

PANGBOURNE

— A community where you can flourish —

BEHAVIOUR, REWARDS AND SANCTIONS POLICY

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1 Aims

1.1 This is the rewards, sanction and discipline policy of Pangbourne College (College).

1.2 The aims of this policy are as follows:

1.2.1 to create a calm, safe and supportive environment free from disruption in which pupils can thrive and flourish both in and out of the classroom and reach their full potential;

1.2.2 to create promote and maintain high standards of behaviour amongst pupils;

1.2.3 to actively promote and safeguard the welfare of pupils at the College and to protect all who come into contact with the College from harm;

1.2.4 to ensure, so far as possible, that every pupil in the College is able to benefit from and make their full contribution to the life of the College, consistent always with the needs of the College community;

1.2.5 to set out a clear and fair process for the proper investigation of allegations of poor behaviour and / or breaches of discipline;

1.2.6 to encourage pupils to accept responsibility for their behaviour;

1.2.7 to consider how negative behaviours can be prevented or prevented from recurring;

1.2.8 to enable staff to respond to incidents of misbehaviour promptly, predictably and with confidence;

1.2.9 to set out the sanctions available to the College in the event of pupil misbehaviour;

1.2.10 to help to promote a whole school culture of safety, equality, inclusion and protection.

1.3 This policy forms part of the College's whole school approach to promoting child safeguarding and well-being, which seeks to involve everyone at the College to ensure that the best interests of pupils underpins and is at the heart of all decisions, systems, processes and policies.

1.4 Although this policy is necessarily detailed, it is important to the College that our policies and procedures are transparent, clear and easy to understand for staff, pupils, parents and carers. The College welcomes feedback on how we can continue to improve our policies.

2 Scope and application

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

3 Regulatory framework

- 3.1 This policy has been prepared to meet the College's responsibilities under:
 - 3.1.1 Education (Independent School Standards) Regulations 2014;
 - 3.1.2 National minimum standards for boarding schools (Department for Education (DfE), September 2022);
 - 3.1.3 Education and Skills Act 2008;
 - 3.1.4 Children Act 1989;
 - 3.1.5 Data Protection Act 2018 and UK General Data Protection Regulation (**UK GDPR**);
 - 3.1.6 Human Rights Act 1998; and
 - 3.1.7 Equality Act 2010.
- 3.2 This policy has regard to the following guidance and advice:
 - 3.2.1 Keeping **children safe in education 2025 (KCSIE)**;

- 3.2.2 [Working together to safeguard children 2023](#);
 - 3.2.3 [Information sharing advice for safeguarding practitioners](#) (HM Government, May 2024);
 - 3.2.4 [Behaviour in schools: advice for headteachers and school staff](#) (DfE, February 2024);
 - 3.2.5 [Use of reasonable force](#) (DfE, July 2013);
 - 3.2.6 [Searching, screening and confiscation: advice for schools](#) (DfE, September 2022);
 - 3.2.7 Sharing nudes and semi-nudes: advice for education settings working with children and young people (UKCIS, December 2020);
 - 3.2.8 [Mental health and behaviour in schools](#) (DfE, November 2018);
 - 3.2.9 [Equality Act 2010: advice for schools](#) (DfE, June 2018);
 - 3.2.10 PACE Code C 2019; and
 - 3.2.11 Relationships education, relationships and sex education and health education (DfE, September 2021).
 - 3.2.12 Promoting children and young people's mental health and wellbeing (DfE, November 2023)
 - 3.2.13 SEND code of practice: 0 to 25 years - statutory guidance.
 - 3.2.14 Preventing and Tackling Bullying - advice for schools, including advice on cyberbullying
 - 3.2.15 Sexual violence and sexual harassment between children in schools - advice for schools.
 - 3.2.16 The Equality and Human Rights Commission Advice and Guidance
 - 3.2.17 SMSC requirements for independent schools - guidance for independent schools on how they should support pupils' spiritual, moral, social and cultural development
- 3.3 The following College 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 Policy on alcohol, tobacco, drug and substance abuse;

- 3.3.4 Online safety policy
- 3.3.5 Safeguarding and child protection policy and procedures;
- 3.3.6 Risk assessment policy for pupil welfare;
- 3.3.7 Accessibility policy (including SEN policy and SENDA plan)
- 3.3.8 Permanent Exclusion/and removal: review procedure;
- 3.3.9 Staff code of conduct;
- 3.3.10 System of Controls and Specific COVID-19 Related Rules;
- 3.3.11 College Code of Conduct; and
- 3.3.12 Relationships and sex education policy.

4 Publication and availability

- 4.1 This policy is published on the College website.
- 4.2 This policy is available in hard copy on request.
- 4.3 A copy of the policy is available for inspection from the Bursary during the school day.
- 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 the **Governing Body** are references to the proprietor of the School.
- 5.2 References to working days mean Monday to Sunday, when the College is open during term time. The dates of terms are published on the College's website. In the event that the application of this definition is likely to introduce excessive delays, due to intervening College holidays, the College's approach is to take sensible and reasonable steps so as to minimise any hardship or unfairness arising from such delays.
- 5.3 References to the Head may include Deputies.
- 5.4 References to Parent or Parents includes one or both of the parents, or those with parental responsibility, or care of a child e.g. legal guardian or education guardian. Communications or instructions from one of the Parents, or any person with parental responsibility, shall be deemed by the College to be received from both Parents unless there is clear evidence of a contrary view. This requirement does not apply to the

giving of notice for cancellation of a place or the withdrawal of a pupil from the College. The persons required to consent or give notice of cancellation or withdrawal are set out in the parent contract.

- 5.5 References to a Review are to the review by a panel of the Head's decision in accordance with the Permanent Exclusion and removal: review procedure.

6 Responsibility statement and allocation of tasks

- 6.1 The Proprietor has overall responsibility for all matters which are the subject of this policy.

- 6.2 In discharging of its responsibilities under this policy, the Proprietor expects College leaders and staff to undertake the following roles:

- 6.3 College leaders will:

6.3.1 be highly visible, routinely engage with pupils, parents and staff on setting and maintaining the behaviour culture and an environment where everyone feels safe and supported;

6.3.2 play a crucial role in making sure all staff understand behavioural expectations and the importance of maintaining them;

6.3.3 make sure all new staff are inducted clearly into the College's behaviour culture to ensure they understand its rules and routines and how best to support all pupils to participate in creating the culture of the College;

6.3.4 consider any appropriate training which is required for staff to meet their duties and functions within the behaviour policy;

6.3.5 ensure staff have adequate training on matters such as: how certain special educational needs, disabilities or mental health needs may at time affect a pupil's behaviour;

6.3.6 encourage engagement with experts e.g. educational psychologists, counsellors and mental health support teams to inform effective implementation and design of behaviour policies and this links to the whole school approach to mental health and wellbeing.

