



# Behaviour for Learning Policy

SEPTEMBER 2023

APPROVED SEPTEMBER 2023

HEADTEACHER - MS H GASCOYNE:

CHAIR OF GOVERNORS - MR J LILLINGSTON :

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This policy needs to be read in conjunction with the following policies:

- Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement September 2022
- Safeguarding and Child Protection Policy - Debden Park High School 2022

# **AIM OF THE SCHOOL**

The aim of Debden Park High School is to provide an outstanding education in a safe, supportive learning environment, where people are valued and make positive contributions to the school community, and where students go on to become responsible, independent members of society.

Debden Park High School believes that in order to facilitate teaching and learning, acceptable behaviour must be displayed in all aspects of school life and beyond.

We are committed to:

- Promoting desired behaviour
- Promoting self-esteem, self-discipline, proper regard for authority and positive relationships based on mutual respect
- Ensuring equality and fairness of treatment for all
- Promoting inclusion where possible
- Celebrating and rewarding good behaviour
- Challenging and disciplining bad behaviour
- Providing a safe environment, free from disruption, violence, discrimination, bullying and any form of harassment
- Encouraging a positive relationship with parents and careers to develop
- Developing relationships with our students which ensure early intervention
- A shared approach which involves students in the implementation of the school's policy and associated procedure
- Promoting a culture of praise and encouragement in which all students can achieve
- Developing a culture of positive behaviour for learning that leads into a pathway of success

Debden Park High School's ethos is "It's all about the BE", which lists the characteristics we want our students to develop and demonstrate:

To Be Outstanding

To Be Proud

To Be Driven

To Be Safe

To Be Successful

To Be Heard

To Be Inspired

To Be Involved

To Be Challenged

To Be Independent

And ultimately To Be Your Own Future

## **1. KEY ROLES AND RESPONSIBILITIES**

The Governing Body has overall responsibility for the implementation of the behaviour for learning policy and procedures of Debden Park High School.

**1.2.** The Governing Body has overall responsibility for ensuring that the behaviour for learning policy, as written, does not discriminate on any grounds, including but not limited to ethnicity/national origin, culture, religion, gender, disability or sexual orientation.

**1.3.** The Governing Body has responsibility for handling complaints regarding this policy as outlined in the school's complaints policy.

1.4. The Headteacher / Head of school will be responsible for the day-to-day implementation and management of the behaviour for learning policy and procedures of Debden Park High School.

1.5. Staff, including teachers, support staff and volunteers will be responsible for following the policy and for ensuring pupils do so also. They will also be responsible for ensuring the policy is implemented fairly and consistently.

1.6. Staff, including teachers, support staff and volunteers will create a supportive and high quality learning environment, teaching positive behaviour for learning and implementing the agreed policy.

1.7. Parents/carers will be expected to take responsibility for the behaviour for learning of their child/children inside and outside of school.

1.8. Parents and carers will be expected to take responsibility for promoting positive behaviour for learning and modelling acceptable behaviour in the home and community.

1.8. Students are responsible for their own behaviour both inside school and out in the wider community.

1.9. Students are responsible for their social and learning environment and agree to report all undesirable behaviour

## 2. DEFINITIONS

All behaviour will be investigated by the school and when establishing the facts in relation to an isolation and suspension decision the head teacher must apply the civil standard of proof, i.e. 'on the balance of probabilities' it is more likely than not that a fact is true, rather than the criminal standard of 'beyond reasonable doubt'. This means that the Headteacher should accept that something happened if it is more likely that it happened than it did not happen. This is in line with the guideline from the Local Authority (LA) 2017.

