

## Behaviour Policy

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## 1. **Aims**

- 1.1. This is the behaviour policy of Great Western Academy (Academy).
- 1.2. The aims of this policy are as follows:
  - 1.2.1. to promote good behaviour amongst pupils;
  - 1.2.2. to actively promote and safeguard the welfare of pupils at the Academy;
  - 1.2.3. to ensure, so far as possible, that every pupil in the Academy is able to benefit from and make his / her full contribution to the life of the Academy, consistent always with the needs of the Academy community;
  - 1.2.4. to encourage pupils to accept responsibility for their behaviour;
  - 1.2.5. to set out the sanctions adopted by the Academy in the event of pupil misbehaviour.

## 2. **Scope and application**

- 2.1. This policy applies to the whole Academy.
- 2.2. This policy (together with the Academy rules and all Academy policies on behaviour and discipline) applies to all pupils at the Academy and at all times when a pupil is:
  - 2.2.1. in or at Academy;
  - 2.2.2. representing the Academy or wearing Academy uniform;
  - 2.2.3. travelling to or from the Academy;
  - 2.2.4. on Academy-organised trips;
  - 2.2.5. associated with the Academy at any time.
- 2.3. This policy shall also apply to pupils at all times and places in circumstances where failing to apply this policy may:
  - 2.3.1. affect the health, safety or well-being of a member of the Academy community or a member of the public;
  - 2.3.2. have repercussions for the orderly running of the Academy; or
  - 2.3.3. bring the Academy into disrepute.

## 3. **Regulatory framework**

- 3.1. This policy has been prepared to meet the Academy's responsibilities under:
  - 3.1.1. Education (Independent Academy Standards) Regulations 2014;
  - 3.1.2. Education and Skills Act 2008;
  - 3.1.3. Children Act 1989;
  - 3.1.4. Equality Act 2010.
- 3.2. This policy has regard to the following guidance and advice:
  - 3.2.1. **Behaviour and discipline in Schools (DfE, January 2016);**
  - 3.2.2. Exclusions from maintained schools, academies and pupil referral units in England (DfE, September 2017);
  - 3.2.3. **Use of reasonable force (DfE, July 2013);**
  - 3.2.4. **Searching, screening and confiscation (DfE, January 2018);**

3.2.5. **Keeping children safe in education (DfE, September 2016) (KCSIE).**

3.3. The following Academy policies, procedures and resource materials are relevant to this policy:

- 3.3.1. Acceptable use policy for pupils;
- 3.3.2. Anti-bullying policy;
- 3.3.3. Esafety policy;
- 3.3.4. Safeguarding and promoting the welfare of pupils policy;
- 3.3.5. Risk assessment policy for pupil welfare;
- 3.3.6. Special educational needs and disability policy;

#### 4. **Publicity and availability**

- 4.1. This policy is published on the Academy website.
- 4.2. This policy is available in hard copy on request.
- 4.3. A copy of the policy is available from Reception and parents/carers will be reminded of this on an annual basis.
- 4.4. This policy can be made available in large print or other accessible format if required.

#### 5. **Definitions**

5.1. Where the following words or phrases are used in this policy:

- 5.1.1. References to **working days** mean Monday to Friday, when the Academy is open during term time. The dates of terms are published on the Academy's website. In the event that the application of this definition is likely to introduce excessive delays, due to intervening Academy holidays, the Academy's approach is to take sensible and reasonable steps so as to minimise any hardship or unfairness arising from such delays.
- 5.1.2. References to **Parent/Carer** or **Parents/Carers** includes one or both of the parents/carers, or a legal guardian.

