



Durham High School

# **Behaviour Policy**

This policy applies to all pupils (3-18) and is published to parents and pupils

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Updated: September 2023  
Next review: September 2024

***This policy should be read in conjunction with: Anti-Bullying Policy; Pastoral Care Policy; Safeguarding and Child Protection Policy; Code of Conduct, Searching, screening and confiscation Advice for headteachers, school staff and governing bodies January, 2018.***

Durham High School is committed to creating an environment where exemplary behaviour is at the heart of productive learning. Everyone is expected to maintain the highest standards of personal conduct, to accept responsibility for their behaviour and encourage others to do the same. Our behaviour policy guides staff to teach self-discipline not blind compliance. It echoes our core values with a heavy emphasis on respectful behaviour; that we are a community founded on Christian values where every individual counts.

### **Aims**

- To create a culture of exceptionally good behaviour: for learning, for community, for life and to help girls take control of their behaviour and be responsible for the consequences of it.
- To ensure that all girls are treated fairly, shown respect and to promote good relationships.
- To build a community which values kindness, care, good humour, good temper, obedience and empathy for others.

The School operates a code of conduct which was drawn up after extensive discussion with pupils and applies to all who work within the school community. It underpins our work and relationships with each other.

The code of conduct is displayed in all the form rooms and in pupils' planners. It focuses on three main precepts:

- **Be Ready**
- **Be Respectful**
- **Be Safe**

### **Be Ready**

We are expected to be ready for learning by:

- arriving promptly to school and to lessons;
- being dressed impeccably, wearing our uniform with pride and in accordance with the uniform list or dress code relevant to our Year Group;
- having all the necessary equipment to learn effectively and to work to the best of our ability.

### **Respectful**

We are expected to:

- be respectful to staff, our peers and the school environment;
- to never cause unnecessary hurt or unhappiness to anyone else;
- to be polite and helpful at all times;
- show consideration and tolerance for the views and beliefs of others.
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### **Safe**

We are expected to behave in a safe manner at all times by:

- keeping to the left on stairs and in corridors and not running;
- queueing for lunch calmly and politely;
- adhering to out of bounds rules;
- following the School's ICT Code of Conduct;
- reporting any concerns we have to an adult.

### **Pre-Prep and Prep Departments**

We aim to provide an environment in which there is acceptable behaviour and where pupils learn to respect themselves, other people and their environment. It is the Heads of Pre-Prep and Prep's responsibility to be in charge of all behaviour matters in the two departments. The two departmental heads, who also have Pastoral responsibility across Pre-Prep and Prep, will inform the Acting Principal of any serious concerns with behaviour.

The Pre-Prep and Prep departments operate a Code of Conduct which was drawn up after extensive discussion with the pupils and applies to all who work within the school community. It underpins our work and relationships with each other.

#### **Code of Conduct:**

- Show respect, care and consideration to others.
- Be polite and helpful to others at all times.
- Always look their best in their uniform and be proud to wear it.
- Always try their best at work.
- Look after their belongings and respect other people's property.
- Keep the indoor and outdoor learning environments clean and tidy.
- Be good ambassadors outside school (travelling to and from school, visits, trips and sports matches).
- Move around School carefully and sensibly.
- No jewellery or nail varnish brought into School.
- Hair tied back or worn with a hair band.

All pupils are encouraged not to bring precious toys into school.

Many of the above points are reinforced through the PSHCCE curriculum, Circle time and Assemblies. Staff remind and positively encourage the pupils whenever appropriate. All the pupils and parents are aware of the Code of Conduct.

Each class/year group in the Pre-Prep and Prep departments produces their own agreed Classroom Charter, which states expectations and rules for their classroom. These are displayed in each classroom. In addition to the Code of Conduct, there are some in-house rules which are up-dated from time to time:

- no chewing gum in school;
- out of bounds rules must be adhered to;
- pupils should not take other pupils' belongings without permission;
- all members of the school community should walk in a considerate manner and not run;
- pupils should be outside at break and lunch times unless involved in an activity or the weather is inclement.

