Teachers  HoS	Tutor, HoS, HoH	School tracking system

		days & parental contact if necessary.				
RESPECT	Persistent issues with untidiness, damage to property, non co-operation.	HoH detention: House chores. e.g. tidying, cleaning, helping. leading to parental contact, payment for damage.	Improve and restore: Arrange time and date and check House chores list	House staff	HoH/DHoH	School tracking systems
READY	Not meeting deadlines despite help from e.g. tutor, teacher, house  Ongoing lack of personal organisation in House.	Conversation with HoS leading to parental contact; supervised organisation sessions mentoring if not previously explored; at most severe contract or agreement  Conversation with HoH leading to parental contact	Explore & Improve: Sit down with student to prioritise, organise prep diary  Improve offer / impose mentoring scheme to improve / restore If that fails, behaviour agreement sets conditions	HoDs, HoIDs, tutors, teachers.	VP  VP	School tracking system
RESPECT	Persistent failure to adhere to bedtime routines, appropriate nutrition, missing lessons	Educational session: e.g. with nurse/HoS/HoH alongside parental contact. Curfew imposed. Night time routines re-established.	Exploration of underlying causes, support processes, student actions, contract, explanation of consequences. Make aware they could be subject to	Teachers / house staff	VP	School tracking system

			extra vigilance by staff			
READY	Persistent Lateness to registration, up late at night, in bed during day	Meeting with HoH/DHoH Confiscation of phone/electronic communication devices overnight Loss of privilege, e.g. single dorm, social occasion, curfew, Gating 1-2 days with parental contact	Exploration of underlying causes, support processes, student actions, contract, explanation of consequences.	House staff / tutors	HoH/DHoH	School tracking system
RESPECT	Hurtful comments, possibly under the guise of 'banter', bullying.	Educational session with HoH or HoS. VP detention.  Possible restorative measures if individuals affected parental involvement.	Exploring impact on others' self esteem Exploring difference and tolerance Explore how to restore relationships	All staff	DSL & VP  HoH or HoS will inform HoID	CPOMs
RESPECT	Disrespectful attitude to peers or staff	Send to HoS or HoH for restore / improve VP Detention	Explore & Restore: Options include reflective writing / letter of apology	All staff	VP	School tracking system
READY, SAFE, RESPECT	Persistent or more serious one off issues	VP Detention	Explore, Restore: Essay writing in relation to the issue. Parents contacted.	HoH & HoS	VP	School tracking system

**Consequences-High impact or risk or severity or persistent:**

Examples could include: Physical Violence, Substance Misuse, Racism, Homophobia, Dangerous Behaviour, Criminal Acts, Extreme Defiance and Severe Bullying.

Consequence	Staff responsible / involved
Vice Principal's Detention	HoS, HoD, HoID, HoH
Gating up to 7 days	VP
Formal Behaviour meeting	HoS, HoH, HoD, HoID, VP
Loss of privilege e.g. prefect status, boarding status, removal from trip, removal from musical privilege	VP, P, DoM
Formal Parental meeting	VP, P, HoS, HoH
Removal from school trip / performance	VP, P, DoM
Expulsion	P

Recognition	Process	Inform and Record
Postcards home or to student	Write and send	School tracking system
Trips and special events	Nominate and facilitate	Inform HOS and HOH
Letters, e mails and phone calls home	Write and send	School tracking system
Increased privileges	Facilitate	School tracking system
Merits	Apply on the school system, merits equals vouchers	School tracking system
Student of the week	Nominate to HoS via e mail for assembly certificate	School tracking system
Certificates	Write and present	School tracking system
Invited time end of each half term with VP or P	All students nominated for Student of the Week to be invited for drinks and cake- letters to follow up home	School tracking system
Positive Praise	In lesson and around school	Informal or can be tracked in the School tracking system
Stickers and Stamps	In lesson and around school	Informal or can be tracked in the School tracking system

Consequences that may be used include those set out above and descriptions below:

- 5.5.1 **Supervised Prep:** this is only used for missed prep, incomplete prep or study support.
- 5.5.2 **Detention:** this is used by staff to impose a time when the student must repair the poor behaviour.
- 5.5.3 **Vice Principal's Detention:** this is used when a student has been referred for a more a more serious misdemeanour.
- 5.5.4 **Gating:** a student is confined to School premises for a specified period of time.
- 5.5.5 **Suspension:** a student may be placed under suspension while a complaint is investigated or as a consequence in its own right.
- 5.6 In addition, the Principal may prescribe and authorise the use of such other consequences as comply with good education practice and tend to promote good behaviour and compliance with the School rules.
- 5.7 Minor breaches of discipline are dealt with by staff as they occur and low level consequences may be given. A verbal warning will often be sufficient. More serious breaches of School rules should be referred to the Head of School or House. If needed they will refer to the Vice Principal. She must also be consulted in cases of breaches of discipline where there may be special circumstances which should be taken into consideration (see also paragraph 5.10 below).
- 5.8 **Serious breaches of discipline**
  - 5.8.1 For serious breaches of discipline, the student may be asked to leave the School permanently. All serious disciplinary matters that could lead to the permanent removal of the student from the School must be reported to the Principal. Please see the School's Expulsion, Removal and Review Policy below.
  - 5.8.2 **Removal:** The Principal may require the removal of a student from the School, or from boarding, if, after consultation with the parents and if appropriate the student, the Principal is of the opinion that:
    - (a) by reason of the student's conduct or progress, the student is unwilling or unable to benefit sufficiently from the educational opportunities offered by the School; or
    - (b) a parent has treated the School, members of its staff or any member of the School community unreasonably.
  - 5.8.3 **Expulsion:** A student is liable to Expulsion for a grave breach of school discipline, for example, a serious criminal offence or some wilful act calculated to cause serious damage to the School, its

community or any of its members. Expulsion is reserved for the most serious breaches.

- 5.8.4 The Principal is required to act fairly and in accordance with the principles of natural justice. Please see the School's Expulsion, Removal and Review Policy below.
- 5.9 The School seeks to work in partnership with parents over matters of discipline, and it is part of parents' obligations to the School to support the School rules. Parents will be contacted to discuss any disciplinary matter where Removal or Expulsion is being considered. A student's Head of House, Head of Section or the Vice Principal will notify parents of other more serious disciplinary consequences and may discuss the matter with them if considered appropriate to do so.
- 5.10 The School will make reasonable adjustments for managing behaviour which is related to a student's special educational need or disability. Staff should seek advice from the Vice Principal or Head of Compensatory Education if they are unsure about how to manage a student's behaviour where this is related to a special educational need or disability. Where Expulsion needs to be considered, the School will ensure that a student with a disability or special educational needs is able to present their case fully where their disability or special educational needs might hinder this. Any religious requirements affecting the student will also be considered.

## **6 Malicious allegations against staff**

- 6.1 Where a student makes an accusation against a member of staff and there is reasonable suspicion that the accusation has been deliberately invented or malicious, the Principal will consider whether to take disciplinary action in accordance with this policy.
- 6.2 Where a parent has made a deliberately invented or malicious allegation the Principal will consider whether to require that parent to remove their child or children from the School on the basis that they have treated the School or a member of staff unreasonably and compromised the requirement for mutual trust and confidence.
- 6.3 In accordance with the DfE's guidance *Keeping Children Safe in Education* (2018), the School will consider a malicious allegation to be one where there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive.

## **7 Use of reasonable force**

- 7.1 Any use of force by staff will be reasonable, proportionate and lawful. Reasonable force will be used in accordance with the DfE guidance *Use of Reasonable Force* (July 2013) and as set out in Appendix 1.
- 7.2 Corporal punishment is not used at Chetham's School of Music and force is never used as a form of punishment.



## **8 Searching students**

- 8.1 **Informed consent:** The School staff may search a student or his / her possessions or accommodation with their consent for any item. If a member of staff suspects that a student has a banned item in his possession, they can instruct the student to turn out his pockets or bag. If the student refuses, consequences will be applied in accordance with this policy. All searches are recorded on CPOMs as of Sept 2018.
- 8.2 **Searches without consent:** In relation to prohibited items, the Principal, and staff authorised by the Principal, may search a student or a student's possessions, without their consent, where they have reasonable grounds for suspecting that a student has a prohibited item in their possession. Please see Appendix 2 for the School's policy on searching and confiscation. Such action will be taken in accordance with the DfE guidance *Searching, Screening and Confiscation* (January 2018). All searches are recorded on CPOMs as of Sept 2018.

## **9 Disciplinary powers of prefects**

- 9.1 Prefects can recommend that students receive consequences or recognition.

## **10 Records**

- 10.1 Administration of major misdemeanours are recorded in the Discipline Log with the name of the student concerned, the reason for the consequences including relevant dates, and the name of the person administering the consequence. At times, this may also cross onto CPOMs. This log is kept by the Vice Principal so that patterns in behaviour can be identified and managed appropriately. (Record keeping is under review and will move to an internal monitoring system as of Feb 2019)

## **11 Review**

- 11.1 A student or his / her parents may request a Review by the Governing Body of the Principal's decision to Expel or Remove a student from the School. The form of application for a Review and the Review procedures will be supplied to parents on request at the time of the original decision. See the School's Expulsion, Removal and Review Policy below.
- 11.2 There will be no right to a Review of other consequences but a student who feels aggrieved may ask his / her Personal Tutor to take up his / her concerns with the member of staff who imposed the consequence.

## **Appendix 1      Use of reasonable force**

- 1      Reasonable force may be used to prevent a student from doing or continuing to do any of the following:
  - 1.1     committing a criminal offence;
  - 1.2     injuring themselves or others;
  - 1.3     causing damage to property, including their own; or
  - 1.4     engaging in any behaviour prejudicial to good order and discipline at the School or among any of its students, whether that behaviour occurs in a classroom or elsewhere.
- 2      In these circumstances, force will be used for two main purposes: to control students or to restrain them. Reasonable force may be used, for example, to restrain a student at risk of harming themselves or another individual or to prevent a student leaving a classroom where allowing him / her to do so would risk his / her safety or lead to behaviour that disrupts the behaviour of others.
- 3      In addition, reasonable force may be used to conduct a search for certain "prohibited items" (see Appendix 2 below).
- 4      In deciding whether reasonable force is required, the needs of individual students will be considered and reasonable adjustments will be made for students with special educational needs or disabilities.
- 5      Where reasonable force is used by a member of staff, the Vice Principal must be informed of the incident and it will be recorded in writing. The student's parents will be informed about serious incidents involving the use of force.

