



# Queen's College, London

*Behaviour Management and Discipline Policy*  
*Due for review Michaelmas Term 2025*

## **Policy Statement**

Queen's College, London prides itself on having a relaxed but disciplined atmosphere. What parents notice most on open days and former pupils remember best about the College, is its friendliness; an unquantifiable and intangible quality which really does set Queen's College, London apart from many other schools. Friendly and relaxed relationships must not however be seen as synonymous with an indulgent, *laissez-faire* regime. Firm and clear discipline is a primary duty of a genuinely caring institution and is necessary in any civilised community. The pupils at Queen's are expected to respect themselves, other people, and their own and other people's property, and firmly and consistently applied disciplinary measures have an important educational function in working towards the goal of shaping responsible, self-disciplined adults.

## **Scope**

The Council of Queen's College and the Principal intend that this policy and the rewards and sanctions contained within it shall also, in appropriate circumstances, be capable of regulating the conduct of pupils when they are away from College premises and outside the jurisdiction of the College, for example during half term and in the holidays.

This will normally be where the conduct in question could have repercussions for the orderly running of the College, or if it affects the welfare of a member or members of the College community or a member of the public, or if it is judged to bring the College into disrepute.

## **Behaviour Management Policy**

It is important not to see behaviour as a separate issue, but within the wider context of the College, as an integral part of the learning taking place and the overall organisation of lessons and other activities. Discipline is about having order within the community. It is not about orders mindlessly followed, but about helping pupils understand right from wrong and helping them learn to behave in appropriate, socially acceptable ways for the rest of their lives.

Our agreed rules are clearly explained to pupils through Form Tutors, the assembly programme ('Prayers'), lessons and as part of our day-to-day communication. Parents are informed so they can support our procedures at home if appropriate or necessary.

Positive procedures for encouraging good behaviour include:

- lessons and activities having a clear plan and structure;
- staff having high expectations of pupils;
- collaboration and drawing attention to the good rather than the bad;
- prevention, anticipation and removal of potential problems (e.g. making sure children have sufficient understanding and enough space to do what is asked of them);
- interaction and plenty of adult attention (so that there is no need to misbehave to attract attention) and
- adults leading by positive example.

Ways in which staff may typically manage inappropriate behaviour include:

- a firm 'no' and a clear explanation of why the behaviour is unacceptable;
- speaking firmly, calmly and clearly to gain control of the behaviour;
- giving a warning of the consequence if the behaviour does not stop;
- use the consequence e.g. Negative Daybook entry, Reflective time (staff should never threaten a sanction and not follow through); and
- providing a fresh start afterwards; the pupil needs to know that they will have a chance to behave well in future.

Staff recognise that pupils' behaviour is also influenced by wider social, emotional and cultural factors. How children behave will depend on how the class is organised, the planning of the daily routine, the quality of the learning activities available, the choices on offer and the quality of interaction between the adults and pupils and between the pupils themselves. Pupils' behaviour is closely related to relationships.

Other factors, such as partnership with parents and carers, will also have an impact on the pupils' behaviour at school. It is, therefore, vital that the College and parents work together in a trusting relationship to manage children's behaviour. If adults are clear, consistent and fair, the children will benefit.

## **Rewards**

**For worthy citizenship; excellence in relation to effort; academic work; co-curricular work or other actions such as kindness** a teacher may decide to award a pupil with 'Show Form Tutor', 'Golden Moment' or 'Show Principal.' All rewards are recorded on school management system (SchoolBase). Pupils who receive 6 'Show Form Tutor' within a term receive a personal note from the Principal.

## Modifying Inappropriate Behaviour

The Principal may prescribe and authorise the use of any sanctions as comply with good education practice, to promote good behaviour and modify inappropriate behaviour.

Most examples of inappropriate behaviour can be dealt with by a quiet word and a system of minor sanctions. As with rewards for good behaviour, sanctions are fit for the age group at which they are aimed.