Pupils should at all times be encouraged in self-discipline. They should feel that the school expects them to behave in a polite and sensible manner and that the responsibility for doing so is theirs. Pupils are also required to raise a hand to gain attention in class and to listen when a teacher is speaking and follow instructions. We praise and reward positive behaviour.

**Mobile phones:** If a mobile phone or smart watch is brought into school, they need to be handed to the form teacher immediately to be kept safe during the day, while the pupil is in school. If a pupil participates in an 'Away' sporting fixture, the phone/watch will be returned to the pupil after their participation in the fixture. Photographs/videos must not be taken in school by any pupil when their phone is returned, or, when travelling to or from sporting fixtures or on the school bus.

Staff can examine/ delete any data on an electronic device, where there is good reason to do so. Consent is not required from the pupil or their parents.

### **Rewards for Good Behaviour**

- 1) Staff will verbally praise the pupils when they observe behaviour in keeping with the school Code of Conduct. Immediate teacher approval often comes with smiles - stickers will be used when relevant.
- 2) A weekly celebration assembly highlights pupils for a variety of positive reasons and certificates are issued.
- 3) House Points are awarded in Pre-Prep and Prep to recognise continued effort to keep to the Code of Conduct, an independent act that displays any of the above or effort/progress in work.
- 4) A school House Point stamp is used in pupil's workbooks for effort and attainment.
- 5) Each week the pupil scoring the highest number of House Points is celebrated in their classes and again in the weekly Celebration Assembly, when they stand up to be applauded. Photographs of Pre- Prep winners are displayed in the foyer of the Walters Building and in the EYFS unit and for the Prep winners in the entrance corridor to school.
- 6) If a pupil receives the most House Points on more than five occasions in one term, the Head of Pre-Prep or Prep will present a certificate of merit in assembly.
- 7) Any pupil awarded a Principal's Award will be entered into the Principal's Excellence Book.

### **Sanctions for Inappropriate Behaviour**

It is important that the pupils acknowledge and accept the consequences of their actions. Therefore, if the pupils choose not to keep our Code of Conduct they will be given the following sanctions:

- 1) The first time a teacher observes inappropriate behaviour they will explain that their behaviour is not acceptable and explain how to improve.
- 2) If the inappropriate behaviour continues the teacher will remove the pupil from the situation for a short period of time. In the Pre-Prep Department, it may be necessary to move a pupil closer to the teacher. If appropriate, (dependent upon age and severity of misbehaviour), a de-merit will be recorded on the class chart.
- 3) If a pupil is given 2 de-merits or more in a week the class teacher will inform the Head of Pre-Prep or Prep
- 4) If a pupil is continually given de-merits, the Head of Pre-Prep or Prep will contact parents to come into school to discuss the issue.
- 5) A CPOMs incident should immediately be recorded and any relevant staff alerted. The Head of Pre-Prep and Prep will always be alerted on CPOMs to any incidences of inappropriate behaviour logged.

We acknowledge that pupils with some special educational needs or disabilities can find it hard to behave in an appropriate manner. Such pupils are considered on an individual basis according to their needs and staff are given strategies by the SENCO and/or external agencies where appropriate, to manage behaviour. Form Teachers and the Head of Pre-Prep and Prep can give additional in-school support if required.

### **Sending Pupils out of Lessons**

If a situation in a lesson cannot be resolved. The pupil should be given a note to take to the Head of Pre-Prep or Prep or one of the Pastoral Leads who will then deal with them.

A CPOMs incident should immediately be issued for the attention of the heads of Pre-Prep and Pre

### **More Serious Incidents**

For offences deemed to be more serious, the pupils(s) will be taken to the Head of Pre-Prep or Head of Prep who will then inform the parents and the Acting Principal immediately.

Following discussion with parents and, at the discretion of the Head of Pre-Prep/Prep, it may be necessary for further sanctions to be put in place. These would be discussed and applied on an individual basis depending upon the severity of the incident.