## **Appendix 2      Searching and confiscation**

All schools have a general power to impose reasonable and proportionate disciplinary measures on students (Education and Inspections Act 2006). This enables a member of staff to confiscate, retain or dispose of a student's property as a disciplinary penalty where it is reasonable to do so. The School's policy on searching and confiscation has regard to guidance published by the DfE, *Searching, Screening, and Confiscation* (January 2018).

### **1      Prohibited items**

- 1.1 The following are "prohibited items" under Section 550ZA(3) of the Education Act 1996 and Regulation 3 of the Schools (Specification and Disposal of Articles) Regulations 2012:
  - 1.1.1 knives or weapons, alcohol, illegal drugs and stolen items;
  - 1.1.2 tobacco and cigarette papers, fireworks and pornographic images;
  - 1.1.3 any article that a member of staff reasonably suspects has been, or is likely to be used:
    - (a) to commit an offence; or
    - (b) to cause personal injury to, or damage to the property of, any person (including the student); and
  - 1.1.4 any item banned by the School rules that are identified as being items which may be searched for.
- 1.2 The School has banned items that are reasonably believed to be likely to cause harm, be unsafe or cause disruption. Students must not have these items in their possession on School premises or at any time when they are in the lawful charge and control of the School (for example on a School trip).

### **2      Searching with consent**

- 2.1 Before any search is undertaken the student will usually be asked to consent. In seeking consent, the age and maturity of the student will be taken into account together with any special needs the student may have. Written consent will not usually be required.
- 2.2 The consent of the student must be obtained for searches for items that are not "prohibited items" as listed in section 1 above. The consent of the student must be sought even if he or she is not at the School at the time. If a member of staff suspects that a student has an item that is banned by the School they can instruct the student to turn out her or her pockets or bag.
- 2.3 If the student refuses, disciplinary action may be taken in accordance with the School's Behaviour and Discipline Policy.

### **3 Searching for prohibited items**

- 3.1 Where the Principal or an authorised member of staff has reasonable grounds to suspect that a student may have a prohibited item, consent is not required and the search will be carried out, using reasonable force if necessary (such force may not be used in searches for items included in 1.1.4 above).
- 3.2 The Principal has authorised the following staff to carry out searches and retain or dispose of items in accordance with this policy:
- 3.2.1 The Vice Principal, The Heads of Houses, the Deputy Heads of Houses, the Nurses, and the Heads of School..
- 3.3 Searches will be carried out only on School premises or, if elsewhere, where the member of staff has lawful control or charge of the student, for example on a School trip or in training settings.
- 3.4 When students travel outside England on a School trip, they will be required as a condition of participating in the trip to confirm their consent in writing to any search that may be considered necessary by an authorised member of staff during the period in which students are outside England.
- 3.5 If it is believed that a student has a prohibited item, it may be appropriate for a member of staff to carry out:
- 3.5.1 a search of outer clothing; and / or
- 3.5.2 a search of School property (e.g. students' lockers or desks, bed, ceiling area, studies or dormitories); and / or
- 3.5.3 a search of personal property (e.g. bag or pencil case).
- 3.6 Searches will be conducted in such a manner as to minimise embarrassment or distress. Any search of a student or their possessions will be carried out in the presence of the student and another member of staff. Where a student is searched, the searcher and the second member of staff present will be the same gender as the student.
- 3.7 Where it is reasonably believed that serious harm may be caused if the search is not carried out immediately and it is not practicable to summon another member of staff, a member of staff may carry out a search of a student of the opposite sex and / or in the absence of a witness.
- 4.4 Where the Principal, or staff authorised by the Principal, find anything which they have reasonable grounds for suspecting is a prohibited item, they may seize, retain and dispose of that item in accordance with this policy.

### **4 Confiscation**

- 4.1 Under the School's general power to discipline, a member of staff may confiscate, retain or dispose of a student's property as a disciplinary penalty where it is reasonable to do so.

- 4.2 Confiscation of an item may take place following a lawful search, as set out above, or however the item is found if the member of staff considers it to be harmful or detrimental to School discipline.

## **5 Searching electronic devices**

- 5.1 An electronic device such as a mobile phone or a tablet computer may be confiscated in appropriate circumstances in accordance with this policy. If there is good reason to suspect that the device has been, or could be used to cause harm, to disrupt teaching or break School rules, any data or files on the device may be searched and, where appropriate, data or files may be erased before the device is returned to its owner. Any search of an electronic device should (where practicable) be conducted in the presence of a member of the IT staff.
- 5.2 Any data or files will only be erased if there is good reason to suspect that the data or files have been, or could be used to cause harm, to disrupt teaching or break School rules.
- 5.3 If inappropriate material is found on an electronic device, the member of staff may delete the material, retain it as evidence of a breach of School discipline or criminal offence or hand it over to the police if the material is of such seriousness that police involvement is required.
- 5.4 Staff should not download any images or check images of a sexual nature on any phone, these should be treated as a safeguarding concern and the DSL or her Deputies immediately informed. The item may be confiscated.

## **6 Disposal of confiscated items**

- 6.1 **Alcohol:** alcohol which has been confiscated will be destroyed.
- 6.2 **Controlled drugs:** controlled drugs will usually be delivered to the police as soon as possible. In exceptional circumstances and at the discretion of the Principal or authorised member of staff, the drugs may be destroyed without the involvement of the police if there is good reason to do so. All relevant circumstances will be taken into account and staff will use professional judgement to determine whether the items can be safely disposed of. They will not be returned to the student.
- 6.3 **Other substances:** substances which may not be illegal drugs but which are harmful or detrimental to good order and discipline (for example "harmful highs") may be confiscated and destroyed. Where it is not clear whether or not the substance seized is an illegal drug, it will be treated as though it is illegal and disposed of as above.
- 6.4 **Stolen items:** stolen items will usually be delivered to the police as soon as possible. However, if, in the opinion of the Principal or authorised member of staff, there is good reason to do so, stolen items may be returned to the owner without the involvement of the police. This is likely to apply to items of low value, such as pencil cases.
- 6.5 **Tobacco or cigarette papers:** tobacco or cigarette papers will be destroyed.

- 6.6 **Fireworks:** fireworks will not be returned to the student. They will be disposed of safely at the discretion of the Principal or other authorised member of staff which may include donation to an appropriate charity.
- 6.7 **Pornographic images:** pornographic images involving children or images that constitute "extreme pornography" under section 63 of the Criminal Justice and Immigration Act 2008 will be handed to the police as soon as practicable. As possession of such images may indicate that the student has been abused, the school's Designated Safeguarding Lead will also be notified and will decide whether to make a referral to Manchester children's social care.
- 6.8 Other pornographic images will also be discussed with the School's Designated Safeguarding Lead. The images may then be passed to Manchester children's social care for consideration of any further action. If no action is to be taken by the local authority the images will be erased after a note has been made for disciplinary purposes, confirming the nature of the material.
- 6.9 **Article used to commit an offence or to cause personal injury or damage to property:** such articles may, at the discretion of the Principal or authorised member of staff taking all the circumstances into account, be delivered to the police, returned to the owner, retained or disposed of.
- 6.10 **Weapons or items which are evidence of an offence:** such items will be passed to the police as soon as possible.
- 6.11 **An item banned under School rules:** such items may, at the discretion of the Principal or authorised member of staff taking all the circumstances into account, be returned to its owner, retained or disposed of. Where staff confiscate a mobile phone that has been used in breach of School rules to disrupt teaching, the phone will be kept safely until the end of the lesson or School day when it can be claimed by its owner unless the Principal considers it necessary to retain the device for evidence in disciplinary proceedings in accordance with 6.12 below. If a student persists in using a mobile phone in breach of School rules, the phone may be confiscated for a longer period of time.
- 6.12 **Electronic devices:** if it is found that a mobile phone, laptop or tablet computer or any other electronic device has been used to cause harm, disrupt teaching or break School rules, including carrying out cyberbullying, the device will be confiscated and may be used as evidence in disciplinary proceedings. Once the proceedings have been concluded the device must be collected by a parent or carer and the student may be prohibited from bringing such a device onto School premises or on School trips. In serious cases, the device may be handed to the police for investigation.

## **7 Communication with parents**

- 7.1 There is no legal requirement for the School to inform parents before a search for suspected banned or prohibited items takes place or to seek their consent to search their child and it will not generally be practicable

to do so. In appropriate cases we will inform parents on how the School will dispose of certain items.

- 7.2 We will keep a record of all searches carried out on CPOMs (as of Sept 2018), whether the search is with or without the consent of the student. The record will include details of any disposal of items confiscated.
- 7.3 Complaints about searching or confiscation will be dealt with through the School's Complaints Procedure. A copy of the procedure is posted on the School website and hard copies are available from the Principal's PA on request.
- 7.4 The School will take reasonable care of any items confiscated from students. However, unless negligent or guilty of some other wrongdoing causing injury, loss or damage, the School does not accept responsibility for loss or damage to property.

# **Counter-bullying Policy**

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## **1 Introduction**

- 1.1 We are committed to creating a caring, friendly environment where every member of the school can thrive. Students should be safe and able to learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our school and will not be tolerated. If bullying does occur, in or out of school, all students should be able to tell and know that incidents will be dealt with promptly and effectively. We are a *telling* school. This means anyone who knows that bullying is happening is expected to tell a member of staff and never to be a bystander.
- 1.2 This policy has been drawn up taking into account the DfE's guidance *Preventing and tackling bullying (July 2017)* and will be reviewed against any new government guidance issued from time to time.

