



POLICY: Behaviour for Learning Policy – (includes Exclusions, Bullying, Safer Handling, and Drugs in school protocol)

STATUTORY: Yes

DATE AGREED: July 2023

REVIEW DATE: July 2024

RESPONSIBLE MEMBER OF STAFF: Mrs C Limbrick

GOVERNOR COMMITTEE: Personnel & Welfare / Full Governing Body

SIGNED HEADTEACHER: Mr Andy Evans

SIGNED CHAIR OF GOVERNORS: Mrs Ruth Whitehouse

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JMHS Behaviour for Learning

Rights and Responsibilities

John Masefield High School is committed to the provision of excellent and enjoyable learning for all. High standards of discipline and behaviour in lessons play a major role in ensuring this aim is achieved. It is equally important that all students, staff and visitors feel safe, secure and valued in and around the school site.

This policy is to be read in conjunction with the Equality & Diversity and Safeguarding Policies, especially in relation to Child on Child abuse. Therefore, all decisions are made within this Behaviour Policy in line with the Equalities 2010 Act.

Policy Aims

This policy is designed to deliver the three key aims of JMHS:

1. Ensuring there is excellent and enjoyable learning for all
2. Supporting each individual to achieve their personal best
3. Building a community where we all support each other

These aims will be achieved through:

1. Consistent, predictable, and clearly detailed routines
2. Teaching our students how to behave well and how our routines work
3. Promoting of our key values of being conscientious, considerate and co-operative and teaching good manners and how to behave in a considerate way
4. Our system of rewards and sanctions
5. Treating all students fairly and in particular putting in place steps to support students with Special Educational Needs or Disabilities and other students who can have challenging behaviour to self-regulate and improve their behaviour
6. Dealing with bullying or discriminatory behaviour in a strong and robust way whilst helping the perpetrators improve
7. Training and coaching our staff and putting in place systems to ensure consistently good behaviour in all classes

Research driven teaching

Our research on behaviour management methodology is based upon reliable and respected sources including:

- Improving Behaviour in Schools - Education Endowment Foundation
- Behaviour in schools Advice for headteachers and school staff – Department for Education
- When the Adults Change – Paul Dix
- Running The Room – Tom Bennett
- The Boy Question – Mark Roberts
- Teaching WalkThrus: Visual Step-By-Step Guides to Essential Teaching Techniques - Oliver Caviglioli and Tom Sherrington
- Assertive Discipline – Lee Canter
- Restorative Practice – Mark Finnis

School Rules

At all times when representing JMHS:

1. Students can only leave the school site with permission from parents/carers.
2. Students can only use mobile phones when they have gained permission and are supervised by a member of staff.
3. Students are respectful of their environment and avoid dropping litter or causing vandalism or damage to JMHS property.
4. Students act in a way that avoids harm to themselves or others.
5. Students avoid physical contact, unless advised by a teacher during a lesson or activity.
6. Students speak respectfully to staff, visitors and other students avoiding disrespectful or discriminatory language (in line with the Equality & Diversity Policy)
7. Students remain in supervised areas of the school.
8. Students must avoid bringing prohibited items or substances on to school site (as per Appendix 4).
9. Students wear uniform as detailed in the uniform list:
https://www.jmhs.hereford.sch.uk/wp-content/uploads/2023/06/2023_24-School-Uniform-June-2023.pdf

Induction for new students

- Year 7 students complete an induction bootcamp throughout their first month at JMHS
- Students who join JMHS later, from another school, will have an initial meeting with their Year Leader or Senior member of staff, along with parents/carers to outline the school rules and routines. A student booklet will also be provided for reference.

Consistent, predictable, and clearly detailed routines

A. Arrival to school

- Students arrive at JMHS between 810AM and 840AM.
- Parents dropping off in the car park must do so before 830AM.
- Students bring a rucksack with all their equipment for the day including books and a pencil case with at least two black pens, a ruler, a pencil and PE Kit/practical equipment (eg cooking ingredients when needed) a large water bottle and their school timetable.
- Once students have entered the school gates, they must remain on site.
- Students walk to their allocated zone or the Library or Breakfast club, in the main dining room where they are supervised by their Year Leader or duty staff.
- When the warning bell rings at 840AM, students walk quickly and sensibly to their form rooms.

B. Morning Tutor Time (AM Reg):

- Students arrive to their allocated tutor room before 8:45.
- Students complete an equipment and uniform check.
- Students receive announcements and key information for the day and any upcoming event information.
- Students work hard during PSHRE, Careers, Reading and Assembly lessons.
- Students show pride, care and respect in their work at all times.

C. Lessons:

How lessons start

- At the start of each lesson students go straight to their allocated place on the seating plan or other specified location in a practical lesson. Students do not wait in corridors for teachers to ask them to go into class (unless specified due to safety reasons).
- Students immediately commence the starter task working in silence whilst the teach.
- Students wait quietly with their hand up if they need to ask a question.

How students listen to teacher modelling and explanation

- When a teacher is explaining or modelling students listen in silence and give their full attention to the explanation/modelling.
- Students do not ask questions during this phase of the lesson, they wait until the end where questions will be welcomed.

- Students track/follow the teacher and the content on the board/live demonstration. They sit up straight and show they are actively listening.
- Students record any notes the teacher asks them to take down promptly, neatly and accurately.

How students work

- Students start work immediately on tasks and work hard to ensure high quality work throughout the whole lesson.
- When completing written work students present their work with the date and titles, underlined with a ruler.
- Students write in black pen and draw diagrams and graphs using a pencil and ruler
- Students mark work neatly using a green pen, correcting and improving answers where needed.
- Students show pride, care and respect in their work at all times. Students never doodle in their books and keep them in good condition.
- Students respond to their teachers (10 second) countdown to silence.
- Students work quietly as a default, if different, the teacher will clearly outline the expectations for each task.
- During paired work students show shared responsibility and follow the guidance from their teacher.

How students respond to questioning

- Students listen in silence to the teacher when they are posing questions to the class or student.
- Teachers allow students time to think before asking questions.
- Students are “cold called” by the teacher to ensure all students are engaged, if students are unsure of the answer they will be supported by their teacher or directed peers.
- Students only put their hand up, to answer a question, when directed to by their teacher.
- Students only answer verbally when directed to.

In practical lessons

- The practical subject Curriculum Leaders devise and deliver specific routines, dependant on the learning environment, to ensure positive behaviour for learning.
- Health and Safety routines will be outlined clearly and must be followed at all times.

How lessons end

- At the end of the lesson students ensure the learning environment is ready for the next class by quietly packing their books and equipment away and helping the teacher tidy the classroom.
- Students then stand in silence behind their desks, facing the front of the classroom. This allows the teacher to speak with them if required and to ensure a staggered, calm and orderly dismissal.

D. Between lessons:

- Students leave their classroom quietly and sensibly and immediately move towards their next lesson.
- Students avoid physical contact with others at all times.
- Students show respect to others by being polite.
- Students and staff walk on the left side of the corridors and stairs.
- Students walk with purpose and respect when moving around the school site.
- Students have a maximum 5 minutes to move from one lesson and arrive to the next, students must take the shortest route and avoid stopping on the way.
- Students are encouraged to access the toilet at break, lunch or between lessons. If a student requires the toilet during a lesson they must be prompt to avoid missing learning. Where possible, students who miss learning time will be asked to catch up by staying behind with their teacher.