2.1. Debden Park High School defines a “**serious unacceptable behaviour**” as any behaviour which may cause harm to self or others, damage the reputation of the Debden Park High School within the wider community and/or any illegal behaviour including but not limited to:

- **Discrimination** – not giving equal respect to an individual on the basis of disability, gender, race, religion, age, sexuality and marital status.
- **Harassment** – behaviour which is unwanted, offensive and affects the dignity of the individual group of individuals either students/staff or support staff.
- **Bullying** – a type of harassment which involves persistent actions, criticism or personal abuse which humiliate, intimidate, frighten or demean the individual.
- **Cyberbullying** - the use of all varieties of electronic communication to bully a person, typically by sending messages, photos, setting groups up through WhatsApp, Instagram, Facebook and snap chat, or any other form of social media.
- **Sexting/sharing of sexual images** – the exchange or retaining of words or images of a sexual nature. (Please note it is a criminal offence to be in possession of and/or to share images of a sexual nature of school aged children. Police guidance will be obtained by the school for this offence.
- **Sexual Violence or Sexual Harassment**

Any form of sexual violence or sexual harassment will follow the referral process for safeguarding and Child Protection (Please see Harmful sexual behaviours and peer on peer abuse in the safeguarding policy).

It is essential that the victim is reassured that they are being taken seriously and that they will be supported. The victim should never be given the impression they are creating a problem by reporting sexual violence or sexual harassment. It is also the responsibility of the school to support all parties.

- **Possession of legal or illegal drugs, alcohol or tobacco.**
- Presenting at school under the **influence of drugs or alcohol.**
- **Possession of banned items.**
- **Truancy**- from lessons or school at any point of a school academic day
- **Smoking/Vaping**- on school site, before or after school in Debden Park school uniform
- **Refusal to comply with disciplinary sanctions** – Persistently refusing to comply with staff towards discipline and sanction after being given within the school environment, trips or wider community
- **Theft** – Involved in Theft or someone else's belonging in the school environment, trips or within the wider community
- **Swearing**- using inappropriate language towards students, staff, support staff and wider community
- **Fighting**- using physical contact with an object or body contact on any individual within a school environment, trips or in the wider community when in school uniform
- **Physical contact** with an object or body contact
- **Any illegal behaviour**
- **Safeguarding** - Safeguarding students, staff and support staff at all times under the umbrella of safeguarding
- **Vandalism** - Any Intentional Vandalism to the school buildings and equipment a charge will be incurred by the perpetrator/s and their parents/carers
- **Physical Abuse** - using any forms of physical abuse towards students, staff or support staff
- **Verbal Abuse** - Using inappropriate language at any time towards either students, staff or support staff
- **Vexatious behaviour** – deliberately acting in a manner so as to cause annoyance or irritation.
- **Technology Abuse** - Viewing, storing or distribution of offensive or inappropriate material
- **Social Media Abuse** - Expressing unwarranted and/or insulting views about the school and/or individual members of the school community
- **Setting Fire Alarm Off** - deliberately setting the school fire alarm off and interrupting the school's learning

**2.2.** Debden Park High School defines a “**low level unacceptable behaviour**” as lower level bad behaviour which may disrupt the education of the perpetrator and/or other students including but not limited to:

- Lateness/ persistent
- Low level disruption and talking in class.
- Failure to complete classwork.
- Rudeness to staff and peers.
- Lack of respect
- Lack of correct equipment.
- Lack of independent study (PREP)
- Disruption on public transport.
- Use of technology such as phones, iPad and refusing to hand item over to the teacher
- Graffiti
- Persistent low level behaviour

**2.3.** “**Unacceptable behaviour**” may be escalated as “serious unacceptable behaviour” depending on the behaviour breach

### **3. TRAINING OF STAFF**

- 3.1.** At Debden Park High School, we recognise that early intervention can prevent bad behaviour for learning. As such, teachers will receive training in identifying potentially at risk pupils
- 3.2.** Teachers and support staff will receive training on the behaviour for learning policy as part of their new starter induction.
- 3.3.** Teachers and support staff will receive regular and ongoing training throughout the academic year, as part of their professional development through Behaviour for learning sessions, Debden Minds, Debden Beacons, SCITT training, Middle leaders training, Monday morning briefing and Team training.
- 3.4.** Teachers will obtain rigorous support from; Subject Leaders, Pastoral Manager, Director of Progress and the Director of Behaviour to develop strategies to deal with behaviour for learning.