## **2 What is bullying?**

- 2.1 Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally.
- 2.2 Bullying behaviour can occur in a variety of ways; these may be classified as:
  - 2.2.1 Emotional: excluding, tormenting (i.e. hiding books, threatening gestures)
  - 2.2.2 Relating to gender: issues of sexuality, LGBT (lesbian, gay, bisexual, transgender)
  - 2.2.3 Physical: punching, kicking, hitting, or any use of violence
  - 2.2.4 Racial: racial taunts, graffiti, gestures
  - 2.2.5 Relating to religion/belief: disrespecting faith / spiritual beliefs and traditions
  - 2.2.6 Sexual: unwanted physical contact or sexually abusive comments
  - 2.2.7 Verbal: name-calling, sarcasm, spreading rumours, teasing
  - 2.2.8 Cyberbullying: inappropriate use of the internet, mobile electronic devices, social networking sites etc (see also the School's E-Safety (internet safety) Policy and Acceptable Use Policy)
  - 2.2.9 SEND: because of any Special Educational Need and/or Disability
  - 2.2.10 Related to family issues or about being adopted or being a carer.
- 2.3 The school has due regard for the Equality Act 2010.
- 2.4 A person who makes a physical or sexual assault on another, or who steals or causes damage to the property of another, commits a criminal offence. Bullying behaviour may also be regarded as threatening

behaviour or harassment which can be either a criminal offence or a civil wrong. Misuse of electronic communications could also be a criminal offence, for example it is an offence to send an electronic communication (such as a text message or e-mail) to another person with the intent to cause distress or anxiety.

2.5 Whilst bullying usually refers to student (s) behaviour it is recognised that adults can be bullies too. If a student feels that they are being bullied by an adult, in any of the ways listed above, it is important to talk to someone about these issues so that the bullying can be stopped. Adults must not bully students.

2.6 A bullying incident will be treated as a safeguarding concern when there is reasonable cause to believe that a child is suffering or is likely to suffer significant harm.

## 2.7 **Signs and symptoms**

2.7.1 A student who is being bullied may:

- (a) change her/his usual routine
- (b) be unwilling to go to school (school phobic)
- (c) become anxious and withdrawn
- (d) attempt or threaten suicide
- (e) cry themselves to sleep at night or have nightmares
- (f) feel ill in the mornings
- (g) truant
- (h) begin to do poorly at school
- (i) come home with clothes/books torn
- (j) have possessions 'go missing'
- (k) ask to borrow money or steal money
- (l) continually 'lose' pocket money
- (m) have unexplained cuts/bruises
- (n) become withdrawn, lack confidence
- (o) become aggressive and unreasonable
- (p) bully other children or siblings
- (q) give improbable excuses to any of the above

### **3 Why is it important to respond to bullying?**

- 3.1 Bullying hurts. No-one deserves to be a victim of bullying. Students who are bullying need to learn different ways of behaving. Everybody has the right to be treated with respect. Victims and bullies will be helped in order to develop their self-confidence, which in turn, will promote sound citizenship.
- 3.2 The school has a responsibility to respond promptly and effectively to issues of bullying. If cyber-bullying takes place, a prompt report can limit the damaging circulation of messages/images, e.g. sexting, 'frape', etc
- 3.3 **Objectives of this policy:**
- 3.3.1 All members of the Governing Body, teaching and non-teaching staff, students and parents should have an understanding of what bullying is.
- 3.3.2 All members of the Governing Body and teaching and non-teaching staff, students and parents should know what the school policy is on bullying and follow it when bullying is reported.
- 3.3.3 As a school we take bullying seriously. Students and parents should be assured that they will be supported when bullying is reported.
- 3.3.4 As a school we wish to be inclusive and avoid any forms of discrimination.
- 3.3.5 We value and promote positive behaviour by celebrating success and expecting staff and students to act as positive role models.

### **4 Procedures**

- 4.1 Students should report bullying incidents to any member of staff e.g. Head of House, Head of School, Vice Principal, Nurse, Tutor or directly to the Designated Safeguarding Lead (Mrs. B.L. Owen). Students may place letters of concern or complaint in the box marked 'Be Safe' 'Child Protection Officer', in the Library. However, it must be noted that it is difficult to deal with anonymous letters. Students and staff have direct access to the 'Be Safe' box on the Intranet 'drop down' on their log-in screen. Messages go straight to the Designated Safeguarding Lead's 'in box'. Students can also speak to the Independent Listener (Mary Malik – telephone number 07745 034890) , or the School Counsellors (make an appointment via the nurses or house staff). Advice is also available on the school intranet/parent portal.
- 4.2 Childline (0800 1111) details are on display around school. The details of the Children's Commissioner (0800 528 0731) are on display around boarding houses. The Anti-bullying Alliance, Childnet, Kidscape and Beat Bullying are some of the other organisations which provide appropriate guidance.
- 4.3 Members of staff who learn of alleged bullying behaviour should:

- 4.3.1 respond quickly and sensitively by offering advice, support and reassurance to the alleged victim, then
- 4.3.2 report the allegation to the Designated Safeguarding Lead as soon as possible.
- 4.4 The Designated Safeguarding Lead will:
  - 4.4.1 make a record of the complaint
  - 4.4.2 contact the appropriate members of staff to agree on a strategy and on who will take the lead in managing the matter.

For the duration of any investigation a mutually agreed contact person will be appointed for the victim.

- 4.5 Unless the case is very serious (when the procedures in paragraph 4.8 below will be followed) the member of staff taking the lead will normally see the victim and any witnesses without delay and form an initial view of the allegation.
- 4.6 The possible outcomes include:
  - 4.6.1 there has been a misunderstanding which can be explained sympathetically to the alleged victim with advice to the alleged bully
  - 4.6.2 the complaint is justified in whole or in part, and further action will be needed (see Range of Action, below)
  - 4.6.3 the complaint is more serious than initially thought and the Designated Safeguarding Lead should be informed to carry out additional investigation in accordance with the procedures below.
- 4.7 In minor cases the investigation will commence from a 'no blame' standpoint. This would be noted and monitored/reviewed through the weekly Pastoral meetings.
- 4.8 If the Designated Safeguarding Lead considers that serious bullying behaviour has occurred, she will:
  - 4.8.1 inform the Vice Principal
  - 4.8.2 interview the alleged victim, bully and any witnesses separately in order to establish the facts of the case (written records of all interviews will be made on CPOMs)
- 4.9 The investigation findings will be reported to the Vice Principal and other relevant staff. Parents of students involved will be informed and will be asked to attend a meeting to discuss the problem. A decision will be made regarding the involvement of outside agencies, e.g. Local Safeguarding Children Board, Police, and other action to be taken (see Range of Action, below). In serious cases, such action may include further investigation in accordance with the School's Behaviour and Discipline Policy and the Expulsion, Removal and Review Policy.

4.10 The Vice Principal or Principal will notify the parents of the victim and the bullying giving them details of the action being taken.

#### 4.11 **Range of action**

When a complaint of bullying behaviour is upheld, the bully (bullies) will be asked for a genuine apology. Additional action includes:

4.11.1 The bully (bullies) will be encouraged to address the inappropriate behaviour. Appropriate advice and support will be provided.

4.11.2 Consideration of the motivation behind the bullying behaviour and whether external services should be used to tackle any underlying issues of the bully which contributed to the bullying behaviour. If these considerations lead to any concerns that the bully may be at risk of harm, the School's child protection procedures will be followed.

4.11.3 Disciplinary action in accordance with the School's Behaviour Policy. In serious or repeated cases, suspension or even expulsion will be considered. Any disciplinary action will be applied fairly, consistently and reasonably, taking into account any special educational needs or disabilities and the needs of vulnerable students.

4.11.4 Appropriate support will be offered to the victim(s). The victim may need guidance on how to change her/his behaviour pattern in order to reduce the likelihood of further bullying. Support from external services will be sought where appropriate.

4.11.5 Confiscation of mobile electronic devices, increased monitoring procedures or limiting access to the School's internet and email facilities if cyberbullying (see the Acceptable Use Policy).

4.11.6 Reconciliation of the students concerned, including a supervised meeting between them to discuss their differences and the ways in which they may be able to avoid future conflict.

4.11.7 Action to break up a "power base".

4.11.8 Such other action as may appear to the Vice Principal or Principal to be appropriate.

4.12 After the incident/incidents have been investigated and dealt with, each case will be monitored by designated members of staff, and if appropriate, a member of the prefect team, to ensure repeated bullying does not take place.

## **5 Recording**

5.1 Reported incidents and the outcomes are recorded on CPOMs, kept securely and evaluated to enable patterns to be identified, both in relation to individual students and across the School as a whole, and to evaluate the effectiveness of the procedures and the School's approach.

## **6 Prevention**

- 6.1 'Bullying' as a topic will be addressed in PSE lessons, Tutor Group sessions and assemblies. Online safety is also a key aspect of all areas of the curriculum. When appropriate we shall refer to specific organisations/resources and draw on their expertise and materials. We may also include:
- 6.1.1 writing a set of school guidelines with the students
  - 6.1.2 signing a behaviour contract
  - 6.1.3 writing stories or poems or drawing pictures about bullying
  - 6.1.4 reading stories about bullying or having them read in class or school assembly/watching DVDs
  - 6.1.5 making up role-plays
  - 6.1.6 having discussions about bullying and why it matters
  - 6.1.7 assemblies on Safer Internet use and what to do in response to Cyber-bullying. There is also a separate e-safety policy and acceptable use policy.
- 6.2 A counter-bullying culture can only be realised through the co-operation of staff, students and parents.

## **7 Review**

- 7.1 The Designated Safeguarding Lead will review the Counter-bullying Policy on an annual basis, or more regularly as required taking into account any guidance published by the DfE together with the record of any bullying incidents.
- 7.2 The Governing Body will consider the revisions made as part of its collective responsibility to carry out an annual review of safeguarding.

Other related policies are:

E-safety, Acceptable Use, Child Protection (Safeguarding policy), Complaints. Behaviour, Individual House Student Handbooks.