E. Dining room / canteen routines

- This applies to all year groups, in both dining rooms/canteens.
- Students arrive by walking (not running), enter straight away if they have a packed lunch.
- Students queue up calmly and quietly if buying food or drinks, talking at a low level to their peers.
- Whilst in the queue keep a space between each person, so that all students feel comfortable.
- Students sit in their allocated zones within the canteen. Students always eat sitting down. They eat their own food and clear away their own plate, cutlery and litter.
- In the main dining room, students wait for a member of staff to signal they are able to leave. Leaving calmly by walking to their allocated zone.

F. Social time routines

- During break and lunch time students are in their allocated supervised zones or dining room.

- Students are supported and monitored by staff in fluorescent yellow jackets, who are easy to identify.
- Students only play ball games in designated areas, and play fairly within the rules of the game.
- Students talk politely to one and other showing respect.
- Students avoid physical contact with others at all times.
- Students ensure any litter is put in the bin.

G. End of the school day

- To ensure a safe and calm end to the school day, students finish learning at the following times .
- Students in Year 7, 8 & 9 are dismissed from class at 3:15. Teachers for these classes walk with students to the bus park.
- Students in Y10, 11 & Sixth form are dismissed from class at 3:20 (a bell will sound).
- All school buses are held in the bus park until at least 3:25pm to ensure all students can board safely.
- Students walking home do so quietly and respectfully wearing the uniform correctly being considerate of members of the public also using the pavements.
- Students catching a bus will await in the bus park behaving in an orderly and respectful way and then follow staff instructions to ensure an orderly queue when the bus arrives.
- Students may only use their phone with the permission of a staff member to contact a parent or carer.

H. Extra-curricular Activities

- When attending an extra-curricular club at the end of the school day, students congregate at the bus park and await to be collected by a member of staff who will take them to the club location.
- If the activity is off site (e.g sports fixture or trip), students wait in the bus bay (or other designated space) for staff to arrive and inform them of the next steps.
- The school rules apply during extra-curricular activities, unless specified by the member of staff in charge.
- At the end of the club, the staff member escorts students to the bus park where they walk home or are supervised until collected.

I. Sixth form routines

As senior members of the school community, sixth form students are expected to work hard and be good role models for other students at all times.

- Students will sign in and out using their photocard on the sign in tablet in the sixth form block.
- Students will always wear their yellow lanyards containing their photocard
- All students will register at 8.45am with their tutor every day.
- All year 12 students will be on site during lesson time for the Autumn term.
- Year 13 students and Year 12 students from the Spring term who are fully up-to-date with their work and making at least expected progress will be able to choose to be off-site from lunchtime onward if they have no timetabled sessions.
- Mobile phones will only be used in the sixth form block and not around the school site
- Students who drive a car (or ride a motorbike) will need to display a permit in their vehicle. Students parking on site must arrive by 8.30am and will not be permitted to leave until 3.30pm. The service road may not be used during lunchtime.
- Students will strive to reach 100% attendance and communicate in a timely manner any planned absences.
- Students will dress suitably for a place of work following the JM6 Dress Code.
- Students will not smoke/vape on or near to the school campus
- Students will make a positive contribution to school life and become actively involved where possible.

Sixth Form Timetabled sessions

- Students will arrive punctually to all lessons including assigned study periods, tutor and mentor sessions.
- Students will work hard and take a full and active part in making lessons successful.
- Students will produce their best work at all times.
- Students will develop their ability to work independently and with others
- Students will show resilience and develop the ability to overcome difficulties and learn from their mistakes
- Students will be ambitious, passionate and inquisitive.
- Students will take part in the timetabled enrichment periods

Sixth Form Independent Study

- Students will complete 4 -6 hours of independent study/assignments for each subject each week.
- All work will be completed to the best of their ability by the deadlines given.
- Students will use teacher feedback to improve the quality of their work
- Students will cooperate to keep the silent study room silent and the collaborative work zones conducive to learning for all.
- Students will prepare thoroughly for their assessments, interim tests and exams

Students will prioritise their studies over outside commitments.

The routines listed cover how we work at JMHS, but do not cover every opportunity which could arise in a school setting. Ultimately, we expect students to approach school life with a caring, considerate and conscientious manner at all times.

Reinforcing routines

In order to reinforce routines, staff will

1. Deliver assemblies and reminders to ensure all students are aware of expectations.
2. Explicitly teach the routines within lessons to form positive learning habits.
3. Continually explain the reason for routines, using phrases such as “we do this because...”.
4. Create, teach and maintain additional routines for their classroom and subject.
5. Ensure lessons start promptly, where possible greeting students at the door.
6. Create a momentum of success from the starter task through to the end of the lesson, where all students can succeed and are challenged.
7. Use praise and rewards such as house points where students have shown conscientious, considerate and co-operative attributes.
8. End lessons promptly to ensure students leave on time ahead of their next lesson.
9. Award praise postcards to students who have shown excellent learning throughout the year.
10. Encourage participation in extra-curricular activities.

11. Staff use these agreed strategies:

- Meet students at the door
- Articulate what good behaviour looks like
- Use an assertive and definite tone of voice
- Use positive framing
- Use “signal, pause, insist” to ensure all students are engaged and listening
- Use the pronouns “we” and “our” to demonstrate the responsibility for behaviour is shared
- Address the behaviour, not the student directly
- Use the illusion of choice to create a chance for the student to correct their own behaviour
- Avoid chasing secondary behaviours and allow students to regulate
- Complete restorative dialogue as an essential part of the behaviour system

Recognising and rewarding positive behaviour

1. Teachers use positive framing and positive verbal recognition during lessons to identify and recognise positive behaviour.
2. Staff issue House Points (positive behaviour points) where positive behaviour stands out.
3. A “Clean slate” house point is issued to each student who does not accumulate any negative behaviour points (for misbehaviour) throughout each school week.
4. A “100% Attendance” house point is issued to each student who attends a full school week, each week.
5. Praise Postcards are sent home throughout the school year from class teachers.
6. Respect Commendation letters are sent home whereby exemplary respectful behaviour has been evidenced.
7. Each year group have specific rewards to celebrate positive learning behaviour.

Strategies to support good behaviour

All Students

- Are expected to be conscientious, considerate and co-operative at all times.
- Comply with rules and routines and accept if these are not followed sanctions will be applied.

Parents and Carers

- Expected to encourage their children to be conscientious, considerate and co-operative at all times.
- Support the school in applying rewards and sanctions.
- Where there are behaviour concerns, parents must work with the school by meeting regularly and giving strong encouragement for improvement.

All staff

- Continually reinforce the need to be conscientious, considerate and co-operative at all times.
- Recognise examples of positive behaviour, where appropriate award house points or other rewards.
- In the case of misbehaviour, all staff will use the protocol of sanctions to decide on the relevant sanction and use the Bromcom system to administer this. Staff clearly log details of the students’ behaviour, including a restorative response.
- Where misbehaviour is more serious, the member of staff should discuss this with their Line Manager and the Year Leader of the relevant student.
- In cases of alleged bullying staff should consult the JMHS Anti-bullying policy.
- Staff should always alert the DSL where they believe or perceive that they have been witness to or become aware of possible child on child abuse.

