

Behaviour Policies

Independent Day / Boarding School for Boys and Girls

Royal Hospital School

June 2010

5 Behaviour Policies

1 Policy Aims

1.1 The aims of this policy are:

- to enable the Headmaster to carry out his responsibilities of maintaining order and good discipline in the School;
- to promote good behaviour;
- to ensure, so far as possible, that every pupil in this School is able to benefit from and make his/her full contribution to the life of the School, consistent always with the needs of the school community;
- to authorise the School Protocol, the School Rules and any procedures necessary for implementing them.

2 School behaviour

2.1 Expectations of behaviour at The Royal Hospital School are set out in the following documents:

- The School Rules;
- This Behaviour Policy;
- The Acceptable Use Policy;
- The School's Uniform Policy;
- The Anti-bullying Policy;
- The Smoking Policy;
- The Drugs and Substances Policy;
- The Alcohol Policy;
- Standing Orders and Routines for Boarding Houses; and
- Expectations of staff and other documents relating to behaviour as created by the School from time to time.

Parents are expected to read these policies with their children from time to time. The principles of these policies will be reinforced at assemblies and other times.

3 School Rules

3.1 The School Rules shall be set by the Headmaster. The School Rules are necessary:

- for the safety and well-being of everyone at the School;
- for the reputation of the school community as a whole;
- for the protection of school property and the wider environment.

3.2 The School Rules apply to all age groups and at all times when the pupil is:

- at school, representing the School or wearing school uniform;
- travelling to and from school;

- associated with the School at any time.

3.3 The Governors and the Headmaster intend that the School Rules and the sanctions shall also, in appropriate circumstances, be capable of regulating the conduct of pupils when they are away from school premises and outside the jurisdiction of the School, for example during an exeat or half term and in the holidays. This will normally be where the conduct in question affects the welfare of a member or members of the school community or which brings the School into disrepute.

3.4 Pupils are expected to know and understand the School Rules and to read them through with their parents. The School Rules will be amended from time to time and reinforced at assemblies and on other appropriate occasions.

4 Rewarding Good Behaviour

4.1 The School understands that rewards can be more effective than punishment in motivating pupils. The School is committed to promoting and rewarding good behaviour, and may do so in some of the following ways:

- "cause for applause";
- praise by staff;
- personalised letters to parents/pupils;
- recognition in School and House assemblies.

5 Breaches of school discipline

5.1 Serious Breaches of School Discipline

It is not possible to define every situation under the title of 'Serious Breaches of Discipline' but the most likely ones are as follows:

- Sexual misbehaviour, i.e. exceeding the limits of acceptable behaviour (as defined by the School's Boy/Girl relationship document) between pupils of opposite sex or of the same sex.
- Suspicion of supplying drugs, being in possession of drugs, or being under the influence of drugs.
- Suspicion of supplying alcohol, being in possession of alcohol, or under the influence of alcohol.
- Suspicion of the abuse of solvents.
- Suspicion of being involved in some activity likely to bring harm to himself/herself or members of the School and community, including serious or persistent bullying.
- Suspicion of theft.

Note: see also procedures relating to Child Protection issues.

5.2. Investigation Procedure

5.2.1. **The following procedures should be followed if a serious disciplinary offence is thought to have taken place.**

5.2.2. A serious disciplinary offence is an offence which might warrant suspension, required removal or expulsion. The following policies contain more detail:

- Expulsion, Removal and Review;
- Behaviour.

5.2.3. These procedures are for guidance and they may be altered if circumstances require, for example if specific staff are unavailable or if the matter requires expeditious action.