Links <http://www.education.gov.uk/aboutdfe/advice/f0076899/preventing-and-tackling-bullying>

# **Student Acceptable Use Policy**

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## **1 Scope**

- 1.1 This policy has been authorised by the Governing Body and is addressed to all students. It is available to parents on request and parents are encouraged to read it; the School actively promotes the participation of parents to help the School safeguard the welfare of students and promote the safe use of technology.
- 1.2 This policy relates to all communications devices, network hardware and software and services and applications associated with them in use at the School, including:
- the internet
  - e-mail
  - mobile phones and smartphones
  - desktops, laptops, netbooks, tablets/phablets
  - personal music players
  - devices with the capability for recording and / or storing still or moving images
  - social networking, micro blogging and other interactive web sites
  - instant messaging (including image and video messaging via apps such as SnapChat and WhatsApp), chat rooms, blogs and message boards
  - webcams, video hosting sites (such as YouTube)
  - gaming sites
  - Virtual Learning Environments such as Moodle
  - SMART boards
  - other photographic or electronic equipment.
- 1.3 It applies to the use of any of the above on School premises and also any use, whether on or off School premises, which affects the welfare of other students or any member of the School community or where the culture or reputation of the School are put at risk. Staff are subject to a separate Acceptable Use Policy which forms part of their contract of employment.

## **2 Aims**

- 2.1 The aims of this policy are:
- 2.1.1 to encourage students to make good use of the educational opportunities presented by access to the internet and other electronic communication;
- 2.1.2 to safeguard and promote the welfare of students, in particular by anticipating and preventing the risks arising from:
- (a) exposure to inappropriate material (such as pornographic, racist, extremist or offensive materials);



- (b) the sharing of personal data, including images;
  - (c) inappropriate online contact; and
  - (d) cyberbullying and other forms of abuse;
- 2.1.3 to minimise the risk of harm to the assets and reputation of the School;
- 2.1.4 to help students take responsibility for their own e-safety in accordance with the School's E-Safety Policy (i.e. limiting the risks that children and young people are exposed to when using technology);
- 2.1.5 to ensure that students use technology safely and securely and are aware of both external and peer to peer risks when using technology.

### **3 Safe use of technology**

- 3.1 The safety of students online is of paramount importance. Please see the separate E-Safety Policy for details of the School's e-safety procedures including:
- 3.1.1 roles and responsibilities for the safe and acceptable use of technology in the School;
  - 3.1.2 how the School builds resilience through education and training;
  - 3.1.3 cyber-bullying - advice for students; and
  - 3.1.4 advice for parents on online safety.

### **4 Internet and e-mail**

- 4.1 The School provides internet access and an e-mail system to students to support its academic activities and to maximise the educational opportunities presented by such access.
- 4.2 You may only access the School's network when given specific permission to do so. All students will receive guidance on the use of the School's internet and e-mail systems through Tutor groups, assemblies (e.g. Safer Internet Day) and through specific year group ICT lessons. If you are unsure about whether you are doing the right thing, you must seek assistance from a member of staff.
- 4.3 For your own protection and that of others, your use of e-mail and of the internet will be monitored by the School. Remember that even when you have deleted an e-mail or something you have downloaded, it can still be traced on the system. Do not assume that files stored on servers or storage media are always private. Logs of online usage will be regularly reviewed and will form part of the School's ongoing monitoring and review of safeguarding.

## **5 School rules**

5.1 Students should comply with the following protocols:

5.1.1 internet and e-mail protocol ; and

5.1.2 mobile electronic device protocol (Appendix 2).

## **6 Procedures**

6.1 Students are responsible for their actions, conduct and behaviour on the internet and when using personal mobile electronic devices at all times. Use of technology should be safe, responsible, respectful to others and legal. If you are aware of misuse by other students you should talk to a teacher about it as soon as possible.

6.2 Any misuse of the technology will be dealt with under the School's Behaviour and Discipline Policy.

6.3 Students must not use their own or the School's technology to bully others. Bullying incidents involving the use of technology will be dealt with under the School's Counter-bullying Policy. If you think that you might have been bullied or if you think another person is being bullied, talk to a teacher about it as soon as possible. See also the School's E-Safety Policy for further information about cyberbullying and e-safety, including useful resources.

6.4 If there is a suggestion that a child is at risk of abuse or significant harm, the matter will be dealt with under the School's child protection procedures (see the School's Child Protection Policy). If you are worried about something that you have seen on the internet, or any electronic device, including another person's electronic device; talk to a member of staff about it as soon as possible.

6.5 Students can report abuse anonymously through the 'Be Safe' link on the Chetham's intranet. The information entered here is emailed directly to the Designated Safeguarding Lead.

6.6 In a case where the student is considered to be vulnerable to radicalisation they may be referred to the Channel programme (2015 Prevent strategy). Channel is a programme which focuses on support at an early stage to people who are identified as being vulnerable to being drawn into extremism & the dangers associated.

## **7 Consequences**

7.1 It is preferable for students to learn from their errors therefore in most cases the ERIC model will be applied. However, where a student breaches any of the School's protocols in a severe, persistent or high risk manner, the Governing Body have authorised the Principal to apply any consequence which is appropriate and proportionate to the breach in accordance with the School's Behaviour and Discipline Policy including, in the most serious cases, expulsion. Other consequences might include: increased monitoring procedures, withdrawal of the right to access the

School's internet and e-mail facilities, detention. Any action taken will depend on the seriousness of the offence.

- 7.2 Unacceptable use of electronic equipment or the discovery of inappropriate data or files could lead to confiscation of the device or deletion of the material in accordance with the protocols attached to this policy and the School's Behaviour and Discipline Policy (see Appendix 2 of the Behaviour and Discipline Policy for the School's policy on the searching and confiscation of electronic devices).
- 7.3 The School reserves the right to charge a student or his / her parents for any costs incurred to the School, or to indemnify any significant liability incurred by the School, as a result of a breach of this policy.

## **8 The liability of the School**

- 8.1 Unless negligent under the terms of this policy, the School accepts no responsibility to the student or parents caused by or arising out of a student's use of the internet, e-mail or any electronic device whilst at School.
- 8.2 The School does not undertake to provide continuous internet access. E-mail and website addresses at the School may change from time to time.

## **9 Monitoring and review**

- 9.1 All serious e-safety incidents will be logged by the Designated Safeguarding Lead on CPOMs.
- 9.2 The E-Safety Committee will carry out regular reviews of this policy in consultation with the Governing Body, Parent Governor and Parent Forum, and School Council. The E-Safety Committee will consider the record of e-safety incidents and new technologies. The E-Safety Committee will consider if existing security procedures are adequate.
- 9.3 Consideration of the efficiency of the School's e-safety procedures and the education of students about keeping safe online will be included in the Governing Body's annual review of safeguarding.

## **Appendix 1      Internet and e-mail protocol**

### **Introduction**

- 1      We want each student to enjoy using the internet, and to become proficient in drawing upon it both during your time at School, and as a foundation for your further education and career. However, there are some potential drawbacks with e-mail and the internet, both for you and for the School.
- 2      The purpose of this protocol is to set out the principles which you must bear in mind at all times and also the rules which you must follow in order for all students to use the internet safely and securely.
- 3      The principles and rules set out below apply to all use of the internet, including social media, and to the use of e-mail in as much as they are relevant. Failure to follow this protocol will constitute a breach of discipline and will be dealt with in accordance with the School's Behaviour and Discipline Policy.

### **Access and security**

- 4      Access to the internet from the School's computers and network must be for educational purposes only during school working hours.
- 5      Students connecting to the School's network do so in the knowledge that their use of software, the internet and email can be monitored and logged.
- 6      You must not knowingly obtain (or attempt to obtain) unauthorised access to any part of the School's or any other computer system, or any information contained on such a system.
- 7      Laptops or other mobile electronic devices belonging to students which connect to the School network are subject to this policy.
- 8      Passwords protect the School's network and computer system. You should not let anyone else know your password. If you believe that someone knows your password you must change it immediately. You should not attempt to gain unauthorised access to anyone else's computer or to confidential information which you are not authorised to access. If there is a problem with your passwords, please contact the IT Department.
- 9      The School has a firewall in place to ensure the safety and security of the School's networks. You must not attempt to disable, defeat or circumvent any of the School's security facilities. If you notice a problem with the firewall, please speak to the IT Department.
- 10     The School has filtering systems in place to block access to unsuitable material, wherever possible, to protect the welfare and safety of students.
- 11     Viruses can cause serious harm to the security of the School's network and that of others. Viruses are often spread through internet downloads or circulated as attachments to e-mails. If you think or suspect that an attachment sent to you, or other material which you want to download, might contain a virus, you must speak to the IT Department before

opening the attachment or downloading the material. You must not disable or uninstall any anti-virus software on the School's computers.

### **Use of the internet**

- 12 You must use the School's computer system for educational purposes only during school working hours. You are not permitted to access interactive or networking web sites when using School computers or, if using personal laptops or other devices, on School premises.
- 13 You must take care to protect personal and confidential information about yourself and others when using the internet, even if you receive or come across this information inadvertently. Receiving or using this kind of information may be unlawful under data protection legislation and laws relating to confidentiality.
- 14 You must not load material from any external storage device brought in from outside the School onto the School's systems, unless this has been authorised by the Network Manager.
- 15 You should assume that all material on the internet is protected by copyright and you must treat such material appropriately and in accordance with the owner's rights - you must not copy (plagiarise) another's work.
- 16 You must not bring the School into disrepute through your use of the internet.
- 17 Students must not view, retrieve, download or share any offensive material. Offensive material includes, but is not limited to, content that is abusive, racist, considered to be of an extreme or terrorist related nature, sexist, homophobic, any form of bullying, pornographic, defamatory or criminal activity. Use of technology in this way is a serious breach of discipline. You must tell a member of staff immediately if you have accidentally read, downloaded or have been sent any offensive material or material that is inappropriate, including personal information about someone else.
- 18 Students must not communicate with staff using social networking sites or other internet or web-based communication channels unless this is expressly permitted for educational reasons.
- 19 You must not enter into any contractual commitment using the internet when in the care of the School, or otherwise associated with the School, whether for yourself or on behalf of another (including the School).

### **Use of e-mail**

- 20 Your School e-mail account can be accessed from home via the portal section of the School's website (<http://chethams.com/portal>). The School will not forward e-mails received during the School holidays.
- 21 E-mail should be treated in the same way as any other form of written communication. You should not include or ask to receive anything in an e-mail which is not appropriate to be published generally or which you

believe the Principal and / or your parents would consider to be inappropriate for a student at Chetham's.

