



## Promoting Good Behaviour Policy

### 1 Policy aims

*The aims of this policy are:*

- to enable the Head to carry out their responsibilities of maintaining order and good discipline in Eaton Square Senior School (the School);
- to promote good behaviour;
- to ensure, so far as possible, that every student in Eaton Square Senior School is able to benefit from and make his/her full contribution to the life of the School, in keeping with the needs of the school community;
- to authorise the school expectations and any procedures necessary for implementing them;
- to understand that corporal punishment is not to be used or threatened, and that positive discipline should always be the aim.

### 2 School expectations

*The school expectations shall be set by the Head. The school expectations 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.

*The school expectations apply to all students at all times, including when the student is:*

- at school, representing the School or wearing school uniform;
- travelling to and from School;
- associated with the School at any time.

Students are expected to know and understand the School's expectations and to read them through with their parents, as listed in the Student Handbook and Parent Handbook. The School's expectations will be amended from time to time and reinforced at assemblies and on other appropriate occasions.

### 3 Scope

It is intended that the School, in appropriate circumstances, be capable of regulating the conduct of students when they are away from school premises and outside the jurisdiction of the School, for example during half terms and in the holidays.

This will normally be where the conduct in question could have repercussions for the orderly running of Eaton Square Senior School; affects the welfare of a member or members of the School Community or a member of the public, or which brings the School into disrepute.

#### **4 Rewarding good behaviour**

Eaton Square Senior School understands that rewards can be more effective than punishment in motivating students. The ways in which the School may reward good behaviour are set out in Appendix 1.

Eaton Square Senior School recognises that where challenging behaviour is related to a student's disability or special educational need, use of positive discipline and reward methods may enable the School to manage the student's behaviour more effectively and improve their educational outcomes.

#### **5 Breaches of school discipline and removal**

The Head may prescribe and authorise the use of any sanctions as comply with good education practice and promote good behaviour and compliance with the school's expectations. Examples of sanctions used at the School are set out in Appendix 1.

##### *Serious breaches of discipline*

For serious breaches of discipline, the student may be asked to leave the School permanently:

##### **Expulsion, Removal and Review**

This policy contains guidelines, which will be adapted as necessary, explaining the circumstances under which a student may be expelled from the Eaton Square Senior School, or required to leave permanently for misconduct or other reasons. The policy applies to all students at the School but does not cover cases when a student has to leave because of ill-health, non-payment of fees, or withdrawal by his / her parents.

**Interpretation:** The definitions in this clause apply in this policy

**Parent:** includes one or both parents, a legal guardian or education guardian

**Expulsion:** means the dismissal of a student from the School following serious misconduct formally recorded

**Removal:** means that a student has been required to leave, but without the stigma of expulsion

**Misconduct:** The main categories of misconduct which may result in expulsion or removal include but are not limited to:

- supply/possession/use of certain drugs and solvents or their paraphernalia or substances intended to resemble them, or alcohol, tobacco or vaping equipment
- theft, blackmail, physical violence, intimidation, racism or persistent bullying
- misconduct of a sexual nature
- supply or possession of pornography
- possession or use of unauthorised firearms or other weapons
- vandalism or computer hacking
- persistent attitudes or behaviour which are inconsistent with the School's ethos
- other serious misconduct which affects the welfare of a member or members of the School community or which brings the School into disrepute (single or repeated episodes) on or off School premises

A student may also be expelled or removed for:

- failure to respond to intervention strategies and/or sanctions imposed by the School to help change behaviour or support that student academically or pastorally
- repeated (more than one) instance of suspension for behavioural incident (see policy on promoting good behaviour)
- cumulative low-level behavioural instances of poor behaviour that demonstrate the student is unwilling to meet the expectations of ESS

## **Equality**

The School will make reasonable adjustments for managing behaviour which is related to a student's special educational need or disability. However, a special educational need or disability cannot be used to excuse inappropriate behaviour. Where expulsion needs to be considered, the School will ensure that a student with a disability or special educational need and / or his / her parents are able to present their case fully where their disability or special educational needs might hinder this. Any religious requirements affecting the student will also be considered.

