



# Coopersale Hall School

## Behaviour Policy

### Main School and EYFS

We believe that the key to high standards of behaviour comes from:

- the quality of the relationships between pupils and staff, which are based on mutual respect;
- the clear expectations we set within and outside the classroom and which we reinforce continuously;
- providing stimulating lessons matched to the needs and learning styles of our individual pupils and generally living out our School aims and values.

We are mindful of the fact that some pupils may have behavioural issues arising from special educational needs or disabilities. All pupils are treated equally in accordance with the Equalities Act 2010. The school will make reasonable adjustments to avoid putting any pupils with special educational needs or disabilities (SEND) at a substantial disadvantage

Where behavioural issues give rise to concern that a pupil is, or may be likely to, suffer significant harm these will be considered in the light of the Safeguarding Policies. Each member of staff is expected to ensure the consistent application of this policy throughout the School and to follow the correct procedures by adhering to the guidance provided.

#### **Aims**

At Coopersale Hall School the pupils, teachers, support staff, volunteers and the Principal aim to create a safe and well-ordered learning environment in which we:

- Recognise and develop our capabilities, talents and gifts to the full
- Are confident, caring and responsible members of our School Family
- Take pride in our own and others' achievements through our affirmative culture
- Aim to be independent learners with a passion for learning
- Recognise that behaviour can be changed and share a genuine desire to improve
- Understand that learning and social development are lifelong experiences

#### **Behaviour Code**

This School defines acceptable behaviour as that which promotes courtesy, co-operation and consideration towards others by all members of the school community in terms of relationships between students, between students and teachers or other school staff or between students and visitors or other persons within the school premises or outside.

The School identifies name calling, verbal abuse, anti-social behaviour, vandalism, threatening language or behaviour, extremism, intimidation, physical abuse, bullying and harassment (including racist, sexist and homophobic abuse) as examples of unacceptable behaviour. The school also includes any behaviour that disrupts or hinders learning taking place in the classroom or beyond as unacceptable.

The School communicates regularly the standards of acceptable and unacceptable behaviour to students, parents and carers through its ethos and culture, newsletters, individual letters, assemblies and PSHE lessons.

The School communicates the standards of acceptable and unacceptable behaviour to staff through the staff training programmes.

At Coopersale Hall we all work together and to make our School a safe, pleasant and dynamic place.

Pupils should:

- Take seriously their responsibility as members of a community which values each individual
- Value all the learning opportunities provided in school
- Take responsibility for their actions
- Treat people as they would like to be treated by others
- Share concerns, responsibility and be a 'telling' school
- Be polite to all members of the school community
- Respect other people and the school environment
- Behave well in all areas in and around the School
- Be the best that they can be
- Be supportive members of the school community
- Take pride in their appearance
- Always place litter in the bins.

Our expectations are for pupils to:

- Behave and move around the site in a quiet and responsible manner
- Bring the correct equipment, books and diary to School every day
- Take care of school books, equipment and the environment in which they work
- Take pride in their work and always do their best
- Be punctual to School and to all lessons
- Aim for 100% attendance
- Behave in a manner that allows teachers to teach and students to learn
- Participate in personal learning and extra-curricular activities provided by the School.

### **Code of Conduct for Pupils**

- We look after everyone and everything in our school.
- We behave well, following School Rules.
- We keep ourselves and the School clean and tidy.
- We always do our best.

### **Rewards System**

All children are encouraged to practise good behaviour by operating a system of praise and rewards such as:

- Merit certificates and stickers are awarded to individual children in Reception to Year 6 for academic and non-academic achievements, for effort and for being caring, and for all aspects of good work and behaviour. These are awarded on a weekly basis, and presented by the Headmistress in assembly.
- Headmistress's special awards, including the Hot Chocolate award, for exceptional work, progress or behaviour may be awarded to all pupils from LK to Year 6.
- SLT special awards include an invite to a special Kindness Lunch for being caught in the act of being kind and treating other children with respect without anyone watching.
- Incentive stickers are available for everyone. In addition, each class teacher/key worker gives verbal or written praise as often as possible.
- Children are encouraged to display their achievements in assemblies, in concerts and through class and school display areas around the School.
- Individual house points awarded by all teaching staff for children meeting personal targets, excelling in a specific skill or delivering work above the expected level.