A file regarding serious incidents is kept in the Head of the Pre-Prep/Preps office.

## **Senior Department**

### **Mobile Phones**

- In Years 7-9 mobile phones and smart watches are not normally allowed in School. When a parent has submitted a request for the pupil to have access to their mobile phone before and after the School, it must be turned off and handed to Reception at the start of the School day and collected on the way home;
- Year 10-11 may use mobile phones and smart watches at break and lunch times in the Salter building. At other times, mobile phones and smart watches must be returned to lockers;
- Sixth Form may use their mobiles when not in lessons, but only in the Sixth Form Block;
- **Photographs/videos must not be taken in school unless permission has first been given by a member of staff for a specific purpose.**

N.B. Some pupils are given permission to have access to their mobile phones in lessons for some pupils when this has been recommended by the SENDCO to aid learning eg by taking photographs of the whiteboard. Where this is the case, the phone must be switched off and kept in a bag at all other times.

### **Implementation**

It is the responsibility of all school staff to enforce the school code of conduct and it is anticipated that minor issues (Level 1) can be resolved by individual staff as and when they arise. However, should a more serious incident occur, the following pathways should be noted:

**Subject Based Problem**

Teacher > Head of Department > (HoD to inform Head of Year) > Assistant Principal (Director of Studies)

**Pastoral Based Problem**

Member of staff > Form Teacher > Head of Year > Assistant Principal (Teaching and Learning)

**Level 1 issue**

Any Teacher/Member of Staff on duty

**Level 2 issue**

Member of Staff > Form Teacher > HoD/HoY (as appropriate) > Assistant Principal

**Level 3 or 4 issue**

Member of Staff > Assistant Principal > Acting Principal

**Rewards**

Positive reinforcement is integral to the successful management of behaviour. Good behaviour is, however, the expected norm for all pupils and good behaviour alone should not be rewarded. Incentives and rewards should be used as much as possible in order to promote the pupil's self-esteem. It is School policy to recognise, acknowledge and reward individual achievements by pupils. The following are examples of areas considered to be worthy of individual recognition.

- Consistently improved standards of work
- Good or outstanding pieces of work
- Effort in class or for homework
- Outstanding effort or achievement in extra-curricular activities
- Service to the School or local community
- Resilience and Grit/ persistence.

**Postcards**

Each department is responsible for sending postcards to pupils who have demonstrated any of the above examples of achievements.

Subject teachers will record these on CPOMS as a 'postcard home'.

**Excellence Book**

Staff may nominate a pupil for the Excellence Book, for producing an exceptional piece of work and/or showing outstanding effort. A letter will then be sent home by the Principal to inform parents of their child's Excellence Book nomination. The pupils will meet with the Acting Principal to talk about their Excellence Book Entry.

### **Star of the Week KS3**

Each week during Tutor Time, pupils can nominate themselves or one of their peers for something positive which has happened that week. It could be a nomination for:

- Academic achievement
- Demonstrating in school or outside of school, positive behaviour and or good character such as thoughtfulness, reliability, commitment, honesty, self-discipline, initiative.
- Extracurricular achievements either in or outside of school.

The winning pupil may be voted for by their peers or the teacher may decide who the award is given to that week.

Form Teachers will record these on CPOMS as a 'Star of the week'.

### **VIS (Very Important student) Passes KS3**

Each half term in the final Year Group Assembly, all the pupils awarded Star of the Week will be entered into a year group prize draw to win a VIS pass (Very Important Student pass). This will entitle the winning pupil and two of their friends to queue jump and get into lunch first for the first week back.

### **VIS (Very Important student) Passes KS4**

Each half term in the final Year Group Assembly, all the pupils who have had a positive contact home recorded on the system, will be entered into a year group prize draw to win a VIS pass (Very Important Student pass). This will entitle the winning pupil and two of their friends to queue jump and get into lunch first for the first week back.