- 6.4 College staff will:

6.4.1 play an important role in developing a calm and safe environment for pupils and establish clear boundaries of acceptable pupil behaviour;

6.4.2 uphold the whole-school approach to behaviour by teaching and modelling expected behaviour and positive relationships, as defined in this policy, so pupils can see examples of good habits and feel confident to ask for help when needed;

6.4.3 challenge pupils to meet the College expectations and maintain boundaries of acceptable conduct;

- 6.4.4 communicate College expectations, routines, values and standards (set out in Appendix 1) both explicitly through teaching behaviour and in every interaction with pupils;
- 6.4.5 consider the impact of their own behaviour on College culture and how they can uphold the College Code of Conduct and expectations in addition to those set out in the staff code of conduct

6.5 In order to achieve this, the Governing Body has allocated the following tasks:

Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with the law and best practice	Deputy Head	As required, and at least termly
Reviewing induction and ongoing training for staff	Assistant Head Teaching	As required, and at least annually
Monitoring the implementation of the policy, relevant risk assessments and any action taken in response and evaluating effectiveness	Deputy Head	As required, and at least termly
Seeking input from interested groups (such as pupils, staff, Parents)	Deputy Head	Annually
Formal annual review including effectiveness of policy and procedures in promoting good behaviour and trends relating to disciplinary measures taken	Governing Body	Annually

7 Promoting high standards of behaviour

- 7.1 Pupils are educated about good behaviour through the operation of the College's curriculum, PSHE, relationships education / relationships and sex education programme(s) and the College'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 College understands that rewards can be more effective than punishment in motivating pupils. The ways in which the College may reward good behaviour are set out in Appendix 2.
- 7.3 The College recognises that where challenging behaviour is related to a pupil's disability, use of positive discipline and reward methods may enable the College to manage the pupil's behaviour more effectively and improve their educational outcomes.
- 7.4 Where appropriate, staff should also take account of any contributing factors that are identified after a behaviour incident has occurred e.g. if the pupil has suffered a bereavement, experienced abuse or neglect, has mental health needs, has been subject to bullying, has needs including SEND (including any not previously identified), has been subject to criminal exploitation, or is experiencing significant challenges at Home.
- 7.5 Student expectations. All students at Pangbourne College will:
- Be prepared to learn with the appropriate positive attitude
 - Always wear the correct College uniform
 - Be fully equipped for all lessons
 - Complete all classwork and prep to a high standard
 - Follow all reasonable teacher instructions the first time
 - Attend College every day, be punctual for College and lessons
 - Speak in a polite and respectful way to every adult and fellow students at all times
 - Take care of their environment, not littering or damaging college property
 - No bullying or harassment of any form
 - Follow all College rules and routines
- 7.6 Staff expectations. All staff at Pangbourne College will:
- Have high standards of behaviour and academic work in the classroom and around the College
 - Speak in a polite and respectful way to every adult and student
 - Reward positive behaviour at every opportunity
 - Use the behaviour policy to ensure consistency across all classrooms
 - Follow all College policies
 - Be visible and present around the College, particularly during transition times
 - Attend work every day, be punctual for lessons and duties
 - Communicate with parents as needed in a courteous and professional manner.
- 7.7 Parent expectations. All parents/ guardians of Pangbourne College students will:

- Support the College in encouraging your child to behave appropriately, in and outside of the College
- Ensure your child attends College punctually, dressed in the College uniform and properly equipped, every day, throughout the year.
- Check that your child's prep is completed to a high standard
- Attend parents' events to support your child
- Actively support the College's behaviour policy, including any sanctions
- Establish and maintain good relationships with staff at the College
- Speak in a polite and respectful way to every adult and student.

8 Minor breaches of discipline

- 8.1 The College adopts a culture of openness and transparency and, where there are any concerns regarding breaches of discipline, contact should be made with the College at the earliest opportunity. All concerns are taken seriously including scenarios where suspicions or breaches of discipline appear minor.
- 8.2 The College has pastoral support systems in place to assist pupils in managing their behaviour. These include, but are not limited to, support from house/pastoral staff in the College, the College Counsellor, Assistant Head Boarding & Pastoral, the Deputy Head Pastoral and members of the College Safeguarding Team. A range of sanctions are available for those who breach the College Code of Conduct and policies for behaviour and discipline.
- 8.3 Minor breaches of discipline include all episodes of low level disruption that staff will deal with in the moment through the use of the College EDR process. Low level disruption in a lesson will not require the use of investigations as staff professional judgement is used to identify breaches of student expectations. (7.3)
- 8.4 Allegations, complaints or rumours of minor breaches of discipline are dealt with by staff as they occur. Staff may carry out informal investigations and / or interviews with the pupils involved. Any pupil interview or pupil statement will be recorded on the College statement template. Low level sanctions may be given following such processes (see Appendix 2 for details of possible sanctions).
- 8.5 A minor breach of discipline may be referred to a senior member of staff and external agencies (where appropriate) prior to, during or following an informal investigation.
- 8.6 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 College community as a whole.
- 8.7 The College uses an accrual system to track and intervene to eradicate minor breaches of discipline and to support students to meet the expectations.

9 Serious breaches of discipline

- 9.1 Allegations, complaints or rumours of serious breaches of discipline should be referred to the Head or Deputy Head in the first instance.
- 9.2 The main categories of misconduct which are likely to be considered to be serious breaches of discipline and which may therefore result in permanent exclusion or a requirement to leave the College include but are not limited to:
- 9.2.1 supply which means providing or sharing (whether or not for money or other consideration) or facilitation of supply e.g. sale, exchange or sharing (which includes promotion / advertisement or facilitating supply) / possession / use of drugs and solvents or their paraphernalia or substances intended to resemble them, or alcohol or tobacco as prohibited by the College policy on smoking, drugs and substances;
 - 9.2.2 actual or attempted theft, blackmail, intimidation, cyber-based bullying, prejudice-based bullying, discriminatory-based bullying or other potentially criminal offences including being an accessory or conspirator;
 - 9.2.3 physical violence and / or abuse (which may include but is not limited to hitting, kicking, shaking, biting and hair pulling);
 - 9.2.4 physical or emotional abuse or harassment (to include behaviour that may be categorised as "banter", "just having a laugh", "part of growing up");
 - 9.2.5 initiation / hazing type violence and rituals (which may include but is not limited to activities involving harassment, abuse or humiliation used as a way of initiating a person into a group);
 - 9.2.6 abuse in intimate personal relationships between peers (teenage relationship abuse);
 - 9.2.7 sexual violence, sexual harassment and upskirting and other harmful/ inappropriate sexual behaviour;
 - 9.2.8 consensual and non-consensual sharing of nudes and semi-nude images and / or videos;
 - 9.2.9 behaviour in contravention of the College's policies on the acceptable use of technologies or online safety;
 - 9.2.10 supply or possession of pornography;
 - 9.2.11 behaviour which may constitute a criminal offence, such as:
 - (a) possession or use of explosives, firearms, knives or other weapons;

(b) vandalism, defacement and / or destruction of College property;

- 9.2.12 persistent minor breaches of discipline or attitudes or behaviour which are inconsistent with the College's ethos;
- 9.2.13 other misconduct which affects the welfare of a member or members of the College community or which brings the College into disrepute (single or repeated episodes); and
- 9.2.14 other misconduct specifically provided for in the College's parent contract and College Code of Conduct.