#### **4. PUPIL EXPECTATIONS**

**4.1.** Students will be expected to follow the school code of conduct which includes:

- Conduct themselves around the school premises in a safe, sensible and respectful manner.
- Arrive on time for school
- Arrive for lessons on time and be fully prepared.
- Follow all instructions given by the teacher straight away.
- Behave in a reasonable and polite manner to all staff and students.
- Show respect for the opinions and beliefs of others.
- Complete all class work to the best of the student's individual ability as requested by the teacher.
- Hand in homework/complete Prep at the time requested.
- Report unacceptable behaviour.
- Show respect for the working environment.
- Show respect, manners and maturity when speak with visitors
- Uniform to be worn correctly all the time
- To behave in a sensible and respectful manner when traveling "to" and "from" and when socialising in the wider community

#### **5. SMOKING/VAPING OR BEING WITH STUDENTS WHO ARE SMOKING/VAPING**

**5.1.** In accordance with Part 1 of the Health Act 2006, Debden Park High School is a

smoke free environment. This includes all buildings, out-buildings, playgrounds, astro, playing fields and sheltered areas.

**5.2.** Parents/carers, visitors and staff must not smoke on school grounds and should avoid smoking in front of pupils and/or encouraging pupils to smoke or vape.

**5.3.** Students including Sixth Form students over the age of 18 are not permitted to bring smoking materials or nicotine products to school. This includes but is not limited to cigarettes, e-cigarettes, vapes, lighters, matches or pipes.

**5.4.** Students that give or share smoking items on school site will be sanctioned.

**5.5.** Students that are with other students who are smoking will also be sanctioned

**5.6.** In the interest of the school's reputation smoking outside the school gates or in school uniform will not be tolerated and sanctions will be put in place.

**5.7.** Students that are caught smoking on school sites will have a sanction and may be fined by the school site manager (as a non-smoking site).

**5.8.** Students that are caught for the second time smoking on school site will be excluded at another educational establishment or a fixed term suspension this is decision of the Headteacher

#### **6. BODY PIERCING / ANY FORM OF JEWELLERY/ MAKE UP/ HAIR COLOURING/ HAIR LENGTH AND LINES/ FALSE EYELASHES & FALSE NAILS/ MOBILE PHONES**

At Debden Park High School, we do not allow students to have any form of body piercing jewellery in, at any time (for Health & Safety) except for one pair of stud earrings. Neither are they permitted to wear make-up, earrings, rings, bracelets, necklaces, hair colouring, hair length and lining/false/extension eyelash or false nails and any type of nail varnish to school. They will be asked to remove it in the first instance. If they refuse they will lose their privileges until this is rectified. Jewellery will be removed and placed in the school safe and students will be able to collect at the end of the week. In the case of continual breaches of conduct, the Tutor will contact parents and if it continues the parent will be invited into school for a meeting with the form tutor in the first instance and then if this still continues with the Pastoral Manager and Director of Year. The school will reserve the right to make clear what is excessive.

Every morning during period 1 the form tutor will check the students are not wearing makeup, body piercings, false eyelashes and false nails and nail varnish.

If they are breaching the rules, then they will be sent to pupil reception to remove the incorrect item. Hair colour must be natural and no type of coloured hair dyes are permitted. With length of hair no student can have a cut below grade 2, no lines to be shaved into student's hair.

### **Mobile/ Headphones/ipods**

Students are not allowed to use their mobile phone on school site at any time. We appreciate that parents/carers will want their children to have their phone for safety reasons when traveling to and from school. Therefore phones should be switched off and placed in the students' school bag. If a mobile phone is seen on the school site at any time it will be confiscated. The member of staff will place the phone in the school safe. A text will be sent home to the student's parent/carer explaining the phone has been confiscated and will be returned to the student on Friday at the end of the school day, this can be collected from student reception. Parents/Carers can come to the school to collect the phone from the main reception by appointment only. If a student is persistently breaking the mobile phone rule, then parents will have a meeting with the Director of Year and will only be able to collect their child's phone at the end of the week.

