

The Bicester School



THE BICESTER SCHOOL

Aspire and Achieve

Behaviour Policy

Date reviewed: October 2015 (revised March 2016)

Signed Headteacher:

A handwritten signature in black ink that reads "Tony Rushworth". The signature is written in a cursive style with a large initial 'T'.

CONTENTS

1. Introduction

2. Who to ask for support and advice

3. General misbehaviour in lessons

- General misbehaviour outside of lessons
- Lateness
- Truancy and absconding
- Students' food and drink intake

4. Litter

5. Items Restricted onsite and Misuse of Items

- Chewing gum
- Tobacco, alcohol and drugs ,e-cigarettes
- Mobile phones, MP3s etc

6. Theft

7. Damage to the property of the School, its staff or its students

- Violent conduct
- Weapons
- Verbal abuse of students or staff
- Malicious allegations against staff
- Sexual misconduct
- ICT misuse – see separate policy

8. Issues that originate outside of the School

- Bringing the School into disrepute
- Health and Safety
- Educational visits
- Our Police Community Liaison Officer

9. The Bicester School Uniform Expectations

10. Use of Reasonable Force

- What is reasonable force?
- Who can use reasonable force/When can reasonable force be used?
- Use of reasonable force
- Staff training
- Telling parents when reasonable force has been used on their child

11. Searching and Confiscation Policy

12. Who conducts student searches/Extent of the search

13. Dealing with electronic devices

Appendix 1

Stay Safe

- Introduction
- Philosophy
- Physical Safety
- On-line Safety
- Emotional/Psychological Safety

- **Introduction**

The Bicester School is committed to the academic achievement and emotional well-being of all our students. To provide an environment in which both these aspects are well catered for, we also need to ensure that all our staff are fully supported in performing their roles in a safe and productive atmosphere.

To help encourage positive behaviour, we use a range of rewards and sanctions. We have a rewards system that encompasses a variety of responses from house points to attendance prizes and certificates, and a sanctions system that may employ a short detention or restorative conversation at one end of the spectrum, while, in extreme circumstances, exclusions from the school may be used at the other end.

Where possible, the School tries to use 'restorative justice' approaches in order to help any misbehaving student actually learn from the incident. For example, if a student were to disrupt the starter activity to a lesson, they may then be asked to prepare a starter activity for the next lesson in order to help them better understand the effort and emotional investment in preparing such tasks.

Our emphasis when dealing with sanctions is to minimise the disruption to the learning experience of both the individual concerned and the rest of the school population. Wherever possible sanctions will be completed on the same day, however sometimes behaviour will result in formal internal exclusion which will be booked in advance or in an extended 1 hour SLT detention on a Friday. At times The Bicester School will *actively seek to keep students within school when their behaviour might otherwise warrant fixed term exclusion*, this is to reinforce the *importance we place on education and our desire to build strong and supportive relationships with students and families*.

- **Who to ask for support and advice**

We always wish to work in partnership with our parents on behaviour matters and use our House system and pastoral support staff to keep in close contact when issues arise. Beyond this (and regular progress reports), subject teachers will endeavour to contact parents/carers at least once every half-term to update them on their child's behaviour. Where necessary, more regular updates will be provided via the use of tutor reports/subject reports/etc.

As well as contacting us by phone, there is also the option of emailing the school via the school website or writing directly to school staff.

This policy is divided into sections to detail our responses to different situations.

- **General misbehaviour in lessons**

Staff use our 'Consequences' system to respond to students who are not meeting behaviour expectations during lessons. Students are reminded of our expectations through SLT led assemblies and tutor time.

C1 – Student given a gentle reminder. Name may be put on the board.

C2 – Student is further reminded and the student is asked to move seat.

C3 - Student is sent on "placement" as directed within individual departments. Student is given work to complete. Student is asked to attend a 25 min detention with Assistant Head Teacher – Pastoral and KS3/KS4 Pastoral Leaders. During the detention restorative conversations between the student and subject teacher are encouraged.

C4 - Student is removed from the lesson following a serious incident.