Teachers

- Use the JMHS agreed strategies.
- Use seating plans to ensure all students can work productively to create a positive climate for learning.
- Work collaboratively to design and plan high-quality lessons where students feel supported to succeed.
- Ensure prompt active start to lessons for all students and expect very high standards of work and behaviour in the classroom.
- Continually highlight examples of students being conscientious, considerate and co-operative in the classroom, use verbal praise and award house points etc.
- Warn students calmly, quietly and firmly when at risk of not following rules and routines, reducing unnecessary sanctions.
- When rules are broken or routines not followed and misbehaviour occurs, teachers apply and log the relevant sanction.
- Are responsible for identifying where they are facing difficulties with a particular class or student and should actively seek support initially from their Line Manager and where required from the SEND team, tutor and/or Year leader.
- Follow the behaviour ladder in order starting with S0, clearly expressing to the student what is required to avoid escalation to a higher sanction.
- Follow up an episode of misbehaviour with contact home to parents/carers and with the students tutor/Year Leader.
- Where possible, meet with the student outside of lesson time to restore any issues, providing a fresh start for the next lesson.
- Be aware of Acute Childhood Experiences (ACE's) and the nature of many behaviour issues rooted in anxiety, attachment issues and trauma.

Form Tutors

- The first port of call and deal with low level behaviour concerns.
- Complete daily uniform and equipment checks.
- Tutors generally work with students who are not receiving any input from internal/external agencies.

Supporting positive behaviour in our Sixth Form

- Students will have individual mentor sessions with their tutors to support their learning and behaviour in the sixth form.
- The Study Room Supervisor/Learning Mentor will support students to make the best use of their independent study time.
- If a student is not completing work to a high enough standard or is not meeting deadlines then the subject teacher will initially tackle this by setting targets for

improvement and communicating this with their tutor. If improvement does not occur then this will be communicated home and escalated if required.

- If a student's behaviour is deemed unacceptable at any time an escalating procedure is followed by the Tutor, Pastoral Lead and Head of Sixth Form depending on the nature of the incident or if the student's behaviour does not improve.
- The Tutor will monitor each student in line with concerns raised at any time for behaviour, attendance and performance and then if required set targets for the student to improve.
- If no improvement is made then the Tutor will contact home and arrange a meeting with parents to discuss concerns; if there is still no improvement, ultimately it may be necessary to refer to the Head of Sixth Form who will arrange a meeting with parents to agree a plan of action and discuss the way forward.

Curriculum and Faculty Leaders

- Ensure sets and classes are designed to maximise progress and behaviour.
- Monitor behaviour and homework in the faculty and support teachers with challenging classes using a range of strategies to help teachers improve the behaviour and work rate of these classes.
- Ensure subject staff update the behaviour map on the school one drive to alert and inform duty staff where potential problems may arise in normal or cover teacher scenarios.
- Support the whole school approach to behaviour management by providing and updating an "on call" timetable via the behaviour map.
- Lead on strategies to ensure good behaviour in all classrooms and to review strategies to improve behaviour.
- Manage staff cover implications, subject report systems and observations where possible.

Year Leaders and Pastoral Team

- Continually champion the need for students to be conscientious, considerate and cooperative at all times, using visits to tutor time, lessons, duties and assemblies.
- Liaise and communicate on a regular basis with staff regarding need to know student information.
- Help ensure the Behaviour for Learning policy is consistently and equitably applied across the whole school for all students.
- Deal with and decide on sanctions for more serious incidents.
- Year 7 and 11 should lead on and participate with transition arrangements between schools and colleges in terms of sharing and seeking information in terms of

behaviour/mental health/safeguarding profiles and arranging bespoke transition provision/experiences.

- Collect data in relation to student behaviour on an individual, tutor group and year group basis.
- Support Curriculum Leaders and in constructing effective plans and responses for classes which require specific behaviour support in their year group.
- Visit classes where student behaviour can prove more challenging, where possible to be a proactive presence.
- Support on-call provision to enable immediate response to significant incidents.
- Meet with the SENDCO to identify behavioural issues which may be assessed alongside potential Emotional and Behavioural Disorders (EBD) and or mental health issues.
- Provide bespoke support to students whose behaviour is a barrier to learning, through working with the student, their parents/carers and referring to relevant outside agencies.

The methods of support will vary dependant on the needs of individual students but can include:

1. Regular e-mail updates/phone calls to parents.
2. Lead Pastoral Support Plans (PSPs) and Behaviour Contracts which involve formal fortnightly meetings with parents/carers, and setting and monitoring formal targets.
3. A Student Needs Profile (SNP) produced with parents/carers and the student informing staff of the best way to help the student learn and communicated with staff.
4. A daily report card, where teachers grade a student's behaviour each lesson. This is followed up by regular checks by Pastoral and Leadership staff throughout the day to ensure positive behaviour is achieved.
5. Temporarily moving class or removal from the current class to work in the Hub or the Behaviour Recovery Room (BRR) to allow time for the student to reflect, and improve behaviour.
6. In certain circumstances, small curriculum amendments which involves a bespoke plan for an individual student agreed with the SENDCO and Deputy Head (Behaviour & Attitudes)
7. For students at risk of Permanent Exclusion, with parental consent, a Managed Move can be explored. A Managed Move involves the student attending another school setting for up to 12 weeks, including a clear success criteria and regular reviews. The overall aim is for the student to successfully integrate within those 12 weeks and be placed on role at the new setting. If the Managed Move fails, following a meeting with parents/carers the student returns to JMHS.

Senior Leadership Team (SLT)

- Endeavour to circulate periodically throughout lessons, break, and lunch, promoting the highest standards of conduct and students being conscientious, considerate and co-operative at all times.
- Advise staff at an appropriate time where they can see scope for improving behaviour management and will intervene if a relevant sanction has not been applied fairly and consistently in line with the Behaviour for Learning sanction protocol.
- Ensure relevant training and support is put in place for teachers who need to develop their behaviour management skills.
- Are paired with a Year group and can be an avenue of support for Year Leaders.
- Support staff with any students who are not co-operating.
- Consider how this policy could be improved in light of this monitoring, national policy changes, evaluation findings and evidence from other schools.

Deputy Head (Behaviour and Attitudes)

- Develop consistent approaches to improving punctuality, behaviour, and ethos across JMHS.
- Leads on whole staff training on effective and ineffective behaviour management.
- Line Manages Senior Year Leaders.
- Supports Year Leaders when investigating serious or complex incidents and makes recommendations to the Headteacher when she feels a suspension is justified.
- Coaches/mentors staff to improve their behaviour management skills.
- Manages the day to day running of the Behaviour Recovery Room and staffing.
- Advises the SLT on improving the Behaviour policy and its implementation.
- Reviews behaviour maps of the school timetable to help target support.
- Updates Governors regularly on matters pertaining to behaviour.
- Collate parental and staff views regarding the Behaviour for Learning policy and how it is applied.

Headteacher and Deputy Headteacher (Teaching and Learning)

- Provide guidance, support and an overview to the Deputy Head (Behaviour and Attitudes) in monitoring and evaluating the policy.
- Hold staff to account in consistent application of the Behaviour for Learning policy.
- Headteacher decides highest level sanctions (Suspensions and Permanent Exclusions).

The Governing Body

- Analyse an overview of the overall strategy and suggest improvements to the policy.
- Monitoring, evaluation and review Year Leaders and Curriculum Leaders.
- Continually monitor standards of behaviour in lessons and on the school site.
- Review data including the mapping of “challenging” classes, the number of suspensions and exclusions, the accumulations of sanction points and the trends relating to key students before, during and after interventions are all used to inform good practise.
- Each half term a data dashboard is created and reviewed to identify trends across key groups of students.
- Suggest improvements and approve policies, reviewed annually.

Sanctions and consequences for misbehaviour

Sanctions can be given for any incident that occurs in school but also for anything that has an impact or implication within the school environment. In cases where a crime has been committed within or outside the school, the school will liaise and work collaboratively and proactively with the Police. JMHS expects every student to be conscientious, considerate and co-operative. These expectations apply to all.