9.3 Sanctions for serious breaches of discipline include:

- 9.3.1 **SLT Detention:** This is a detention which takes place in the Library from 15:50 - 17:10 on a Wednesday afternoon, taking priority over all other commitments.
- 9.3.2 **Saturday Detention:** This is a detention which takes place on a Saturday morning from 09:00 - 12:00 in the Hudson Room (or suitable alternative venue). This detention supersedes all other commitments including extracurricular activities, sport fixtures, part-time work and social engagements. Full No.2 uniform must be worn. Failure to attend this detention will result in a Fixed-term Suspension.
- 9.3.3 **Internal Suspension:** This is a sanction that can only be applied by the Head or one of the Deputy Heads. It is given for a serious breach of College Code of Conduct or when a pupil has repeatedly failed to respond to other sanctions. The pupil will be excluded from lessons, co-curricular activities and free time with peers. The pupil will be seen by a Deputy Head at either the beginning or the end of a day's suspension. Parents will be informed of the sanction in writing and a record will be kept on the serious sanctions log. This sanction may not be applied if suspension is deemed to be more appropriate. This will be decided on a case by case basis.
- 9.3.4 **Suspension:** a pupil may be sent Home for a limited period as a disciplinary sanction. This is a sanction that can only be applied by the Head or in some circumstances, the Deputy Heads. It is given for a serious breach of the College Code of Conduct or when a pupil has repeatedly failed to respond to other sanctions. The duration of the suspension will be decided in the light of the misconduct and the circumstances of the individual pupil. Parents will be promptly informed and a programme of suitable academic tasks organised by the tutor. The pupil will be seen by the Head or a Deputy Head before the suspension and a reintegration meeting with the Head or a Deputy Head will usually occur before the pupil returns to College. A record will be kept on the serious sanctions log. Parents and pupils will be cautioned that any further serious misconduct will be likely to lead to permanent exclusion, the ultimate sanction the College may apply.
- 9.3.5 **Removal:** the Parents may be required to remove a pupil from the College if,

after consultation with one or more of the Parents and if appropriate the pupil, the Head is of the opinion that:

- (a) The parents behaviour or conduct (or the behaviour or conduct of one of the parents): is unreasonable; and/or adversely affects (or is likely to adversely affect) the pupil's or other children's progress at the College, or the wellbeing of College staff; and/or brings (or is likely to bring) the College into disrepute; and/or is not in accordance with the parents obligations under the Terms and conditions where they have cancelled the contract under Clause 14 of the Terms and conditions;
- (b) the pupil's attendance or progress is unsatisfactory and, in the reasonable opinion of the Head, the removal is in the College's best interests and/or those of your child or other children.
- (c) in these circumstances and at the sole discretion of the Head the Parents may be permitted to withdraw the pupil as an alternative to removal being required.

9.3.6 Permanent Exclusion: a pupil may be excluded permanently from the College for a serious breach of discipline as defined in 9.2, suspected, criminal offences and for the avoidance of doubt, for persistent lower level breaches.

- 9.4 An allegation, complaint or rumour of a serious breach of discipline will be investigated in accordance with the procedures set out in Appendix 3.
- 9.5 Complainants will be taken seriously and the College will carefully discharge its duty of care to both complainants and those pupil(s) accused. Reporting concerns is encouraged by the College. A complainant is not creating a problem by reporting an allegation, complaint or rumour and should not feel ashamed or embarrassed for making a report.
- 9.6 If the findings of the investigation, on the balance of probabilities, 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 4.
- 9.7 The College will act fairly and in accordance with the principles of natural justice and will ensure that where a pupil's place at the College is at risk, the Parents and the pupil are provided with sufficient information about the allegations to understand them and the factual findings made in the investigation; and will have an opportunity to make representations about:
 - 9.7.1 the factual findings made;
 - 9.7.2 whether or not they constitute serious misconduct; and
 - 9.7.3 the sanctions under consideration.
 - 9.7.4 sanctions imposed will be fair and proportionate to the breach.
- 9.8 If a pupil is withdrawn from the College before the conclusion of disciplinary

procedures, the College reserves the right to complete the procedures, in the absence of the pupil and the Parents if necessary, and to make appropriate findings. The College reserves the right to report these findings to regulators and / or local authorities / police and / or refer to disciplinary procedures and findings in references provided for the pupil.

10 The role of parents

- 10.1 Parents and Guardians who accept a place for their child at the College undertake to uphold the College's policies and regulations, including this policy, when they sign the Parent Contract. The College values a close relationship with parents and encourages parents to work in partnership with the College to assist in maintaining high standards of behaviour both inside and outside of College. In particular, the College expects parents to support the College's values in matters such as attendance and punctuality, behaviour and conduct, uniform / dress and appearance, standards of academic work, co-curricular activities, and Homework / private study.
- 10.2 The College seeks to work in partnership with Parents over matters of discipline, and it is part of the Parents' obligations to the College to support the College conventions and rules and this policy.
- 10.3 Parents will normally be informed as soon as reasonably practicable of any suspicion that their child has been involved in serious misconduct but may be prevented from doing so immediately e.g. by the police if they are involved.
- 10.4 All Parents will be notified of any pending disciplinary hearing in accordance with paragraph 9.7.
- 10.5 Parents will be notified of disciplinary sanctions:
- 10.5.1 imposed for significant minor breaches of discipline (i.e. gating or more serious sanctions or persistent minor breaches); and those
 - 10.5.2 imposed for serious breaches of discipline and any rights of review;
 - 10.5.3 as required and / or within College reports.
- 10.6 Parents will be consulted about the child's conduct and the application of this policy to their child where the College considers, in its professional judgement, that these give rise to significant concern about pupil welfare.

11 The role of pupils

- 11.1 Every pupil will be made aware of the College behaviour standards, expectations, pastoral support and the College's approach to a failure to meet required standards. Pupils will be taught they have a duty to follow the College behaviour policy and uphold the College Code of Conduct and should contribute to the College culture.
- 11.2 Good behaviour is to be reinforced through House and tutor groups and by individual members of staff in lessons and co-curricular activities. Division meetings, College council meetings and the racial equality and diversity group are opportunities for the College to listen to constructive suggestions from the pupil body. Within the Sixth Form there are trained peer mentors who support and listen to the views of younger pupils and they are encouraged to liaise with staff. The Sixth Form are encouraged to be positive role models through 'taking responsibility', and they are an integral part in

creating a positive behaviour ethos within the College.

- 11.3 Pupils should be asked about their experience of behaviour and asked to provide feedback on the College's behaviour culture. Every pupil will be supported to achieve the behaviour standards, including an induction process that familiarises them with the College behaviour culture.