## Sanctions Policy

Sanctions are in place to remind pupils of their responsibilities and to ensure they learn appropriately about right and wrong. Individual teachers may use measures as appropriate to ensure good conduct and personal achievement. Sanctions should be carried out as swiftly as possible. At least 24 hours' notice is required for sanctions outside the school day.

The level of sanction depends on the seriousness of the offence. Should the sanction imposed at one level not be effective the College may decide to proceed to the next level.

Examples of offences (NB this list is not exhaustive)	Possible sanctions / action	Sanctions imposed and recorded by
<ul style="list-style-type: none"> <li>• Inappropriate chatting during lessons/ activities</li> <li>• Not following classroom procedures</li> <li>• Low level disruption</li> <li>• Lateness</li> <li>• Incorrect uniform</li> </ul>	<ul style="list-style-type: none"> <li>• After 3 negative day book entries the Year Tutor (possibly in conversation with the Head of Section) can give a 10-minute reflective time.</li> <li>• It may be that a reflective time is given with less than or more than 3 entries depending on the type of entries. This is at the discretion of the Year Tutor and Head of Section.</li> </ul>	<ul style="list-style-type: none"> <li>• Class teacher can refer behaviour incidents to the Year Tutor who will evaluate what sanction is appropriate.</li> <li>• The year tutor and Head of Section will read through all positive and negative day book entries for their year group(s) weekly and sanctions will be discussed at FT / YT meetings and YT / HOS meetings</li> </ul>

<ul style="list-style-type: none"> <li>• Continuous low-level disruption</li> <li>• Rudeness towards others</li> </ul>	<ul style="list-style-type: none"> <li>• 20-minute reflective work</li> <li>• Parents informed</li> <li>• Improvement targets set via discussion with Form Tutor</li> </ul>	<p>Year Tutor:</p> <ul style="list-style-type: none"> <li>• <i>Parents informed by Year Tutor</i></li> <li>• <i>Head of Section informed</i></li> </ul>
<ul style="list-style-type: none"> <li>• Refusal to co-operate</li> <li>• Ongoing poor behaviour</li> </ul>	<ul style="list-style-type: none"> <li>• Parents contacted by Head of Section</li> <li>• 30-minute formal lunchtime detention (reflective work)</li> <li>• Behaviour report card can be implemented if necessary</li> </ul>	<p>Head of Section:</p> <ul style="list-style-type: none"> <li>• <i>Parents</i></li> <li>• <i>Deputy Head Pastoral informed</i></li> </ul>
<ul style="list-style-type: none"> <li>• Persistent bad behaviour where sanctions have not made a noticeable difference</li> <li>• Unacceptable behaviour in an isolated incident</li> </ul>	<ul style="list-style-type: none"> <li>• Deputy Head and/or Head of Section contact parents</li> <li>• Deputy Head Pastoral 50- minute detention (reflective work) after school</li> <li>• Behaviour Report Card with Deputy Head Pastoral/ weekly review until significant improvement if appropriate</li> <li>• Internal exclusion from lesson by a member of the Senior Leadership Team - time in isolation to be served with SLT Member.</li> </ul>	<p>Pastoral Deputy Head:</p> <ul style="list-style-type: none"> <li>• <i>Parents informed</i></li> <li>• <i>Principal informed</i></li> </ul>
<ul style="list-style-type: none"> <li>• Unacceptable behaviour in an isolated incident</li> <li>• Persistent bad behaviour where sanctions have not made a noticeable difference</li> </ul>	<ul style="list-style-type: none"> <li>• Principal contacts parents and meets with pupil</li> <li>• Principal's 90-minute detention (reflective work) after school</li> </ul>	<p>Principal:</p> <ul style="list-style-type: none"> <li>• <i>Parents informed</i></li> </ul>
<ul style="list-style-type: none"> <li>• Serious breach of College rules or policies and/or criminal offence</li> </ul>	<ul style="list-style-type: none"> <li>• Acceptable Behaviour Contract</li> <li>• Temporary Exclusion</li> </ul>	<ul style="list-style-type: none"> <li>• Principal</li> </ul>