As an inclusive school JMHS recognises that some students have complex needs such as SEND, being a looked after child or disadvantaged and we are committed to help these students behave inline with our school expectations.

To ensure that sanctions are applied in a fair and just way, staff use their professional judgement to reach the best decision in each circumstance. The sanctions most commonly used are displayed on the Behaviour Ladder throughout the school and are clearly explained to students and staff.

Examples of misdemeanours are not exhaustive.

Behaviour at JMHS 2023 – 2024 v1



S0 "Take notice"
0 points

My teacher may point out that my behaviour is not what is expected and allow me to make quick changes.
Maybe I am being: slow to settle, distracted, noisy or restless.

S1 "Official warning"
- 1 point

My teacher has given me a formal warning. S1's are recorded and added together and may accumulate to an after-school detention (S3).
Maybe I am; interrupting learners, not prepared, not in correct uniform, lacked effort, not on task or late.

S2 "Your chance to repair"
- 2 points

My teacher has directed me to complete a "restorative act" or has given me clear targets for next lesson - I must respond positively and not repeat.
Maybe I was; ignoring formal warnings, rude or unkind, repeatedly late or unprepared again, reckless or inappropriate.

S3 "Referred for Detention"
- 4 points

My behaviour has been referred to my Year Leader who has issued an after-school detention.
Maybe I; failed to improve/resolve at S2, didn't improve after chances to restore, accumulated too many S1/S2's, or was defiant, unsafe or truanting.

S4 "Reflection and Isolation time"
- 5 points

The Year Leader team has decided I need time to reflect and be apart from others (usually in the BRR).
Maybe I was; abusive/violent/anti-social, in breach of the equalities policy, involved with alcohol/drug/theft/damage to property/bullying related offences or persistently non-compliant.

S5 "Internal Seclusion"
- 10 points

The Year Leader team have decided I need to be out of mainstream lessons for a period of 2-10 days.
Maybe I have caused a serious misdemeanour or repeated an issue at S4 level, such as repeated possession of vape/smoking paraphernalia, repeated accumulation of -14+ behaviour points, offsite truancy, verbal abuse, repeated/persistent disruption, violent behaviour etc.

S6 "Suspension"
- 10 points

The Head or Deputy Head teacher agree that my behaviour has triggered the need for a suspension from JMHS of up to 5 days.
Maybe I am responsible for; repeated abusive/anti-social/violent behaviour, continued or major equalities breach, drug or alcohol related offences, putting myself beyond control of school, persistent bullying, failure to reduce behaviour points.

S7 "Permanent Exclusion" The Governors of the school have ended my placement at JMHS.

WE STAND UP FOR. EQUALITY + DIVERSITY
Seq Any Equalities Breach will be reported and responded to, resulting in a serious sanction

S0 – “Take notice” 0 behaviour points recorded

Issued to remind students of routines, expectations and rules

Allows staff to use positive reinforcements and established good relationships to create change without negative behaviour points added.

S1 – “Official warning” -1 behaviour point recorded

Issued due to disruption to learning

E.g: Low level disruption to learning, not following the school routines, not in possession of key equipment

S2 – “Your chance to repair” -2 behaviour points recorded (-1 if S1 has already been logged during lesson)

Issued due to not responding to the S0/S1 feedback from teacher and continuing the misbehaviour or a standalone issue such as dangerous horseplay, disrespectful language, chewing gum or eating in class.

Students are mostly removed from class at this stage and placed in a green room with work to complete

Students return to class at the end of the lesson with the work, to have a brief restorative conversation with their teacher and hand in their work

Staff can also hold restorative conversations throughout the school day, ideally within social time.

S3 – “Referred for detention” -3 behaviour points recorded

Issued due to failure to return after receiving an S2, failing to improve following an S2, encouraging conflict amongst students, receiving 3x S1 late marks within a week*, unkind language/gesture towards a student, wilful unsafe behaviour, use of mobile phone on school site without staff permission/supervision, vandalism, truancy on site. An S3 is also considered when a student accumulates -8 or more behaviour points (S1 and S2) in a week.

*If a student accumulates six S1 late marks in a week, two after school detentions will be booked.

Students will serve an after-school detention 3:15-4:30, completing written work throughout.

Dependant on the reason for this sanction, the context of specific situations may require the detention to be served at an alternative time, such as before school or during lunchtime or beyond 4:30pm.

For any S3 sanction parents/carers are informed and permission granted.

SEq3 to SEq6 “Breach of the Equality & Diversity Policy”

-3 to -6 behaviour points recorded

At JMHS we do not tolerate discriminatory behaviour, as identified by the Equalities Act 2010: Guidance for Schools.

Where a breach is considered to have taken place, the sanction of SEq3, 4, 5 or 6 will be applied and may not be in line with other sanctions depending on the situation which has occurred.

S4 – “Reflection and Isolation time” -4 behaviour points recorded

Usually 1 day served in the Behaviour Recovery Room

Issued for a serious misdemeanour, such as abusive, violent or anti-social behaviour, theft, possession of smoking/vaping paraphernalia (initial instance), vandalism/damage/theft, failure to comply with a school sanction, persistent disruption to learning, truancy, accumulating too many behaviour points in a week (considered at -14+ behaviour points).

Students complete work in line with the curriculum in isolation from 8:45am-3:20pm and are isolated at break/lunch times.

Students will complete restorative work which is student specific, in order to educate, reflect and restore previous misbehaviour.

The context of specific situations may alter what sanction is given and when it is served.

The Hub can also be used as a restorative tool to support a positive return to lessons and mainstream school life.

S5 – “Internal Seclusion” -10 behaviour points recorded

Between 2-10 days extended isolation period (usually served in the BRR)

Issued for a serious misdemeanour or repeated issue at S4 level, such as repeated possession of vape/smoking paraphernalia, use of vape/smoking paraphernalia, repeated accumulation of -14+ behaviour points in a week, offsite truancy, verbal abuse, repeated and persistent disruption to learning, violent behaviour, failure to comply with staff instructions or sanctions, serious damage/vandalism, theft from school.

Internal Seclusion is used where we believe it would be more effective to bring about a positive change, when compared to suspension.

Internal seclusions are considered as fixed term suspensions in terms of response, follow up and communication with parents.

S6 – “Suspension” -10 Behaviour points recorded

Students are suspended from school site for a fixed period of time and complete school work at home.

Examples of misbehaviour which could lead to suspension include, abuse or assault, sexual harassment, repeated bullying, repeated breach of equalities, substance abuse, possession of an offensive item, persistent disruption to learning.

Following a suspension, a meeting is held to formulate a support plan with the students Year Leader and a member of ESLT. The aim of the support plan is to avoid repeat misbehaviour in the future.

The school will endeavour, where possible, to ensure a 24hour period is given between an incident occurring and a decision to suspend or permanently exclude. Allowing time for a thorough investigation and careful consideration about the most appropriate sanction or action in the circumstances. On some occasions, more than 24 hours will be needed to conduct a thorough investigation.

Suspensions are serious and remain on a student’s record.

The decision to suspend a student lies with the Headteacher or a Deputy Headteacher if the Headteacher is unavailable. Usually a student will be temporarily suspended from school for 2-3 days for a first major offence. If there is no improvement in behaviour when a student returns to school, they may be suspended for a longer period (usually 5 days).

Safeguarding of students is always considered when deciding on proceeding with a suspension.

The Deputy Head (Behaviour and Attitudes) will use checklists relevant to the incident before meeting with the Headteacher to finalise the decision, it is common to internally seclude the student whilst a decision is being made.