5.2.4. Internal investigations can inadvertently prejudice investigations by Social Services or the Police. If it appears that a serious disciplinary offence is a matter for Social Services or the Police, staff must stop the internal investigation immediately and refer the matter to the Headmaster and/or the Designated Person for child protection as appropriate

5.2.5. If a serious offence appears to have been committed, the member of staff concerned should inform the pupil's housemaster/housemistress as soon as possible or *immediately* if necessary. The housemaster/housemistress should, in turn, inform the Senior Master (SM/R) or Senior Mistress (SM) or the Deputy Headmaster (DHM). In the event that this is not possible then the housemaster/housemistress should refer the matter directly to the duty member of SMT. The DHM or other member of SMT will inform the Headmaster (HM) that a serious disciplinary offence may have taken place as soon as reasonably possible but this should not delay the process of beginning an investigation into the matter.

5.2.6. The housemaster/housemistress, having referred to the SM/R, SM or DHM, as outlined above, will begin the investigation by conducting an initial interview with the pupil/pupils concerned and by arranging for the pupil/pupils concerned to produce a statement relating to the matter.

5.2.7. Once the initial interview has been conducted by the housemaster/housemistress the matter will be handed on to the SM/R, SM or DHM. This should be done as soon as possible and should include a statement written by the housemaster/housemistress setting out the initial findings with supporting documentation (i.e. interview notes and pupil statements).

5.2.8. If it is apparent that a serious disciplinary offence has taken place the pupil/pupils concerned will be formally interviewed in depth by the SM/R, SM or DHM. Prior to an interview of this type the housemaster/housemistress concerned should telephone the pupil's parents to inform them of the nature of the investigation and the alleged involvement of their son/daughter. The housemaster/housemistress should also arrange, if possible, for the parents to speak on the telephone to the pupil/pupils involved. Only under exceptional circumstances should it be necessary for the pupil/pupils concerned to be interviewed in depth before parents are informed of the matter.

- 5.2.9. Once the in depth interview has been conducted by the SM/R, SM or DHM the matter will be referred to the HM. This should be done as soon as possible and should include a statement written by the SM/R, SM or DHM setting out the findings, recommended disciplinary action, together with all supporting documentation (i.e. interview notes and statements).
- 5.2.10. If it is thought to be necessary the HM will conduct an interview with the pupil/pupils concerned. At meetings of this type the parents of the pupil/pupils will be invited to attend in support of their son/daughter, as will the relevant housemaster/housemistress who will be in attendance to supply evidence/mitigation as requested by the Headmaster. Disciplinary action may or may not be taken by the HM following a meeting of this kind.

5.3. Additional advice relating to serious disciplinary matters

- 5.3.1. It is imperative that serious disciplinary matters are investigated thoroughly and in accordance with 5.2 above. It is also important that serious disciplinary matters are investigated at a measured pace and that no premature judgements are made concerning the matter.
- 5.3.2. Once an investigation for a serious offence begins it may be necessary for the pupil/pupils concerned to be supervised by a member of staff or in extreme cases isolated from other pupils.
- 5.3.3. Any investigation should be conducted away from the public gaze.
- 5.3.4. When a pupil is interviewed he/she should be made aware of the matter being investigated at the start of the interview. It should also be made clear at the start of an interview that pupils are expected to tell the truth and that if they do not do so they can expect to be interviewed again.
- 5.3.5. Careful contemporaneous notes should be kept during all interviews.
- 5.3.6. Individual written statements should be produced on the correct form and they must be dated and signed by the pupil concerned. Pupils writing statements should do so on their own or should be supervised. After the statement has been written, pupils may be asked to clarify particular issues in their statements but, under no circumstances should undue pressure be placed upon pupils writing statements.
- 5.3.7. In their conversations with the parents the housemaster/housemistress should warn parents if exclusion is a possibility, should refer parents to the relevant policy and stress that an investigation is underway.
- 5.3.8. When a pupil is interviewed by the SM/R, SM or DHM his/her housemaster/housemistress or tutor must be present to support him/her. Parents will not normally be invited to interviews with the DHM.
- 5.3.9. If it is deemed necessary to do a search of a pupil's study this must be conducted in the pupil's presence and/or with another adult in attendance (in addition to the member of staff conducting the search). Searches may be conducted without the knowledge of the DHM, SM or SM/R. Before any search is undertaken consent will be sought from parents or from the pupil if s/he is of sufficient maturity and understanding. If consent is refused, the pupil will be asked to say why s/he has refused. The School will be entitled to draw inferences from his or her response and general demeanour.