## **Other circumstances**

A student may be required to leave if, after all appropriate consultation, the Head is satisfied that it is not in the best interests of the student, or of the School, that he / she remains at the School.

## **Procedure**

The procedure by which a student may be expelled or removed from the school will vary depending on the circumstances:

- In the case of an act of misconduct (see non-exhaustive list above), the procedure will begin with an **investigation process**.
- An investigation and any subsequent meeting will be conducted fairly and in a way which is appropriate to a school, without formal legal procedures. Further details of the process to be followed at this stage are set out in **Investigation Process**.
- Following the investigation process, there will be a **disciplinary meeting with the Head**. In cases where the expulsion/removal is considered as a result of cumulative behavioural or pastoral sanctions or interventions, the disciplinary meeting may be the first stage of this process.
- **Review meeting**.

### **Investigation process**

#### **1. Complaints**

- Investigation of a complaint or rumour about serious misconduct will normally be co-ordinated by a member of SLT
- SLT member will report the outcome to the Head
- Parents will be informed as soon as reasonably practicable if a complaint under investigation is of a nature that could result in the student being expelled or removed from the School
- This policy allows for investigation to be made by the Head and vice versa

#### **2. Suspension**

- A student may be suspended from the School while a complaint is being investigated or while an investigation is suspended (see paragraph 6 below)
- Should a suspension continue for a period of more than five School days, the School will take reasonable steps to put in place arrangements to ensure the continuing education of the student
- Parents or guardians should note that there may be a delay in providing work whilst teaching staff are given the opportunity to determine what work should be set
- Alternatively, the student may be placed under a segregated regime on School premises

#### **3. Search**

- We may decide to search a student's space (such as their locker) and belongings and ask him / her to turn out the contents of pockets or a bag, if we consider there is reasonable cause to do so
- Clothing will not be searched until it has been removed from the wearer and care will be taken to ensure reasonable privacy

- This policy does not authorise an intimate search or physical compulsion in removing clothing. Only outer clothing will be searched
- If necessary, the police would be called.
- Students may refuse to have outer clothing searched, however investigating staff will be entitled to draw conclusions based this refusal. Lockers are the property of the School and may be searched at any time without permission of the student or parents

**4. Interview:**

- As part of the investigation, the student may be interviewed by the investigating member of staff.
- During this interview, a second member of staff may be present to observe and/or take notes

**5. Suspension of an investigation:**

- It may be necessary to suspend an investigation, for example where external agencies such as the police or social services are involved and have advised that this is necessary
- A decision to suspend an investigation will consider advice from an appropriate external agency and will be subject to periodic review.

### **Required Removal**

For a serious breach of school discipline falling short of one for which Expulsion is necessary, but such that the student cannot expect to remain a member of the School community, the student may be required to leave permanently. Subject to payment of all outstanding fees (the deposit being returned or credited to the account) the student will be given reasonable assistance in making a fresh start at another school.

### **Expulsion**

A student is liable to Expulsion for a grave breach of school discipline, for example, a serious criminal offence or some wilful act calculated to cause serious damage to the School, its community or any of its members. Formal expulsion implies that the student's name will be expunged from the roll of the School and reference to the facts and circumstances will be made in response to every request for a reference. All outstanding fees up to and including the term of expulsion shall be payable and any deposit shall be retained by the School. Expulsion may result as a consequence of previous suspension/s from the School, or a number of serious incidents.

The Head is required to act fairly and in accordance with the principles of natural justice.

Eaton Square Senior School seeks to work in partnership with parents over matters of discipline, and it is part of parents' obligations to the School to support the School's expectations. Parents will be contacted to discuss any disciplinary matter which may result in suspension, or where

Required Removal or Expulsion is being considered. Parents will also be notified of any other disciplinary sanction and may be contacted to discuss the matter if it is considered appropriate to do so. Parents will always be contacted and met with by the Head and/or the Deputy Head (Pastoral) if a student is facing possible suspension as a result of failing levels of the School's sanction system.