At the School's annual Prize Giving, pupils in Key Stages 1 to 3 are presented with awards for achievement and progress in curriculum subjects and for contributions to the School. The Early Years also hold a Celebration of the Year in which certificates are awarded for progress and effort.

### **The House System**

Across the school the pupils are placed in one of four houses. Individual points gained are counted as house points and a trophy is presented termly to the winning house. We promote pride in the House System through a range of house events, e.g. athletics, swimming, house quizzes and competitions.

We aim to enhance the behaviour of our pupils by giving them responsibility and privileges matched to their age. Older children take on the responsibility of team captains and prefects and are in a position of setting an example to the younger children.

### **Good to be Green**

Our 'It's Good to be Green' behaviour scheme provides an effective way to promote positive behaviour in the classroom. It allows for recognition for pupils who behave appropriately while keeping track of pupils who find it harder to meet the school's behaviour code. It is a fair and consistent approach and ensures that pupils know the rules and behaviour expected of them across the school regardless of what classroom they are in and who is teaching or supervising them.

Each case is treated individually. Generally, children are made aware that they are responsible for their own actions and that breaking rules will lead to punishments. Sensitivity will be shown when dealing with children with SEND, where this affects their behaviour and alternative strategies may be used, in consultation with the school SENDCo.

The school uses the Behaviour Consequences Ladder below to ensure clarity and fairness when dealing with instances of poor behaviour.

### **Smoking, Alcohol and Drugs**

It is forbidden to bring cigarettes, lighters, alcohol, Nitrous Oxide ('Laughing Gas'/'Hippy Crack') canisters or any form of drug (other than prescribed medication and asthma inhalers) onto school property. All medicines must be given to the School Office for safe storage.

Any student found to be in possession of tobacco, alcohol, Nitrous Oxide ('Laughing Gas'/'Hippy Crack') or any illegal substance whilst at school, on the journey to or from school, or at any time whilst under the School's jurisdiction (eg a school trip) shall be subject to action under this Behaviour Policy. This could mean fixed or permanent exclusion from the school. Staff should follow the procedures as set out in the Substance Misuse Policy.

### **E-Cigarettes and Vaping**

Vaping is the act of inhaling a vapour produced by an electronic vaporizer or e-cigarette. The vapour can contain nicotine, caffeine and other toxic chemicals or carcinogens used to create the flavour. The liquids that are vaporized come in a wide variety of flavours, such as bubble gum, vanilla and fruit. E-cigarettes can also be used to vaporize cannabis oil or melt highly concentrated "dabs," a crystallized form of hashish. These products eliminate the odour typically produced by burning marijuana, which makes it difficult to detect the use of this illegal substance.

Parents should be aware that it is illegal for young people under 18 to be sold vaping products, which mirrors the sale of cigarettes.

Any student found to be in possession of e-cigarettes or associated products whilst at school shall be subject to action under this Behaviour Policy. This could mean fixed or permanent exclusion from the school. Staff should follow the procedures as set out in the Substance Misuse Policy.

## **Offensive Weapons**

It is illegal to carry knives or other offensive weapons on and around school premises. The School recognises that the presence of weapons, or items that could potentially be offensive weapons, in the School would not only create unacceptable risks of bullying, injury or death, but also create a climate that undermines the educational purposes of the School.

The school forbids the possession, custody and use of weapons by unauthorised persons in, on, or around the school premises and during school activities.

These rules apply at all times except where an item, which could potentially be an offensive weapon, is issued to a student by a member of staff at the School, or is required by the School, for the purposes of teaching and learning, as necessary, for the delivery of the curriculum. Misuse of such items will be dealt with as though possession is not authorised.

The school interprets a “weapon” as being:

- a firearm of any description, including starting pistols, air guns and any type of replica or toy gun
- knives, including all variations of bladed objects, such as pocket knives, craft knives, scissors etc
- explosives, including fireworks, aerosol sprays, lighters, matches
- laser pens or other objects, even if manufactured for a non-violent purpose but has a potentially violent use such as keeping or carrying the object for use, or threat of use, as a weapon.

Any student found to be in possession of an offensive weapon shall be subject to action under this Behaviour Policy. This could mean fixed or permanent exclusion from the school. Staff should contact the Police and follow the procedures as set out in the Offensive Weapons Policy.

## **Sexting**

Sexting generally refers to the sending of sexually explicit images via text, email or through social networking sites. For example, this could be a picture of a boy exposing himself or a young woman in a state of undress.