- 22 Students must use their School e-mail accounts for any e-mail communication with staff. Communication either from a student's personal e-mail account or to a member of staff's personal e-mail account is not permitted.
- 23 You must not send or search for any e-mail message which contains offensive material. Offensive material includes, but is not limited to, content that is abusive, racist, considered to be of an extreme or terrorist related nature, sexist, homophobic, any form of bullying, pornographic, defamatory or criminal activity. If you are unsure about the content of a message, speak to a member of staff. If you come across such material you must inform a member of staff as soon as possible. Use of the e-mail system in this way is a serious breach of discipline. The School will take no responsibility for any offence caused by you as a result of downloading, viewing or forwarding inappropriate e-mails
- 24 Trivial messages and jokes should not be sent or forwarded through the School's e-mail system. Not only could these cause distress to recipients (if inappropriate) but could also cause the School's IT system to suffer delays and / or damage.
- 25 All correspondence from your School e-mail account must contain the School's disclaimer.
- 26 You must not read anyone else's e-mails without their consent.

## **Appendix 2      Mobile electronic devices protocol**

### **Use of mobile electronic devices**

- 1      "Mobile electronic device" includes without limitation mobile phones, smartphones, tablets, laptops, MP3 players.
- 2      Mobile phones and other mobile electronic devices must be switched off during lessons.
- 3      Students may not bring mobile electronic devices into examination rooms under any circumstances, except where special arrangements for the use of a tablet or laptop have been agreed with the Examinations Officer.
- 4      Students must not communicate with staff using a mobile phone or other mobile electronic device except when this is expressly permitted (see Appendix 3). Any such permitted communications should be brief and courteous.
- 5      The School does not accept any responsibility for the theft, loss of, or damage to, mobile electronic devices brought onto School premises, including devices that have been confiscated.
- 6      Use of electronic devices of any kind to bully, harass, intimidate or attempt to radicalise others will not be tolerated and will constitute a serious breach of discipline, whether or not the student is in the care of the School at the time of such use. Appropriate disciplinary action will be taken where the School becomes aware of such use (see the School's Counter-bullying Policy and Behaviour and Discipline Policy) and the School's safeguarding procedures will be followed in appropriate circumstances (see the School's Safeguarding, Child Protection Policy).
- 7      The School reserves the right to confiscate a student's mobile electronic device for a specified period of time if the student is found to be in breach of this protocol. The student may also be prevented from bringing a mobile electronic device into the School temporarily or permanently and at the sole discretion of the Principal.

### **8      Photographs and images**

- 8.1    Using photographic material of any kind to bully, harass or intimidate others will not be tolerated and will constitute a serious breach of discipline.
- 8.2    Students may only use images obtained from the use of cameras or any mobile electronic device with the capability for recording and / or storing still or moving images with the permission of those appearing in the image.
- 8.3    All students must allow staff access to images stored on mobile phones and / or cameras and must delete images if requested to do so.
- 8.4    The posting of images which in the reasonable opinion of the Principal is considered to be offensive on any form of social media

or websites such as Youtube, Instagram etc is a serious breach of discipline and will be subject to disciplinary procedures whatever the source of the material, irrespective of whether the image was posted using School or personal facilities.

- 8.5 Students are reminded that 'sexting' (sending or posting images or videos of a sexual or indecent nature) is strictly prohibited by the School and may constitute a criminal offence. The School will treat incidences of sexting (both sending and receiving) as a safeguarding matter under the School's child protection procedures (see the School's Child Protection Policy). Students concerned about images that they have received, sent or forwarded should speak to any member of staff for advice.
- 9 Mobile electronic devices may be confiscated and searched in appropriate circumstances. Please see Appendix 2 of the School's Behaviour and Discipline Policy on the searching of electronic devices.



### **Appendix 3 Protocol for communication between staff and students**

- 1 Chetham's School of Music is committed to safeguarding and promoting the welfare of children at the School. As part of our safeguarding policy we expect staff and students, and where appropriate, parents, to follow this protocol on communication by mobile phone. Throughout this protocol the term mobile phone includes a PDA or similar device.
- 2 The only members of staff who may contact students on their mobile phones are House Parents, the nurses, the music timetabler, the Vice Principal and staff responsible for students on educational visits (see below). These members of staff may use school mobile phones to communicate with students when necessary. Telephone numbers should not be exchanged between staff and students.

Email: Staff and students should only communicate via official school email accounts (@chethams.com)

If a student receives mobile or email communication from any member of staff other than through the aforementioned channels they should tell their Head of House or Head of School immediately.

- 3 The leader of an educational visit will carry a mobile phone supplied by the School and will have a list of all student mobile numbers. This list will be destroyed at the end of the visit. The leader of the visit will ensure that all students are given the number of the school mobile.
- 4 Staff and students taking part in such visits should avoid using mobile phones to speak or send messages to each other except where necessary. Any messages that are sent should be brief and courteous.
- 5 If there are reasonable grounds to believe that inappropriate communications have taken place, the Principal will require the relevant mobile phones to be produced for examination. The usual disciplinary procedures will apply. Students may expect to have mobile phones confiscated if there has been a breach of this protocol.

Students should not attempt to contact or follow staff via social media (Facebook, Twitter, Instagram, Snapchat, etc).

# **Policy on alcohol, drugs and substances**

## 10 Introduction

- 10.1 **Scope:** This policy has been authorised by the Governing Body and is available to parents and students on request. The policy relates to possession and consumption of alcohol and the misuse of controlled drugs and other substances and applies to all students at Chetham's School of Music (**School**) irrespective of their age. The policy may also apply at times when a student is not in the care of the School. The procedures and consequences may be adapted as appropriate to meet the policy aims and the circumstances of each case. Certain of the procedures can only be carried out during term time.
- 10.2 **Alcohol:** means intoxicating liquor of all descriptions (including beer, cider, wine and spirits) and this policy covers obtaining, consuming, and supplying alcohol.
- 10.3 **Drugs and substances:** means controlled drugs and the paraphernalia of drugs or substances intended to resemble drugs, or "legal" drugs which can be obtained from a chemist shop, performance enhancing drugs, anabolic steroids, glue and other substances held or supplied in each case for purposes of misuse. This policy covers the possession, use and supply of such substances.

## 11 Policy

- 11.1 **Aims:** The central aims of this policy are:
- 11.1.1 to promote safety, welfare and good physical and mental health;
  - 11.1.2 to promote a mature and moderate approach to the use of alcohol;
  - 11.1.3 to reduce the risk of alcohol-induced misconduct in and out of School;
  - 11.1.4 to keep drugs out of the School.
- 11.2 **Education:** We educate students to understand the effect and risks associated with alcohol in relation to their health and well-being and the law and that the use of illegal drugs is or may be a criminal offence and will be harmful to their health, integrity, independence, opportunities and careers and will damage the society in which they live. We educate by means of personal development courses, by example and by discussion. At any time a student can request a one to one session with our nursing or medical staff to get advice and help.
- 11.3 **Pastoral care:** We encourage students to discuss in confidence any anxieties they may have about use of alcohol or drugs and substance abuse with a member of Pastoral Staff, Medical Team or the School counsellors. Matters brought into counselling or that have been divulged by a student or his / her parents, in circumstances which are genuine, will be "ring-fenced" from disciplinary consequences, but a student who contravenes this policy may face disciplinary consequences. We wish to support all students if they have problematic use of substances but they must be honest and accept help. The balance between the support for the

individual, and the need to protect the rest of the School Community is paramount.

11.4 **School Rules:** The Rules forbid a student from:

11.4.1 any possession, use or supply of drugs and substances;

11.4.2 bringing alcohol onto School premises or being in unsupervised possession of alcohol or obtaining or supplying alcohol to another, or being impaired by alcohol while on School premises or in the care of the School;

11.4.3 bringing the School into disrepute for any reason associated with alcohol or drugs and substances, whether or not the student is in the care of the School at the time. Action will be taken when the welfare of any member of the School community or the reputation of the School is affected.

11.5 **Detection:** Every complaint, report, or observation in relation to alcohol or involvement with drugs and substances will be followed up and explored. In exceptional circumstances a student suspected of such involvement may be suspended pending the outcome of an investigation.

11.6 **Consequences:**

11.6.1 Alcohol: Students will be given a medical appointment to explore their relationship with alcohol and educate themselves, they will have a behaviour meeting with their Head of School or House and/or Vice Principal meet with the Vice Principal, their parents will be informed and a high level consequence will be applied as per the Good Behaviour Policy. For a serious breach or persistent minor breaches, a student may be required to leave the School permanently. The student may be referred to 'Eclipse' for further specialist help.

11.6.2 Drugs: Anyone supplying drugs must expect to be expelled immediately even if he / she is about to sit public examinations. Passing on information and contacts of dealers will also fall into the most serious of consequences. Anyone possessing or using drugs will have the circumstances properly explored. Those who are wilfully taking substances without due regard for themselves or the School must expect that they could be expelled. Where possible a supportive approach can be taken as an alternative to expulsion however the School are not obliged to do so. All Students involved in any drug taken will be referred to Eclipse and parents will be informed. In most cases the Police will also be informed and Students may have to be referred to them.

11.7 **Parents:** If Parents attending School premises appear to be under the influence of drugs or substances or alcohol, they will be asked to leave and the member of staff making the request should refer the matter to the School's Designated Safeguarding Lead or her Deputies. If a member of staff suspects that a parent has driven or will drive whilst under the influence of drugs or alcohol, the member of staff should report the

matter to the Designated Person or a member of the Senior Leadership Team who may telephone the police. If the Designated Person reasonably believes that a child is at immediate risk of harm from a parent who is under the influence of alcohol or drugs, the child will not be released into the care of the parent and the School's child protection procedures will be followed.

## **12 Searches for alcohol, drugs and substances**

- 12.1 **Searches with consent:** School staff can search students for alcohol, drugs or substances with their consent. The member of staff will consider the student's age and other factors when determining whether the student is capable of giving her / her consent.
- 12.2 **Searches without consent:** The Principal and staff authorised by the Principal may search a student or a student's possessions without their consent where they have reasonable grounds for suspecting that a student has alcohol or drugs or substances in their possession. See Appendix 2 of the School's Behaviour and Discipline Policy on searching and confiscation.
- 12.3 **Police involvement:** If the School seizes a controlled drug, the drug may be destroyed if there is good reason to do so. Otherwise the School will deliver it to the police as soon as reasonably practicable. In all other cases, the School may decide to request the involvement of the police from the outset. If the police suspect that a student possesses or has stored drugs, substances or related paraphernalia, the police may elect to investigate using their own procedures or may pass the matter back to the School to investigate.