### **VIS (Very Important student) Passes Sixth Form**

Each half term in the final Year Group Assembly, all the pupils who have had a positive contact home recorded on the system, will be entered into a year group prize draw to win a £5.00 voucher.

### **Positive contact home - Weekly**

Each week, Form Teachers will endeavor to make two positive contacts home. This could be by email or phone. This will be to share achievements relating to any of the positive behaviour opportunities outlined above.

Teachers will record these on CPOMS as a 'Positive contact Home'.

### House Points KS3- Daily

House Points are used to reward attainment, effort or good character. Staff award House Points by stamping/ initialing the pupil's planner. House Points should not be given purely for attendance at extra-curricular activities. Giving multiple House Points for any one activity should also be an exception and not the norm. Each department should have a policy for awarding House Points.

An individual pupil's House Points contribute to the school's House Point system.

Certificates are awarded half termly as House points accumulate:

House Points awarded	Action
25	Bronze Award: Postcard emailed to pupil.
50	Silver Award: Certificate awarded in Year Group Assembly.
100	Gold Award: Certificate and Head of Year badge awarded in Year Group Assembly.
150	Diamond Award: Certificate and Principal badge awarded in Whole School Assembly

### House Points KS4 and Sixth Form- Daily

House Points will be awarded as above for pupils in KS4 and Sixth form, however, they will be able to accrue additional house points when awarded a subject postcard.

Postcards sent home will be recorded on CPOMS as above and will be valued at 5 House Points per postcard sent.

Certificates are awarded half termly as House points accumulate:

House Points awarded	Action
25	Bronze Award: Postcard emailed to pupil.
50	Silver Award: Certificate awarded in Year Group Assembly.
100	Gold Award: Certificate and Head of Year badge awarded in Year Group Assembly.
150	Diamond Award: Certificate and Principal badge awarded in Whole School Assembly



## Sanctions

### Recording of Negative Incidents

All concerns about a particular pupil should be recorded on CPOMs. This is used as a means of communication between members of staff about pupils for specific reasons; it is not merely used for infringements of the Code of Conduct. Records of all formal discussions with pupils and parents should be recorded on CPOMs by the member of staff concerned. As a norm, for pastoral/behaviour issues, the Head of Year should be alerted on CPOMs to any incidents recorded by members of staff. For academic issues, the relevant Head of Department as well as the Head of Year should be alerted.

If, on investigation, the Head of Year/ Acting Principal deems the issue to be more serious, further details will be recorded on a 'Statement Form' (Appendix 1) and then recorded on CPOMS. A copy of the write-up will be sent to the Acting Principal for filing on the pupil's main file. A record of sanctions for serious disciplinary offences is retained by the Acting Principal. This record includes the nature of the offence, the date and the punishment. Centralised records enable the School to identify patterns of behaviour.

### Sanctions

It is important for sanctions to be used consistently and for teachers and other staff to make it very clear to the recipient why a sanction is being applied. Staff should be aware that poor behaviour may have a variety of causes. There may be pastoral issues involved and staff should check with the Head of Year to see whether there are any extenuating circumstances.

Corporal punishment is not used or threatened at Durham High School.

Whole class detentions are seldom an appropriate or effective sanction and should not be given by a teacher without consultation with the Head of Department or Head of Year.

### Classification of Incidents

The following classifications/sanction are guidelines only: staff will use discretion when dealing with incidents and imposing sanctions, considering the context and any mitigating circumstances.

Level	Potential Incident	Possible Action
1	Chewing gum	One of the following to be given by the member of staff involved:  Verbal warning, confiscation  <b>or</b> Note in pupil's planner  <b>or</b> Break-time
	Dropping litter	
	Eating in undesignated areas	
	Failure to bring correct equipment or PE kit	
	Not following instructions	
	Out of Bounds	
	Inappropriate uniform/jewellery	
	Late to lesson/registration	
	Inappropriate use of mobile phone/smart watch	
	Failure to hand in homework	