Eaton Square Senior School will make reasonable adjustments for managing behaviour which is related to a student's special educational need or disability. Where expulsion needs to be considered, the School will ensure that a student with a disability or special educational need is able to present their case fully where their disability or special educational needs might hinder this. Any religious requirements affecting the student will also be considered.

## **6 Malicious allegations against staff**

Where a student makes an accusation against a member of staff and there is reasonable suspicion that the accusation has been deliberately invented or malicious, the Head will consider whether to take disciplinary action in accordance with this policy.

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 School on the basis that they have treated the School or a member of staff unreasonably and compromised the requirement for mutual trust and confidence.

In accordance with the DfE's guidance *Dealing with allegations of abuse against teachers and other staff* (October 2012), Eaton Square Senior School will consider a malicious allegation to be one where there is clear evidence to prove there has been a deliberate act to deceive and the allegation is entirely false.

## **7 Use of reasonable force**

Any use of force by staff will be reasonable, proportionate and lawful. Reasonable force will be used in accordance with the DfE guidance *Use of reasonable force* (July 2013 reviewed July 2015) and as set out in Appendix 2.

Corporal punishment is not used at Eaton Square Senior School and force is never used as a form of punishment.

## **8 Searching students**

**Informed consent:** Eaton Square Senior School staff may search a student with their consent for any item. If a member of staff suspects that a student has a banned item in their possession, they

can instruct the student to turn out their pockets or bag. If the student refuses, sanctions will be applied in accordance with this policy.

**Searches without consent:** In relation to prohibited items, the Head, and staff authorised by the Head, may search a student or a student's possessions, without their consent, where they have reasonable grounds for suspecting that a student has a prohibited item in their possession. Please see Appendix 3 for the School's policy on searching and confiscation. Such action will be taken in accordance with the DfE guidance *Screening, searching and confiscation* (February 2014).

## **9 Records**

Administration of major punishments are recorded, with the name of the student concerned, the reason for the punishment, and the name of the person administering the punishment.

## **Appendix 1 Behaviour Management: Rewards and Sanctions**

- A successful Behaviour Management Policy depends on good communication and positive relationships between students, staff and parents. It provides security for students and increases their opportunities for development and learning. Eaton Square Senior School has a clear Behaviour Management Policy whereby staff, students and parents are aware of acceptable and unacceptable behaviour and the system of rewards and sanctions that apply.
- When the whole school community follows the School's code of behaviour and understands the rules and reasons that govern them, together with the School's practice of rewards and sanctions, the Behaviour Management Policy will be effective. It is vital that all of our procedures are understood by all adults in the School, by students and by parents. The key principles of the Behaviour Management Policy are communicated to students and the policy is made available to parents at the beginning of each academic year.
- At Eaton Square Senior School, our desire is to foster a caring environment for each student that embodies the following principles:
  1. Giving and receiving respect.
  2. Aim to encourage and praise students rather than reprimanding, wherever possible. Praise should be genuine and criticism constructive.
  3. Sensitivity to the individual needs of each student. Students should accept adult authority, but the development of individuality should always be encouraged.
  4. Consistency and clarity in our response to behaviour. It is important to administer sanctions fairly and to ensure that particular groups of students are not inadvertently discriminated against.
  5. At Eaton Square Senior School, the expectations of parents, teachers and students in terms of discipline are high. Standards of behaviour, dress, work and respect depend on the example of us all.
  6. Problems are normal where students are learning and testing the boundaries of acceptable behaviour.
  7. Most problems are resolved by quiet discussion. Try to avoid confrontation, listen, establish the facts, judge only when certain; and use sanctions sparingly.