When a student returns to school from a suspension, a readmission meeting will take place and if deemed necessary the Local Authority Inclusion Officer will attend. In order for a successful readmission, the student will commence a monitoring programme. This will usually be subject to a Pastoral Support Plan including regular meetings with their Year Leader or other senior members of staff. This plan will detail expectations of the student, targets for improvement and support to help the student improve their behaviour.

Students returning from suspension will usually be placed in the Behaviour Recovery Room to support in their transition and return to lessons.

Permanent Exclusion (PEX)

The difficult decision is made whereby the student is no longer permitted to attend JMHS for their education.

A PEX is issued if a student continues to place themselves at risk of further suspensions, in spite of the implementation of a range of supportive strategies.

As a last resort, the Headteacher will make a decision to permanently exclude (section 51A(1) - as amended of the Education Act 2002, clarified in the School Discipline (Student Exclusions and Reviews (England) Regulations 2012).

The Governors' Disciplinary Committee will review the decision and decide whether the student should be reinstated or not.

Students may be permanently excluded from school, even if it is a first offence.

Situations which may merit permanent exclusion are included in the misdemeanours in the suspension. Students who are at risk of permanent exclusion may be referred to Social Services in line with the Child Protection and Safeguarding Policy.

Points to note:

1. Students who accrue repeat suspensions place themselves at risk of Permanent Exclusion. After a third suspension in a 12month period, a further serious event is likely to result in Permanent Exclusion.
2. Weekly Accumulations Behaviour points will be monitored by Year Leaders and adjustments may be made where necessary in order to support student needs.
3. Any student whose behaviour causes serious concern will be placed on a behaviour plan or Pastoral Support Plan (PSP) by their Year Leader or a member of the SLT.
4. Any student who receives more than 50 behaviour points in a half term will be considered for an S5 Internal Seclusion or S5 Suspension after consideration by the Headteacher.

5. A good behaviour record and acquiring a low number of behaviour points is one of several criteria for being awarded arts, sports colours and prefect status. The full criteria are sent to parents in the autumn term of each academic year.

Malicious allegations against staff

In the case of malicious allegations made against staff (such as, but not limited to, verbal abuse, physical abuse, threatening behaviour, malicious allegations) the school would consider appropriate action. This could include suspension or permanent exclusion, and where relevant a referral to the Police, if the school believes a criminal offence may have been committed.

For further information please refer to the Child Protection Policy, specifically regarding thresholds of staff concerns.

<https://www.jmhs.hereford.sch.uk/wp-content/uploads/2016/02/Child-Protection-and-Safeguarding-Policy-Feb-2018.pdf>

Anti-bullying

As a school we strongly believe that bullying is totally unacceptable.

We encourage an open and supportive ethos where all members of the school community should ensure tolerance and respect are shown at all times.

We appreciate that bullying can have an adverse effect on individuals well into adulthood and also acknowledge that bullying is frequently a form of child on child abuse (for which there must be zero tolerance) and therefore is also a safeguarding, not just a behavioural matter.

JMHS supports British Values and the role they play in ensuring a harmonious community. Finally, we believe that it is within safe environments that students are able to learn and fulfil their potential.

The school has considered and adhered to the following legislation and non-statutory guidance in forming these protocols

- Preventing and tackling bullying-Advice for headteachers/staff and governors DFE 2017
- The Education and Inspections Act 2006
- The Equalities Act 2010
- Sexual violence and harassment between students 2017 • Keeping Children Safe in Education 2021
- United Nations Convention on the Rights of the Child

Although bullying in itself is not a specific criminal offence in the UK, some types of behaviour could be a criminal offence under hate crime legislation, the 1997 Protection of Harassment Act 1997, Malicious Communications Act 1988 and 2003 plus the Public Order Act 1986. This means the school may feel that in certain circumstances it may need the support, advice or involvement of the police.

Sections 90 and 91 of the education and Inspections Act 2006 enable staff to address, investigate and discipline students outside of school premises where it would be considered reasonable to do so i.e. to prevent and resolve incidents of bullying.

It is important to note that the school understands that there is a framework of contextual safeguarding environments and that we have a responsibility to support and work with agencies that work in the community (including online) to tackle bullying.

Definitions John Masefield High School considers bullying to be:

- Deliberately hurtful
- Repeated, often over a period of time*
- Difficult for victims to defend themselves against *

A singular event is covered in the JMHS Behaviour for Learning Policy which has a wide range of sanctions which would be employed based on the individual circumstances. It is the responsibility of the DSL supported by deputy DSL with the most knowledge about an incident to determine if a bullying incident should be considered as “child on child abuse” The DSL may use the Hackett’s continuum despite its purpose being for assessing harmful sexual behaviours as a guide, based on the following principals:

1. The hierarchies of power and vulnerability between victim and perpetrator
2. The level of violence involved
3. Any elements of coercion
4. The degree of vulnerability of a student
5. The extent to which acts involved can be deemed criminal
6. The extent to which the acts have impacted on physical and mental health of victim
7. The actual and perceived context of the act by victim and perpetrator

Including: Action against others because of their race, cultural background, religious beliefs, sexual orientation, physical characteristics, appearance, health, gender or disabilities. It can also take the form of a “harmful sexual behaviour.”

Bullying takes many forms and therefore an exhaustive list is not possible, but four main types are:

- Physical – e.g. hitting, kicking and taking belongings.
- Cyber – e.g. using technology such as a mobile telephone or a computer to make offensive remarks or threats about or to another person.
- Verbal – e.g. name calling, insulting comments, making offensive remarks.

- Indirect – e.g. deliberately isolating someone, making someone the subject of malicious rumours or writing graffiti about someone.

All members of the school are expected to help develop an ethos based on caring, considerate and co-operative behaviour. We use a variety of methods and activities to ensure students understand that bullying in any form is unacceptable; that differences in people are to be celebrated and to see situations from other's perspectives.

Parents/carers and students are encouraged to share their views in order that the policy be understood and implemented by all members of the school community. It is important for the school to openly discuss with young people the differences that could motivate bullying and provide awareness and training for staff who work in this area.

Staff must be aware that although bullying can happen to any student there is evidence that those students with disabilities and special educational needs are more vulnerable to such behaviours.

We encourage students to speak out and tell someone if they or someone else is being bullied. Students are encouraged to do this through any means they are comfortable with. Often students choose to speak to parents or carers or to an adult or another student in school, though students are becoming increasingly confident to use email to inform us of their concerns.

JMHS is committed to ensuring any and all disclosures will be taken seriously and will be dealt with in a sensitive, timely and effective manner. Students are able to report bullying through the schools "Epraise" online system as well as in person. All allegations of bullying are recorded on the Schools safeguarding system "My Concern."

The importance of challenging the bystander and the tolerance of bullying by some members of the school community should also be challenged as part of any anti bullying strategy. It is our experience that bullying also exists outside of school hours and that often the root cause of bullying is to be found out of school. Because of this, it may not always be possible for the school to resolve every situation to the satisfaction of everyone involved, but the school accepts that it has a responsibility to do its best to find a resolution.

The school will always advise the removal of online presence and communication by individuals in cases of online bullying and conflict. As a school we will ensure that following any allegation the investigation will be impartial and as swift as possible. Any recommendations or actions following an investigation will always reflect the findings. However, just because bullying is alleged, it does not mean that it has taken place. Bullying issues are rarely simple and often involve counter allegations.

PSHRE Curriculum to support anti-bullying - Cyberbullying

Increasingly bullying takes place in the online environment outside of school and the school day. The school aims to respond to this threat by:

- Offering all parents and students access to the “safer schools” platform and application where a wide range of advice and updates can be accessed.
- Covering a range of topics in the ICT and PSHRE curriculum to highlight the implications of cyber bullying.