### **Headphones/Airpods**

On the school site (inside and outside the building) Headphones/Airpods are **NOT** permitted at all. If a student has Headphones/Airpods out, a member of staff will confiscate them and they will only be returned to the parent/carer. With all confiscated items parents/carers will receive a text informing them of the item confiscated

## **7. UNIFORM**

Debden Park High School has high expectations and all students must be in the correct school uniform at all times. Students will have their uniform checked every morning in period one and every time they leave their classrooms. When students are moving to and from lessons, staff are in the corridor to ensure that students are moving quickly and safely between lessons and will also be spoken to if their uniform is incorrect. Students must be respectful and if a staff member addresses them, they must **stop and have a conversation with the member of staff and before leaving the member of staff their uniform must be correct.** If a student fails to follow the instruction of the member of staff a sanction will be put into place

If a student has an incorrect uniform and the school has been made aware of this through conversations with the Director of Year, the student will be issued with a uniform card with a clear date in which the uniform will be made correct. The student must always have the uniform card with them throughout the school day to present to other members of staff.

All students must wear formal school shoes at all times. Debden Park High School will not accept students wearing any form of trainers unless there is medical condition that the school has evidence for. If a student persistently wears incorrect shoes, then their mobile phone will be confiscated and placed in school safe and will be returned when the correct school shoes are being worn.

## **8. PUNCTUALITY TO SCHOOL/LESSONS**

Debden Park High School has high expectations that all students must be on time to school and to lessons. At the start of the school day students are allowed onto the school site at 8am. All students need to be outside their forms by 8:25 for the register to be taken at 8:30. On a Tuesday the first lesson will start at 8:30 so punctuality is essential for all students.

Every morning students will be greeted by either the Pastoral Manager, the Director of Behaviour or members of the Director of Years alongside a member of the Leadership teams who will be checking uniform as well as logging lateness. If a student is late for school their name will be written down and they will attend a 20-minute detention at break time.. If any student fails to attend their “late detention” then they will automatically be placed into a lunchtime/ after school detention for an hour that day. Students who are persistently late to school will have meetings with a Director of Behaviour, pastoral manager and a Director of Year and to establish boundaries for lateness and parents will be informed.

If a student is late twice in a week they will have their break detentions as well as an additional 30-minute detention after school. If a student is late three times in a week as well as their break detention they will have an Hours detention after school.

If lateness still continues after the initial meeting with the Director of Behaviour, Pastoral Manager and Director of Year then parents/carers will be invited in for a meeting which will be supported by the Attendance Officer.

If a student is continuously late to lessons this will result in them being monitored through a report. The monitoring process can either be with their Form Tutor, Pastoral Manager, Director of Year, Director of Behaviour or by a member of the Leadership Team. If persistently late then a sanction of Isolation will put in place

## 9. REWARDS AND SANCTIONS

Debden Park High School has a Rewards and Consequences Procedures that the students and teachers will adhere to in order to support behaviour for learning. Throughout the school day students are able to obtain a number of positive and negative points.