There could be many reasons why young people would want to take these sorts of pictures and send them to someone else. It could be that two young people who are in a relationship want to prove their love or commitment to each other; it could be that someone is looking to start a relationship with someone else or it could be that they simply want to show off. Young people may also call it ‘Cybersex’ or sending a ‘nude’ or ‘selfie’. ‘Sexting’ is often seen as flirting by children and young people who feel that [it's a part of normal life](#).

Sexual photographic images of children under 18 are illegal. These are not child pornography pictures as some sites refer to them - they would be classed as child abuse.

If there is a case of sexting in school, the Designated Safeguarding Lead should follow the procedure as defined in Section I of the school’s Safeguarding Policy. It may be necessary to temporarily exclude a pupil (or pupils) from the school pending an investigation into the circumstances surrounding the sexting and the impact of the sexting on members of the school community. This would also give the school the time to ascertain how widespread the sexting has been shared.

Cases when a pupil shares indecent, naked or explicit photographs or videos of another pupil with others are referred to as ‘peer-on-peer’ abuse. Here, the Designated Safeguarding Lead should follow the procedure as defined in Section B of the school’s Safeguarding Policy and contact the Local Authority Designated Officer. It may also be appropriate to contact the police as the actions may be illegal.

Where peer-on-peer abuse happens within the school community, it is likely that a temporary or permanent exclusion will follow in line with the school’s Exclusion Policy.

### **Sexual Contact at School (by willing parties)**

The school operates a strict no-sexual contact policy at all times when at school, no matter how secluded or hidden from others, for pupils of all ages. This includes the following:

- Kissing
- Stroking
- Intimate sexual contact involving the touching of another's genitals
- Other sexual activity, including sexual intercourse.

In cases such as these, the school is likely to contact the parents and it is likely to follow the Exclusion Policy for a breach of the expected and appropriate behaviour.

### **Appearance**

- At all times students must dress in a manner which is appropriate to the high standards expected of members of the school community. Personal appearance should not distract any student from concentrating fully on their studies.
- Dress should be neat and clean, in good repair, and not excessively revealing. Torn jeans, bare feet, flip-flops and clothing with crude or offensive slogans are not permitted.
- Chewing gum is not allowed.

### **Personal Property**

- Students are advised not to bring valuable electronic items to school unless pre-agreed with the School; if they choose to do so, the school accepts no responsibility for their safe keeping.
- Theft, borrowing without prior permission, or otherwise interfering or deliberately damaging the property of the school or other members of the community, are forbidden.

### **General Well-being and Safety of Pupils**

- The possession at school of any sort of weapon is forbidden.
- When the School is in loco parentis, whether during the school day or on any recognised School trip, sexual activities as well as open displays of physical affection are forbidden.
- Dangerous items, for example lighters and fireworks, must not be brought to school.
- Fire drills are conducted regularly. Students receive instruction on the relevant procedures on each site. On hearing the fire bell, students, accompanied by their teachers, must proceed quickly and quietly to the designated area on each site.

### **Bullying**

The School has a zero-tolerance approach to bullying and is committed to responding swiftly and effectively to any bullying concern by:

- demonstrating that the school takes bullying seriously and that it will not be tolerated.
- taking measures to prevent all forms of bullying in the school and on off-site activities.
- demonstrating to all that the safety and happiness of pupils is enhanced by dealing positively with bullying.
- supporting everyone in the actions to identify and protect those who may be bullied.
- educating our staff, pupils and parents about safe behaviour online, and particularly how to deal with and report online abuse.
- promoting an environment where it is not an offence to tell someone about bullying and encouraging a proactive attitude among pupils.

The School defines bullying as behaviour – usually, although not exclusively, repeated or habitual – that is intended to hurt someone physically or emotionally. Bullying can take many forms including, name-calling, teasing, jostling, punching, intimidation, extortion, assault and verbal abuse.

Bullying can be directed at individuals or groups for reasons of race, religion, culture, sex, gender, sexual orientation, special educational needs and disability. It may occur directly or remotely (for example, through social media sites, mobile phones, text messages, photographs and email). Repetition of any of the above would be construed as bullying, whereas 'one-off' incidents are usually considered to be isolated incidents of unpleasantness.

Bullying can cause physical and psychological suffering, feelings of isolation and loneliness, low self-esteem, insecurity, anxiety and fear arising from a threatening atmosphere. See the Anti-Bullying Policy for full details.