	Boisterous or behaviour in or out of classroom	detention (supervised by referring teacher, HoD or HoY as appropriate)
	Lack of effort	
	Inattentive or distracting behaviour in class	
	Inappropriate language	
	Disrespectful/unkind behaviour towards another pupil	
2	Persistent Level 1 behaviour	Parental phone call followed by: Lunchtime detention with HoY or HoD (as appropriate) and/or placed on report, if this support is deemed appropriate
	Inappropriate attitude or behaviour towards staff	
	Persistently late homework (more than twice in any half term)	
	Failure to follow ICT Code of Conduct	
	Verbally aggressive/offensive behaviour	
	Refusing to follow instructions	
	Copying homework	
	Sexualised behaviour	
3	Persistent level 2 behaviour	Parental communication followed by: After school detention with HoY or Assistant Head or Vice Principal  A Subject or Pastoral report may also be implemented at this stage if this support is deemed appropriate.
	Leaving school without permission	
	Physically aggressive behaviour	
	Discriminatory behaviour or language	
	Misuse of school facilities	
	Behaviour intended to make another pupil feel excluded, uncomfortable or upset. Usually an isolated incident/usually arising from a friendship issue.	
	Isolated bullying incident	
	Intentionally disrespectful behaviour to staff	
	Cheating in a test/assessment or plagiarising	
	Missing a lesson without permission	
	Persistent sexualised behaviour	
4	Persistent bullying*	Parental meeting (usually with the Acting Principal) followed by a sanction listed, as deemed appropriate:  Written warning Behaviour contract
	Persistent discriminatory behaviour or language	
	Sexual harassment and/or sexual violence	
	Stealing	
	Cheating in a mock examination	
	Use of illegal substances such as drugs or alcohol, smoking or e-cigarettes or vaping on school premises or elsewhere whilst	

in school uniform(#)	Suspension Expulsion
Possession of paraphernalia relating to illegal substances such as drugs, alcohol, smoking or vaping (#)	
Intentional damage to property	
Aggressive behaviour to staff (including verbal aggression)	
Truancing	
Carrying or bringing into school dangerous items e.g. blades	
Criminal Offence	
Bringing the school into disrepute	
Significant risk-taking behaviour which has the potential to cause substantial harm to the school building.	
Significant risk-taking behaviour which has the potential to cause substantial harm to pupils and or staff.	
Selling prohibited items on School property.	

\*See anti-bullying policy for definitions of bullying.

#This includes whilst on a school trip (see note on Alcohol in the School Educational Visits Policy)

Exceptions may be made when giving sanctions in order to comply with our Mental Health Policy.

Aggressive/bullying/hurtful/upsetting behaviour which takes place via social media or outside of School may, potentially, be dealt with in the same way as incidents in School.

### Detentions

It must be noted that the list of misdemeanours (above) is not exhaustive and there may be mitigating circumstances in some cases, therefore detentions are given at the discretion of the Head of Department, Head of Year or a member of the Senior Leadership Team.

- Break detentions will usually last 15 minutes
- Lunch detentions will usually last 30 minutes
- After-school detention may be given from 4.00pm until 5.00pm (24 hours' notice in writing/email will be given to parents)
- Only the Head of Year, Head of Department or a member of SLT may place a pupil in after school detention. If a pupil has received two lunchtime detentions for the same offence, then the third will automatically be an after-school detention.
- An after-school detention can be given at any stage if it is deemed an appropriate response to an incident.

### Sending Pupils out of Lessons

If a situation in a lesson cannot be resolved, it is not School policy to send pupils out of lessons to stand in the corridor. They should be taken to a member of SLT if available or to the Acting Principal's PA who will then locate a member of SLT to deal with them. A CPOMs incident should immediately be issued for the attention of the relevant Head of Year and Head of Department.

### **Temporary exclusion (Suspension)**

Pupils may be suspended from school for their own well-being or that of others while a disciplinary incident is investigated, or as a punishment in its own right. Suspension (for a period of time) or permanent expulsion (permanent removal from school) can only be administered by the Acting Principal. These sanctions are only considered in the most serious cases.