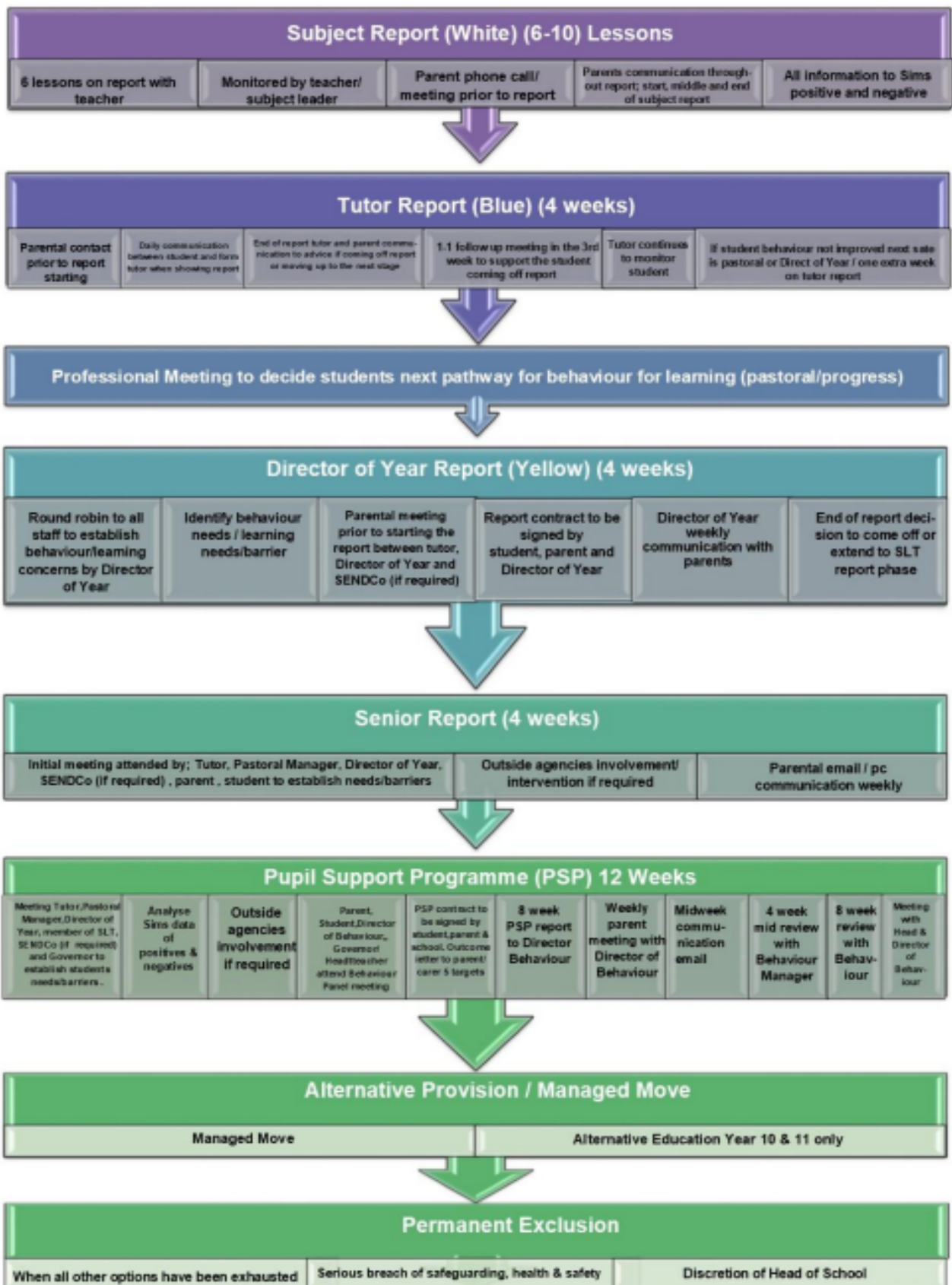
**Each teacher is responsible for the behaviour and rewards within their classroom, which includes a range of rewards and consequences.** The Team Leader/Subject Leader should be the first point of referral if staff are having persistent/serious difficulties with a student in the classroom, the Pastoral Manager, Director of Year

Praise will be given by;

- Praise Cards
- Positive reward points
- “Be” Termly rewards celebrations events
- Rewards Assemblies
- Subject certificates of effort and progress
- Access to trips and visits.
- Phone calls / emails home
- Verbal praise
- Letters

## REPORTING SYSTEM

Students who fail to meet our standards and accumulate negatives will follow the school’s report system outlined below. Throughout all phases of the reports system is focusing on promoting positive behaviour and bringing down behaviour for learning barriers.





## **DETENTIONS**

Detentions may be issued by any member of staff if behaviour is deemed inappropriate or work is not completed to an expected standard. Detentions may be issued at break, lunch and after school. Notice of after school detentions will be given to parents/carers where possible, but the school is not obliged by law to give 24-hour notice. Failure to attend detention will result in an escalated sanction and may lead to isolation or suspension.

## **‘ON CALL’**

If a student is picked up for an on-call he or she will be taken to the team leader if the situation cannot be resolved by the on-call teacher

## **TEACHER RESPONSIBILITY**

- Subject teacher must have exhausted all the behaviour for learning strategies before using on call unless the health and safety is a risk
- Subject teacher must send a student down to the office with a note to say who the on-call is for, where and the name of the teacher.
- Set detention for break, lunch or after school (detention to be completed within 24 hours) set before student leaves the classroom
- To give work to the on-call teacher for the student to complete with the team leader
- Call home to inform parent/carer that student was removed from lesson
- Add a negative to the school system
- If persistent issues continue, a learning conversation must take place with the Subject Leader to initiate an early intervention to support breaking down the barriers for learning