12 Additional needs

- 12.1 In respect of a pupil with a disability as defined by the Equality Act 2010, the College will make such adjustments to this policy and its implementation as it is reasonable to have to make to avoid substantial disadvantage to a pupil. In making such adjustments and considering the action to be taken under this policy (as adjusted), the College will have regard to the following:
- 12.1.1 whether reasonable steps have been taken to understand and address the pupil's educational and or other needs or vulnerabilities;
 - 12.1.2 whether all reasonable adjustments have been made to try to manage the behaviour(s) which are under consideration;
 - 12.1.3 whether in the light of conclusions reached in respect of 12.1.1 and 12.1.2, the action to be taken under this policy is a proportionate means of achieving one or more of the College's legitimate aims, which include:
 - (a) ensuring that education, benefits, facilities and services are targeted at those who most need them;
 - (b) the fair exercise of powers;
 - (c) ensuring the health and safety of pupils and staff, in light of clearly identified risks (with due attention to the potential need to refer concerns arising externally as required under the College's safeguarding and child protection policy and procedures);
 - (d) maintaining academic and behaviour standards; and
 - (e) ensuring the well-being and dignity of pupils.
- 12.2 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 SENCO and further action in accordance with the College's Accessibility policy will be considered.

13 Safeguarding and child-on-child abuse

- 13.1 Some behaviour by a pupil towards another may be of such a nature that safeguarding concerns are raised. The College will adopt a zero tolerance approach to abuse in order to prevent harm to pupils. Safeguarding issues can manifest themselves via child-on-child abuse. This includes, but is not limited to:
- 13.1.1 bullying (including cyber-bullying, prejudice-based and discriminatory-based bullying);
 - 13.1.2 physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (which may include an online element which facilitates, threatens and / or encourages physical abuse);
 - 13.1.3 sexual violence and / or sexual harassment (which may include an online element which encourages sexual violence);
 - 13.1.4 causing somebody to engage in sexual activity without consent;
 - 13.1.5 upskirting and / or attempts to commit upskirting;
 - 13.1.6 consensual and non-consensual sharing nudes and semi-nudes images and or videos (also known as sexting or youth produced sexual imagery); and
 - 13.1.7 initiation / hazing type violence and rituals (which may include activities involving harassment, abuse or humiliation used as a way of initiating a person into a group and may also include an online element).
- 13.2 Child-on-child abuse can occur both inside and outside of College and may be taking place whilst not being reported. A one size fits all approach is not appropriate for all pupils, and a contextualised approach for more vulnerable pupils, victims of abuse and pupils with special educational needs and disabilities may be required. Certain behaviours, for example dismissing sexual harassment as "just banter", "just having a laugh", "part of growing up" can lead to a culture of unacceptable behaviours and create an unsafe environment for pupils. In worst case scenarios, dismissing sexual harassment can lead to a culture that normalises abuse and pupils accepting it as normal and not coming forward to report it.
- 13.3 Technology is a significant component in many safeguarding and well-being issues. Pupils are at risk of abuse online as well as face to face. This can take the form of abusive, harassing, and misogynistic or misandrist messages, the non-consensual sharing of indecent images, especially around chat groups, and the sharing of abusive images and pornography.
- 13.4 In line with the College aims and culture of openness and encouragement to report, the College policy and procedures with regard to child-on-child abuse are set out in the College's safeguarding and child protection policy and procedures. If behaviour and discipline matters give rise to a safeguarding and child protection concern, either in

relation to the alleged victim(s) or perpetrator(s) or, more widely, in relation to ensuring the safety and welfare of pupils and / or staff, the DSL (or a Deputy DSL) should take a leading role in decision making and the procedures in the safeguarding and child protection policy and procedures will take priority.

14 Malicious allegations

- 14.1 Where a pupil makes an allegation which is determined to be unsubstantiated, unfounded, false or malicious, the DSL will consider whether the pupil is in need of help or may have been abused by someone else and this is a cry for help. A referral to external agencies may be appropriate in these circumstances. The Head will also consider whether to take disciplinary action against the pupil in accordance with this policy.
- 14.2 Where a Parent has made a deliberately invented or malicious allegation, the Head will consider whether to require that Parent to remove their child or children from the College on the basis that they have treated the College or a member of staff unreasonably and compromised the requirement for mutual trust and confidence.
- 14.3 The College will consider a malicious allegation to be one where there is sufficient evidence on the balance of probabilities to disprove the allegation and that, by the same test there is sufficient evidence that there has been a deliberate act to deceive.

15 Use of reasonable force

- 15.1 Corporal punishment is not used at the College and force must never be used as a form of punishment.
- 15.2 Any use of force by staff will be reasonable, proportionate and lawful. Reasonable force will be used as set out in Appendix 5. More detailed guidance about the use of reasonable force is provided to staff in the Staff code of conduct.

16 Searching pupils

- 16.1 College staff may search a pupil and their possessions and boarding accommodation for any item if the pupil agrees. If a member of staff suspects that a pupil has a banned item in their possession, they can instruct the pupil to turn out their pockets or bag. If the pupil refuses, sanctions will be applied in accordance with this policy.
- 16.2 If a pupil refuses to cooperate with a search the Head, and staff authorised by the Head, may use reasonable force to search a pupil or a pupils' possessions where they have reasonable grounds for suspecting that a pupil has a prohibited item in their possession. Please see Appendix 6 for the College's policy on searching and confiscation and the definition of prohibited items.

17 Disciplinary power of Chief Cadets

- 17.1 Chief Cadets may only apply sanctions with the prior approval of a member of staff. These will have been deemed appropriate by the member of staff.

18 Staff training

- 18.1 The College 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. This includes:
- 18.1.1 how staff can support pupils in meeting high standards of behaviour;
 - 18.1.2 how staff can ensure that this policy and sanctions are applied in a way that is consistent, fair, proportionate and predictable;
 - 18.1.3 where applicable to reflect the needs of particular pupils.
- 18.2 The level and frequency of training depends on the role of the individual member of staff.
- 18.3 The College maintains written records of all staff training.

19 Risk assessment

- 19.1 Where a concern about a pupil's welfare is identified, the risks to that pupil's welfare will be assessed and appropriate action will be taken to reduce the risks identified.
- 19.2 The format of risk assessment may vary and may be included as part of the College's overall response to a welfare issue, including the use of individual pupil welfare plans (including Education Health and care plans, as appropriate). Regardless of the form used, the College's approach to promoting pupil welfare will be systematic and pupil focused.
- 19.3 The Deputy Head Pastoral has overall responsibility for ensuring that matters which affect pupil welfare are adequately assessed and for ensuring that the plans are implemented, monitored and evaluated as required.
- 19.4 Day to day responsibility to carry out risk assessments under this policy will be delegated to the Deputy Head Pastoral who has been properly trained in, and tasked with, carrying out the particular assessment.

20 Record keeping

- 20.1 All records created in accordance with this policy are managed in accordance with the College's policies that apply to the retention and destruction of records.
- 20.2 The College will keep a separate record for allegations and concerns reported in respect of:
- 20.2.1 sexual harassment or sexual violence;
 - 20.2.2 bullying, discriminatory and prejudiced behaviour, either directly or indirectly, including racist, sexist, disability and HoMophobic / biphobic / transphobic bullying, use of derogatory language and racist incidents.

- 20.3 The College will keep a separate record of exclusions, pupils taken off roll, incidents of poor behaviour, use of internal suspension and sanctions imposed for serious misbehaviour. The record will include:
- 20.3.1 the name and year group of the pupil concerned;
 - 20.3.2 the nature and date of the offence;
 - 20.3.3 the sanction imposed and reason for it;
 - 20.3.4 the name of the person imposing the sanction; and
 - 20.3.5 identifying whether these are relating to boarding.
- 20.4 This record is reviewed regularly by the Deputy Head Pastoral so that patterns in behaviour can be identified and managed appropriately. This will also help if/when responding to any complaints about the way a case has been handled by the College.
- 20.5 The records created in accordance with this policy may contain personal data. The College's use of this personal data will be in accordance with data protection law. The College has published on its website privacy notices which explain how the College will use personal data.