5.3.10. There is a separate procedure for searching for weapons. The procedure is set out in section 550AA of the Education Act 1996 and is as follows:

- If a member of staff of the School has reasonable grounds for suspecting that a pupil at the School may have with him/her or in his/her possession a knife, blade or any offensive weapon, the member of staff may arrange for a search of that pupil or his possessions for such articles or weapons to be carried out.
- The HM or a person authorised by the HM can authorise a search on a pupil for knives and for any other offensive weapon.
- Pupils cannot be required to remove their socks or tights, shirts, trousers or skirt; they may only be required to remove "outer clothing" such as coats and jumpers.
- The search must be carried out by a member of staff of the same sex of the pupil being searched in the presence of a second member of staff of the same sex.
- If the search reveals any offensive weapons or anything else which amounts to evidence in relation to an offence the School must call the Police.
- The pupil must be present during the search in addition to the person searching and another member of staff.
- Searching the pupil's possessions includes searching a pupil's goods over which he has or appears to have control.

5.3.11. Searches will be conducted in such a manner as to minimise embarrassment or distress.

6 School Sanctions

6.1 External Suspension

There are times when it is best for a pupil, who has committed a disciplinary offence, to go home for a period of time to allow the School and those involved some time to review the situation and consider the future. This would be an external suspension and would last for as long as the Headmaster requires to resolve the matter or for as long as is considered appropriate to redress the offence. Subsequently the Headmaster would decide whether the pupil should return or not or the parents might decide to withdraw their son/daughter. Thus external suspension may be used to provide some 'breathing space' and/or as a sanction.

6.2 Internal Suspension

For the reason given above where appropriate, a pupil may be given a period of internal suspension. The general principle is that the pupil loses his/her free time which is instead used for extra study or community service. He/she is expected to use the time profitably and is given the opportunity to demonstrate that he/she wishes to make amends for their irresponsible behaviour and to rebuild their reputation and the trust which must exist between him/her and the School. He/she will work closely with the staff supervising the internal suspension, usually the pupil's

Housemaster or Housemistress and the Senior Master/Mistress. The following routine contains the main elements of a programme for a pupil on internal suspension.

When the Headmaster or Deputy Headmaster has decided that a pupil needs to serve a period of internal suspension, Senior House Staff should inform the parents by telephone, if possible, followed by a letter from the Deputy Headmaster.

The name of the pupil on suspension will be published by the Deputy Headmaster on his notice boards in the school block and in the staff common room.

The Deputy Headmaster will see the pupil concerned with their Housemaster or Housemistress and inform him/her of his decision and the length of the suspension.

The Senior House Staff, or Senior Master/Mistress will then go through with the pupil concerned the details of the suspension.

A community service tariff of at least 2 hours per day will be applied, with a maximum of 15 hours in total depending on the seriousness of the misdemeanour.

Internal suspension also includes gating to the boarding house during leisure time, the wearing of school uniform at all times and weekday or Saturday detention.

At the end of the internal suspension the Housemaster/Housemistress should enter into the diary a short reply to the SM/R, SM and DHM informing him of the attitude and demeanour of the pupil.

6.3 **Expulsion/Required Removal**

If, in extreme cases, a pupil is expelled from the School then fees in hand will not be returned. He or she would not be expected to return to the School, or be eligible to apply for membership of the RHSA, until after his or her 21st birthday.

Please refer to the Expulsion, Removal and Review Policy for the procedure involved when a pupil is expelled or removed.

6.4 **Detentions**

Departmental detention will normally be used in the first instance in the case of poor or late written work.

Weekday Detention will be used for cases of overdue or unsatisfactory work. It will also be used for minor disciplinary offences and may be used by both staff and Senior Prefects (Friday only).