## **13 Testing**

- 13.1 **Biological sample:** A student suspected of unauthorised consumption of alcohol or involvement with drugs or substances may be asked to give a biological sample. The reason for this policy is:

13.1.1 to deter breaches of School discipline;

13.1.2 to identify users;

13.1.3 to absolve those who have been wrongly suspected.

Reason to suspect alcohol consumption or use of drugs or substances may arise as a result of information or a complaint received or because of a student's behaviour or demeanour.

- 13.2 **Informed consent:** The relevant consent to a test is that of the student rather than the parents, even if the student is under 16 years of age, provided he / she is of sufficient maturity and understanding and gives her / her informed consent in writing. The member of staff leading the investigation will determine whether or not the student is able to provide this consent and may request the additional opinion of a medically qualified member of staff.

- 13.3 **Notifying parents:** Reasonable endeavours will be made to notify a parent, guardian or education guardian of the requirement for a urine sample and the reasons for that requirement.
- 13.4 **Drugs and substances:** See Appendix 1 for details of the testing procedure for the use of drugs and substances.
- 13.5 **Alcohol:** See Appendix 2 for details of the testing procedure for the consumption of alcohol.
- 13.6 **Refusal:** If a student refuses to provide a biological sample he / she will be asked to say why he / she has refused. The School will be entitled to draw inferences from her / her response and general demeanour. If a parent's consent is required and they refuse to consent to their child providing a biological sample, the School may draw inferences from the student's general demeanour.
- 13.7 **Confidentiality and data protection:** Sensitive personal information about students is disclosed only on a "need to know" basis with careful attention to students' rights and needs.

## 14 Subsequent action

- 14.1 **Procedure. Urine tests:** The School will treat a positive urine test, although not infallible, as evidence that the student has been using drugs or substances. Where there is a positive urine test, or where the student refuses to provide a urine sample to be tested, a meeting will be arranged at which:
- 14.1.1 the student will be asked to attend a meeting with the Vice Principal or Principal ideally with his / her parents or a member of the School staff chosen by him / her to assist him / her
- 14.1.2 all relevant evidence, including the positive test result where applicable, will be put to the student and he / she will be invited to respond;
- 14.1.3 his / her response will be heard and considered and further enquiries will be made if necessary.

When the investigation has been concluded, outside of the meeting if necessary, the Principal will, on the civil standard of proof, namely, the "balance of probabilities", make a finding of fact based on the evidence and supported by reasons in accordance with the School rules.

- 14.2 **Consequences:** If the Principal's decision after considering all the material evidence is that the student has been using drugs or substances, at the meeting or a later meeting if further investigation was necessary, the Principal will outline the range of consequences he is considering, hear mitigating circumstances and consider the student's academic and disciplinary record and the extent to which he / she has co-operated, before deciding on the consequence.
- 14.3 **Procedure. Breath test:** The School will treat a positive breath test, although not infallible, as evidence that the student has consumed

alcohol. Where there is a positive test the parents will be informed and the student will face consequences in accordance with the School rules.

- 14.4 **Review:** If the student is Expelled or Removed, he / she and her / her parents have the right to request a Review by the Governing Body of the decision in accordance with the School's Expulsion, Removal and Review Policy.

## **15 Monitoring**

- 15.1 This policy will be reviewed:

- following any serious incident involving students and alcohol or drugs and substances
- following the issue of any new guidance from the Department for Education (DfE)
- in any event, every year.

- 15.2 The review will be carried out by the Vice Principal, who will also evaluate the effectiveness of education on these matters in the School. A report will be made to the Governing Body who will authorise any necessary amendments.

## Appendix 4      Testing for drugs

- 1      Urine sample: If, outside the context of confidential counselling, there is reason to suspect that a student has been involved with drugs or substances, he / she may be asked to supply, under medical supervision, a urine sample for analysis.
  
- 2      Medical supervision: The student will be escorted to the medical centre where the student will be asked to give a urine sample and hand it to the nurse who will test it in the presence of the student and another member of staff. All due care will be taken to respect the student's privacy and human rights.
  
- 3      Outcome:
  - 3.1      The parent will be notified by telephone or email;
  - 3.2      if the result is negative, the sample will be destroyed immediately;
  
- 4      **Medical record:** The outcome of the test, whether positive or negative, will not form part of the student's permanent medical record.



## **Appendix 5      Testing for alcohol**

1.     **Testing for alcohol:** The School may test for the consumption of alcohol in the following circumstances:
  - 1.1    where there is suspicion or evidence that students aged under 18 on return to the School following permitted nights out; and/or
  - 1.2    outside the context of confidential counselling, if there is reason to suspect that a student of any age has consumed alcohol.
  
2.     **Breath test:** A student may be asked to supply a breath sample using a breathalyser. He/she will be asked to give written consent. The breathalyser will be administered ideally by a member of the Medical Team or Head of House in the presence of another member of staff. The student will be shown the test results. If the test is positive the student will face the consequences in accordance with the School rules and the parents informed.
  
3.     **Medical record:** The outcome of the test, whether positive or negative, will not form part of the student's permanent medical record.

## Appendix 6 Supportive regime

This contract may be used or a similar more bespoke alternative.

<b>Full name of student</b>	
<b>Date</b>	
<b>Student's date of birth</b>	
<b>Age now</b>	
<p>I have made a voluntary admission of having used a controlled drug or substance in breach of the School's policy and disciplinary rules.</p> <p>As an alternative to expulsion, the Principal has offered me a supportive regime under which:</p> <p style="padding-left: 40px;">for the remainder of this term and the next three school terms, without obligation on the part of the School, I may at any time be asked to provide a urine sample under medical supervision for analysis in accordance with the procedures described in the attached policy which I have read and understood;</p> <p style="padding-left: 40px;">I understand that I may be asked to provide a urine sample at any reasonable time even if no grounds exist at that time to suspect that I have been involved with drugs or substances.</p> <p>I agree to be subject to this regime and to co-operate with the School in every respect. I understand that the School will take all reasonable care to preserve my confidentiality and human rights in the operation of this regime.</p> <p>I also understand that if without good reason I fail to co-operate with this regime or if a test proves positive I would almost certainly be required to leave the School.</p>	
<b>Signed</b>	

## Declaration of parents / guardian / education guardian

I / We the undersigned have read the School's Policy on Alcohol, Drugs and Substances, and this Appendix. For my / our part, I / we accept the Principal's offer of a supportive regime for the above named student, as described above.

I / We undertake to co-operate with the regime in all respects and to pay the laboratory charges for each test if necessary.

<b>Signed</b>	
<b>Full name</b>	
<b>Relationship to student</b>	
<b>Date</b>	

<b>Signed</b>	
<b>Full name</b>	
<b>Relationship to student</b>	
<b>Date</b>	

# **Expulsion, Removal and Review Policy**

## 1 Introduction

1.1 **Scope:** This policy contains guidelines, which will be adapted as necessary, explaining the circumstances under which a student may be expelled from Chetham's School of Music (**the School**), or required to leave permanently for misconduct or other reasons. The policy applies to all students at the School but does not cover cases when a student has to leave because of ill-health, non-payment of fees, or withdrawal by her / her parents.

1.2 **Interpretation:** The definitions in this clause apply in this policy.

**Principal:** references to the Principal may include Vice Principal.

**Parent:** includes one or both of the parents, a legal guardian or education guardian.

**Expulsion:** A student may be formally expelled from the School if it is proved on the balance of probabilities that the student has committed a very grave breach of discipline or a serious criminal offence. Expulsion is reserved for the most serious breaches.

**Removal:** Parents may be required to remove a student permanently from the School or from boarding if, after consultation with the parents and if appropriate the student, the Principal is of the opinion that:

- (a) by reason of the student's conduct, behaviour or progress, the student is unwilling or unable to benefit sufficiently from the educational opportunities and / or the community life offered by the School; or
- (b) if the parents have treated the School, members of its staff or any member of the School community unreasonably.

**Suspension:** In this policy, unless otherwise stated, suspension is a neutral act whereby the student is sent home pending the outcome of an investigation or a Governors' Review. Suspension as a disciplinary consequence is defined in the School's Behaviour and Discipline Policy.

## 2 Policy statement

2.1 **Aims:** The aims of this policy are:

- to support the School rules and policies on behaviour and discipline;
- to ensure procedural fairness and natural justice;
- to promote co-operation between the School and parents when it is necessary for the School to require a student to leave earlier than expected.

2.2 **Misconduct:** The main categories of misconduct which may result in expulsion or removal include but are not limited to:

- supply / possession / use of certain drugs and solvents or their paraphernalia or substances intended to resemble them, or alcohol or tobacco;
- theft, blackmail, physical violence, intimidation, racism, homophobia or persistent bullying;
- misconduct of a sexual nature; supply or possession of pornography;
- possession or use of unauthorised firearms or other weapons;
- vandalism or computer hacking;
- persistent attitudes or behaviour which are inconsistent with the School 's ethos;
- other serious misconduct which affects the welfare of a member or members of the School community or which brings the School into disrepute (single or repeated episodes) on or off School premises during or outside term time.

2.3 **Equality:** The School will make reasonable adjustments for managing behaviour which is related to a student's special educational need or disability. Where expulsion needs to be considered, the School will ensure that a student with a disability or special educational needs and / or his / her parents are able to present their case fully where their disability or special educational needs might hinder this. Any religious requirements affecting the student will also be considered.

### **3 Procedure**

3.1 **The procedure:** The procedure followed by the School in cases where a consequence of Expulsion or Removal may be imposed by the Principal are summarised in the flowchart at Appendix 1 to this Policy. The three stages of this procedure are as follows:

3.1.2 **Investigation procedure** - further details of the procedures to be followed at this stage are set out in Appendix 1.

3.1.3 **Disciplinary meeting with the Principal** - further details of the disciplinary meeting are set out in 0.