<ul style="list-style-type: none"> <li>• Risk of harm to the education or welfare of other pupils</li> <li>• Pupil not benefitting academically, or performing to the standards required</li> </ul>	<ul style="list-style-type: none"> <li>• Permanent Exclusion</li> <li>• Final warning (if appropriate)</li> </ul>	<ul style="list-style-type: none"> <li>• In cases of permanent exclusion, the Principal and Council.</li> </ul>
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In addition to the above there are set sanctions imposed by the College for lateness and failure to adhere to the lanyard/ signing in and out policy and late homework. A summary is provided below of these sanctions is provided below. Further details are available in the College’s Punctuality and Lateness Policy and in the Lanyard and ID Card Policy.

**Lateness**

Queen’s College stresses the need for punctuality to school as high levels of lateness have a direct negative impact upon educational attainment and are thus unacceptable. Moreover, pupils who have a high regard for punctuality develop positive attitudes that will benefit them in their adult lives. If a pupil is late to morning registration on four separate occasions within a half term period, they will attend a 50-minute detention. This will take place after school on a Friday.

**Lanyards and ID cards**

Queen’s College prides itself on its informal environment. However, the safety of our pupils is a key priority with ID cards playing a key role. Pupils are required to use their ID cards to sign in and out of the building. This provides the College with a record of who is in the building at any time, which can act as a register in the unlikely event of an emergency evacuation. The use of ID cards also allows staff and pupils to ascertain at a glance whether persons on site are members of the Queen’s College community and challenge those not wearing one. Given the crucial role that lanyards play in keeping pupils safe, any pupil who forgets their lanyard and/or fails to sign in or out on 3 separate occasions within in half term period will be required to attend a 50-minute detention. This will take place after school on a Friday.

**Late homework**

Please see the separate Homework Policy where sanctions for late homework are laid out and explained.

**Recording poor behaviour**

It is the duty of the member of staff who imposes the sanction to record the poor behaviour on the pupil’s record in SchoolBase.

**Temporary Exclusion**

A temporary exclusion should be for the shortest time necessary; 1-3 days is usually enough to secure benefits without serious adverse educational consequences.

### **Persistent or cumulative problems**

Exclusion for a period of time from half a day to 3 days for persistent or cumulative problems would be imposed only when the College had already offered and implemented a range of support and management strategies. These could include:

- Discussion with the pupil
- Mentoring (Tutor support)
- Peer Mentoring
- Counselling
- Discussions with parents
- Checking on any possible provocation
- Reflective work

Exclusion will not be used for minor incidents (e.g. missing registration, low level classroom misbehaviour, lateness) except where these are persistent and defiant.

### **Serious Breaches of Discipline**

More serious matters, such as the use of foul and abusive language, violence towards another pupil or a teacher or other adult on the College's staff, theft, incidents involving drugs and/or alcohol, incidents involving drugs and/or alcohol, inappropriate misuse of electronic devices that have led to harm or been used in an illegal manner, deliberate damage or vandalism, could lead to the isolation of the perpetrator until the pupil can be collected by their parents or guardians. Such matters will be thoroughly investigated by an appointed staff member, and it may be necessary to require the pupil to remain at home while this is done.

Where there is good reason to believe that a pupil has been involved in a serious breach of the College rules, they will be interviewed by staff, at least one of whom will be a senior member of staff. The pupil will be reminded of the investigation process before any interview takes place. In the most serious cases, the pupil will be asked if they wish to have a member of staff of their choice present during the interview to support them. Once the interview has concluded parents will be contacted (if they have not already been contacted) and the Deputy Head Pastoral will consider if any measures need to be put in place to support any pupil who has been interviewed.

At the start of each academic year, the investigation process for a serious breach of discipline and the College's searching policy will be explained to all pupils, so that they are aware of what will happen should an investigation take place.

#### Searching electronic devices

- 5.1 An electronic device such as a mobile phone or a 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 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.