Appendix 1

College Code of Conduct

Pangbourne College is our community where the individual matters.

1. We are here to study and learn.
2. We uphold the Flag Values in everything we do.
3. Everyone should contribute to the happy working atmosphere of the College.
4. Whether on campus or off, we are all positive representatives of the College.
5. We are self-disciplined and take responsibility for ourselves and others.

This means:

- being honest
 - being organised
 - being punctual
 - looking after our possessions
 - looking after our safety
6. We look after our health, both physical and emotional.
 7. We respect the rights of others and their feelings. In particular, this means that nothing should be said, done or posted on social-media to embarrass or hurt.
 8. The best relationships are open and responsible ones.
 9. We are proud of our traditions of conduct, courtesy and appearance.
 10. We appreciate and care for our environment.

Appendix 2

Rewards and sanctions

1 Rewards

- 1.1 We encourage the establishment of good teacher/pupil relationships and support for the College's values through a system of rewards and sanctions. These are designed to promote a calm, disciplined learning environment. Our system of rewards includes:
- 1.1.1 Praise; verbal and written for good work;
 - 1.1.2 Positive entries into Classcharts – notifications to pupils, tutors, Heads of Section(HoS) and Pastoral Division Leads available to parents via Classcharts app;
 - 1.1.3 Departmental recognition;
 - 1.1.4 Celebration of successful work through its publication or display;
 - 1.1.5 Regular feedback through grade cards;
 - 1.1.6 Reports, constructively and formatively worded for parents;
 - 1.1.7 Academic Merits for achievement and/or effort over a particular piece of work or over a period of time;
 - 1.1.8 Distinctions are awarded the during Head's Assembly each term for an accumulation of Academic Merits;
 - 1.1.9 Prizes are annual subject and year group awards, presented on Founders' Day;
 - 1.1.10 Flag Awards, awarded for those who have been nominated for displaying the core values of the College;
 - 1.1.11 Colours are awarded for sport, drama, music, art and academic performance;
 - 1.1.12 Divisional trophies for various competitions are awarded.
- 1.2 Academic Merits
- 1.2.1 Merits for academic work can be awarded at any time by teaching staff. They are awarded for work of an exceptional standard or outstanding level of effort. Sustained outstanding standards of effort and attainment may also be recognised. The awarding of Academic Merits will vary between departments. These can be both relative and absolute awards. Care should be taken to make

awards to those of more modest academic ability as well as the high-fliers.

- 1.2.2 Staff should avoid saving up Merits for the end of term. Their usefulness is as an encouragement to continue hard work.
- 1.2.3 A Merit is awarded by a teacher on Classcharts. Teachers are free to indicate the award to the pupil in their own way; stickers, a dated signature, small certificates etc.
- 1.2.4 Tutors, HoS and PDL's can access summaries at any time through Classcharts.
- 1.2.5 A Distinction is awarded for the accumulation of Academic Merits in a single term from different members of staff. The Distinctions will be presented at the Head's Assembly.
- 1.2.6 Merits and Distinction Prizes count towards the marks gained by each Division for the Head's Cup, awarded termly to the most hard-working Division.

2 Sanctions

- 2.1 In addition to the particular sanctions set out in this Appendix 2, the Head may prescribe and authorise the use of such other sanctions as comply with good education practice and promote good behaviour and compliance with the College Code of Conduct.
- 2.2 Taking disciplinary action and providing appropriate support are not mutually exclusive actions. They can and should happen at the same time if necessary.
- 2.3 College sanction procedure (Note the sanctions below are not a ladder through which a pupil may necessarily have to progress. The application of the appropriate sanction will be considered on a case by case basis):
 - 2.3.1 **A verbal reminder:** Staff will adopt the least invasive method of reminding a pupil of the expectations and how their behaviour constitutes a breach of that. For all minor breaches of behaviour in a classroom, a reminder will usually be issued first to provide the opportunity for correction.
 - 2.3.2 **A verbal warning:** A clear warning is given to the pupil(s) of their responsibilities in terms of attitude to learning and prep. A senior member of staff is always on duty should a pupil persist with poor behaviour during a lesson (EDR);
 - 2.3.3 **Removal from a lesson:** When a pupil is disobedient, disruptive, confrontational or needs 'time out' they can be removed from the learning environment of that lesson and placed under the supervision of either the Head of Department or by EDR. The pupil will be taken to see The Head;
 - 2.3.4 **Lesson exclusion:** If a pupil's behaviour in class disrupts the learning of others they may be excluded from lessons in one or more subjects for a set period. In this case they will be supervised by EDR in a classroom and work in

silence. Work will be set by their class teachers allowing them to keep up with the lessons missed;

2.3.5 **SLT Detention:** This is a detention which takes place in the Library from 15:50 - 17:10 on a Wednesday afternoon, taking priority over all other commitments. Administration: teacher uses Classcharts to assign pupil to the next available SLT Detention. List closes at 11:00 Tuesday for inclusion that week. If there is doubt about whether an offence should receive a SLT Detention then the teacher should seek advice from one of the Deputies. The PA to the Deputies emails the list of attendees to PDL, HoS. Parents, pupil and tutor are informed by the Head of Section. Deputy Head on detention duty consults the Detention form at the start of Detention then; registers those in attendance, emails names of absentees to Tutor, HoS and HoM (to be done during Detention). HoM to investigate and to refer the pupil to Deputy Head Academic if absence was not for acceptable reasons. Notes:

- (a) The sanction is for both academic or non-academic misconduct and misbehaviour;
- (b) It is not an appropriate punishment for failure to reach a specific mark or grade;
- (c) Pupils in detention should be given clear instructions of the reason for detention;
- (d) Any work completed during the Detention should be distributed to the pigeonhole of the relevant colleague.

2.3.6 **Divisional Sanctions:** Sanctions in Divisions are given through the PDL and recorded in a Sanction Book or electronically using iSAMS. They may be applied for lateness, rudeness, and disruption to others in the Division, uniform offences and failure to attend Chapel or Parade. Sanctions can include tasks that benefit the House community, individually or by use of a working party. A pupil may be gated by a PDL for a defined period of time. PDLs authorise CCs and CCCs to give Divisional Sanctions. Sanctions given by CCs and CCCs must be with the permission of the PDL and recorded.

2.3.7 Internal suspension or suspension.

2.3.8 In the most serious of circumstances, permanent exclusion.

2.4 Additional actions to aid behaviour, teaching and learning:

2.4.1 BLUE and RED cards - Although what is printed on the cards is identical they are printed on different colour card as they have a different purpose. Also, they are used differently depending on the colour.