## **SUBJECT / TEAM LEADER RESPONSIBILITY**

- Making sure that subject teacher has set detention
- Making sure that the subject teacher has updated school system
- Restorative meeting between the student and member of staff
- Monitor student's behaviour for learning in subsequent lessons
- If persistent negative behaviour continues in the subject, it is the Team Leaders responsibility to place student on a subject report, inform the tutor, Director of Year and parents

## **ON CALL RESPONSIBILITY**

- Attend the on-call promptly and assess the situation to establish if the student can return back to the lesson. If they can then no further action is taken.
- If the situation with the student/s results in them not being able to return to the lesson, the student is set a detention with the class teacher. This must be logged on the school system and contact made with parent/carer.
- The on-call teacher takes the student/s to the team leader to complete the rest of the lesson and will have a learning conversation with subject leader regarding the reasoning for the on-call
  - Inform the office of the on call; student/s, subject removed from, which period, and the reason for removal from lesson.

## **OFFICE STAFF RESPONSIBILITY**

- Text parents to inform that the student has been removed from the lesson and that the subject teacher will call to inform them of the reason.
- Update the on-call tracker each time, this is live for all staff to access and monitor
- If a student receives their 2<sup>nd</sup> on-call in one day, the Director of Behaviour to be informed and student will go straight into isolation and attend community service after school that evening
- Directors of Year to regularly monitor the on-call tracker
- Director of Behaviour to analyse the on-call tracker weekly, termly and yearly

## **STUDENT RESPONSIBILITY**

- To attend the detention
- To reflect on the behaviour for learning why they were removed from the lesson

## **ALL DECISIONS REGARDING ISOLATION, SUSPENSION TO ANOTHER EDUCATIONAL ESTABLISHMENT, FIXED TERM OR PERMANENT SUSPENSION/EXCLUSION**

In extreme cases of poor behaviour, the school may consider excluding a pupil. Before the school does this they will consider the implications of the Equality Act 2010. Specifically, the school will consider whether there is the possibility of any discrimination against a pupil due to their sex, race, disability, religion or belief, sexual orientation, pregnancy or gender reassignment. For pupils with disabilities, whether diagnosed or not, and those pupils with additional needs, the school will also consider whether they have made reasonable adjustments to policies and practices. These considerations will be recorded prior to any suspension/ exclusion.

When establishing the facts in relation to isolation and suspension decisions, the Headteacher must apply the civil standard of proof, i.e. 'on the balance of probabilities' it is more likely than not that a fact is true, rather than the criminal standard of 'beyond reasonable doubt'. This means that the head teacher should accept that something happened if it is more likely that it happened than it did not happen. This is in line with the guideline from the Local Authority (LA) 2017

### **ISOLATION AT DPHS AND COMMUNITY SERVICE**

A student may be placed in isolation if the school deems that their behaviour for learning is unacceptable or if a student or others are at a health and safety risk. A student can only be placed in isolation with the consent of the Director of Behaviour for Learning or any member of the Leadership team. Parents will be contacted by the school to explain that their child will be in isolation.

Isolation will take place within the school grounds and in a learning room that is separated from other students within DPHS. All students who are placed in isolation will remain in the school until 4:30. When in isolation the student will work in silence and for break and lunch time will not be separated from other students from DPHS. At the end of the school day the student who is in isolation will be participating in school community activities set by the Director of Behaviour/Head of school. Failure to complete community service may result in a further day's isolation or being excluded to another educational establishment. During community service a set time is arranged by the Director of Behaviour to work with the student/s in isolation and to initiate where necessary, restorative justice between the subject teacher and student.

Students may be put into isolation for the follow reasons;

- Removed twice from on call in one day
- Swearing at staff
- Rudeness to staff
- Verbal abuse to peers
- Verbal abuse to staff
- Physical abuse to peers
- Physical abuse to staff
- In appropriate behaviour between lesson, break or lunch time
- Vandalism
- Truancy
- Theft
- Persistent failure to follow instructions

### **ISOLATION AT ANOTHER EDUCATIONAL ESTABLISHMENT WITHIN WEST ESSEX PARTNERSHIP**

The Headteacher can consider the behaviour of pupils outside of school as grounds for suspension/ exclusion at any time.