- 5.2 Searches will usually take place with the pupil present, unless there is a good reason to search a device in the pupil's absence. Searches that take place with the pupil present will be undertaken in a private room.
- 5.3 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 to break College rules.
- 5.4 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 of such seriousness that police involvement is required. If a search of an electronic device reveals images that are of a sexual inappropriate nature, the College's Safeguarding and Child Protection policy will be followed.

The incident will be discussed fully with parents and a sanction could be imposed.

This sanction could take the form of either:

- a) a formal warning that a repeat of such serious misbehaviour could lead to a period of temporary exclusion from the College; and / or
- b) a final warning that should this happen again their place at the College is in jeopardy; and / or
- c) a period of temporary exclusion; or

In the most serious cases, the pupil may be asked to leave the College permanently. Where permanent removal from the College is a possibility, the procedures in the College's Expulsion, Removal and Review Policy will be followed.

The possible sanctions are:

- a) **Removal:** a pupil may be removed from the College if, after consultation with the parents (and, if appropriate, the pupil), the Principal is of the opinion that:
  - i. by reason of the pupil's conduct or progress the pupil is believed to be unwilling or unable to benefit sufficiently from the educational opportunities offered by the College; or
  - ii. a parent has treated the College, staff or any member of the College community unreasonably

In these circumstances, the parents may be permitted to withdraw the pupil as an alternative to removal being required.

- b) **Permanent exclusion:** a pupil is liable to permanent exclusion for a grave breach of College discipline or a serious criminal offence. Permanent exclusion is reserved



for the most serious breaches.

A pupil or their parents may request a review by the Council of a decision to expel or remove a pupil from the College. See the College's separate Expulsion, Removal and Review Policy for details of this process. A pupil may be suspended pending the outcome of an investigation or a review by the Council.

Our ethos firmly believes in supporting young people in understanding fully the error of their actions and supporting them in putting it right for the future. We also, however, recognise the Equality Act 2010 and the College will make reasonable adjustments for managing behaviour which is related to a pupil's special educational need or disability. Where permanent exclusion needs to be considered, the College 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.

Any religious requirements affecting the pupil will also be considered. Parents should be notified of concerns at the earliest opportunity by phone or email. Should there be need for external agency involvement this will be discussed with the relevant Head of Section and the Pastoral Deputy Head, who is also the Designated Safeguarding Lead.

### **Malicious Allegations against Staff**

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 taking disciplinary action in accordance with this policy.

Where a parent has made a deliberately invented or malicious allegation, the Principal will consider whether 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.

### **Use of Reasonable Force**

Any use of force by staff will be reasonable, proportionate and lawful. There are circumstances when it is appropriate for staff to use reasonable force to safeguard children and young people. The term 'reasonable force' covers the broad range of actions used by staff that involve a degree of contact to control or restrain children. Reasonable in these circumstances means 'using no more force than is needed.' The use of force may involve either passive physical contact, such as standing between pupils or blocking a pupil's path, or active physical contact such as leading a pupil by the arm out of a form room. Should physical contact appear necessary staff should summon a colleague to assist if possible. Any incidents involving the use of reasonable force must be reported to the DSL immediately after the incident.

See Appendix 1 for the College's policy on Use of Reasonable Force.

Corporal punishment is not used or threatened at the College and force is never used as a form of punishment.

## **Searching Pupils**

**Informed consent:** College staff may search a pupil or their possessions with their consent for any item. If a member of staff suspects that a pupil has a banned item in her 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.

**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.

See Appendix 2 for the College's guidance on Searching and Confiscation.

## **Records**

All sanctions are recorded, noting the name of the pupil concerned, the reason for the punishment including relevant dates, and the name of the person administering the sanction. This record is kept in electronic form on SchoolBase or CPOMs and a more detailed log is kept securely in the Pastoral Deputy Head's office. The log is reviewed regularly so that patterns in behaviour can be identified and managed appropriately.