#### 6. **Responsibility statement and allocation of tasks**

- 6.1. The Great Western Academy Trust has overall responsibility for all matters which are the subject of this policy.
- 6.2. To ensure the efficient discharge of its responsibilities under this policy, the Great Western Academy Trust has allocated the following tasks:

<b>Task</b>	<b>Allocated to</b>	<b>When / frequency of review</b>
Keeping the policy up to date and compliant with the law and best practice	Graham Davis	As required, and at least termly
Monitoring the implementation of the policy	Graham Davis	As required, and at least termly
Seeking input from interested groups (such as pupils, staff, Parents/Carers) to consider improvements to the Academy's processes under the policy	Graham Davis	As required, and at least annually
Formal annual review	Great Western Academy Trust	Annually

## **7. Promoting Good Behaviour**

- 7.1. Pupils are educated about good behaviour through the operation of the Academy's curriculum, PSHE programme and the Academy's pastoral support systems. Pupils are encouraged to act responsibly and, through the operation of this policy, to accept responsibility for their behaviour.
- 7.2. The Academy believes that establishing a culture of praise and reward can be more effective than punishment in motivating pupils. Rewards will be made frequently in order to encourage positive actions and contributions. The ways in which the Academy will reward good behaviour are set out in Appendix 1.
- 7.3. The Academy recognises that where challenging behaviour is related to a pupil's disability, use of positive discipline and reward methods may enable the Academy to manage the pupil's behaviour more effectively and improve their educational outcomes.

## **8. Minor breaches of discipline**

- 8.1. The Academy has pastoral support systems in place to assist pupils in managing their behaviour. A range of sanctions are available for those who breach the Academy rules and policies for behaviour and discipline.
- 8.2. Allegations, complaints or rumours of minor breaches of discipline are dealt with by staff as they occur. Staff may carry out informal interviews with the pupils involved. Low level sanctions may be given (see Appendix 1 for details of possible sanctions).
- 8.3. When considering the appropriate sanction, the risks posed to pupil welfare by an individual's behaviour will be assessed. This may include consideration of how any action taken, sanctions applied or inaction may affect that individual's welfare and, where appropriate, how it may affect other pupils' welfare and / or the Academy community as a whole.

## **9. Serious breaches of discipline**

- 9.1. Allegations, complaints or rumours of serious breaches of discipline should be referred to the Principal.
- 9.2. The main categories of misconduct which are considered to be serious breaches of discipline include but are not limited to:

- 9.2.1. supply / possession / use of certain drugs and solvents or their paraphernalia or substances intended to resemble them, or alcohol or tobacco;
  - 9.2.2. theft, blackmail, physical violence, intimidation, racism or persistent bullying;
  - 9.2.3. physical, emotional or sexual misconduct or abuse;
  - 9.2.4. behaviour in contravention of the Academy's policies on the acceptable use of technologies or online safety;
  - 9.2.5. supply or possession of pornography;
  - 9.2.6. possession or use of unauthorised firearms or other weapons;
  - 9.2.7. vandalism or computer hacking;
  - 9.2.8. persistent attitudes or behaviour which are inconsistent with the Academy's ethos;
  - 9.2.9. other misconduct which affects the welfare of a member or members of the Academy community or which brings the Academy into disrepute (single or repeated episodes) on or off Academy premises;
  - 9.2.10. other misconduct specifically provided for in the Academy's rules.
- 9.3. The Academy will follow government guidance on exclusions, unless there is a good reason to depart from it. The Academy aims to operate within the principles of fairness and natural justice.
- 9.4. Exclusions can take the form of:
- 9.4.1. Internal exclusions;
  - 9.4.2. Fixed term exclusions;
  - 9.4.3. Permanent exclusions.
- 9.5. The Academy's policy on exclusions applies to serious breaches of Academy discipline occurring on Academy premises and also outside of the Academy as set out in clause 2. above. Please see the Academy's separate exclusions policy.
- 9.6. An allegation, complaint or rumour of a serious breach of discipline will be investigated in accordance with the procedures set out in Appendix 2.
- 9.7. If the findings of the investigation support the allegation, complaint or rumour of a serious breach of discipline, a disciplinary meeting will be held in accordance with the procedures set out in Appendix 2.
- 9.8. The Principal is required to act fairly and in accordance with the principles of natural justice.