(a) BLUE cards are not a sanction but a supportive device for helping a child that is not quite getting it right in their academic work:

(i) A pupil can ask to use a blue card and there should be no negative

attitude towards a pupil using a blue card. Tutors or the Head of Section can also place a pupil onto a blue card;

- (ii) Target areas (maximum of two) will be identified on the card. Teachers will grade the pupils on the target areas each lesson following a discussion with the pupil;
- (iii) Guidance for use of Blue cards is provided on the reverse of the card;
- (iv) Tutors will review the Blue card daily;
- (v) At the end of a calendar week, the pupil will have a meeting with the Head of Section who, depending on the level of progress shown: release the pupil from the Blue Card, repeat the Blue Card for a further week or (if there have already been two weeks on a Blue Card or there is deterioration) escalate the pupil to a Red Card.

(b) RED cards are a disciplinary sanction. These are more serious than blue cards and are usually used when an individual has failed to make improvements:

- (i) Red cards are only used if instigated by HoS who will also determine the target areas;
- (ii) The pupil must hand it to the staff member at the start of every lesson. The staff member grades the pupil and hands the card back to the pupil before they leave the lesson – having any necessary conversation to explain grading;

(iii) Pupils will meet with the Head of Section daily to review progress.

2.4.2 ACADEMIC CONTRACT is a disciplinary sanction. These are more serious than red cards and are used when an individual has failed to make improvements despite previous warnings. It may also be used if a pupil has academic conditions applied to the offer of a place (in which case it is not considered a disciplinary sanction):

(a) Academic contract is instigated by the Deputy Head Academic who will amend the standard text to meet the circumstances of the individual;

(b) The text will be shared with pupils and parents for their agreement;

(c) Alternative arrangements for sanctions can be considered on a case-by-case basis for any pupil where the College believes an alternative arrangement would be more effective for that particular pupil, based on their knowledge of that pupil's personal circumstances;

(d) The College will have regard to the impact on consistency and perceived fairness overall when considering alternative arrangements.

2.5 In considering whether a sanction is reasonable in all circumstances, the College will consider whether it is proportionate in the circumstances of the case:

2.5.1 It will also consider any special circumstances relevant to its imposition including: the pupil's age; any special educational needs or disability they may have; and any religious requirements affecting them.

Appendix 3

Investigations into serious breaches of discipline

1. The Head will generally appoint a senior member of staff as Investigating Officer to carry out an investigation of an allegation, complaint or rumour of serious breaches of discipline, but if appropriate, the Head may investigate matters themselves or instruct a third party to undertake the investigation. The purpose of such an investigation is to make findings on the balance of probabilities, where possible, as to what has happened. The investigator should not have had any prior involvement in the management of any of the matters under investigation.
2. The initial evidence gathering stage of an investigation can be carried out by a member of staff delegated by the Investigating Officer.
3. If the pupil is to be interviewed as part of the investigation, consideration will be given as to whether the pupil should be accompanied by a Parent or member of staff and in any event a note of the interview will be made by the interviewing member of staff using the College Student Statement template.
4. Arrangements may be made for a pupil to be taught outside of their normal cohort or may be internally suspended or suspended from the College as a neutral act pending the outcome of a disciplinary process. Should an internal suspension or suspension continue for a period of more than five school days, the College will take reasonable steps to put in place arrangements to ensure the continuing education of the pupil and will keep the terms of the suspension under regular review. 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, and at the discretion of the Head, the pupil may be offered a segregated regime on College premises.
5. A pupil's space, or following appropriate risk assessment, belongings may be searched during the course of the investigation. See [Appendix 6](#) of this policy for the College's policy on searching and confiscation.
6. It may be necessary to delay the College's investigation or put it on hold, for example where external agencies such as the police or social services are involved and have recommended this. A decision to suspend an investigation will take into account advice from appropriate external agencies and will be subject to periodic review. In relation to alleged sexual violence or sexual harassment, the College will have regard to KCSIE and the College's Designated Safeguarding Lead (or a Deputy) will take a leading role on decisions.
7. If considered necessary, the College may make arrangements for legal representation for the pupil to be funded entirely at the Parents' expense. Regardless of delays caused by a police or other external agency investigation, the College will provide appropriate pastoral and other support for all pupils (including the victim and/or the perpetrator(s)) affected by the allegations under investigation while they remain on the College roll.

8. Where the pupil is the subject of a police investigation, the DSL will liaise with the Head to inform them of issues relating to the police investigations and the statutory requirements for children to have an appropriate adult. The role of the appropriate adult is to safeguard the rights, entitlements and welfare of juveniles to whom the provisions of **PACE code C** and any other code of practice apply.
9. The outcome of the investigation, where delegated to a member of staff or other third party, will be reported to the Head. If the findings of the investigation appear to support the allegation, complaint or rumour and **where the potential outcome may reasonably include external suspension or permanent exclusion**, a disciplinary meeting will then be convened in accordance with the procedures in **Appendix 4** of this policy.

Appendix 4

Disciplinary meeting

- 1.1 Following an investigation into an allegation, complaint or rumour of a serious breach of discipline, **where the potential outcome may reasonably include external suspension or permanent exclusion**, a disciplinary meeting with the Head or one of the Deputies will be offered.
- 1.2 Where the findings indicate that only lower-level internal sanctions are likely, the matter may be concluded without the need for a disciplinary meeting, and the outcome will be communicated to the pupil and Parents.

2 Attendance

- 2.1 The pupil and their Parents (if available) will be invited to attend the disciplinary meeting. Where the complaint concerns the behaviour of the Parents, the pupil will not generally be entitled to attend the meeting and this procedure applies to the Parents only.
- 2.2 The Investigating Officer, where necessary, will be in attendance to explain the circumstances of the complaint, their investigation and findings.
- 2.3 If the Parents or the pupil have any special needs or disability which call for additional facilities or adjustments (e.g. parking or the provision of documents in large print or other accessible format) those requirements should be made known to the College as soon as reasonably practicable so that appropriate arrangements can be made.
- 2.4 If a Parent is unable to attend because of, for example, travel and working commitments, the College will make reasonable alternative arrangements to ensure the Parent can be involved, remotely if necessary, with the disciplinary process and their child's education.

3 Meeting

- 3.1 Documents available at the disciplinary meeting may include:
 - 3.1.1 a statement setting out the allegations regarding the pupil or, where applicable, the Parents;
 - 3.1.2 relevant documents including:
 - (a) the investigation report;
 - (b) the pupil's conduct record;
 - (c) the relevant College policies and procedures.
- 3.2 The Head/Deputy will inform the pupil and their Parents of the range of disciplinary sanctions which the College considers are open to them, **including where external**

suspension is a possible outcome.

- 3.3 The pupil and their Parents will have an opportunity to make representations on:
- 3.3.1 the investigator's findings;
 - 3.3.2 whether they constitute serious misconduct;
 - 3.3.3 the appropriate sanction to be imposed.
- 3.4 Unless the Head/Deputy considers that further investigation is needed, he/she will close the meeting and inform the pupil and the Parents that they will be notified of their decision in writing or verbally inform them within 5 working days of the meeting.