## Appendix 1. Use of Reasonable Force

All members of staff have a legal power to use reasonable force for the purpose of preventing pupils from committing a criminal offence, hurting themselves or others, damaging property, or causing disorder. The decision on whether or not to physically intervene is down to the professional judgement of the staff member concerned and should always depend on the individual circumstances. Physical intervention is allowable (for example to avert immediate danger of personal injury).

The term 'reasonable force' covers a broad range of actions that involve a degree of physical contact with pupils, such as:

- to remove disruptive pupils from the classroom where they have refused to follow an instruction to do so;
- to prevent a pupil behaving in a way that disrupts a College event or trip or visit;
- to prevent a pupil leaving the classroom where allowing the pupil to leave would risk their safety or lead to behaviour that disrupts the behaviour of others;
- to prevent a pupil from attacking a member of staff or another pupil, or to stop a fight in the playground; or
- to restrain a pupil at risk of harming themselves through physical outbursts.

In addition, reasonable force may be used to conduct a search for certain "prohibited items" (see Appendix 2 below). 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.

**Force may never be used as a punishment; to do so is unlawful.**

Any member of staff who is involved in an incident involving the use of force will provide a written report to the Deputy Head Pastoral as soon as practicable after the event. The Deputy Head Pastoral will advise parents of any serious incident involving the use of force.

## Appendix 2. Searching and Confiscation

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. The College's guidance for searching and confiscation follows advice published by the Department for Education (DfE) in *Searching, Screening and Confiscation* (July 2022).

### 1. Prohibited items

1.1 The following are "prohibited items" under Section 550ZA (3) of the Education Act 1996 and Regulation 3 of the Schools (Specification and Disposal of Articles) Regulations 2012:

1.1.1 knives (including all types of training knives) or weapons, alcohol, illegal drugs and stolen items

1.1.2 tobacco, cigarette papers, vaping devices, vaping cartridges/ refills, fireworks and pornographic images

1.1.3 any article that a member of staff reasonably suspects has been, or is likely to be used:

(a) to commit an offence or

(b) to cause personal injury to, or damage to the property of, any person (including the pupil)

### 2. Searching with consent

2.1 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.

2.2 The consent of the pupil must be obtained for searches for items that are not "prohibited items" as listed in section 1. The consent of the pupil must be sought even if they are not at the College at the time. If a staff member suspects a pupil has an item that is banned by the College, they can instruct the pupil to open their locker and turn out their pockets and/or bag.

2.3 If the pupil refuses to provide consent, disciplinary action may be taken in accordance with this Behaviour Policy.

### 3. Searching for prohibited items

3.1 If the Principal or an authorised member of staff have 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.

3.2 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.

- 3.3 If it is believed that a pupil has a prohibited item, it may be appropriate for a member of staff to carry out:
  - 3.3.1 a search of outer clothing and / or
  - 3.3.2 a search of College property (e.g. pupils' lockers)
  - 3.3.3 a search of personal property (e.g. bag or pencil case).
- 3.4 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 will be the same gender as the pupil. There will always be a second member of staff present.
- 3.5 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.
- 3.6 If the Principal, or staff authorised by the Principal, finds anything which they have reasonable grounds for suspecting is a prohibited item, they may seize, retain and dispose of that item in accordance with this policy.

#### **4. Confiscation**

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

#### **5. Searching electronic devices**

- 5.1 An electronic device such as a mobile phone or a tablet computer may be confiscated in appropriate circumstances in accordance with this policy. If there is good reason to suspect that the device has been, or could be used to cause harm, to disrupt teaching or break College 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.
- 5.2 Searches will usually take place with the pupil present, unless there is a good reason to search a device in the pupil's absence. Searches that take place with the pupil present will be undertaken in a private room.
- 5.2 Any data or files will only be erased, if there is good reason to suspect that the data or files have been, or could be used to cause harm, to disrupt teaching or break College rules.
- 5.3 If inappropriate material is found on an electronic device, the member of staff may delete the material, retain it as evidence of a breach of College discipline or criminal offence or hand it over to the police if the material is of such seriousness that police involvement is required. If a search of an electronic

device reveals images that are of a sexual inappropriate nature, the College's safeguarding policy will be followed.