### **Off-Site Activities**

Whilst off-site either representing the School at any external activity or function, pupils are expected to behave in a manner which does not bring the school into disrepute, and are subject to the school rules at all times when in or out of uniform.

### **Behaviour away from School**

Teachers have a statutory power to discipline students for misbehaving outside of the school premises. Section 89(5) of the Education and Inspections Act 2006 gives the Head a specific statutory power to regulate students' behaviour in these circumstances "to such extent as is reasonable".

In response to all non-criminal poor behaviour and bullying that occurs anywhere off the School premises and that is witnessed by a member of staff or reported to the School, the School will sanction the behaviour accordingly. This includes any misbehaviour when the student is:

- taking part in any school-organised or school-related activity
- travelling to or from school
- wearing the school uniform
- in some other way identifiable as a student of the school
- misbehaviour at any time, whether or not the conditions above apply, that:
  - a) could have repercussions for the orderly running of the School
  - b) poses a threat to another student or member of the public
  - c) could adversely affect the reputation of the School.

This misbehaviour includes actions witnessed in person by third parties and also viewed through social media that could have a wider impact on the reputation of the School. In response to criminal behaviour the School will report this to the police or if it is brought to the School's attention by the police fully cooperate with them.

### **Obstruction of Justice**

If serious misconduct has occurred, students are expected to be helpful to staff investigating. Students who wilfully conceal important information will face sanctions up to and including fixed-term exclusion. The level of co-operation offered by a student facing any investigation will be taken into account in determining the severity of sanction/s imposed. School staff reserve the right to confiscate phones and will ask the student's permission to access the phone's memory <sup>11</sup> where they believe that to do so will help an investigation into serious misconduct. They will limit such a search to the issue in hand. Should a student withhold permission to follow a reasonable request, the student will be liable to a sanction for obstruction of justice, and, in serious cases of student misconduct, the police may then be informed in order to gain access to this information.

### **Use of Social Media**

If pupils are found to have uploaded photographs or videos to social media, which can be accessed publically, of other pupils or school staff without their knowledge then this will be regarded as a serious offence and disciplinary action will be taken in line with our Exclusion Policy. Such inappropriate behaviour includes ridiculing or parodying school staff in a way that undermines their role at the School and demonstrates a clear lack of respect for the staff, the School and its expectations.

**Mobile telephones at school**

The School does not permit mobile phones or smart watches to be used at school during normal school hours. Pupils are permitted to bring mobile phones to school, but must ensure they are switched off during school hours and kept in the relevant form box collected during registration and held by the School Office until the end of the day. Mobile phones are not to be used or taken into changing rooms or toilets or used in any situation that may cause embarrassment or discomfort to their fellow students, staff or visitors to the school.

If mobile phones are used in such areas, the school may see this not only as a breach of expected good behaviour but also as a breach of the Safeguarding Children Policy. In such case, disciplinary action will be taken in line with our Exclusion Policy. If a pupil is found to be using a mobile phone during the school day, or if a mobile phone is heard to ring or beep, it will be confiscated by the member of staff concerned and handed to the School Office for safe keeping for the rest of the day. On the first occurrence the pupil may collect the mobile phone at the end of the school day after completing their sanction. On any subsequent occurrences a parent will be required to collect it in person.

**Use of mobile phone cameras**

If a pupil is found taking photographs or video footage with a mobile phone of either other pupils or school staff either in school or to, during or from school trips and activities, this will be regarded as a serious offence and disciplinary action will be taken in line with our Exclusion Policy. If such images have been taken, the phone will not be returned until the images have been removed by the pupil in the presence of a senior teacher. Using mobile phones to bully, embarrass and threaten other pupils will not be tolerated. In some cases, this can constitute criminal behaviour. It is a criminal offence to use a mobile phone to menace, harass or offend another person and almost all calls, text messages and emails can be traced.