## Rewards

Positive reinforcement is used as much as possible in a variety of ways:

1. Positive verbal and written acknowledgement from teachers.
2. Achievements are mentioned in assemblies, including Head's Commendations.
3. House Points are awarded for excellent pieces of work, acts of kindness and good conduct.
4. A House shield is awarded to the House with the highest number of house points at the end of each year, to promote healthy competition.

5. Prizes for achievement and citizenship during the School year are awarded at Prize Giving.

## **Sanctions**

Staff have a set procedure for dealing with misbehaviour and consistent language must be used at all times.

- The School is aware of and supports section 131 of the School Standards and Framework Act 1998, and as such corporal punishment of children is prohibited.
- Suspension: a student may be placed under suspension while a complaint is investigated or as a sanction in its own right.
- In addition, the Head may prescribe and authorise the use of such other sanctions as comply with good education practice and tend to promote good behaviour and compliance with the School Rules.
- The Head will keep a record of sanctions imposed upon students for serious misbehavior.

*Sanctions that may be used at the School include those set out below. The table below is not an exhaustive list of the behaviours to be addressed. It is merely an example of the types of behaviour that would warrant the level indicated.*

	<u>Reason</u>	<u>Action</u>
<b>Warning</b>	<p><u>Five categories of warning:</u></p> <ol style="list-style-type: none"> <li>1. <u>Behaviour:</u>  <b>Examples:</b> Speaking out of turn in class. Distracting others' learning. Interrupting the teacher. Low level silly behaviour – in class or around the School. Out of seat without permission. Failure to follow instructions.</li> <li>2. <u>Late:</u>  Late to school, form time, or lessons.</li> <li>3. <u>Organisation:</u>  Lack of basic equipment, such as stationery, exercise book, or textbook.</li> <li>4. <u>Uniform:</u>  Any uniform infringement.</li> </ol>	<p>All staff responsible.</p> <p>Student is given two verbal reminders of expectations. Not adhering to reminders, may result in a warning being placed on iSAMS.</p> <p>Warnings are monitored each week by the Pastoral Team.</p>

	<p>5. <u>Homework:</u> Missing or poor-quality homework.</p>	
<b>Form Tutor Sanctions</b>	<p>For Example, poor time keeping, lack of organisation, incomplete homework.</p> <p>These sanctions will relate directly to the area of concern: assisting with younger students, attending additional meetings.</p>	<p>Form Tutors and Head of Section are responsible.</p> <p>A Form Tutor or Head of Section may issue sanctions when several warnings have been issued for a certain behaviour</p>
<b>Monitoring Report</b>	<p>A student may be placed on a Monitoring Report if improvements in behaviour are not evidenced following Form Tutor sanctions.</p>	<p>Head of Section, Form Tutor, all teaching Staff.</p> <p>Head of Section will notify parents via a conversation and follow up email.</p> <p>A specific target will be agreed, the form will be signed by a staff member at the end of each lesson. Form tutors will check this Report daily, parents are required to sign daily, Head of Section will check it at end of each week and liaise with parents.</p>
<b>Friday After School Detention</b>	<p>After School detentions are awarded for poor behaviour, such as:</p> <ul style="list-style-type: none"> <li>• repeated failure to produce work/the required standard of work/work at the required time;</li> <li>• repeated nuisance to another student or interference with their possessions;</li> <li>• malicious damage to school property;</li> <li>• insulting or abusive behaviour;</li> </ul>	<p>SMT and Heads of Section are responsible</p> <p>After school detention placed on iSAMS.</p> <p>Parents will be informed by the Head of Section via a call and email.</p>