The pupil's parents will be contacted and provided with full details of the reason for the suspension. The pupil will be allowed back into school following a re-admission interview which would involve the Acting Principal, an additional member of SLT, the parents and the pupil.

### **Required Removal**

For a serious breach of school discipline falling short of one for which Permanent Exclusion is necessary, but such that the pupil cannot expect to remain a member of the school community or for another reason set out in the School's Terms and Conditions, the pupil may be required to leave permanently and the Acting Principal will invite the parents to withdraw the pupil. The pupil will be given reasonable assistance in finding a place at another school.

### **Permanent Exclusion (Expulsion)**

A pupil is liable to Permanent Exclusion (Expulsion) for a grave breach of school discipline, for example a criminal offence or a willful act calculated to cause serious offence or damage to the school, its community or any of its members. Alternatively, Permanent Exclusion may result from persistent breaches of School Rules, if this course of action is deemed the only reasonable option. The School is required to act fairly and in accordance with the principles of natural justice and not to permanently exclude a pupil other than in grave circumstances.

The Acting Principal consults with the Chair of Governors and the Senior Leadership Team before any permanent exclusion takes place. (See Sections 8.11, 8.16 and 8.17 of 'Parents' Terms and Conditions Handbook' for information about Governors' Review if parents wish to challenge the Acting Principal's decision to exclude a pupil permanently [expulsion].)

Misdemeanors of a serious disciplinary nature will be investigated by a member of the Senior Leadership Team (SLT).

### **Initial Procedure for Dealing with a Serious Disciplinary Incident**

When circumstances come to the attention of the Acting Principal which may give rise to serious disciplinary measures being taken, she will ask a member of SLT to conduct a preliminary investigation into the incident.

Where appropriate, the pupils involved in the incident will be removed from their normal timetable and separated from each other. Mobile devices may also be confiscated from pupils to prevent collusion and also if they are thought to contain relevant information. The School reserves the right to request that pupils show us information/images on their mobile devices that may help us with an investigation.

Pupils will be interviewed by a member of the SLT in the presence of an additional member of staff. This additional member of staff should ideally be someone who is known to the pupil and has

responsibility for the pastoral welfare of the pupil during the interview. They would also be responsible for taking notes during the investigation.

## **Searching**

Any searching of pupils will be carried out in line with the advice provided in the DfE Searching, Screening and Confiscation Advice for Schools, July 2022.

**Before any search takes place, the member of staff conducting the search should explain to the pupil why they are being searched, how and where the search is going to take place and give them the opportunity to ask any questions.**

### **Searching with Consent**

Staff can search a pupil and and/or their bags and locker for any item if the pupil agrees. There is no need for written consent and parental consent is not required.

### **Searching without Consent**

Principals and authorised staff have a statutory power to search pupils and/or their possessions without consent, where they have reasonable grounds for suspecting pupils may have a prohibited item. The prohibited items are:

- knives and weapons
- alcohol, cigarettes, e-cigarettes/ vaping devices, illegal drugs (including smoking or drug paraphernalia)
- stolen items
- pornographic images/videos
- Fireworks
- any item that staff reasonably suspect has been, or is likely to be used to:
  - commit an offence
  - cause personal injury to any person (including the pupil)
  - damage to the property of any person (including the pupil)

The law states the member of staff conducting the search must be of the same sex as the pupil being searched. There must be another member of staff present as a witness to the search.

There is a limited exception to this rule. This is that a member of staff can search a pupil of the opposite sex and/or without a witness present only:

- if the member of staff carrying out the search reasonably believes there is risk that serious harm will be caused to a person if the search is not carried out as a matter of urgency; and
- in the time available, it is not reasonably practicable for the search to be carried out by a member of staff who is same sex as the pupil or it is not reasonably practicable for the search to be carried out in the presence of another member of staff.

When a member of staff conducts a search without a witness they should immediately report this to another member of staff, and ensure a record of the search is kept on CPOMS.