## 6. Disposal of confiscated items

- 6.1 **Alcohol:** confiscated alcohol will be destroyed.
- 6.2 **Controlled drugs:** controlled drugs will usually be delivered to the police as soon as possible. In exceptional circumstances and at the discretion of the Principal or authorised member of staff, the drugs may be destroyed without the involvement of the police if there is good reason to do so. All relevant circumstances will be taken into account and staff will use professional judgement to determine whether the items can be safely disposed of. They will not be returned to the pupil.
- 6.3 **Other substances:** substances which are not believed to be illegal 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 an illegal drug, it will be treated as though it is illegal and disposed of as above.
- 6.4 **Stolen items:** stolen items will usually be delivered to the police as soon as possible. However, if in the opinion of the Principal or authorised member of staff there is good reason to do so, stolen items may be returned to the owner without police involvement. This is likely to apply to items of low value, such as pencil cases.
- 6.5 **Tobacco, cigarette papers, vaping devices and cartridges refills:** tobacco, cigarette papers, vaping devices and cartridges/refills will be destroyed.
- 6.6 **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.
- 6.7 **Pornographic images:** pornographic images involving children or images that constitute "extreme pornography" under section 63 of the Criminal Justice and Immigration Act 2008 will be handed to the police as soon as practicable. As possession of such images may indicate that the 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.
- 6.8 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.
- 6.9 **Articles used to commit an offence or to cause personal injury or damage to property:** such articles may, at the discretion of the Principal or authorised member of staff, taking all the circumstances into account, be delivered to the police, returned to the owner, retained or disposed of.
- 6.10 **Weapons or items which are evidence of an offence:** such items will be passed to the police as soon as possible.

- 6.11 **An item banned under College 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 College rules, the phone will be kept safely until the end of the day by the Principal's PA when it can be claimed by its owner, unless the Principal considers it necessary to retain the device for evidence in disciplinary proceedings in accordance with 6.12 below.
- 6.12 **Electronic devices:** if it is found that a mobile phone, laptop or tablet computer or any other electronic device has been used to cause harm, disrupt teaching or break College rules, including carrying out cyberbullying, the device will be confiscated and may be used as evidence in disciplinary proceedings. In serious cases, the device may be handed to the police for investigation.

## 7. Communication with parents

- 7.1 There is no legal requirement for the 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. In appropriate cases the College will inform parents on how the College will dispose of certain items.
- 7.2 The College keeps a record of all searches carried out, whether the search is with or without the consent of the pupil, and the record may be inspected by the parents 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 and is kept by the Pastoral Deputy Head.
- 7.3 Complaints about searching or confiscation will be dealt with through the College's Complaints Policy. A copy of the policy is posted on the College website and hard copies are available on request.
- 7.4 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.

## Appendix 3. Misuse of Substances

### 1. Scope

This policy relates to possession and consumption of alcohol and tobacco and the misuse of controlled drugs and other substances and applies to all pupils at Queen's College, irrespective of their age. The policy may also apply at times when a pupil is not at the College. The procedures and sanctions may be adapted as appropriate to meet the policy aims and the circumstances of each case. Some of the procedures can only be carried out during term time.

- 1.1 **Alcohol:** means intoxicating liquor of all descriptions (including beer, cider, wine and spirits) and this policy covers obtaining, consuming, and supplying alcohol.
- 1.2 **Drugs and substances:** means controlled drugs and the paraphernalia of drugs or substances intended to resemble drugs, or "legal" drugs (including "legal highs") which can be obtained from a chemist shop, performance enhancing drugs, anabolic steroids and other substances held or supplied in each case for purposes of misuse; plus any prescription drug which has not been medically prescribed for the individual using it. This policy covers the possession, use and supply of such substances.
- 1.3 **Tobacco:** means any tobacco-related product and paraphernalia including cigarettes, cigars and pipes and any other smoking related products such as nicotine substitutes and vaping devices.
- 1.4 **Smoke free and vape free policy:** The College operates a smoke free and vape free policy within its buildings and grounds. The total ban on smoking and vaping applies to the whole College community including employees, parents, visitors, members of the public and others, working in or using the College's premises, and on College outings and trips.