If students then continue with persistently poor behaviour and fail to improve following reflection time in isolation at DPHS, the sanction will increase and the student will complete further isolations at another educational establishment within the West Essex partnership.

This government supports headteachers in using suspension and permanent exclusion as a sanction when warranted as part of creating a calm, safe, and supportive environment in which pupils can learn and thrive. To achieve this, suspension and permanent exclusion are sometimes a necessary part of a functioning system, where it is accepted that not all pupil behaviour can be amended or remedied by pastoral processes, or consequences within the school. (DFE July 2022)

## **SUSPENSIONS TERMS**

The Headteacher can consider the behaviour of students outside school as grounds for suspension/exclusion at any time. If a student's behaviour is determined to put themselves, others or the school at risk then a period of a fixed term suspension will be enforced.

## **PERMANENT EXCLUSION**

**The Headteacher can permanently exclude any student if the school feels that school rules have been breached or that a student is at serious harm to themselves or others.**

The reasons below are examples of the types of circumstances that may warrant a suspension or permanent exclusion. (Suspension and Permanent Exclusions from maintained schools, academies and pupil referral units in England, including pupil movement) page 1

- Physical assault against a pupil
- Physical assault against an adult
- Verbal abuse or threatening behaviour against a pupil
- Verbal abuse or threatening behaviour against an adult
- Use, or threat of use, of an offensive weapon or prohibited item that has been prohibited by a school's behaviour policy
- Bullying
- Racist abuse
- Abuse against sexual orientation or gender reassignment
- Abuse relating to disability

When establishing the facts in relation to an exclusion decision, the Headteacher must apply the civil standard of proof, i.e. 'on the balance of probabilities' it is more likely than not that a fact is true, rather than the criminal standard of 'beyond reasonable doubt'. This means that the head teacher should accept that something happened if it is more likely that it happened than it did not happen. This is in line with the guideline from the Local Authority

## **10. ITEMS BANNED FROM THE SCHOOL PREMISES**

### **10.1. Fire lighting equipment**

- Matches, lighters, etc.

### **10.2. Drugs and Smoking equipment**

- Cigarettes
- Tobacco
- Cigarette Papers
- Electronic cigarettes (e-cigs) and Vapes

- Alcohol
- Solvents
- Laughing Gas
- Any form of illegal drugs
- Any other drugs except medicines covered by the prescribed medicines procedure.

**10.3.** Weapons and other dangerous implements or substances such as

- Knives
- Razors
- Catapults
- Guns (including replicas and BB guns)
- Laser pens
- Knuckle dusters and studded arm bands
- Whips or similar items
- Pepper sprays and gas canisters
- Fireworks
- Dangerous chemicals

**10.4.** Other items

- Liquid correction fluid
- Chewing gum
- Caffeinated Energy drinks
- Offensive materials (ie pornographic, homophobic, racist etc)
- Aerosols including deodorant and hairspray

## **11. SEARCHING SCREENING AND CONFISCATION**

This policy is based upon the 2022 Department for Education's [Searching, screening and confiscation advice for schools and for school leaders and teaching staff within our academies](#)

**11.1.** Staff members may use common law to search students with their consent at any time.

**11.2.** Staff members may ask any student to turn out their pockets.

**11.3.** Staff members may search any student's backpack or locker.

**11.4.** Teachers are authorised by the Headteacher/Head of School to search for any prohibited item including but not limited to tobacco and cigarette papers, as well as illegal drugs and alcohol or any form of weapons, without the consent of the student if they have reasonable grounds for suspecting that the student is in possession of a prohibited item.

**11.5.** Searches will be conducted by a same sex member of staff with another same sex member of staff (where possible) as a witness unless there is a risk that serious harm will be caused to a person if the search is not done immediately, and where it is not practicable to summon another member of staff.

**11.6** Staff members may require a student to remove outer clothing including hats, scarves, boots/shoes and coats and scarves. Students will also be required to turn out their pockets

**11.7.** Student's possessions will only be searched in the presence of the student and another member of staff unless there is a risk that serious harm will be caused to a person if the search is not done immediately, and where it is not practicable to summon another member of staff.