Following a C4 the subject teacher, Head of Department, KS3/KS4 Pastoral Leaders and Assistant Head Teacher – Pastoral will decide the most appropriate cause of action. This will

automatically include a call home to parents and issuing a behaviour report (either Blue Tutor Report, Yellow Department Report or Red SLT report)

The Isolation Room – To further support the behaviour system we have an isolation room which is supervised by senior staff for any student we feel has failed to make a significant change in their attitudes to learning. Students arrive to school as normal and any mobile devices handed in to the supervising staff. Students follow work as set by their subject teacher for the timetabled day. The supervising staff will determine at the end of each session whether the student has “passed” or failed”. At the end of P4 it will then be decided if the student can leave as normal or have an additional fifth isolated period. All students who are isolated will be issued with a Red SLT report the following day. In all cases details are recorded in the School’s behaviour log.

The Bicester School recognises that some students make the wrong choices and our behaviour system gives every opportunity for students to self-evaluate and correct their behaviour.

- **General misbehaviour outside of lessons**

The staff member dealing with any misbehaviour on the Bicester School site outside of lessons will use our ‘Consequences’ system to decide on the appropriate response. This may involve referral to the form tutor, KS3/KS4 Pastoral Leader or Pastoral Managers for a decision as to the appropriate sanction.

- **Lateness**

The Bicester School recognises the importance of excellent attendance and punctuality. Form tutors monitor attendance and punctuality closely using the “Attendance tracker” as a tool for making students responsible for their own actions.

Students who are late to lessons will be dealt with by the lesson teacher. This will involve logging details into the behaviour log. Where attendance and punctuality becomes an issue, parents are called and the student will go onto a Blue Tutor report. Where attendance and punctuality becomes a considerable concern the Pastoral and Welfare team intervene.

- **Truancy and absconding**

Any students who truant, or abscond from a lesson will automatically be put into an SLT detention on the Friday of that week. Truancy is dealt with as extremely serious as every lesson missed has serious implications for the individual success of the student concerned. Parents will be informed immediately. Students who are not in normal timetabled lessons or in an alternative provision as directed by the school then we cannot account for their whereabouts or wellbeing.

- **Students’ food and drink intake**

Energy drinks are not allowed in the School. These will be confiscated and parents informed. The reason for this is that their high sugar levels are not only unhealthy but can also lead to ‘hyper’ behaviour from students after consuming these. As such, we are keen to prevent whatever behaviour problems we can, so the banning of such items is very much in the students’ best interests.

Similarly, we consider eating of sweets and chocolate to be an aspect of students’ diet that can have an impact on their behaviour. As such, if we have any concerns in this regard, then we will contact parents to discuss the way forward.

Water is allowed to be drunk in lessons (aside from when working directly at a computer or in a science lab) – with the teacher’s permission.

- **Litter**

Students who are caught littering or causing a mess at canteen tables may be given litter-picking/site cleaning duties as a sanction.

- **Items Restricted on Site and Misuse of Items**

- **Chewing gum**

No student is allowed to bring or consume chewing gum on the school site. Students who are dealt with for chewing gum will be sanctioned by detention duties that may involve scraping chewing gum off surfaces, or other appropriate Bicester School site cleaning/maintenance tasks.

- **Tobacco, alcohol, drugs and e-cigarettes**

Tobacco, Alcohol, Illegal Drugs or items associated with their consumption of these and e-cigarettes are strictly prohibited on the Bicester School site. These will be confiscated, parents (and Police if appropriate) informed and the items disposed of. The Governors and Headteacher regard the consumption of Alcohol, Illegal Drugs, Tobacco and e-cigarettes on site as a serious matter. Students involved will be sanctioned accordingly, up to and including exclusion (possibly permanent) where deemed appropriate by the Headteacher.

Repeat offenders may be subject to sanctions of increasing severity.

- **Mobile phones, mp3s, iPads etc.**

Mobile phones are not allowed out in lessons. If a student has their phone out, then the teacher will give a strong verbal warning and if there is a repetition they will confiscate it until the end of the day. Students are responsible for their phones, but can hand them in to student reception for safeguarding during the day.

Mp3s and game consoles etc. are not needed in the School and should not be brought in as they are targets for theft.

Any students who misuse their mobile phone (e.g. no filming/photographing is allowed, and threatening or sexually inappropriate texts are obviously banned) may be instructed to hand their phone in to student reception every morning on arrival for a time period agreed with parents/carers

- **Theft**

Any students who are adjudged to have stolen anything from the School or fellow students will be sanctioned accordingly (up to and including exclusion), and the police will be informed where appropriate.