## **10. Parent/Carer Involvement**

- 10.1. The Academy seeks to work in partnership with Parents/Carers over matters of discipline, and it is part of the Parents'/Carers' obligations to the Academy to support the Academy rules.
- 10.2. Parents/Carers will be informed as soon as reasonably practicable after it becomes clear that the pupil may face disciplinary action for a serious breach of discipline, unless the Academy is prevented from doing so by the police if they are involved.
- 10.3. Parents/Carers will also be notified of disciplinary sanctions for minor breaches of discipline and may be contacted to discuss the matter if it is considered appropriate to do so.

## **11. Additional Needs**

- 11.1. The Academy will make reasonable adjustments for managing behaviour which is related to a pupil's disability. Staff should seek advice from the Principal / SENDCo if they are unsure about how to manage a pupil's behaviour where this is related to a disability.

- 11.2. If there is a concern that a pupil's behaviour is as a result of unmet educational or other needs, advice should be sought from the Principal / SENDCo and further action in accordance with the Academy's policy on special educational needs and disabilities will be considered.
- 11.3. Where a Fixed term or Permanent exclusion needs to be considered, the Academy will ensure that a pupil with a disability or special educational needs is able to present their case fully where their disability or special educational needs might hinder this.
12. **Safeguarding**
- 12.1. If behaviour and discipline matters give rise to a safeguarding concern, the Academy's child protection procedures will be followed (see the safeguarding policy and procedures).
13. **Malicious allegations against staff**
- 13.1. Where a pupil 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.
- 13.2. The Academy will consider whether the police should be asked to consider if action might be appropriate against the person responsible for the allegation.
- 13.3. Where such an allegation is made, appropriate support will be provided to the member(s) of staff affected.
- 13.4. The Academy 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.
14. **Use of reasonable force**
- 14.1. Any use of force by staff will be reasonable, proportionate and lawful. Reasonable force will be used as set out in Appendix 3. More detailed guidance about the use of reasonable force is provided to staff in the Staff code of conduct.
- 14.2. Corporal punishment is not used at the Academy and force is never used as a form of punishment.
15. **Searching pupils**
- 15.1. **Informed consent:** Academy staff may search a pupil or their possessions with their consent for any item. Appropriate consideration will be given to factors that may influence the pupil's ability to give consent.
- 15.2. If a member of staff suspects that a pupil has a banned item in his/her possession, they can instruct the pupil to turn out his/her pockets or bag. If the pupil refuses, sanctions will be applied in accordance with this policy.
- 15.3. **Searches without consent:** in relation to prohibited items, the Principal, and staff authorised by the Principal, may search a pupil or a pupil's possessions, without their consent, where they have reasonable grounds for suspecting that a pupil has a prohibited item in their possession. Please see Appendix 4 for the Academy's policy on searching and confiscation.
16. **Training**
- 16.1. The Academy ensures that regular guidance and training is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles.

16.2. The level and frequency of training depends on role of the individual member of staff.

16.3. The Academy maintains written records of all staff training.

### 17. **Record Keeping**

17.1. All records created in accordance with this policy are managed in accordance with the Academy's policies that apply to the retention and destruction of records.

17.2. A record is kept of sanctions imposed for serious misbehaviour. The record includes:

17.2.1. the name and year group of the pupil concerned;

17.2.2. the nature and date of the offence;

17.2.3. the sanction imposed and reason for it; and

17.2.4. the name of the person imposing the sanction.

17.3. This record is reviewed regularly by the Assistant Principal so that patterns in behaviour can be identified and managed appropriately.