EXAMPLE OF BEHAVIOUR	ADULT ACTION	CONSEQUENCE
<b>LEVEL 1 EXPECTED EXCELLENT BEHAVIOUR</b> Excellent behaviour. Following school rules.	Praise and reinforcement	Acknowledgement/reward
<b>LEVEL 2 - 'COULD DO BETTER' BEHAVIOUR</b> Talking/Shouting out. Being distracted. Distracting others. Not following instructions. Inappropriate use of equipment/resources. Poor learning behaviour and attitude to learning.	<b>VERBAL WARNING ISSUED</b> Reminder of rule broken with a verbal warning	Teacher reminds the pupil that 'It is Good to be Green'. The pupil is made aware that if their behaviour continues/does not improve then they will be issued with a yellow warning card.
<b>LEVEL 3 - POOR BEHAVIOUR</b> Repetition of the above. <b>OR</b> Deliberate avoidance of learning. Moderate vandalism (equipment, resources, graffiti). Moderate name calling/swearing/being rude. Being rude or answering back to any member of staff. Play fighting. <b>Non completion of homework in the Senior School</b>	<b>YELLOW CARD ISSUED</b> Behaviour logged in Behaviour Log by CT at the end of the day.	Teacher reminds the pupil that 'It is Good to be Green' and they now have the opportunity to improve their behaviour and revert back to green. The pupil is made aware that if their behaviour continues/does not improve then they will be issued with a red consequence card. If pupil's behaviour improves then they may revert back to green card. If pupil's poor behaviour continues or escalates then they are issued a red consequence card.
<b>LEVEL 4 - UNACCEPTABLE BEHAVIOUR</b> Repetition of the above will result in a red card.	<b>RED CARD ISSUED</b> Pupil misses 10 minute of their break or lunchtime with the teacher who has issued the red card. Behaviour logged by teacher at the end of the day and teacher completes slip for Deputy Head. If more than one red card is issued in a week, pupil is sent to the Sanction room on Friday lunchtime run by Deputy Head. Deputy Head will inform parents.	For 1 red card: Pupil to receive 10 minutes playtime or lunchtime sanction, supervised by teacher who has issued the red card.  For more than 1 red card: Pupil to spend Friday lunchtime in the Sanction Room with Deputy Head. Deputy Head to inform parents.
<b>EXTREME BEHAVIOUR OR REPETITION OF RED CARD BEHAVIOUR</b> Deliberate violence and physical aggression. Theft Vandalism (equipment, resources, graffiti). Bullying/Threatening behaviour. Racism/Discrimination.  Depending on the severity: Fixed Term Lunchtime Exclusion/Fixed Term Exclusion/Permanent Exclusion and Individual Behaviour Plan		



## **Keeping and Monitoring**

There is an expectation that all pupils will behave appropriately at all times and if high standards of behaviour fall short, it will be addressed.

Sanctions for serious misbehavior are not used very often but it is important that when they are used, they are used fairly and are properly recorded. Serious breaches of the behaviour code are discussed with the Senior Leadership Team and actions and sanctions are recorded in the Behaviour Log, which is kept and stored securely and is accessed by the Senior Leadership Team and the Principals.

This enables the Leadership Team and Principals to have oversight, to review, look out for patterns and evaluate the ongoing effectiveness of our Behaviour Policy.

Where it has been decided that a pupil requires reasonable adjustment to be made to the Behaviour Policy, these are recorded in the Behaviour Log.

## **Playtime**

We aim to provide an environment in which all children have the opportunity to enjoy playtime without any restrictions imposed by the behaviour of other children. Games equipment such as hoops and soft balls are available. Playground rules have been drawn up in discussion with the pupils and are displayed next to the Playground.

In order to make best use of the space available class teachers may choose to spend some PSHE time teaching children to play new Playground Games. Pupils may from time to time take on the role of "Playground Buddies" and help organise games for younger children and organise a 'Friendship Bench' in the playground.

## **Rewards**

- A class or individual child who has behaved well on a particular day may be awarded stickers, table points or house points.

*Sanctions are in line with the 'Good to be Green' behaviour scheme outlined above.*

The Headmistress or Deputy Head will supervise children kept in at lunchtime and their parents will be informed. A 'Link Book' between lunchtime staff and Deputy Head is kept and is used to note behaviour and inform Deputy Head/class teachers.

Any serious behaviour incidents are recorded in the Behaviour Log, which is kept in the Headmistress' office.

The Curriculum Coordinator will provide liaison between lunchtime staff and teaching staff.

## **Early Years**

Promoting positive behaviour in our children is very important and we promote this by:

- Giving lots of praise for good behaviour
- Building the children's self-esteem and ensuring they feel valued
- Listening and respecting what the children have to say
- Discussing with children their behaviour and helping them understand the consequences
- Being consistent with our department rules and behaviour management
- Being a good role model
- Offering a safe and secure environment where every child matters
- Developing an awareness that there are similarities and differences amongst all groups of people but that all groups are equally important.