To be placed in Saturday detention is considered to be a serious punishment. A Housemaster/Housemistress, in loco parentis, may enforce the seriousness of the matter by using additional sanctions in the house, if he/she thinks fit.

Pupils will be given suitable work to do in both types of Detention to occupy them for the specified time.

The following are lists of offences which staff will punish using the detention system. They are not intended to be exhaustive but guides as to which detention to use. In some cases, either detention may be used depending upon the seriousness of the offence.

WEEKDAY DETENTION

*Preparation not done on more than one occasion
*Poor standard of work – capable of better
Forgetting books regularly
Bad behaviour
Disobedience
Inattention
Lateness
Breaking of minor school rules (e.g. dress code – Prefects' punishment)

Chewing gum

SATURDAY DETENTION

Absence from class, games or other school commitments
Cheating
Lying
Insolence
Spitting
Foul or abusive language
Gross and persistent idleness
Serious misbehaviour in the Dining Hall
Infringement of examination routine
Gross insubordination to Staff or Prefect
Out of bounds
Buying or possession of fireworks
Tampering with fire equipment or electrical fittings

* It is to be stressed that departmental detentions and/or the involvement of Heads of Department should always be used for academic problems in the first instance.

Teaching staff who encounter cases of bullying, stealing, vandalism, threatening behaviour and graffiti should take appropriate action and in severe cases report them to Deputy Headmaster.

All pupils should inform their Housemaster/Housemistress if they have been placed in detention. The instructions concerning school detention are published as a separate document but included here for completeness.

6.5 Saturday Detention

1. Saturday Detentions will normally be reserved for gross or persistent bad behaviour or work.
2. Boarding pupils on Saturday Detention will report to the Deputy Headmaster at 0800 hrs on Saturday morning. Day pupils report to the Deputy Headmaster at 1015 hrs on Saturday morning.
3. It will be for a two hour period, 1900-2100 hrs in Room 42.
4. Pupils put in three Saturday detentions during a term will be seen by the Deputy Headmaster.

5. A pupil put into Saturday Detention must attend at the earliest opportunity. However, if he/she is going on Special Leave or is involved in a school match, he/she can request that such a detention be deferred for one week. Such a request may or may not be granted depending on the circumstances /seriousness of the misdemeanour.

Extra Work. Where work has either not been done, or has been badly done, the normal procedure will be for the teacher concerned to require the work to be done, or re-done, in a specified time, or at a time set by the department for its own detention.

6. Pupils who have been placed in Saturday detention must return to the house at the conclusion of the detention period. They must report to the duty member of staff upon return and will remain in the house for the rest of the evening.

6.6 **Weekday Detention**

1. Where work continues to be overdue or unsatisfactory, pupils will be put into this detention. It will be on either Tuesday or Friday, 1700-1800 hrs and will take place in Room 42. It will be supervised by Senior Prefects and a member of the Senior Management Team.
2. These detentions can also be used for minor disciplinary offences and may be set by both staff and Senior Prefects.
3. It is essential for all members of staff to ensure that the work to be done is clearly understood by the pupil; in the subject taught by the teacher where appropriate and checked by the teacher concerned afterwards.
4. Pupils should be told whether to do the work on paper or in an exercise book and this must be provided by the teacher setting the punishment.
5. No teacher may place more than a total of six pupils in weekday detention in any one week. If a teacher needs to punish a larger number of pupils, for which a weekday detention would be a suitable punishment, he/she must arrange his/her own detention which will be supervised by the teacher concerned.

6.7 **Sixth Form Detentions**

1. As above, it is assumed that Sixth Formers are only put into a School Detention after the teacher has tried his/her own detention and any available Departmental/House sanctions (as relevant to the offence).
2. All Sixth Form School Detentions are entered into a separate folder in the marking room. This folder will be managed by the Head of Sixth Form, who will pass on copies to the Deputy Headmaster as necessary.
3. When a Sixth Former is put into detention the Head of Sixth Form will consult with the teacher who put them in, the Tutor and the Housemaster involved in order to agree the most appropriate form of punishment. Other Senior Staff will be consulted where appropriate.