### 18. **Version control**

19. <b>Date of adoption of this policy</b>	19 April 2018
Date of last review of this policy	19 April 2018
Date for next review of this policy	April 2019
Policy owner (SMT)	Graham Davis



19 April 2018

Signed  
Principal

Date



19 April 2018

Signed  
Chair of Trustees

Date

# Appendix 1 – Rewards and sanctions

## 1. Rewards

- 1.1. Students will receive House Points and Accolades.
- 1.2. House Points can be awarded by any member of staff for positive actions from students such as:
  - 1.2.1. Perceptive contributions to lessons which move learning forward for all
  - 1.2.2. Impressive effort in a particular lesson or series of lessons
  - 1.2.3. Impressive effort on homework
  - 1.2.4. Completing an Accelerated Reader quiz at 90% or above
  - 1.2.5. Behaviour supportive of someone else in the Academy community
  - 1.2.6. Representing your House at an event
  - 1.2.7. Representing the Academy in extra-curricular activities
  - 1.2.8. Representing the Academy at public events
  - 1.2.9. Excellent attendance

This list is not exhaustive and staff may award House Points for other positive actions at their discretion. Up to three House Points may be awarded for any one action.

- 1.3. Accolades have a currency of five House Points and may be awarded by any member of staff for exceptional performance in any of the areas listed above.
- 1.4. House points will be recorded electronically. Totals will be published regularly and will be available on student and parent portals.
- 1.5. Termly awards will be distributed to students and tutor groups with the best House Point totals.
- 1.6. House Point totals will contribute towards the annual House Championship.
- 1.7. The Assistant Principal will monitor the pattern of House Points awarded by student, tutor group, House, by member of staff and by reason for the award to ensure there is consistency and fairness across groups of students and that points are being awarded across many possible activities.

## 2. Sanctions

- 2.1. In addition to the particular sanctions set out in this appendix, the Principal may prescribe and authorise the use of such other sanctions as comply with good education practice and promote good behaviour and compliance with the Academy rules.
- 2.2. Class teachers will ensure good behaviour within lessons and completion of work to a strong standard by using strategies such as:
  - 2.2.1. A range of non-verbal signals to a student
  - 2.2.2. Brief, positively-phrased words reminding students of expected behaviour
  - 2.2.3. Clear warning that behaviour is impacting the learning of others and will lead to escalation unless changed
  - 2.2.4. Removal from the classroom for a short period; clear terms for reintegration established, including strategy such as a change of seating
  - 2.2.5. Removal to work in a different location for the remainder of a lesson
  - 2.2.6. Removal from a particular subject to work in a different location as agreed with the subject lead
- 2.3. Should 2.2.5 or 2.2.6 above be necessary, or 2.2.4 repeated, then the class teacher will set a break or lunchtime detention lasting 20 minutes and the behaviour and sanction recorded electronically on the

student's record.

- 2.4. Relevant pastoral leads will monitor patterns of behaviour recorded by teachers. Where incidents are not isolated, and to deal directly with more serious incidents or with incidents which occur outside of lessons, the pastoral lead with agreement of the Assistant Principal may use any of the following sanctions:
  - 2.4.1. Break or lunchtime detention in a central location
  - 2.4.2. After school detention (4.30pm – 5.30pm)
  - 2.4.3. Use of a report card to monitor behaviour or completion of work
  - 2.4.4. Internal isolation for one or more lessons
  - 2.4.5. Meeting with parents/carers to agree a positive strategy for improvement
  
- 2.5. Where actions listed in 2.4 are ineffective, or where an incident is serious enough to merit stronger action, the Principal may use any of the following sanctions:
  - 2.5.1. A longer period of internal isolation
  - 2.5.2. Fixed-term exclusion
  - 2.5.3. A period of external isolation where the student is supervised by GWA staff at an agreed off-site location
  - 2.5.4. Permanent exclusion
  
- 2.6. The Assistant Principal will monitor the pattern of behaviour incidents recorded by student, tutor group, House, by member of staff and by reason for the award to ensure that any concerning patterns are acted upon in a proactive manner.