- **Damage to the property of The Bicester School, its staff or its students**

Any students involved in damage to the property (including the site) of the Bicester School, its staff or its students will be sanctioned accordingly (this may involve 'community service' around the School but could also include an exclusion). The students' parents may also be informed of the cost involved and invited to contribute to/cover this cost.

- **Violent conduct**

Any students who are violent will be dealt with accordingly depending on the seriousness of the incident. Some time out of mainstream lesson circulation (including breaks/lunchtimes) is likely and an exclusion may also be considered. This can result in a permanent exclusion if the Head teacher decides this is necessary.

Any students who are deemed to have been inciting violence will also be dealt with seriously. As will any students who film/photograph violent incidents.

- **Weapons**

Any student who brings an offensive weapon on site is likely to be excluded – the Headteacher will decide if the exclusion will be permanent.

- **Verbal abuse of students or staff**

Students showing respect towards others at all times is crucial for the smooth running and happy atmosphere of The Bicester School. Any students who verbally abuse other students or staff will be dealt with accordingly, with decisions regarding exclusion made by the Headteacher if the situation is suitably serious.

- **Malicious allegations against staff**

In the event of a student claiming that a staff member has behaved improperly, and that claim subsequently adjudged to be unfounded, the student in question will be subject to an appropriate sanction. This sanction may include an exclusion if the Headteacher decides that the incident warrants this. In the most serious cases, this exclusion could be permanent.

- **Sexual misconduct**

Inappropriate sexual comments between students and/or to staff are obviously not allowed and will be dealt with accordingly. This includes comments via texts or internet social network sites that impact on students' lives within the School. Students are not allowed to kiss and cuddle their boyfriends/girlfriends on the School site as this can cause embarrassment to bystanders (particularly younger students), and runs contrary to the purposeful, working atmosphere we wish to maintain around the School.

- **ICT misuse**

Any students who use School PCs to access banned sites (such as pornography, games and inappropriate YouTube videos) will have their ICT usage withdrawn for a set period and parents informed. There may also be additional sanctions as appropriate. Any students who use ICT access for communications that are offensive to others will also be sanctioned. Students who use other students' accounts, or who hack into the School's systems are likely to be dealt with through time in our Internal Exclusion Room, or through an exclusion.

- **Issues that originate outside of the School**

Any issues that arise within the School that have stemmed from comments on social network sites or texts (or indeed any interactions/communications that occur offsite) will be dealt with in conjunction with parents/carers. Our police liaison officer may be involved as appropriate.

- **Bringing the School into disrepute**

Poor behaviour on the way to and from the School will be sanctioned accordingly. In particular, damage to property, theft, verbal abuse, and violent conduct will be dealt with very seriously (see above sections for details). The School may also respond to incidents which occur beyond the journeys to and from the School site if it is deemed appropriate to do so. Any incidents which take place during work experience will also be sanctioned accordingly, up to and including fixed term or permanent exclusion if necessary.

- **Health and safety**

Beyond the behaviours already outlined (such as violent conduct) at times, students may have to be dealt with due to them behaving in a manner which endangers themselves or others (possibly through actions that are more foolhardy than malicious). Such behaviour will be responded to and sanctions utilised as appropriate.

- **Educational visits**

If a student misbehaves whilst on an educational visit, then they will be dealt with very seriously and their place on any future visits will be jeopardised. In extreme cases, the student's parents/carers may be contacted to collect their child in order for the trip to continue without the risk that this student's behaviour presents.

Trip Leaders have to complete Risk Assessment paperwork before trips can take place. As such, students may be refused a place on an educational visit if the Trip Leader is not confident that the student's behaviour will meet expectations.

- **Our Police Community Liaison Officer**

We have PC Paul Newman assigned to the School as our Community Liaison Officer. We work closely with PC Newman to ensure that our students, parents/carers and staff benefit from the knowledge and expertise that they can provide.