### 2. Policy

- 2.1 **Aims:** The central aims of this policy are:
  - 2.1.1 to promote safety, welfare and good physical and mental health;
  - 2.1.2 to promote a mature and moderate approach to the use of alcohol;
  - 2.1.3 to reduce the risk of alcohol-induced misconduct in and out of College;
  - 2.1.4 to prevent smoking and vaping inside and outside of the College; and
  - 2.1.5 to keep drugs out of the College.
- 2.2 **Education:** Extensive education is built into our PSHE programme to focus on the effect and risks associated with alcohol and tobacco in relation to the health and well-being of pupils, including informed medical advice. Pupils are informed about the law surrounding such substances and that the use of illegal drugs is or may be a criminal offence and will be harmful to the



health, integrity, independence, opportunities and careers, and will damage the society in which they live.

- 2.3 **Pastoral care:** We encourage pupils to discuss in confidence any anxieties they may have about use of tobacco, alcohol or drugs and substance abuse with a member of staff, school counsellor or the College Nurse. Matters brought into discussion by a pupil or their parents, in circumstances which are genuine, may be "ring-fenced" from disciplinary sanctions, but a pupil who contravenes this policy will face disciplinary sanctions.
- 2.4 **College Rules:** The consumption of alcohol is not permitted by pupils during public events such as parents' evenings and concerts. The only exceptions are the II Seniors leavers' event and the Senior College Dinner, when II Seniors are allowed to consume a limited amount of alcohol with their meal, under supervision. During school trips the consumption of alcohol should be discussed with the Pastoral Deputy Head or Deputy Head, Operations and Extra-curricular (who oversees all College trips). The usual arrangement is for alcohol not to be allowed. In exceptional circumstances and provided the pupils are over the age of 18 (and in the case of a trip abroad are over the legal age stipulated in the country visited), a special arrangement may be agreed with parental permission.
- 2.5 In all other cases, the following rules apply. Pupils are forbidden from:
- 2.5.1 smoking or vaping inside or outside the College, being in possession of tobacco or nicotine related products (including vaping devices) while in the care of the College; or supplying tobacco or nicotine related products to other pupils;
  - 2.5.2 any possession, use or supply of drugs and substances;
  - 2.5.3 bringing alcohol onto the College premises or being in unsupervised possession of alcohol or obtaining or supplying alcohol to another, or being impaired by alcohol while on the College premises or in the care of the College;
  - 2.5.4 bringing the College into disrepute for any reason associated with tobacco, nicotine related products, alcohol or drugs and substances, whether or not the pupil is in the care of the College at the time. Action will be taken when the welfare of any member of the College community or the reputation of the College is affected.
- 2.6 **Detection:** Every complaint, report or observation in relation to tobacco, alcohol or involvement with drugs and substances will be followed up and investigated. A pupil suspected of such involvement may be suspended pending the outcome of an investigation.

## 2.7 Sanctions

**2.7.1 Tobacco, nicotine related products and alcohol:** Sanctions will be applied in accordance with the College's Behaviour Management and Discipline Policy. For a serious breach or persistent minor breaches, a pupil may be required to leave the College permanently.

**2.7.2 Drugs:** Anyone possessing, supplying or using drugs must expect to be expelled immediately, even if they are about to sit public examinations. In exceptional cases a supportive regime may be offered as an alternative to expulsion.

**2.8 Parents:** If parents on College premises appear to be under the influence of drugs or substances or alcohol, they may be asked to leave and the member of staff making the request should refer the matter to the College's Designated Safeguarding Lead (DSL). If a member of staff suspects that a parent has driven or will drive whilst under the influence of drugs or alcohol, the member of staff should report the matter to the DSL or a member of the SLT. If there is reason to believe that a child is at immediate risk of harm from a parent who is under the influence of alcohol or drugs the child will not be released into the care of the parent and the College's safeguarding and child protection procedures will be followed and if necessary external agencies will be contacted.