This will include the importance of data security and confidentiality, the appropriate age levels for social media platforms, youth produced sexual imagery, the position of the law in relation to cyber bullying and how to respond to and report it.

Within the KS3 curriculum for Computing at JMHS we cover Cyber Safety & Cyber Security. We start by teaching our students how to safely search and browse the internet, and how to identify real and misinformation online by fact-checking and identifying multiple sources. We then move on to how to stay safe online (e-safety) and show and explain to students how communication online can be misused for cyber-bullying. As part of the e-safety training, we show students how to limit their digital footprint to avoid making themselves targets for online trolls, as well as informing them of ways to seek help and report if they have been targeted online. Moral and ethical use of the internet is also covered, where we show students how online abuse can affect an individual and what can be included as online abuse.

The programme takes full account of the 5 C’s in terms of safe online behaviour CONDUCT CONSENT COMMERCE CONTENT and CONTACT.

Updating staff knowledge in this important area so they are able to advise and support young people in this area. This responsibility is shared with the DSL by the Online Safety Strategic lead teacher.

Although the school recognises its responsibility in supporting young people in the case of cyber bullying - we will promote the age restriction guidance on social media platforms and will maintain that the most effective way to avoid such intrusions is to not engage with certain platforms and dialogue.

The school is limited in its rights to control and censor the online behaviours outside of school and can only support advise and liaise with those agencies and parent/guardians that can intervene.

Organisations which can support students and parents with further guidance are signposted on the school website.

<https://www.jmhs.hereford.sch.uk/parents-information/keeping-children-safe/>

Strategies in place to identify bullying

- Staff are asked to notice signs that may indicate bullying is taking place including

withdrawn behaviour, avoidance of certain areas and classes, erratic attendance, isolation, emotional outbursts, low self-esteem, low mood, hyper alertness.

- An open culture is encouraged, where all students, staff and parents know that they may safely report any incidents or patterns of behaviour that indicate that bullying may be taking place in school or on the way to and from school.
- There are high levels of staff supervision before school, between lessons, at break and lunch and after school.
- Students or parents may report suspected bullying to any member of staff.
- Assemblies, PSHRE and other curriculum areas will be used to raise awareness of bullying, its consequences and how bullying can be tackled. Ensuring incidents of bullying are dealt with promptly and effectively.

If a student or parent/carer reports that bullying has taken place

A parent or student can report their concerns to any member of staff. It is essential that this information is acted upon. The member of staff must inform the Year Leader with responsibility for the student who has been a victim of the alleged bullying in the shortest possible time. All allegations of bullying must be treated as serious.

If a Year Leader is not available then a member of the Senior Leadership Team or a Student Support Assistant should be informed. If a Year 12 or Year 13 student is involved, the matter would be passed to a member of the Sixth Form Leadership Team.

The parents/carers of the student(s) allegedly involved should be contacted as a priority, typically within 24 hours. This means both the alleged victim and the alleged perpetrator. We will immediately check that the student's safety in school is ensured and that they feel safe.

Where we believe the level of bullying has crossed a threshold to be defined as child on child abuse a formal safety plan will be formulated.

Students are encouraged to report bullying from a bystander point of view and will be offered support and levels of confidentiality to do so. The school ePraise system has a portal for reporting bullying and the Student services office are also equipped and available to receive reports.

Procedure for investigating an allegation of bullying

1. The member of staff who receives the report will pass all relevant factual information to the relevant Year Leader(s). An initial decision will be made at this stage if the incident constitutes "Child on Child abuse" by assessing the alleged levels of coercion, imbalances of power between individuals, frequency of events, level of harm and other contextual factors. If this is the case then staff will default to the Child Protection policy. The Hackett continuum will be used as a broad framework for assessment.

2. A thorough and impartial investigation will take place by a suitable member of staff, typically this will be a Year Leader or member of the SLT to establish facts and opinions about the allegation. Students who are alleged victims of bullying will be consulted about the nature and process of an investigation (students frequently feel vulnerable during an investigation stage and may worry about repercussions of such an investigation).
3. Following the investigation, the member of staff responsible for the report will make recommendations about any actions to take. The member of SLT responsible for co-ordinating the anti-bullying strategy will typically be the person who takes the decision about action. In their absence another member of the SLT will do this.
4. The investigation findings will be shared with the alleged bully and the victim, their parents/carers and relevant staff. We will share relevant information that complies with the GDPR legislation.
5. The Deputy Headteacher and the Headteacher must be informed if the recommendation of the report is a suspension or Permanent Exclusion.
6. The school is aware that rarely do bullies self-identify and that perceptions of behaviours vary between stakeholders. The school will always seek to understand multiple perspectives and aim to understand the broader context behind student actions. We will conclude investigations with the principal of beyond “reasonable doubt” rather than proof “without doubt”

Follow up to an alleged bullying incident

The Year Leader and form tutor will monitor the alleged bully and victim to ensure that the victim feels confident and safe (this may take the form of a formal safety plan). They should ensure that parents/carers and relevant staff are updated as necessary. The length of time of monitoring will vary depending on the needs of the student.

Year leaders are fully aware that perpetrators of bullying can frequently be at the end of bullying or other safeguarding issues and this must be considered and explored. The Year leader and DSL may coordinate a restorative meeting between victim and perpetrator if it is believed that this may reduce the likelihood of future events.

The school is aware that “bullies” often engage in such behaviours due to one or more factors that may need exploring further. Bullies can themselves be potentially the victim of bullying in or outside the school environment and their actions may be pointing to safeguarding concern. Bullies may be experiencing poor mental health in terms of self-esteem and or emotional intelligence which in turn leads to their harmful behaviours. Therefore, the response to any episode of bullying needs to also take into account the

future needs of the perpetrator and not just the victim Bullying responses by Year leaders can include

1. Setting up bullying diaries to share and reflect upon with pastoral staff
2. Allocation of a sixth form or elder student buddy
3. Seating plan modifications imposed
4. Confronting alleged perpetrators with sensitively collected and broad student feedback re their behaviour
5. Issuing sanctions as outlined in the main body of this policy
6. Harnessing the support of bystanders to feel empowered to stand up and or report bullying

Bullying cases - Monitoring and evaluation

1. All reports of potential bullying will be recorded on our 'My Concern' logging system with sanctions recorded on individual student behaviour records. This will be reviewed by the member of SLT responsible for leading the anti-bullying strategy who will also endeavour to seek feedback from all stakeholders.
2. The member of SLT responsible for leading the anti-bullying strategy will share information about bullying with relevant staff when appropriate to do so.
3. The policy will be reviewed on an annual basis by the Governors' Personnel and Welfare committee following consultation with students, parents and staff.

Safer Handling, Search and Confiscation

JMHS is committed to providing excellent and enjoyable learning for all in an environment that is positive and supportive for all students, staff and visitors alike. Through monitoring, training and excellent professional practice positive relationships with students are the cultural norm of JMHS. Regrettably there could be extremely rare occasions where safer handling is required.

Wherever possible the teacher or staff member should try to avoid using force. This may mean talking to the student in a calm way, making clear to him or her that if they do not stop what they are doing force will be used. It should be made clear that force is not being used as a punishment and that the use of force will stop as soon as the situation has been resolved.

For more information please see Appendix 2.

To conduct a search:

- Normally 2 members of staff are present during the search - the person doing the search and the search witness.