3.1.4 **Review meeting** - further details of the Review meeting are set out in Appendix 3.

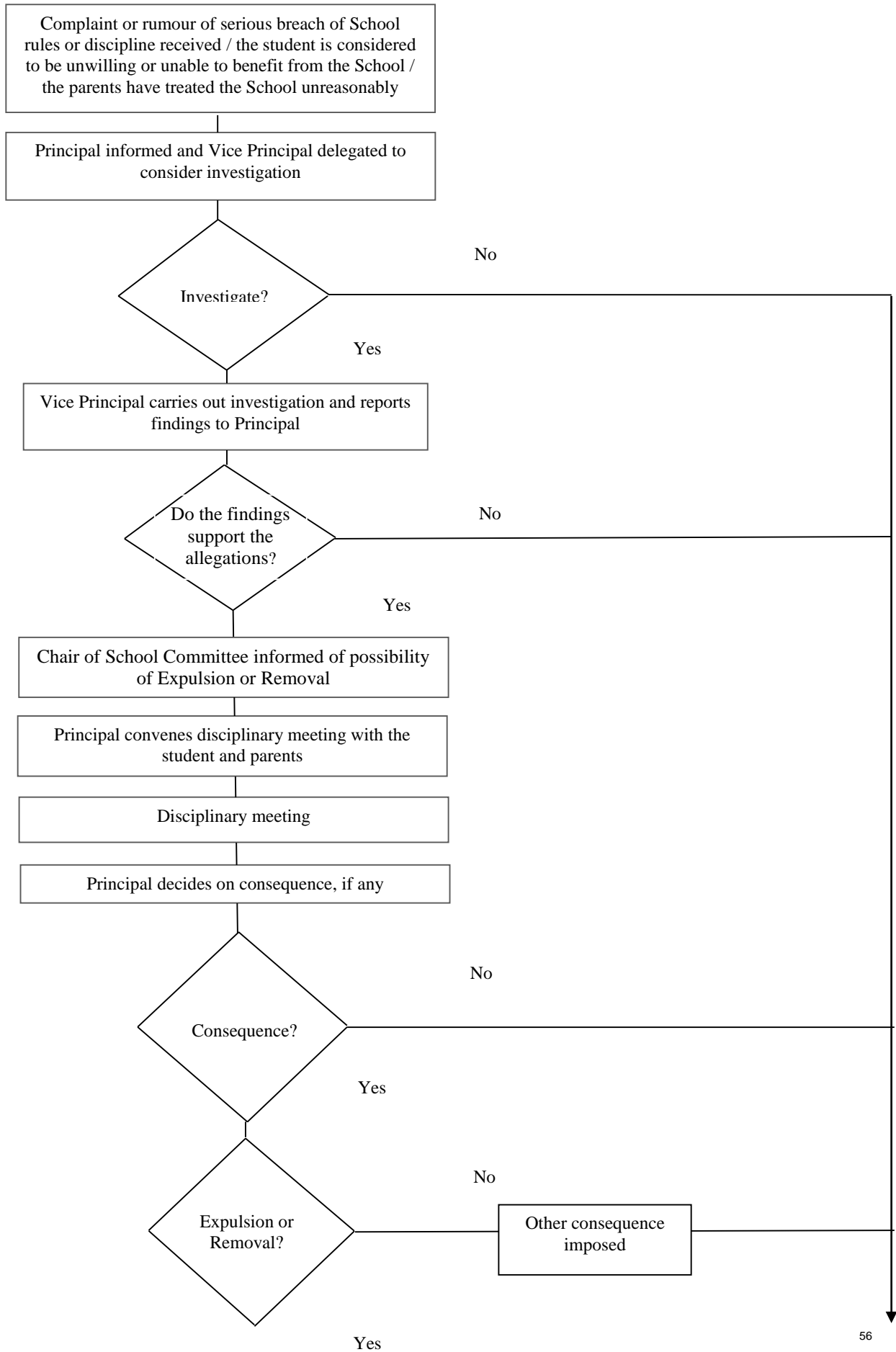
**Reviewed by: Nicola Smith**

**Updated: Jan 2019**

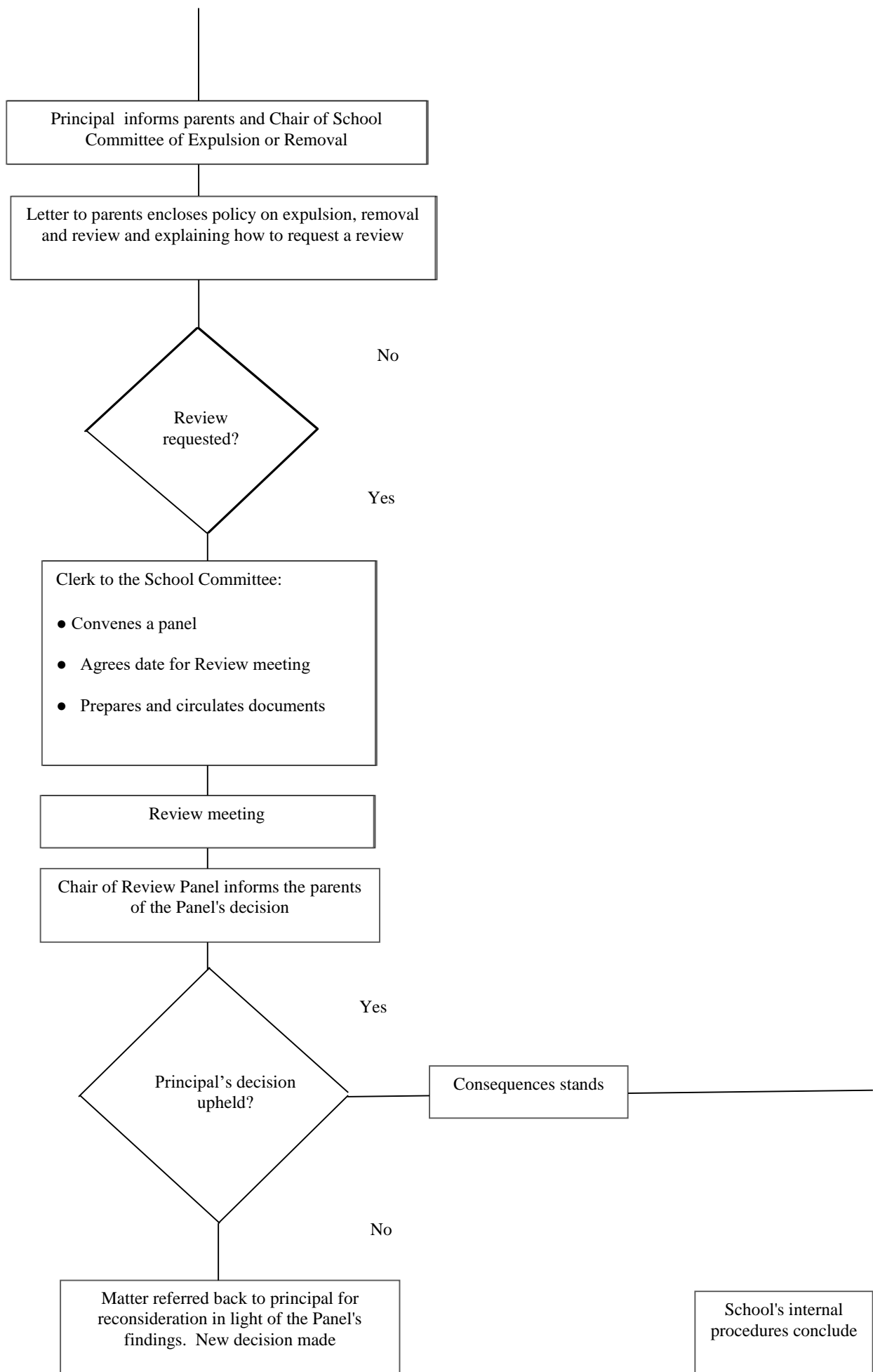
**Next Review Jan 2020**



## Appendix 1 Procedural flowchart







## Appendix 2 Investigation procedure

- 1. Complaints:** A complaint or rumour about serious misconduct or cases in which the Principal considers that a student is unwilling or unable to benefit sufficiently from the educational opportunities and / or the community life offered by the School or parents have treated the School, members of its staff or any member of the School community unreasonably will be investigated. This investigation will normally be co-ordinated by the Vice Principal, and its outcome will be reported to the Principal. Parents will be informed as soon as reasonably practicable if a complaint under investigation is of a nature that could result in the student being Expelled or Removed from the School.
- 2. Suspension:** A student may be suspended from the School while a complaint is being investigated or while an investigation is suspended (see paragraph 6 below). Should a suspension continue for a period of more than five School days, the School will take reasonable steps to put in place arrangements to ensure the continuing education of the student. The Heads of school will co-ordinate these arrangements with the student's parents or guardians. Parents or guardians should note that there may be a delay in providing work whilst teaching staff are given the opportunity to determine what work should be set. Alternatively, the student may be placed under a segregated regime on School premises.
- 3. Search:** The School may decide to search a student's space and belongings and ask him / her to turn out the contents of pockets or a bag, if it considers there is reasonable cause to do so. Clothing will not be searched until it has been removed from the wearer and care will be taken to ensure reasonable privacy. This policy does not authorise an intimate search or physical compulsion in removing clothing. Only outer clothing will be searched. If necessary, the police would be called. See also the School's separate policy on searching and confiscation in Appendix 2 of the Behaviour and Discipline Policy for details about the School's power to search.
- 4. Interview:** A student may be interviewed informally by a member of staff to establish whether there are grounds for a formal investigation. If the student is then interviewed formally about a complaint or rumour, arrangements will be made for him / her to be accompanied by a member of staff of his / her choice and / or by a parent (if available at the relevant time). A minute of the interview will be recorded in writing by the interviewing member of staff.
- 5. Ethos:** An investigation and any subsequent meeting will be conducted fairly and in a way which is appropriate to a school, without formal legal procedures.
- 6. Suspension of an investigation:** It may be necessary to suspend an investigation, for example where external agencies such as the police or social services are involved and have advised that this is necessary. A decision to suspend an investigation will take into account advice from an appropriate external agency and will be subject to periodic review.