9. The Bicester school Uniform Expectations

UNIFORM SUMMARY

ITEM	BOYS	GIRLS
Badged blazer BLACK	Compulsory for Year 7. <i>(Optional for Years 8 -11 for September 2015).</i>	
Badged jumper NAVY BLUE	Compulsory for all students. <i>(Free School Meals students will have one badged jumper purchased for them by the school).</i>	
Clip-on tie BURGUNDY	Compulsory for all boys. (A single clip-on tie will be purchased for each boy for September 2015).	Optional for all girls. <i>(A single clip-on tie will be purchased for each girl for September 2015, where one is requested).</i>
Formal shirt / reverse blouse WHITE	Compulsory formal white shirt.	Compulsory formal white shirt with tie OR, Compulsory formal reverse blouse without tie.
Formal trousers / formal knee length skirt BLACK	Compulsory formal black school or office-ready trousers.	Compulsory formal black school or office-ready trousers OR, Compulsory formal black knee length skirt.
<i>Casual trousers, such as jeans, leggings, cords are not acceptable.</i>		
Formal shoes BLACK	Formal black shoes.	
Plain outdoor coats will be allowed, but no hoodies or non-school jumpers are to be worn over uniform.		

Hair:

Hairstyles should be sensible. This means no 'pattern cuts', shaved or excessively coloured hair. Nor are other inappropriate styles allowed. Any hair clips, etc. should be simple and plainly coloured.

Make-up:

No make-up is allowed. Students will be instructed to wash or wipe off obvious make-up such as eye make-up, blusher and coloured lipstick. Each classroom and staff base has packs of wipes to assist with this. Nail varnish and fake nails are not allowed.

If there is a Problem:

If for any reason a student is unable to wear full uniform, they should gain permission from their Tutor, KS3/KS4 Leader or member of SLT. An explanatory letter from parents/carers must be brought to the School on the day. If this requirement is not met, then the student's parents may be contacted to bring the missing uniform item to the School, or authorise the student to return home

to collect it. We have a very limited stock of spare uniform but this is obviously only a short term fix. It is our expectancy that all students of the Bicester School adhere to our uniform policy.

Full uniform should be present on entering and leaving the School site. Staff on duty before and after school will challenge any students breaching these rules on the School site. Repeat offenders will have a letter sent home explaining the issue and it will be expected that it is corrected as soon as possible.

10. Use of Reasonable Force

• What is reasonable force?

The term 'reasonable force' covers the broad range of actions used by most teachers at some point in their career that involve a degree of physical contact with students.

- 1) Force is usually used either to control or restrain. This can range from guiding a student to safety by the arm through to more extreme circumstances such as breaking up a fight or where a student needs to be restrained to prevent violence or injury.
- 2) 'Reasonable in the circumstances' means using no more force than is needed. Minimal force for minimal time.
- 3) As mentioned above, schools generally use force to control students and to restrain them. Control means either passive physical contact, such as standing between students or blocking a student's path, or active physical contact such as leading a student by the arm out of a classroom.
- 4) Restraint means to hold back physically or to bring a student under control. It is typically used in more extreme circumstances, for example when two students are fighting and refuse to separate without physical intervention.
- 5) School staff should always try to avoid acting in a way that might cause injury, but in extreme cases it may not always be possible to avoid injuring the student.

Who can use reasonable force?

- 1) All members of school staff have a legal power to use reasonable force. (Section 93, Education and Inspections Act 2006)
- 2) This power applies to any member of staff at the school. It can also apply to people whom the head teacher has temporarily put in charge of students such as unpaid volunteers or parents accompanying students on a school organised visit.

When can reasonable force be used?

- 1) Reasonable force can be used to prevent students from hurting themselves or others, from damaging property or from causing disorder.
- 2) In a school, force is used for two main purposes – to control students or to restrain them.
- 3) 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.
- 4) The following list is not exhaustive but provides some examples of situations where reasonable force can and cannot be used.

Use of Reasonable Force

As stated in government legislation (Education Act 1996 & Education and Inspections Act 2006): School staff have a legal power to use force and lawful use of the power will provide a defence to any related criminal prosecution or other legal action. Instruction to do so;

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

In deciding what is a serious enough incident to require a physical intervention, staff should use their professional judgement and consider the:

- Student's behaviour and level of risk presented at the time of the incident;
- Degree of force used;
- Effect on the student or member of staff; and
- The child's build and age

It is also our legal duty to make reasonable adjustments for disabled children and children with special educational needs (SEN). As such, our SEN staff should always be consulted if there is an incident involving an SEND student.