4 Decision

- 4.1 The Head/Deputy will consider:
- 4.1.1 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;
 - 4.1.2 whether the findings constitute serious misconduct; and
 - 4.1.3 the appropriate sanction to be imposed (and the pupil's disciplinary record will be taken into account where the complaint concerns the conduct of the pupil).
- 4.2 The Head may permanently exclude or remove a pupil or impose any other sanction they consider to be appropriate in accordance with this policy.
- 4.3 The Head will notify the Parents of their decision in writing, with reasons, within five working days of the disciplinary meeting.
- 4.4 A decision to permanently exclude or remove a pupil shall take effect within five working days of the date of the Head's letter confirming their decision. Until then, the pupil may remain suspended and away from College premises.

5 Review

- 5.1 The Parents or the pupil may request a review of the Head's decision using the final stage of the College's Complaints Procedure:
- 5.1.1 to exclude or remove a pupil from the College, or
 - 5.1.2 where the pupil is suspended from the College for 11 working days or more; or
 - 5.1.3 where suspension would result in the pupil missing a public examination.
- 5.2 A request for a review must be made in writing within five working days of the date of the Head's letter confirming their decision.

- 5.3 If such a request is made, the pupil shall remain suspended until the review has taken place and either the sanction is upheld or a reconsidered decision made.

6 Leaving status

- 6.1 If a pupil is permanently excluded or removed, their leaving status will be one of the following: permanently excluded, removed or, if the offer is made by the Head and accepted by the Parents, withdrawn by parents.
- 6.2 Additional points of leaving status to be considered may include:
- 6.2.1 the form of letter which will be written to the Parents and the form of announcement in the College;
 - 6.2.2 the form of reference which will be supplied for the pupil;
 - 6.2.3 the entry which will be made on the College record and the pupil's status as a leaver;
 - 6.2.4 arrangements for transfer of any course and project work to the pupil, their Parents or another school;
 - 6.2.5 whether (if relevant) the pupil will be permitted to return to College premises to sit public examinations;
 - 6.2.6 whether (if relevant) the College can offer assistance in finding an alternative placement for the pupil;
 - 6.2.7 whether the pupil will be entitled to leavers' privileges;
 - 6.2.8 the conditions under which the pupil may re-enter College premises in the future; and
 - 6.2.9 **financial aspects:**
 - (a) payment of any outstanding fees and extras;
 - (b) whether the deposit will be returned or credited;
 - (c) refund of prepaid fees.

Appendix 5

Use of Reasonable Force and Restrictive Interventions

There are limited circumstances when it is appropriate for staff to use reasonable force to safeguard pupils. Any use of force will be in accordance with the DfE statutory guidance: *Restrictive interventions, including the use of reasonable force, in schools (DfE, Dec 2025; effective April 2026)*.

Principles of Use Reasonable force will only be used as a last resort when de-escalation and preventative strategies have failed or are not possible due to immediate risk. It may be used to prevent a pupil from:

- Injuring themselves or others;
- Committing a criminal offence;
- Causing significant damage to property;
- Engaging in behaviour prejudicial to the maintenance of good order and discipline (where this creates a safety risk or serious disruption).

Reasonable Adjustments and SEND In accordance with the Equality Act 2010

The College will make reasonable adjustments for pupils with Special Educational Needs and Disabilities (SEND). Proactive, positive behaviour support plans will be co-produced with Parents/Carers and the pupil to minimise the need for restrictive interventions.

Recording and Statutory Reporting In line with the 2025 Regulations, every significant incident involving the use of force or seclusion will be:

1. [Recorded in writing on the day of the incident, detailing the de-escalation attempted and the justification for the force used.](#)
2. Reported to Parents/Carers as soon as practicable (usually on the same day).
3. Reviewed by Leadership to identify triggers and reduce future occurrences.

Post-Incident Support Following any incident of force, the College will provide a "debrief" for both the pupil and the staff member. This process focuses on the wellbeing of those involved and seeks to understand the underlying causes of the behaviour.

Appendix 6

Searching and confiscation

1. All schools 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 College's policy on searching and confiscation has regard to the DfE guidance *Searching, screening and confiscation: advice for schools* (DfE, September 2022).

3 Prohibited items

- 3.1 The following are "prohibited items":
 - 3.1.1 under Section 550ZA(3) of the Education Act 1996 and Regulation 3 of the Schools (Specification and Disposal of Articles) Regulations (SI 2012 / 951):
 - (a) knives or weapons, alcohol, illegal drugs and stolen items;
 - (b) tobacco and cigarette papers, fireworks and pornographic images;
 - (c) any article that a member of staff reasonably suspects has been, or is likely to be used:
 - (i) to commit an offence; or
 - (ii) to cause personal injury to, or damage to the property of, any person (including the pupil)
 - 3.1.2 Any item banned by the College Code of Conduct or other policies that are identified as being items which may be searched for. This includes but is not limited to:
 - (a) illegal drugs,
 - (b) performance enhancing substances,
 - (c) solvents,
 - (d) drugs in liquid form used in devices
 - (e) other substances used for abuse.
 - (f) cigarettes
 - (g) tobacco
 - (h) rolling tobacco papers
 - (i) vaping machines
 - (j) liquids that may be used in vaping machines
 - (k) e-cigarettes

- 3.2 The College has banned these items as they reasonably believe them to be likely to cause harm or disruption. Pupils must not have these items in their possession on College premises or at any time when they are in the lawful charge and control of the College.

4 Searching pupils

- 4.1 Under common law, College staff have the power to search for any item if a pupil agrees. The member of staff undertaking the search should ensure the pupil understands the reason for the search and how it will be conducted so their agreement is informed.
- 4.2 When exercising these powers the College must consider the age and needs of pupils being searched or screened. This includes the individual needs or learning difficulties of pupils with Special Educational Needs (SEN) and making reasonable adjustments that may be required where a pupil has a disability.
- 4.3 If a pupil refuses to cooperate with a search for a "prohibited item" as listed in section 3 above, a member of staff should assess whether it is appropriate to use such force as is reasonable to conduct the search.
- 4.4 The decision to use reasonable force should be made on a case-by-case basis. Consideration will be given as to whether conducting the search will prevent the pupil harming themselves or others, damaging property or causing disorder.
- 4.5 Where a pupil is not willing to cooperate with a search and is not deemed to have sufficient maturity or understanding of the situation then a parent's co-operation will be sought.
- 4.6 If a pupil refuses to cooperate with a search for items that are not "prohibited items" as listed in section 3 above, disciplinary action may be taken in accordance with the College's Behaviour, Rewards and Sanctions policy.
- 4.7 If a search is considered necessary, but not required urgently, the advice of the Head/ DSL and/or pastoral member staff should be sought. During this time the pupil should be supervised and kept away from other pupils.
- 4.8 Searches will be carried out on College 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.¹
- 4.9 If it is believed that a pupil has a prohibited item, it may be appropriate for a member of staff to carry out:
- 4.9.1 a search of outer clothing; and / or
 - 4.9.2 a search of College property (e.g. pupils' lockers or desks, bed, studies or dormitories); and / or
 - 4.9.3 a search of personal property (e.g. bag or pencil case).

¹ The power to search a pupil on an educational visit only applies in England. When on a trip outside England, the law of that country should be followed.