## 3. Searches for tobacco, nicotine related products, alcohol, drugs and substances

**3.1 Searches with consent:** College staff can search pupils for tobacco, nicotine related products (including vaping devices) alcohol, drugs or substances with their consent. Staff will consider the pupil's age and other factors to determine whether the pupil is capable of giving consent.

**3.2 Searches without consent:** The Principal or Principal-authorized staff may search a pupil or a pupil's possessions without their consent if they have reasonable grounds for suspecting that a pupil has tobacco, alcohol or drugs or substances in their possession.

**3.3 Police involvement:** If the College seizes a controlled drug, it may be destroyed if there is good reason to do so or it will be delivered to the police as soon as reasonably practicable. In all other cases the College may decide to request the involvement of the police from the outset. The police may elect to investigate using their own procedures or may pass the matter back to the College to investigate.

**3.4** If a pupil is suspected of unauthorised consumption of alcohol or involvement with drugs or substances the College will seek advice from appropriate medical professionals.

#### **4. Monitoring**

4.1 This policy will be reviewed annually, plus:

- following any serious incident involving pupils substance misuse;
- following the issue of any new guidance from the DfE.

4.2 The review will be carried out by the Pastoral Deputy Head, who will also evaluate the effectiveness of education on these matters in the College.

#### **Links with other Policies**

This policy links to the following policies and procedures:

- Safeguarding and Child Protection Policy
- College Regulations
- Anti-Bullying Policy
- E-Safety and Acceptable Use of Technology Policy
- Punctuality and Lateness Policy
- Lanyard and ID Card Policy

## Appendix 4. Yondr Pupil Phone Policy & Guidelines

**Phones are not to be used inside the College by any pupil in the School or Junior College.**

Every pupil is assigned a personal Yondr Pouch. It is each pupil's responsibility to bring their Pouch with them to school every day and keep it in good working condition.

### DAILY PROCESS

#### Beginning of the Day

Pupils must bring their Pouch to school with them each day.

As pupils arrive at the College they will:

- 1) Turn their phone off.
- 2) Open their Yondr Pouch by tapping against the Unlocking Base.
- 3) Place their phone inside the Pouch and secure it in front of school staff.
- 4) Store it in their backpack for the day.

#### End of the Day

Pupils will:

- 1) Open their Pouch
- 2) Remove their phone
- 3) Close their Pouch (Important to stop the pin bending in the bag)
- 4) Keep the Pouch in their school bag overnight.

#### Late Starters or Early Leavers

Pupils arriving late or leaving early will pouch/unpouch their phones in the Front Office.

### POLICY BREACHES

#### Pouch Damage or Lost Pouch

**Pouches will be checked from time to time, to make sure they have not been damaged.** If a pupil damages or loses their Pouch, we will collect the phone and call home. A pupil's phone can only be collected by a Parent. It may be that a Principal's detention is set for damaged pouches or if a pupil is caught with their phone. **The fee for a replacement pouch is £35.**

Examples of damage:

- Ripped fabric
- Cut or torn fabric
- Bent/cut pin
- Signs of force to black button on flap
- Damage to the black ball
- Pouch opens without unlocking station

#### Phone seen during the school day

If a pupil is found in possession of a phone outside a Yondr pouch, the phone will be confiscated, and a Principal's detention will be set in the first instance.

#### Forgotten Pouch

If a student forgets their Pouch, **their phone will be collected, and the front office will call home to remind the parent of the policy.** The phone will be returned to the student at dismissal.

If a pupil consistently forgets their Pouch, it is considered Lost (see above).

#### Unlocking Stations

If a pupil is found in possession of a Yondr unlocking station, or a similar strength magnet used to unlock the pouches, this will be considered a serious offence, and could lead to a suspension.

#### Accidental Damage

Notify the school immediately explaining what happened. If any damage is spotted at a pouch check, it is likely to be considered intentional unless the pupil has raised it previously.