Legally, we do not require parental consent to use force on a student.

Staff training

We have several training sessions per year, where staff get to practise safe student handling techniques and be reminded of key aspects such as:

- the legal situation regarding use of reasonable force;

- the ideal phrases to use when required to use such force;
- the calm voice and manner that helps these situations be resolved more easily.

Telling parents when force has been used on their child

Parents/carers will be informed that day if force has been used on their child. Staff are required to complete a physical intervention form that gives detail on the exact circumstances of the incident.

11. Searching and Confiscation Policy

Power to search students without consent

In addition to the general power to use reasonable force described above, head teachers and authorised staff can use such force as is reasonable given the circumstances to conduct a search for the following “prohibited items” (Section 550ZB(5) of the Education Act 1996):

- illegal drugs
- injury or damage to property.
- Force will not be used to search for items banned under the school rules.
- School staff can seize any prohibited item found as a result of a search. They can also seize any item, however found, which they consider harmful or detrimental to school discipline.
- Beyond the above, staff can search a student for any item if the student agrees.
- Schools are not required to have formal written consent from the student for this sort of search – it is enough for the teacher to ask the student to turn out his or her pockets or if the teacher can look in the student’s bag or locker and for the student to agree.
- If a member of staff suspects a student has a banned item in his/her possession, they can instruct the student to turn out his or her pockets or bag and if the student refuses, the teacher can apply an appropriate punishment such as a detention, or consult the Assistant Headteacher for Behaviour about Internal Exclusion time. If the member of staff suspects that the student may have an item that features on the aforementioned list of ‘prohibited items’, then reasonable force may be used to search the student.

In addition to the ‘prohibited items’ above, we may also search students for excessive sweets, drinks, etc. that we believe may have been shoplifted and/or intended to sell to students on the School site.

We may also search for aerosols (not allowed as these can cause asthma attacks), laser pens, and other items that we suspect have been/may be used to cause disruption in lessons (e.g handheld noise emitters).

12. Who conducts student searches/Extent of the search

The staff member must be the same sex as the student being searched; and there must be a witness (also a staff member) and, if at all possible, they will be the same sex as the student being searched.

There is a limited exception to this rule. A staff member can carry out a search of a student of the opposite sex to him/her and without a witness present, but only where he/she reasonably believes that there is a risk that serious harm will be caused to a person if the search is not conducted immediately and where it is not reasonably practicable to summon another member of staff.

When can students be searched?

1. If staff have reasonable grounds for suspecting that a student is in possession of a prohibited item.
2. Staff can only undertake a search without consent if they have reasonable grounds for suspecting that a student may have in his or her possession a prohibited item. The staff member must decide in each particular case what constitutes reasonable grounds for

suspicion. For example, they may have heard other students talking about the item or they might notice a student behaving in a way that causes them to be suspicious.

3. Searches without consent can only be carried out on the school premises or, if elsewhere, where the member of staff has lawful control or charge of the student, for example on school trips in England or in training settings.

4. Government legislation allows school staff to search regardless of whether the student is found after the search to have that item. This includes circumstances where staff suspect a student of having items such as illegal drugs or stolen property which are later found not to be illegal or stolen.

Extent of the search – clothes, possessions, desks and lockers

The person conducting the search may not require the student to remove any clothing other than outer clothing.

Outer clothing means clothing that is not worn next to the skin or immediately over a garment that is being worn as underwear but outer clothing includes hats; shoes; boots; gloves and scarves.

'Possessions' means any goods over which the student has or appears to have control – this includes desks, lockers and bags.

A student's possessions can only be searched in the presence of the student and another member of staff, except where there is a risk that serious harm will be caused to a person if the search is not conducted immediately and where it is not reasonably practicable to summon another member of staff.

The power to search without consent enables a personal search, involving removal of outer clothing and searching of pockets; but not an intimate search going further than that, which only a person with more extensive powers (e.g. a police officer) can do.

It is a condition of having a School locker that the student consents to have these searched for any item whether or not the student is present.

Confiscated Items

Schools' general power to discipline, as set out in Section 91 of the Education and Inspections Act

2006, enables a member of staff to confiscate, retain or dispose of a student's property as a disciplinary penalty, where reasonable to do so.