- 4.10 Staff will be the same sex as the pupil being searched and there will be a witness (also a staff member) who, if possible, will be the same sex as the pupil being searched. As a limited exception to this rule, staff can carry out a search of a pupil of the opposite sex and / or without a witness present, but only where staff reasonably believe that there is a risk that serious harm will be caused to a person if a search is not carried out as a matter of urgency and in the time available it is not reasonably practicable to summon another member of staff.
- 4.11 A pupil's possessions can only be searched in the presence of the pupil and another member of staff, except where there is a risk that serious harm will be caused to a person if the search is not conducted immediately and where it is not reasonably practicable to summon another member of staff.
- 4.12 Where the Head, or staff authorised by the Head, 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. The staff member should also alert the Designated Safeguarding Lead (DSL) or deputy and the pupil will be sanctioned in line with the College's Behaviour, Rewards and Sanctions Policy to ensure consistency of approach.

5 Strip searching

- 5.1 A strip search is a search involving the removal of more than outer clothing and can only be carried out on College premises by police officers under the Police and Criminal Evidence Act 1984 (PACE) Code A and in accordance with PACE Code C. More information is contained within the DfE advice to schools on Searching, Screening and Confiscation (July 2022).
- 5.2 While the decision to undertake a strip search itself and its conduct are police matters, College staff retain a duty of care to the pupil(s) involved and should advocate for pupil wellbeing at all times.
- 5.3 College staff will always consider whether introducing the potential for a strip search through police involvement is absolutely necessary and should always ensure that other appropriate, less invasive approaches have been exhausted.
- 5.4 In order to ensure the pupil's wellbeing, the College may wish to involve an appropriate adult as a matter of course during all searches conducted by police in College.

6 After a search

- 6.1 Whether or not any items have been found as a result of any search the College will consider whether the reasons for the search or outcome give cause to suspect whether a pupil is suffering or likely to suffer harm and whether any specific support is needed.
- 6.2 Where appropriate College staff will follow the College's child protection policy and procedures and speak to the Designated Safeguarding Lead about possible pastoral support, early help intervention or a referral to children's social care.

7 Recording searches

- 7.1 Any search by a member of staff for a prohibited item listed in section 3 above and all searches conducted by police officers will be recorded in the College's safeguarding reporting system, including whether or not an item is found. This will allow the DSL or Deputy to identify possible risks and initiate a safeguarding response if required.
- 7.2 [Records of the search will include:](#)
- 7.2.1 the date, time and location of the search;
 - 7.2.2 which pupil was searched;
 - 7.2.3 who conducted the search and any other adults or pupils present;
 - 7.2.4 what was being searched for;
 - 7.2.5 the reason for searching;
 - 7.2.6 what items, if any, were found; and
 - 7.2.7 what follow-up action was taken as a consequence of the search.
- 7.3 The College will analyse any data gathered to consider whether searching falls disproportionately on any group/or groups and whether any actions should be taken to prevent this.

8 Confiscation

- 8.1 Under the College'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.
- 8.2 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 College discipline.

9 Searching electronic devices

- 9.1 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 College Code of Conduct, 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 senior staff.
- 9.2 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 the College Code of Conduct.

- 9.3 Subject to 9.4 below and the requirements set out in KCSIE 2024, 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 College discipline or criminal offence or hand it over to the police if the material is suspected to be evidence relevant to an offence.
- 9.4 Staff should consider the appropriate safeguarding response if they find images, data or files on an electronic device that they reasonably suspect will put a person at risk.
- 9.5 Staff should not view or forward illegal images of a child. When viewing an image is unavoidable staff should follow the College's policy on sharing nudes and semi nudes images or videos as set out in Section 3 of the Safeguarding and Child Protection Policy and consult the advice set out in the *Searching, screening and confiscation advice* (for schools) and UKCCIS guidance *Sharing nudes and semi-nudes: advice for education settings working with children and young people*.
- 9.6 The College will comply with data protection law in relation to any search of an electronic device.

10 Disposal of confiscated items

- 10.1 **Alcohol:** alcohol which has been confiscated will be destroyed.
- 10.2 **Controlled drugs:** controlled drugs will usually be disposed of as advised by the Police. In exceptional circumstances and at the discretion of the Head 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.
- 10.3 **Other substances:** substances which are not believed to be controlled drugs but which are harmful or detrimental to good order and discipline may be confiscated and destroyed. Where it is not clear whether or not the substance seized is a controlled drug, it will be treated as such and disposed of as above.
- 10.4 **Stolen items:** stolen items will usually be delivered to the police as soon as possible. However, if, in the opinion of the Head 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. In taking into account the relevant circumstances, the member of staff should consider: the value of the item; whether the item is banned by the College; whether retaining or returning the item may place any person at risk of harm; and whether the item can be disposed of safely.
- 10.5 **Tobacco or cigarette papers:** tobacco or cigarette papers will be destroyed.
- 10.6 **Fireworks:** fireworks will not be returned to the pupil. They will be disposed of safely at the discretion of the Head or other authorised member of staff.
- 10.7 **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 is at risk of harm, the Designated

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

- 10.8 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.
- 10.9 **Article used to commit an offence or to cause personal injury or damage to property:** such articles may, at the discretion of the Head or authorised member of staff taking all the circumstances into account, be delivered to the police, returned to the owner, retained or disposed of. In taking into account all relevant circumstances the member of staff should consider: whether it is safe to dispose of the item; and whether and when it is safe to return the item.
- 10.10 **Weapons or items which are evidence of an offence:** such items will be passed to the police as soon as possible.
- 10.11 **An item banned under College Code of Conduct:** such items may, at the discretion of the College or authorised member of staff taking all the circumstances into account, be returned to its owner, retained or disposed of. In taking into account all relevant circumstances, the member of staff should consider: the value of the item; whether it is appropriate to return the item to the pupil or parent; and whether the item is likely to disrupt learning or the calm, safe and supportive environment of the College.
- 10.12 Where staff confiscate a mobile electronic device that has been used in breach of College Code of Conduct to disrupt teaching, the device will be kept safely until the end of the school day when it can be claimed by its owner, unless the Head considers it necessary to retain the device for evidence in disciplinary proceedings in accordance with 10.13 below. If a pupil persists in using a mobile electronic device in breach of College Code of Conduct, the device will be confiscated and must be collected by a Parent.
- 10.13 **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 the College Code of Conduct, including carrying out cyber-bullying, 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 and the pupil may be prohibited from bringing such a device onto College premises or on educational visits. In serious cases, the device may be handed to the police for investigation.

11 Communication with Parents

- 11.1 There is no legal requirement for the College to inform Parents 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.
- 11.2 Parents should always be informed of any search for a prohibited item listed in

paragraph 3 that has taken place and the outcome of the search as soon as practicable. A member of staff should inform parents of what, if anything, has been confiscated and the resulting action the College has taken, including any sanctions applied.

- 11.3 In some circumstances it might also be necessary to inform parents of a search for an item banned by the College policy.
- 11.4 We will keep a record of all searches carried out, in accordance with paragraph 7 above.
- 11.5 Complaints about searching or confiscation will be dealt with through the College's parental complaints policy and procedures.
- 11.6 The College 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 College does not accept responsibility for loss or damage to property.