## Appendix 2 – Investigations into serious breaches of discipline

- 1 The Principal will appoint a senior member of staff to carry out an investigation.
- 2 Parents/Carers will be informed as soon as reasonably practicable after it becomes clear that the pupil may face disciplinary action for a serious breach of discipline, unless the Academy is prevented from doing so by the police if they are involved.
- 3 An investigation and any subsequent meeting will be conducted fairly and in a way which is appropriate to an Academy, without formal legal procedures.
- 4 A pupil may be excluded from the Academy while a complaint is being investigated or while an investigation is on hold (see paragraph 7 below). Should an exclusion continue for a period of more than five Academy days, the Academy will take reasonable steps to put in place arrangements to ensure the continuing education of the pupil. Parents 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 pupil may be offered a segregated regime on Academy premises.
- 5 A pupil's space or belongings may be searched during the course of the investigation. See Appendix 4 of this policy for the Academy's policy on searching and confiscation.
- 6 If the pupil is to be interviewed as part of the investigation, arrangements will be made for him / her to be accompanied by a member of staff of his / her choice and /or by a Parent/Carer (if available at the relevant time). A minute of the interview will be recorded in writing by the interviewing member of staff. The pupil may be asked to confirm any statement made or minute taken to be true and accurate.
- 7 It may be necessary to delay an investigation or put it on hold, 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 appropriate external agencies and will be subject to periodic review.
- 8 The outcome of the investigation will be reported to the Principal.
- 9 **Decision**
  - 9.1 The Principal will consider whether the allegation, complaint or rumour has been sufficiently proved. The standard of proof shall be the civil standard, i.e. the balance of probabilities. The pupil's disciplinary record will be taken into account where the complaint concerns the conduct of the pupil.
  - 9.2 The Principal may exclude a pupil on a fixed term or permanent basis or impose any other sanction he / she considers to be appropriate in accordance with this policy.
  - 9.3 The Principal will notify the Parents/Carers of his / her decision in writing.
  - 9.4 A decision to permanently exclude a pupil shall take effect immediately.

## Appendix 3 – Use of reasonable force

- 1 Any use of reasonable force will be in accordance with the DfE guidance [Use of reasonable force \(DfE, July 2013\)](#).
- 2 Reasonable force may be used to prevent a pupil from doing or continuing to do any of the following:
  - 2.1 committing a criminal offence;
  - 2.2 injuring themselves or others;
  - 2.3 causing damage to property, including their own;
  - 2.4 engaging in any behaviour prejudicial to good order and discipline at the Academy or among any of its pupils, whether that behaviour occurs in a classroom or elsewhere.
- 3 In these circumstances, force will be used for two main purposes: to control pupils or to restrain them. Reasonable force may be used, for example, to restrain a pupil at risk of harming themselves or another individual or to prevent a pupil leaving a classroom where allowing her to do so would risk her safety or lead to behaviour that disrupts the behaviour of others. Force is never used as a form of punishment.
- 4 In addition, reasonable force may be used to conduct a search for certain "prohibited items" (see Appendix 4 below).
- 5 In deciding whether reasonable force is required, the needs of individual pupils will be considered and reasonable adjustments will be made for pupils with special educational needs or disabilities.
- 6 Where reasonable force is used by a member of staff, the Assistant Principal must be informed of the incident and it will be recorded in writing. The pupil's Parents/Carers will be informed about serious incidents involving the use of force.