1. Weapons or other offensive items will be passed on to the police;
2. Smoking materials will be thrown away;
3. Inappropriate images will usually be destroyed after parents/carers have noted the seriousness of the particular images involved, however, in extreme cases, these will be passed on to the police;
4. Stimulants or 'legal high' substances will be thrown away;
5. Disruptive toys etc. will be kept until a parent collects. Any remaining at each half-term break will be thrown away;
6. Aerosol cans may be handed back to the student at the end of the day or retained until parent collection, dependent upon the student's response to being reminded why these items aren't allowed in the School;
7. Mobile phones confiscated can usually be collected by the student at the end of the day, unless an alternative arrangement has been agreed with parents/carers;
8. Items resulting in personal injury or damage to property will be retained for parent collection, or destroyed, or passed on to the police as appropriate.

13. Dealing with electronic devices

If an electronic device is suspected of being used for cyber-bullying, or may have evidence of a breach of School rules on it (e.g. a video of a fight), then that electronic device may be confiscated.

The confiscated electronic device may be examined for data or files if the staff member thinks there is a good reason to do so. Following an examination, if the staff member has decided to return the device to the owner, or to retain or dispose of it, they may erase any data or files, if they think there is a good reason to do so.

In determining a 'good reason' to examine or erase the data or files the staff member must reasonably suspect that the data or file on the device in question has been, or could be, used to cause harm, to disrupt teaching or break the school rules.

If inappropriate material is found on the device, the staff member will refer the matter to the School Leadership Team to decide whether they should delete that material, retain it as evidence (of a criminal offence or a breach of school discipline) or whether the material is of such seriousness that it requires the involvement of the police.

Where alcohol, illegal drugs or potentially harmful substances are found, the School will inform the individual student's parents/carers as soon as possible.

With regard to confiscation, all staff have a defence to any complaint or other action brought against them. The law protects members of staff from liability in any proceedings brought against them for any loss of, or damage to, any item they have confiscated, provided they acted lawfully.

Appendix 1

Stay Safe Policy

The Bicester School promotes a safe learning environment where everyone feels able to enjoy and achieve and where success is recognised and rewarded. We aim to keep all students safe and educate them to make good choices about their own safety on the School site and beyond. Students who feel safe are able to achieve and enjoy.

Philosophy:

We believe that for everyone to benefit from our learning community, The Bicester School should be a place where students, staff, families and other visitors are made to feel welcome and comfortable and where everyone is treated with respect in an atmosphere free from intimidation.

We believe that all young people have the right to protection from harm, neglect and abuse and that their wellbeing is of paramount importance. The Bicester School aims to ensure good relationships between, and good behaviour towards, all members of its community and that learning and personal development takes place in a climate of trust, safety and confidence.

We believe that all members of our community need to work together to identify, manage and eradicate any threat to safety. These threats may be physical, emotional and/or psychological. Our work as a school includes directly teaching young people how to ensure their own safety and that of others.

The School has adopted a House system and Vertical Tutor groups in order to promote community cohesion, and to increase student awareness of the needs of others. Healthy competition between the Houses uses a system of rewards which aims to motivate and encourage students as well as helping to build individual self-confidence and self-esteem.

The Bicester School values everyone's unique contribution to our community. Everyone has a responsibility for safeguarding and promoting the wellbeing of all students and all staff have a duty of care, to ensure our students are aware of their contribution to creating a safe environment and to protect them from harm.

The School works in partnership with outside agencies to educate students about how to keep themselves safe, and to ensure they are supported in making effective choices. Learning Schemes across the School document the areas where students are made aware of risks and/or hazards and how to keep themselves safe while learning.