To manage the children's behaviour successfully and in order not to confuse the children, it is important that we work in partnership with parents and carers. Therefore, we ask that within our setting we work together to create an atmosphere and environment that reflects this behaviour policy.

The Physical Restraint log book is kept by the Headmistress. A record is kept of any incidents where physical restraint has been used and parents are automatically informed at the time.

The member of staff responsible for behaviour in the Early Years is Miss Charlotte Gowland, Head of EYFS.

## **SEND**

The school recognises its legal duty under the equality Act 2010 to prevent pupils with a protected characteristic from being at a disadvantage. Consequently, our approach to challenging behaviour may be differentiated to cater to the needs of the pupil.

The school's SEN team will evaluate a pupil who exhibits challenging behaviour to determine whether they have any underlying needs that are not currently being met.

Where necessary, support and advice will also be sought from specialist teachers, an educational psychologist, medical practitioners and/or others, to identify or support specific needs.

When acute needs are identified in a pupil, we will liaise with external agencies and plan support programmes for that child. We will work with parents to create the plan and review it on a regular basis.

The school works with staff to promote de-escalation strategies where required for pupils with SEND.

## **Role of the Teacher:**

- Always try, first, to diffuse a situation and encourage the pupil back on task
- Remind pupils of the classroom expectations
- If required, move the pupil within the classroom or enable the pupil a short time-out period
- Detain the pupil as required
- Ensure that any serious incidents are recorded on the correct forms and copied to the Headmistress and Deputy Head.

## **Role of the Parents**

Parents can help:

- By recognising that an effective school Behaviour Policy requires close partnership between parents, teachers and children
- By discussing the School Rules with their child, emphasising their support of them and assisting when possible with their enforcement
- By attending Parents' Evenings, parents' functions and by developing informal contacts with the school
- By knowing that learning and teaching cannot take place without sound discipline
- By remembering that staff deal with behaviour problems patiently and positively

## **Encounter Record**

This form is filled in when staff and parents hold a discussion or conversation regarding details of a child's progress, behaviour or background necessary to the well-being of the child. It is placed in the child's file in the school office, having been circulated to the Headmistress and Deputy Head. Sometimes it is advisable to have another member of staff present when such an interview takes place. Blank electronic forms can be obtained from the School Office.

### **Corporal Punishment**

Coopersale Hall School does not use corporal punishment on a child in any circumstances. The school takes all reasonable steps to ensure that corporal punishment is not given by any person who cares for or is in regular contact with a child, or by any person working in the premises where care is provided.

Members of staff must not threaten corporal punishment, and must not use or threaten any punishment which could adversely affect a child's well-being.

### **Restraint**

The legal provisions on school discipline provide members of staff with the power to use reasonable force or restraint to prevent pupils committing an offence, injuring themselves or others, or damaging property, and to maintain good order and discipline in the classroom.

The Headmistress and SLT may also use reasonable force when conducting a search without consent, but always in the presence of another senior member of staff.

Restraint can range from guiding a pupil 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. Restraint can be either passive physical contact, such as standing between pupils or blocking a pupil's path, or active physical contact such as leading a pupil by the arm out of a classroom.

Restraint means to hold back physically or to bring a pupil under control. It is typically used in more extreme circumstances, for example when two pupils are fighting and refuse to separate without physical intervention.

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 pupil.

Any incidents when a member of staff is required to restrain a pupil who is either causing or is about to cause harm to themselves or another person will be recorded in the Physical Restraint Log, kept by the Headmistress.

### **Searching pupils**

The Headmistress or members of SLT may search a pupil without consent if they have reasonable grounds for suspecting a pupil is in possession of a prohibited item.

Schools are not required to have formal written consent for this sort of search – it is enough for the teacher to ask the pupil to turn out his or her pockets or if the teacher can look in the pupil's bag or desk/drawer and for the pupil to agree.

Prohibited items include: knives or weapons, alcohol, illegal drugs and stolen items. The person conducting the search must be the same sex as the pupil being searched; and there must be a witness (also a staff member) and, if at all possible, they should be the same gender as the pupil being searched.

### **Malicious Allegations against Staff by Pupils**

Any malicious allegations made against staff by pupils will be dealt with under the school's disciplinary procedures.