4. Sixth Form detentions may be arranged and supervised by the teacher concerned, the Tutor, the Housemaster/Housemistress or the Head of Sixth Form by agreement. They may be served in the school block, or the House as agreed. Where appropriate the detention may be served as a part of the normal School Detention.

6.8 If a pupil starts to accumulate detentions, as an interim measure before seeing the Headmaster, Housemasters/Housemistresses may refer the situation to the Senior Master/Mistress.

7 House sanctions

7.1 Philosophy

The guiding principle for behaviour management is to use both rewards and sanctions to modify behaviour. Rewards are an essential component in the promotion and development of good behaviour. Sanctions should only be employed after due consideration and when alternatives have been explored. They could involve an element of community service with the option of reviewing privileges.

7.2 Serious breaches of discipline

Serious breaches of discipline should be dealt with in accordance with section 5 of this Policy.

7.3 Less serious breaches of discipline

Less serious breaches of discipline should be dealt with by Senior House Staff using a suitable sanction at their discretion. The following is a list of suitable sanctions:

- 1, Helping to keep the house clean and tidy.
2. Loss of privileges, such as tuck shop access, watching television or video.
3. Sitting in a designated place to perform a valid educational activity.
4. Confining pupil to the House except for recognised school commitments.

All punishments should be recorded by Senior House Staff and at the end of each half-term Senior House Staff are required to send their House punishment book to the Deputy Headmaster to enable him to monitor the School's overall behaviour. The book is subsequently passed to the Headmaster and offences recorded on the School records.

7.4 Minor Offences dealt with by House Prefects

Offences which can be dealt with by House Prefects may include lack of co-operation, low level disobedience, inappropriate dress or untidy appearance, a lack of punctuality, and talking in assembly or chapel.

Sanctions may be imposed by house prefects. Suitable sanctions include tidying or cleaning an area of the house, assisting House Matron or duty staff, collecting macs

and bags from the school block, confining to house for a limited period of time, loss of access to tuck shop and referral to duty staff, tutor or Senior House Staff.

Senior House Staff must ensure that house punishments are recorded and monitored.

8 Relationships

8.1 Philosophy Behind Policy

While acknowledging that it is quite normal for there to be friendships between pupils, the school does not believe that it is in the interest of boys or girls for such friendships to be overbearing. These guidelines are in place to ensure that the behaviour of pupils vis a vis their relationships with one another are appropriate and discrete.

The underlying principle in respect of pupils' relationships with one another is one of trust. However these guidelines define the way in which pupils are expected to conduct themselves.

RHS holds fast to the core values of the Christian faith and makes no apology for emphasising the need to prepare pupils for stable relationships within that context.

Sexual relationships are discussed in the PSHE lessons and in more informal discussions with House Staff and the dangers (both physiological and psychological) of casual sexual relationships are explained.

The School seeks to discourage, rather than forbid, intimate relationships between older and younger pupils. Intimate relationships between individuals having an age difference of greater than two years would generally not be considered to be appropriate.

8.2 Behaviour

Public displays of affection are not allowed during the working day. During their free time pupils may hold hands while walking around the campus. Prolonged kissing or embracing is not acceptable but a discreet kiss or embrace at meeting and parting is acceptable providing due respect is given to those in the immediate vicinity. At all times pupils must behave in a manner which will not cause offence or embarrassment to others.

Behaviour beyond this will be considered to be unacceptable and will be dealt with according to the offence. The Headmaster will apply the full range of sanctions (including expulsion) to those who contravene the rules, taking into account the age of the pupils involved and the degree to which the School rules on sexual intimacy have been broken.

9 Use of Restraint

For guidance on the use of restraint, please see the Guidance for Staff on Discipline including Physical Restraint.

Authorised by	Resolution of the Board of Governors
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Effective date of the policy	17 June 2010
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Circulation	Governors / teaching staff / all staff / parents / pupils on request
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Status	Mandatory
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