- Searches should normally be done by someone the same sex as the child. The search witness must also be the same sex as the child, if possible.
- The child must not be asked to remove clothes, other than outer clothing like a coat.
- If there's a risk of serious harm to a person if the search is not conducted immediately, a child may be searched by a person of the opposite sex and without another member of staff present.
- School staff can seize any prohibited item found as a result of a search.
- Staff can also seize any item, they consider harmful or detrimental to school discipline.
- Further guidance for staff conducting confiscation and search is outlined in the Government January 2018 paper "Searching Screening and Confiscation advice for Headteachers School Governing bodies."

For more information in relation to searches, please see Appendix 2.

Drug protocols

Where this document refers to drugs, this includes alcohol, tobacco, medicines, illegal drugs, novel psychoactive substances ("legal highs") and volatile substances, other unauthorised substances unless otherwise specified. Staff with key responsibilities for the implementation of this policy and therefore overall management of drug issues within school are the Safeguarding lead, Head of PSHRE and staff with responsibility for the coordination of medical care plans (under line management from the school SENDCO).

JMHS is a no smoking/ vaping site at all times and neither are students permitted to bring to school smoking/vaping materials. Such materials will be confiscated and parents/carers informed. Smoking or vaping on the school site will be treated similarly to the use of alcohol, and other controlled substances and will result in a school sanction in line with the behaviour policy (with the full range of sanctions being open for use including Permanent Exclusion).

Decisions made regarding level of sanction will consider the legal classification of drug, amount of drug, intent to sell or supply, previous school disciplinary record and other extraneous factors.

John Masefield High School will:

- Ensure that students vulnerable to drug misuse are identified and directed to receive appropriate support.
- Liaise with the police and any relevant agency where appropriate

For further information in relation to Drugs protocol at JMHS, please see Appendix 3.

Complaints in relation to Behaviour for Learning Policy

If you wish to make a formal complaint in relation to the Behaviour for Learning policy, please follow our complaints policy.

<https://www.jmhs.hereford.sch.uk/wp-content/uploads/2022/12/JMHS-Complaints-Policy-January-2022.pdf>

Review and Evaluation of the Behaviour for Learning Policy

In order to review and update the Behaviour for Learning policy, perceptions of students, parents/carers and staff are collated through surveys each academic year and responded to, where necessary amendments are made to the policy.

Links to other policies:

JMHS Child Protection and Safeguarding policy (Child on Child section)

<https://www.jmhs.hereford.sch.uk/wp-content/uploads/2016/02/Child-Protection-and-Safeguarding-Policy-Feb-2018.pdf>

JMHS Whistleblowing policy

<https://www.jmhs.hereford.sch.uk/wp-content/uploads/2020/12/HR025SCH-Whistleblowing-Policy-and-Procedure-v-2.0-2020.pdf>

JMHS Equalities statement

<https://www.jmhs.hereford.sch.uk/wp-content/uploads/2016/02/JMHS-Equalities-statement.pdf>

JMHS Concerns and Complaints policy

<https://www.jmhs.hereford.sch.uk/wp-content/uploads/2022/12/JMHS-Complaints-Policy-January-2022.pdf>

John Masefield High School and Sixth Form Centre
Registered Office: Mabel's Furlong, Ledbury, Herefordshire HR8 2HF

Appendices

Appendix 1 – Safer Handling

Appendix 2 – Conducting a Search

Appendix 3 – Drug protocol

Appendix 4 – Prohibited items list

Appendix 1 – Safer Handling

The permissible use of reasonable force The Education and Inspections Act 2006 introduced a statutory right for school staff to use such force as is reasonable, proportionate and necessary in the circumstances to prevent a student from:

- Committing an offence or engaging in conduct that could be an offence
- Causing physical or emotional harm to themselves or others
- Damaging property
- Prejudicing good order and discipline at the school

The statutory power is in addition to the common law power of any citizen in an emergency to use reasonable force in self- defence or to prevent another person from being injured or committing a criminal offence. On preventing injury or damage to property the statutory power is similar in scope to the common law power except that it is only available to people authorised to have control or charge of students.

The staff to which this power applies are:

1. Any member of staff at the school.
2. Any other person whom the head has authorised to have control or charge of students.

The power to use reasonable force extends to staff supervising students on school trips where they have lawful control or charge of students This procedure does not include any authorisation to use safer handling by any student regardless of their age or responsibility in school.

Reasonable force

There is no statutory definition of ‘reasonable force’. Whether the force used is reasonable will always depend on the circumstances of individual cases. Deciding on whether the use of force is justified will depend in part upon the context in which the misbehaviour takes place. The test is whether the force used is proportionate to the consequences it is intended to prevent. The degree of force used should be only that needed to achieve the desired result.

Use of force could not be justified to prevent trivial misbehaviour.

In any event, it is always unlawful to use force as a punishment because this would fall within the definition of corporal punishment, abolished by section 548 of the Education Act 1996. In the event of staff possibly needing to intervene to stop two students fighting there

is still a power to use reasonable force. Staff must make a personal judgement here in terms of the risk of personal injury to themselves.

Where there is a situation whereby an incident as such can be reasonably foreseen as highly likely, the school should do all possible to put in measures to mitigate this risk and even consider the establishment of a formal safety plan. A safety plan, if in operation, should risk assess the possible event of safer handling coming into effect. Those staff trained in safer handling skills are aware that the DfE and DoH do advise against certain hold and restrain techniques particularly those that have an increased risk of causing asphyxia; these include techniques referred to as Wrap, Basket Hold, seated double embrace, Prone, Supine and neck holds.

It is important to note that the law does not specify which techniques should be used.

Staff who face an incident whereby they believe safer handling may be required should take the following 5 steps but ultimately must make a judgement call on the need to use reasonable force personally.

- 1) Alert duty members of staff and /or student services in the quickest way possible
- 2) Duty staff will endeavour to contact restraint trained staff whilst attending incident asap
- 3) Staff should seek to remove other students from the incident or potential incident even considering leaving a room or area completely
- 4) Staff should endeavour to communicate with the student/students involved
- 5) Staff should seek to remove objects which may add to physical harm during a safer handling incident.
- 6) This includes removal of a “person/persons” who may be inflaming the situation

Training, recording of events and parent/carers communication

JMHS will ensure that appropriate staff are trained and that any incident requiring the use of safer handling is centrally recorded. The Designated Safeguarding Lead will maintain this central record and will inform the Headteacher and Chair of Governors if the use of safer handling has been required.

All staff not specifically trained will receive updates on the nature and changes to this policy and any legal changes, as well as being made aware of the practices that staff trained specifically will adopt if the need arises. If a member of staff has been required to positively handle a student the appropriate Year Leader or member of the senior leadership team must contact the parent/carers to advise them and to explain the reasons for the actions of the member of staff. **This should be done as a matter of urgency.**

The member of staff must not report the incident to a parent if it appears to that member of staff that doing so would be likely to result in significant harm to the student. If that is the case and there is no parent of the student to whom the incident could be reported, then the incident must be reported to the local authority. It is always unlawful to use force as a

punishment. This is because it would fall within the definition of corporal punishment, abolished by section 548 of the Education Act 1996. Power to search. From September 2010, power has been given to search students without their consent for reasons including alcohol, illegal drugs and stolen property. Reasonable force may be used by the searcher.

Where resistance is expected school staff may judge it more appropriate to call the police.