	<ul style="list-style-type: none"> <li>reckless behaviour causing danger to others.</li> </ul>	
<b>Probation/ Behaviour contract agreement</b>	<p>A student is placed on Probation or issued with a Behaviour Contract, if attempts above (sanctions and other strategies) have not had a positive outcome in dealing with behaviour.</p>	<p>Parents contacted, meeting between the Head and parents occurs.</p> <p>Specific probation terms established.</p> <p>Review takes place every half term with the Head and Deputy Head Pastoral.</p>
<b>Suspension</b>	<p>Suspension can be as a result of the behaviours below, at the discretion of the Head:</p> <ul style="list-style-type: none"> <li>Racism or sexist remarks;</li> <li>Cheating in an examination;</li> <li>Bullying of any description (Including Peer on Peer abuse);</li> <li>Stealing;</li> <li>Smoking/Vaping</li> <li>Vandalism;</li> <li>Sustained Physical and Verbal abuse e.g. intimidation (ganging up or threatening).</li> </ul>	<p>Suspension or fixed-term exclusion from the School – likely minimum of one day, extending to 5 days.</p> <p>Suspension can be internal or external, decided on an individual case/student-by-student basis.</p> <p>Communication (letter or email) sent to parents from Head (or senior member of staff).</p> <p>The Head and or Deputy Head Pastoral will meet with the parents and student.</p>
<b>Exclusion</b>	<p>The behaviours below may result in this sanction:</p> <ul style="list-style-type: none"> <li>Serious misconduct or physical harm;</li> <li>Cheating in an external examination;</li> <li>Inappropriate sexual behaviour or language; (including Peer on Peer abuse)</li> <li>Violence towards a member of staff;</li> <li>Using drugs/alcohol</li> </ul>	Exclusion from the School at the Head's discretion.

	<ul style="list-style-type: none"> <li>• Supplying drugs to other students;</li> <li>• Repeated poor behaviour.</li> </ul>	
--	--	--

## **Appendix 2 Use of reasonable force**

1. Reasonable force may be used to prevent a student from doing or continuing to do any of the following:
  1. committing a criminal offence
  2. injuring themselves or others
  3. causing damage to property, including their own
  4. engaging in any behaviour prejudicial to good order and discipline at the School or among any of its students, whether that behaviour occurs in a classroom or elsewhere.
2. In these circumstances, force will be used for two main purposes: to control students or to restrain them. Reasonable force may be used, for example, to restrain a student at risk of harming themselves or another individual or to prevent a student leaving a classroom where allowing him / her to do so would risk his / her safety or lead to behaviour that disrupts the behaviour of others.
3. In addition, reasonable force may be used to conduct a search for "prohibited items" (see Appendix 3 below).
4. In deciding whether reasonable force is required, the needs of individual students will be considered, and reasonable adjustments will be made for students with special educational needs or disabilities.
5. Where reasonable force is used by a member of staff, the Designated Safeguarding Lead must be informed of the incident, and it will be recorded in writing. The student's parents will be informed about serious incidents involving the use of force.

## **Appendix 3 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 student's property as a disciplinary penalty where it is reasonable to do so. The School's policy on searching and confiscation has regard to guidance published by the Department for Education (DfE), *Screening, searching and confiscation* (February 2014, updated 2018).

## 1 Prohibited items

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. knives or weapons, alcohol, illegal drugs and stolen items
2. tobacco and cigarette papers, fireworks and pornographic images
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 student) and
  - c. any item banned by the School rules that are identified as being items which may be searched for.

2. The School has banned items that are reasonably believed to be likely to cause harm or disruption. Students must not have these items in their possession on school premises or at any time when they are in the lawful charge and control of the School (for example on a school trip).

## 2 Searching with consent

3. Before any search is undertaken the student will usually be asked to consent. In seeking consent, the age and maturity of the student will be taken into account together with any special needs the student may have. Written consent will not usually be required.
4. If a member of staff suspects that a student has an item that is banned by the School they can instruct the student to turn out his or her pockets or bag. If the student

refuses, disciplinary action may be taken in accordance with the School's Behaviour and Discipline Policy.