## **Disciplinary meeting with the Principal**

- 1. Preparation:** The Chair of the Governing Body will be informed of the meeting. Documents available at the disciplinary meeting with the Principal will include:
  - a statement setting out the points of complaint against the student or, where applicable, the parents;
  - written statements and notes of the evidence supporting the complaint, and any relevant correspondence;
  - the Vice Principal's Investigation Report;
  - the student's School file and (if separate) conduct record; and
  - the relevant School policies and procedures.
  
- 2. Attendance:** The student and his / her parents (if available) will be asked to attend the disciplinary meeting with the Principal at which the Vice Principal will explain the circumstances of the complaint and his / her investigation.

The student may also be accompanied by a member of staff of his / her choice. Where the complaint concerns the behaviour of the parents, the student will not generally be expected to attend the meeting and this procedure applies to the parents only.

The student and his / her parents will have an opportunity to state their side of the case. Members of staff will be on hand to join the meeting if needed, and their statements will be disclosed but, in most cases, the anonymity of students will be preserved.

If the parents or the student have any special needs or disability which call for additional facilities or adjustments (e.g. parking or the provision of documents in large print or other accessible format) those requirements should be made known to the Principal or Vice Principal or Heads of School so that appropriate arrangements can be made.

If a parent is unable to attend because of, for example, travel and working commitments, the School will make reasonable alternative arrangements to ensure the parent can be involved, remotely if necessary, with the disciplinary process and their child's education.

- 3. Proceedings:** There are potentially three distinct stages of a disciplinary meeting:
  - 3.1 The complaints:** The Principal will consider the complaint/s and the evidence, including statements made by and / or on behalf of the student or, where applicable, the parents. Unless the Principal considers that further investigation is needed, he will decide whether the complaint has been sufficiently proved. The standard of proof shall be the civil standard, i.e. the balance of probabilities. Appropriate reliance may be placed on hearsay evidence but the Principal will not normally refer to the student's disciplinary record at this stage.

**3.2 The consequence:** If the complaint has been proved the Principal will outline the range of disciplinary measures which he considers are open to him. He will take into account any further statement which the student and/or others present on his behalf wish to make. The student's disciplinary record will be taken into account where the complaint concerns the conduct of the student. Then, or at some later time, normally within 24 hours, the Principal will give his decision in writing, with reasons.

**3.3 Leaving status:** If the Principal decides that the student must leave the School, he will consult with a parent before deciding on the student's leaving status (see below).

**4. Delayed effect:** A decision to Expel or Remove a student shall take effect seven days after the decision was first communicated to a parent. Until then, the student shall remain suspended and away from School premises. If within seven days the parents have made a written application for a Review by the Governing Body, the student shall remain suspended until the Review has taken place and either the consequence is upheld or a reconsidered decision is made.

## **5. Leaving status**

**5.1 Explanation:** If a student is Expelled or Removed, his / her leaving status will be one of the following: Expelled, Removed or if the offer is made by the Principal and accepted by the parents, Withdrawn by parents.

**5.2 Detail:** Additional points of leaving status include:

- the form of letter which will be written to the parents and the form of announcement in the School;
- the form of reference which will be supplied for the student;
- the entry which will be made on the School record and the student's status as a leaver;
- arrangements for transfer of any course and project work to the student, his / her parents or another school;
- whether (if relevant) the student will be permitted to return to School premises to sit public examinations;
- whether (if relevant) the School can offer assistance in finding an alternative placement for the student;
- whether the student will be entitled to leavers' privileges such as attendance at end of term / year events and membership of the alumni association;
- the conditions under which the student may re-enter School premises in the future;
- financial aspects: payment of any outstanding fees and extras; whether the deposit will be returned or credited; refunded of prepaid fees.

## Appendix 3 Review by the Governing Body

- 1. Request for review:** A student or his / her parents may request a Review by the Governing Body of the Principal's decision to Expel or Remove a student. The application must be made in writing using the Request Form at Appendix 4 and received by the Clerk to the Governing Body within seven days of the Principal's decision being notified to the parents, or longer by agreement. If the parents or the student have any special needs or disabilities which call for additional facilities or adjustments, these should be made known to the Clerk so that appropriate arrangements can be made.
- 2. Grounds for review:** In their application the parents must state the grounds on which they are asking for a Review and the outcome which they seek. For the avoidance of doubt, a mere disagreement with the decision of the Principal will not of itself be grounds sufficient for a Review.
- 3. Review Panel:** The Review will be undertaken by a three member sub-committee of the Governing Body (the Panel). The Panel members will have no detailed previous knowledge of the case or of the student or parents and will not include the Chair of the Governing Body. Selection of the Panel will be made by the Clerk to the Governing Body. With the exception of the Chair of the Governing Body, those members of the Governing Body not appointed to the Panel will not be provided with information about the case. Parents will be notified in advance of the names of the Panel members. Fair consideration will be given to any bona fide objection to a particular member of the Panel. The Panel may, if requested by the parents, include an independent member who has no connection with the management or running of the School .
- 4. Role of the Panel:** The role of the Panel is to consider the documentation provided by the parties and representations made and to decide whether to uphold the Principal's decision or refer the decision back to him with recommendations so that he may consider the matter further.
- 5. Review meeting:** The meeting will take place at the School premises, normally within ten School days after the parents' application has been received. A Review will not normally take place during School holidays. The Parents and the Principal will be asked to submit any documents they wish to refer to at the meeting to the Clerk to the Governing Body and a single bundle will be circulated to the Panel and the parties simultaneously at least three days before the meeting. On receipt of new information not previously available to the Principal before his decision was made, the Clerk should contact the Chair of the Governing Body who will decide whether:

  - to include the new information in the bundle; or
  - to omit the information if not relevant to the grounds for Review; or
  - to make further enquiries of the parents or the student about the information; or

- to refer the information to the Principal for his consideration as to whether the decision should be revisited.

A Review meeting is a private procedure and all those who are concerned in it are required to keep its proceedings confidential, subject to law. The requirement is without prejudice to the parties' right to refer to the Panel's decision in any subsequent legal proceedings.

**6. Attendance:** Those present at the Review meeting will normally be:

- members of the Panel and the Clerk to the Governing Body;
- the Principal and any relevant member of staff whom the student or his / her parents have asked should attend and whom the Principal considers should attend in order to secure a fair outcome;
- the student together with his / her parents and, if they wish, a member of the School staff who is willing to speak on the student's behalf. If the complaint concerns the behaviour of the parents, the student will not be expected to attend. The parents may be accompanied by a friend or relation. The meeting is not a legal proceeding and so legal representation is not necessary. The Clerk to the Governing Body must be given seven days' notice if the friend or relation is legally qualified and the parents should note that the Review Panel will wish to speak to the parents directly and this person will not be permitted to act as an advocate or to address the meeting unless invited to do so by the Chair of the Panel.

**7. Conduct of meeting:** The meeting will be chaired by one member of the Review Panel and will be conducted in a suitable room and in an informal manner. All statements made at the meeting will be unsworn. The meeting will not be recorded but the Clerk will be asked to keep a hand-written minute of the main points which arise at the meeting. All those present will be entitled, should they wish, to write their own notes. The meeting will be directed by the Chair who will conduct it so as to ensure that all those present have a reasonable opportunity of asking questions and making appropriate comment. Everyone is expected to show courtesy, restraint and good manners. The Chair may at his / her discretion adjourn or terminate the meeting. If the meeting is terminated, the original decision will stand.

**8. Procedure:** The Principal will provide the parents with a copy of the current Review procedure if requested. The Panel will consider each of the points raised by the student or his / her parents and any documentation they wish to rely on so far as relevant to:

- (i) **whether the decision was fair procedurally and / or substantively** - whether the facts of the case were sufficiently proved and an appropriate procedure followed when the decision was taken to Expel or Remove the student. The civil standard of proof, namely, "the balance of probability", will apply; and
- (ii) **whether the consequence was proportionate** - that is whether it was warranted in respect of the breach of discipline or the other events that are found to have occurred and to the legitimate aims

of the School 's policy in that respect.

The requirements of natural justice will apply. If for any reason the student or his / her parents are dissatisfied with any aspect of the meeting they must inform the Chair at the time and ask the Clerk to note their dissatisfaction and the reasons for it.

- 9. Decision:** When the Chair decides that all issues have been sufficiently discussed and if by then there is no consensus, he / she will conclude the meeting and the Panel will consider its decision and recommendations. The Panel's decision and any recommendations will be notified in writing, with reasons, to the Principal and the parents by the Chair of the Panel or the Chair of the Governing Body within three days of the meeting. The Principal will provide his response to those recommendations, if appropriate, in writing within 24 hours. In the absence of a significant procedural irregularity, the Principal's decision will then be final.

## Appendix 4 Form for requesting a Review

To The Clerk to the Governing Body

Subject [Name of student]

I/we request that a sub-committee (**Panel**) of the Governing Body carries out a Review of the Principal's decision to Expel or Remove the above named student. I/we agree that the Review will be carried out in accordance with the Review Procedure supplied to us with this form and I/we agree to abide by the terms of that Procedure and in particular that the proceedings are and will remain confidential subject to law and that the Principal's decision following consideration of the recommendations made by the Panel will be final, subject to such legal rights (if any) as may exist.

I/we confirm that I/we have parental responsibility for the above named student and that I/we have consulted the student who wishes the Review to be undertaken.

I/we understand that the Panel will be concerned with the fairness and proportionality of the Principal's decision in accordance with the School 's existing policies (where applicable and relevant) on educational, pastoral care and administration matters.

I/we understand that we may be accompanied at the Review meeting by a friend or relation and that I/we may ask up to two members of the School staff to attend the meeting and speak on behalf of the student if they are willing to do so. If I/we wish to bring a friend or relation who is legally qualified I/we will provide seven days' notice as required.

I/we will inform the Clerk if I/we have any special needs or disabilities requiring additional facilities or adjustments.

The grounds upon which I/we seek a Review and the matters which I/we wish to discuss at the Review and to ask the Panel to take into account are as set out in a statement attached to this sheet.

(Two signatures required where practicable)

Signed	Signed
Full name	Full name
Relationship to student	Relationship to student
Date	Date
Address	Address



Telephone number	Telephone number