Staff involved may wish to consult “When to call the police” available at www.npcc.police. The school doesn’t need a child’s consent to search them if they think the child has prohibited items, including

- Weapons, eg knives
- Alcohol
- Illegal drugs
- Stolen goods
- Tobacco / Vape products, eg cigarettes, vapes
- Pornographic images (of any kind, eg tabloid topless pictures and ‘lads’ mags’ as well as extreme adult material)
- Fireworks
- Anything that has been, or is likely to be, used to cause injury or commit an offence
- Anything banned in the school rules

Appendix 2 – Conducting a Search

Police Interviews and searches within school

- a) In the course of their duties, the Police are required to investigate crime, to establish the identity of the person committing the crime, and to obtain witnesses, or conduct searches. In normal circumstances, the Police interview a child or young person only in the presence of his/her parents/carers and, therefore out of school hours.
- b) However, there may be special circumstances where, in the interests of justice or safeguarding, it is necessary for the Police to interview a child or young person without delay.
- c) If Police arrive at a school to interview child or young person suspects or witnesses, the Head of Establishment or designated DSL staff member on duty should ask for an opportunity to try to contact the parent/carer. If the Police agree to this, then the school should co-operate with the Police as to the safe custody of the child or young person concerned until the parent/carer arrives.
- d) If circumstances are such that it is not possible to contact the parent/carer, or if the Police insist that the parent/carer is not present, then the interview of the child or young person by the Police should take place in the presence of a Safeguarding Team member or such other teacher as may be delegated by him/her

Appendix 3 – Drug Protocol

Information is based on the principles of the DfE and ACPO drug advice for school's guidance, September 2012.

Drug education

The aim of the drug education program at John Masefield High School is to provide opportunities for students to develop their understanding of drugs, drug related issues and to encourage an appreciation of the benefits of a healthy lifestyle. It will cover all drugs and, when appropriate, will focus on drugs of particular significance to students such as alcohol, tobacco, cannabis, volatile substances and Class A drugs.

The three main aims will be to:

- Ensure an increase in students' knowledge and understanding of drugs
- Develop students' personal and social skills and to enable students to explore their own and other peoples' attitudes towards drugs.
- Content will be explored through an effective PSHRE programme.
- Schemes of work within some subjects will also highlight the dangers of drug use and help students to make
- Positive choices to ensure that they do not possess, sell or use illegal drugs.
- Broader elements of criminal exploitation are also covered.
- Sensitive and complicated elements of drug education may be delivered by trained safeguarding staff/Year leaders through extended workshops.
- The Science curriculum at both KS3 and 4 also deliver elements of drug awareness and understanding.
- Occasionally, appropriate and suitably experienced visitors from outside of the school may be invited to contribute to drug education.

Curriculum plans will ensure that drug education is accessible to students with special educational needs and that the experiences and sensitivities of individual students when known are considered.

The management of drug related incidents:

Each incident will be treated as an individual case. It must be recognised in line with DfE drug related guidance that a variety of actions in response may be necessary.

Although this is not a definitive list, for the purpose of this policy, a drug related incident is said to have occurred when:

1. Drugs or associated paraphernalia are found on school premises
2. A student demonstrates an inappropriate level of knowledge of drugs for their age or is considered to have glamorised/encouraged the use of controlled substances

3. A student is found in possession of drugs or associated paraphernalia or is found to be supplying these items
4. A student, parent/carer or staff member is thought to be under the influence of drugs
5. Information is received that the illegitimate sale or supply of drugs is taking place in the local area
6. A student discloses that they or a family member/friend are misusing drugs
7. There is a credible concern that students may be involved in criminal exploitation sometimes referred to as “County Lines” centred around the supply of illegal drugs

Any member of staff who has any concern about a possible drug related incident should notify the Assistant Headteacher with responsibility for safeguarding or duty member of staff as a matter of urgency. In their absence a member of the Senior Leadership Team should be contacted.

Any member of staff who believes that a student’s parents/carers or family members are misusing drugs should report this matter as an immediate safeguarding concern following the John Masefield High School safeguarding policy. These incidents should be recorded on the MyConcern system even if investigations do not identify evidenced drug misuse. The member of staff dealing with the incident should inform, consult and involve others as necessary. Careful attention should be given to respecting the confidentiality of those involved.

A range of factors may be relevant and need exploring to determine the seriousness of the incident. The 2006 Education and Inspections Act enables a member of staff to confiscate, retain or dispose of a student’s property as a disciplinary penalty, where reasonable to do so.

An internal record of all drug incidents illegal or legal will be maintained by the school as part of the Safeguarding Policy using the MyConcern system. Therefore, any drug related incident will appear as part of the safeguarding incident log. Parents/carers will always be notified of incidents related to any drug in school at the earliest possible moment except where advised not to due to child protection issues.

Searching for drugs in school:

The school will conduct a search for drugs when;

- a) They have received credible information that there is a case to do so;
- b) Student behaviour/appearance suggests a drug related incident and this is confirmed by a member of the Senior Leadership Team.

The student in question should be informed exactly why a search is required and asked if they will comply with the search voluntarily.

Parents/carers should be contacted after the search has taken place and informed of the findings of the search, regardless of whether or not any evidence was found. In some cases where it is thought parents/carers may be involved in using, selling or distributing drugs then it is possible that the member of staff conducting the search may inform the police and not the parents.

Where a student does not consent to a voluntary search, the following protocol should be observed:

- a) Parents/carers contacted to be informed and request made for them to attend the school to support the student and the search process
- b) Where parents have not been able to be contacted and the need for a search is seen as urgent, the school will contact the local police to advise and complete the search.

Where illegal drugs are revealed during a search, the school will always contact the police and formally record the crime. Any illegal drug revealed during a search will be kept by a member of the Senior Leadership Team in a safe place until it can be removed by the police as soon as possible. If there are any questions or concerns raised about illegal drugs at JMHS then the police must be contacted in order to provide clarity and to give guidance to staff.

Where tobacco, alcohol or any other banned but legal substance is confiscated during the school day it will be destroyed or returned to an appropriate adult.

Current West Mercia Police advice is as follows:

'If Police attend the school due to drugs/weapons etc being found on a child, the child would be interviewed. If they admit to the offences then a referral is made to the Youth Justice service and a panel meeting is held within 15 working days which consists of a police Sergeant, the Youth Justice Service Police Constable, Youth Justice Service caseworker, who would have completed a home visit with the child and conducted an assessment, the manager of the Early help team and a community member with experience of working with Young People.' (Youth Justice Service Police Constable, Hereford Youth Justice Service advice).

If formal action is to be taken against a student, the police should plan for the student to attend a local police station accompanied by an appropriate adult for interview. Only in exceptional circumstances should arrest or interviews take place at school. An appropriate adult should always be present during interviews, preferably a parent/carer or duty social worker.

It may be appropriate for school to complete a MARF (Multi-Agency Referral) for the exploitation team to be made aware, if it is believed that there may be elements of exploitation involved and this is the current advice provided by West Mercia Police.

Drug use support for students:

Students have access to several channels for drug use and misuse support within school. These measures include working with the “Turning point” counselling service and meeting with the school nurse who is available every week in school.

Other channels of support can be accessed if appropriate through the Early Help Hub services, especially if drug use forms part of a more complex pattern/needs. The school website has an updated list of local and national services where parents and or students can seek further advice and guidance.

Appendix 4 – Prohibited items list

The following items are prohibited from being brought on to school site.

- Weapons, eg knives, guns (including fake guns)
- Alcohol
- Illegal drugs
- Stolen goods
- Tobacco / Vape products, eg cigarettes, vapes
- Pornographic images (of any kind, eg tabloid topless pictures and ‘lads’ mags’ as well as extreme adult material)
- Fireworks
- Anything that has been, or is likely to be, used to cause injury or commit an offence