### 3 Searching for prohibited items

5. Where the Heads or an authorised member of staff have reasonable grounds to suspect that a student may have a prohibited item, consent is not required and the search will be carried out, using reasonable force where appropriate.
6. Searches will be carried out only on school premises or, if elsewhere, where the member of staff has lawful control or charge of the student, for example on a school trip or in training settings.
7. When students travel outside England on a school trip, they will be required as a condition of participating in the trip to confirm their consent in writing to any search that may be considered necessary by an authorised member of staff during the period in which students are outside England.
8. If it is believed that a student has a prohibited item, it may be appropriate for a member of staff to carry out:
  - 1.a search of outer clothing and / or
  - 2.a search of school property (e.g. students' lockers or desks) and / or
  - 3.a search of personal property (e.g. bag or pencil case).
9. Searches will be conducted in such a manner as to minimise embarrassment or distress. Any search of a student or their possessions will be carried out in the presence of the student and another member of staff. Where a student is searched, the searcher and the second member of staff present will be the same gender as the student.
10. 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 student of the opposite sex and / or in the absence of a witness.
11. Where the Head, or staff authorised by the Head, 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

12. Under the School's general power to discipline, a member of staff may confiscate, retain or dispose of a student's property as a disciplinary penalty where it is reasonable to do so.
13. 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 school discipline.

5 Searching electronic devices

14. 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 school rules, any data or files on the device may be searched and, where appropriate, data or files may be erased before the device is returned to its owner. Any 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 school rules.
15. 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 School discipline or criminal offence or hand it over to the police if the material is of such seriousness that police involvement is required.

6 Disposal of confiscated items

16. **Alcohol:** alcohol which has been confiscated will be destroyed.
17. **Controlled drugs:** controlled drugs will usually be delivered to the police as soon as possible. In exceptional circumstances and at the discretion of the Heads 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 student.
18. **Other substances:** substances which are not believed to be illegal drugs, but which are harmful or detrimental to good order and discipline (for example "legal highs") may be confiscated and destroyed. Where it is not clear whether or not the substance seized is an illegal drug, it will be treated as though it is illegal and disposed of as above.

19. **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. This is likely to apply to items of low value, such as pencil cases.
20. **Tobacco or cigarette papers:** tobacco or cigarette papers will be destroyed.
21. **Fireworks:** fireworks will not be returned to the student. They will be disposed of safely at the discretion of the Head or other authorised member of staff which may include donation to an appropriate charity.
22. **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 student has been abused, the School's Designated Safeguarding Lead will also be notified and will decide whether to make a referral to children's social care.
23. Other pornographic images will also be discussed with the School's 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.
24. **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.
25. **Weapons or items which are evidence of an offence:** such items will be passed to the police as soon as possible.
26. **An item banned under school rules:** such items may, at the discretion of the Head 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 school rules to disrupt teaching, the phone will be kept safely until the end of the school day when it can be claimed by its owner. If a student persists in using a mobile phone in breach of school rules, the phone will be confiscated and must be collected by a parent.
27. **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

school rules, including carrying out cyberbullying, the device will be confiscated and may be used as evidence in disciplinary proceedings. Once the proceedings have been concluded the device must be collected by a parent or carer and the student may be prohibited from bringing such a device onto school premises or on school trips. In serious cases, the device may be handed to the police for investigation.

## 7 Communication with parents

28. There is no legal requirement for the School 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. However, we will inform parents of any search that takes place and provide details of any items that have been found. In appropriate cases, we will consult parents on how the School should dispose of certain items.
29. We will keep a record of searches carried out which can be inspected by the parents of the student(s) involved subject to any restrictions under the Data Protection Act 1998. The record will include details of the disposal of items confiscated.
30. Complaints about searching or confiscation will be dealt with through the School's Complaints Procedure. A copy of the procedure is posted on the School website and hard copies are available on request.
31. The School will take reasonable care of any items confiscated from students. However, unless negligent or guilty of some other wrongdoing causing injury, loss or damage, the School does not accept responsibility for loss or damage to property.

Authorized by: Caroline Townshend (Head)

Approved by: Mark Bailey (Governor)

Date: September 2021

Review date: September 2022