If a search is carried out, School will record the following information on CPOMS:

- the date, time and location of the search;
- which pupil was searched;
- who conducted the search and any other adults or pupils present;
- what was being searched for;
- the reason for searching;
- what items, if any, were found; and
- what follow-up action was taken as a consequence of the search.

Parents should always be informed of any search for a prohibited item that has taken place, and the outcome of the search as soon as is practicable. A member of staff should inform the parents of what, if anything, has been confiscated and the resulting action the school has taken, including any sanctions applied.

### **Strip searching**

A strip search is a search involving the removal of more than outer clothing. Strip searches on school premises can only be carried out by police officers under the Police and Criminal Evidence Act 1984 (PACE) Code A and in accordance with the Police and Criminal Evidence Act 1984 (PACE) Code C. 12 While the decision to undertake the strip search itself and its conduct are police matters, school staff retain a duty of care to the pupil(s) involved and should advocate for pupil wellbeing at all times.

Before calling police into school, staff should assess and balance the risk of a potential strip search on the pupil's mental and physical wellbeing and the risk of not recovering the suspected item. Staff should consider whether introducing the potential for a strip search through police involvement is absolutely necessary, and should always ensure that other appropriate, less invasive approaches have been exhausted.

Once the police are on school premises, the decision on whether to conduct a strip search lies solely with them, and the role of the school is to advocate for the safety and wellbeing of the pupil(s) involved.

Unless there is an immediate risk of harm and where reasonably possible, staff should inform a parent of the pupil suspected of concealing an item in advance of the search, even if the parent is not acting as the appropriate adult. Parents should always be informed by a staff member once a strip search has taken place. Schools should keep records of strip searches that have been conducted on school premises and monitor them for any trends that emerge

Further advice on Strip Searches can be found by following the link:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1091132/Searching\\_Screening\\_and\\_Confiscation\\_guidance\\_July\\_2022.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1091132/Searching_Screening_and_Confiscation_guidance_July_2022.pdf)

## **Electronic Devices**

Staff can examine/delete any data on the device, where there is good reason to do so. Consent is not required from the pupil or their parents. If a child is at risk of immediate harm from content found on the device, the DSL should be informed immediately and the School Child protection and safeguarding procedures will begin.

Where staff have reasonable grounds to suspect the device contains evidence of an offence, they must hand it to the police without deleting any data (including child or extreme pornography), inform the DSL and record this incident on CPOMS.

The SLT member will keep the pupil off timetable if further interviews may be needed during that day. The SLT member may also choose to contact parents to request the pupil be kept at home, if it is in her best interests. Parents will be asked to pick up their daughter from school where possible unless alternative arrangements for the pupil getting home are agreed. If in doubt, the pupil will remain at school until the end of the school day.

At the conclusion of the investigation, the SLT member will inform the Acting Principal of the findings of the investigation. The Acting Principal will form a view as to whether the matter needs to be taken further.

If the matter is to be taken further the Acting Principal will inform the pupil and parents as soon as possible. An interview will follow involving the pupil, her parents, the SLT member (or person responsible for the investigation) and the Acting Principal. During this interview the results of the investigation will be discussed, and the pupil will be invited to give her version of events. At the conclusion of this interview, the Acting Principal may choose to take no action or impose a sanction. The Acting Principal will confirm to the parents any action to be taken by letter.

## **Pupils with SEND**

In line with the 'Equality Act, 2010', reasonable adjustments will be made when dealing with incidents of misbehaviour, as and when necessary, for pupils with special educational needs or disabilities.

## **Managing Pupils' Transition**

Pupil files are transferred from the Prep Department to Senior Department and a full pastoral handover occurs in the Summer Term when Year 6 Form Teachers discuss individual pupils with the Head of Year 7.

Similar handovers will take place when pupils move between year groups. These discussions include any concerns regarding behaviour or pupils who have been victims of other pupils' misbehaviour.

For pupils who join Durham High School from another school, a reference is always sought from the previous school and a request is made for comments about a pupil's standard of behaviour and academic problems as well as pastoral issues.