## Appendix 4: Searching and confiscation

1. All Academies have a general power to impose reasonable and proportionate disciplinary measures (Education and Inspections Act 2006). This enables a member of staff to confiscate, retain or dispose of a pupil's property as a disciplinary penalty where it is reasonable to do so.
2. The Academy's policy on searching and confiscation has regard to the DfE guidance [Searching, screening and confiscation \(DfE, January 2018\)](#).
3. **Prohibited items**
  - 3.1. 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 (SI 2012/951):
    - 3.1.1. knives or weapons, alcohol, illegal drugs and stolen items;
    - 3.1.2. tobacco and cigarette papers, fireworks and pornographic images;
    - 3.1.3. 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 pupil); and
      - (c) any item banned by the Academy rules that are identified as being items which may be searched for.
  - 3.2. The Academy has banned items that are reasonably believed to be likely to cause harm or disruption. Pupils must not have these items in their possession on Academy premises or at any time when they are in the lawful charge and control of the Academy (for example on an educational visit).
4. **Searching with consent**
  - 4.1. Before any search is undertaken the pupil will usually be asked to consent. In seeking consent, the age and maturity of the pupil will be taken into account together with any special needs the pupil may have. Written consent will not usually be required.
  - 4.2. The consent of the pupil must be obtained for searches for items that are not "prohibited items" as listed in above. The consent of the pupil must be sought even if [• he / she] is not at the Academy at the time. If a member of staff suspects that a pupil has an item that is banned by the Academy they can instruct the pupil to turn out his/her pockets or bag.
  - 4.3. If the pupil refuses to provide consent disciplinary action may be taken in accordance with the Academy's behaviour and discipline policy.
5. **Searching for prohibited items**
  - 5.1. Where the Principal or an authorised member of staff has reasonable grounds to suspect that a pupil 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 (b) above).
  - 5.2. Searches will be carried out only on Academy premises or, if elsewhere, where the member of staff has lawful control or charge of the pupil, for example on an educational visit or in training settings.
  - 5.3. If it is believed that a pupil has a prohibited item, it may be appropriate for a member of staff to carry out:
    - 5.3.1. a search of outer clothing; and / or
    - 5.3.2. a search of Academy property (e.g. pupils' lockers or desks); and / or
    - 5.3.3. a search of personal property (e.g. bag or pencil case).
  - 5.4. Searches will be conducted in such a manner as to minimise embarrassment or distress. Any search of a pupil or their possessions will be carried out in the presence of the pupil and another member of staff. Where a pupil is searched, the searcher and the second member of staff present will be the same gender as the pupil.

- 5.5. 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 pupil of the opposite sex and / or in the absence of a witness.
- 5.6. 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.

## 6. Confiscation

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

## 7. Searching electronic devices

- 7.1. 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 Academy 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 be conducted in the presence of a member of the IT staff.
- 7.2. 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 Academy rules.
- 7.3. 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 Academy discipline or criminal offence or hand it over to the police if the material is of such seriousness that police involvement is required.

## 8. Disposal of confiscated items

- 8.1. **Alcohol:** alcohol which has been confiscated will be destroyed.
- 8.2. **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 pupil.
- 8.3. **Other substances:** substances which are not believed to be illegal drugs but which are harmful or detrimental to good order and discipline (for example "legal 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.
- 8.4. **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.
- 8.5. **Tobacco or cigarette papers:** tobacco or cigarette papers will be destroyed.
- 8.6. **Fireworks:** fireworks will not be returned to the pupil. 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.
- 8.7. **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 pupil has been abused, the

Designated Safeguarding Lead will also be notified and will decide whether to make a referral to children's social care.

- 8.8. Other pornographic images will also be discussed with the Designated Safeguarding Lead. The images may then be passed to 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.
- 8.9. **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.
- 8.10. **Weapons or items which are evidence of an offence:** such items will be passed to the police as soon as possible.
- 8.11. **An item banned under Academy 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 Academy rules to disrupt teaching, the phone will be kept safely until the end of the Academy 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 8.12 below. If a pupil persists in using a mobile phone in breach of Academy rules, the phone will be confiscated and must be collected by a Parent/Carer.
- 8.12. **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 Academy 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/Carer and the pupil may be prohibited from bringing such a device onto Academy premises or on educational visits. In serious cases, the device may be handed to the police for investigation.

## 9. Communication with Parents/Carers

- 9.1. There is no legal requirement for the Academy to inform Parents/Carers before a search for 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/Carers on how the Academy will dispose of certain items.
- 9.2. We will keep a record of all searches carried out, whether the search is with or without the consent of the pupil, which can be inspected by the Parents/Carers of the pupil(s) involved subject to any restrictions under the Data Protection Act 1998. The record will include details of any disposal of items confiscated.
- 9.3. Complaints about searching or confiscation will be dealt with through the Academy's published complaints policy and procedures.
- 9.4. The Academy will take reasonable care of any items confiscated from pupils. However, unless negligent or guilty of some other wrongdoing causing injury, loss or damage, the Academy does not accept responsibility for loss or damage to property.