Physical Safety:

The School site is a designated place of safety in law. To ensure the security of this site the following actions are undertaken:

- One single point of access/egress from the secure part of the site – supervised by staff before and after school, locked at other times
- All visitors to the site are required to sign in at School Reception, to wear a Visitor badge and be accompanied by a member of staff at all times
- The site team maintain the safety of the site and ensure that students, staff and visitors are protected from any hazards
- A rigorous approach is taken to the reporting, resolution and monitoring of any Health & Safety concerns
- Movement within buildings and around the site is governed through simple rules (eg. Walk on the Left)
- Staff have a duty to monitor corridors and public areas during lesson change times
- CCTV is installed throughout the site and monitored by the ICT technicians and SLT.
- One interview room is fully equipped with CCTV and audio recording to ensure safety of staff and visitors
- The remodelling of Reception (Summer 2012) has ensured controlled access to the site throughout the school day
- Every classroom displays emergency evacuation directions, Always/Never rules, and Safe on Site information detailing staff duty points out of lesson time
- Students practise evacuation drill early in Term 1 at least twice more during the academic year
- All members of our community have clear guidance on the reporting of physical dangers and/or whistleblowing with regard to any physical intimidation (see Stay Safe Protocols – July 2012)
- Students are only released from direct teacher supervision during lesson times on rare occasions. Such students always carry an Out of Class card, and will be challenged by any adult they come across while out of lesson
- Activities within and beyond the curriculum are accurately risk assessed and measures taken to reduce risk to lowest possible levels before activities take place. Faculties hold records of their own risk assessments. All trips and visits are standardised by the EVO.
- Students with current injuries that restrict their movement around the site or present a potential hazard due to further injury are monitored and provided with alternative venues for learning.

On-line Safety:

Students, staff and other stakeholders spend increasing amounts of time on-line and teaching all members of our community how to stay safe on-line is an important element of our work. While we allow students to bring mobile devices into School we must ensure that they are aware of how to use this positively to enhance their learning and not to cause harm or humiliation to others.

Students and staff must also be kept safe while working on the School's ICT network, and educated as to how to report concerns. To achieve these aims the following actions are employed:

- Clear notice of responsibility for actions on School network displayed at log-in to network on all pc's and access points
- Monitoring of School ICT network by technician team
- Programme of education for all students on Staying Safe on-line provided through assemblies, tutor time activities and within lessons as appropriate
- References and documents shared on School website re staying safe on-line
- Support from outside agencies including Brent Jackson, Thames Valley Police School Liaison Officer
- Parent/Carer information on School website, in leaflet form in Reception, delivered through interest/briefing sessions and in individual meetings with students and parents

Any student using the School ICT networks, or mobile devices while on the School site to cause harm or humiliation to another person is contravening our Never rule: "We never abuse or intimidate others". As such appropriate sanctions/strategies will be employed to follow up such incidents in line with our Behaviour Policy and Behaviour Management Protocols.

Emotional/Psychological Safety:

In order for all students to make effective progress in their learning, and for members of staff and/or visitors to fulfil their duties we need to operate in a calm and safe emotional and psychological environment. This environment should run in an orderly manner with all members of the community treated with dignity and respect. This environment needs to enable students and staff to take risks to promote and further learning.

To support the creation of an emotionally and psychologically safe environment the following measures are in place:

- "Always/Never" rules posted in every classroom
- Behaviour Checklist in place each lesson to ensure adults support emotional safety needs
- Safe on Site information, reviews and assemblies focus on emotional/psychological factors as well as physical
- Adults model positive language and communication in delivering messages to students
- Classrooms are designated "no put-down" zones and equality of opportunity promoted in every lesson
- Restorative approaches are used by the Access Team to address persistent cases and ensure community members are aware of the impact of their actions
- Our Bodyzone provision focuses on Emotional/Psychological needs and well-being in addition to health and sexual health
- Students clear on which adults are available to support them at any time in the School day, and the actions likely to follow
- Parents/Carers provided with contact details (telephone and personal email) for form tutors, and for other key workers from the Access Team as they are assigned/engaged with students and/or families

- Student Peer Mentors are identified, trained, monitored and supervised to support vulnerable students as part of the House System
- Daily provision of drop-in sessions at break and lunchtime including Youth Workers, Early Intervention Hub team, Student Welfare Team and Bodyzone (School Nurses)
- House and Year Group Assembly programme has Stay Safe theme six times a year and promotes support available within and beyond the School
- School Handbook (Code of Conduct) and Dignity at Work Policy in place to ensure all members of staff work in a supportive and dignified environment
- Regular meetings of Trade Unions Group to support effective communication across the staff
- Student Leadership Team, House Councils and Tutor Group Representatives meet on calendared basis to contribute to whole school developments and the Stay Safe agenda in particular
- Protection from Bullying as described in the Anti-Bullying Policy