**11.8.** Parents may be contacted either prior or after the search

## **12 OUTSIDE SCHOOL AND THE WIDER COMMUNITY**

**12.1.** Debden Park High School has developed a good reputation over the years.

**12.2.** Students at Debden Park High School must agree to represent the school in a positive manner.

**12.3.** The guidance laid out in the school code of conduct applies both inside school and out in the wider community, particularly if dressed in school uniform.

**12.4.** Complaints from members of the public about bad behaviour from students at Debden Park High Schools are taken very seriously. In each case Debden Park High School will offer as much advice and support as possible for either the member of the public, student, parent/carer involved, and signpost them to external support such as local police service. This is in line with the guideline from the Department for Education June 2018

## **13. CONTROLLED SUBSTANCES**

**13.1.** Debden Park High School has a zero tolerance policy on illegal drugs.

**13.2.** Following the identification and confiscation of a controlled substance, the staff member will seal the sample in a plastic bag and include details of the date and time of the confiscation and witness/witnesses present.

**13.3.** The staff member will store the sample in a secure location.

**13.4.** The incident will be reported immediately to the police who will collect it and then deal with it in line with agreed protocols.

**13.5.** Debden Park High School will not hesitate to give the name and parent contact details of the student from whom the drugs were taken.

**13.6.** A full incident report will be completed.

**13.7.** Any further measures will be undertaken in line with the schools' safeguarding policy.

**13.8.** Where controlled substances are found on school trips away from the school premises, parents/carers of the student as well as local police will be notified.

**13.9.** Any student who is found in possession of illegal drugs will be permanently excluded

## **14. STAFF CODE OF CONDUCT**

All staff must adhere to the school's code of conduct

## **15. PARENTS/CARERS/VISITORS EXPECTATIONS**

The Governing Body of Debden Park High School actively encourages close links with parents and the community. It believes that students benefit when the relationship between home and school is a positive one.

The vast majority of parents, carers and others visiting our school are keen to work with us and are supportive of the school. From time to time it is necessary for parents and the school to deal with problems relating to particular students. It is important that discussions between parents and staff are conducted in a calm and respectful manner. In the vast majority of such situations this is what

happens, but on very rare occasions, aggression and verbal and or physical abuse is directed towards members of school staff or members of the wider school community.

The Governing Body expects and requires its members of staff to behave professionally in these difficult situations and attempt to defuse the situation where possible, seeking the involvement of other colleagues when appropriate. However, all members of staff have the right to work without fear of violence and abuse.

Violence, threatening behaviour and abuse against school staff or other members of the school community, including other parents and students, will not be tolerated. All members of the school community have a right to expect that their school is a safe place in which to work and learn. There is no place for any form of abuse, threatening behaviour or violence in our school.

We expect parents/carers and other visitors to behave in a reasonable way towards members of school staff and the wider school community at all times. This policy outlines the steps that will be taken where behaviour is unacceptable.

Types of behaviour that are considered serious and unacceptable and which will not be tolerated in relation to members of staff, and other members of the community are:

- verbal intimidation, for example shouting or swearing, either in person or over the telephone
- constant emails and/or phone calls which amount to harassment and intimidation, despite the school's best efforts to address a situation
- Regularly emailing staff and expecting responses at unreasonable times such as late at night or weekends. Emails will be responded to within 48 hours.
- Inappropriate electronic activity including publishing abusive or inappropriate content with regards to the school, teachers or students on social networking websites such as Facebook and Twitter or in email communication
- Any form of physical contact
- Physical intimidation, e.g. standing unnecessarily close to a member of staff
  
- The use of rude or aggressive hand gestures, including shaking or holding a fist towards another person
- Spitting
- Breaching the school's security procedures. All visitors to the school must first report to the main reception area.
  
- Turning up at the school demanding to see a member of staff without a set appointment
- Verbally abusing the reception staff

This is not an exhaustive list but seeks to provide illustrations of such behaviour. Whilst the use of such behaviour is unacceptable in all circumstances, the school is particularly concerned to protect its students from being exposed to such behaviour (whether or not directed at them).

*Unacceptable behaviour may result in the police being called or informed of the incident.*

## **PARENTAL VISITOR ACCESS TO THE SCHOOL PREMISES**

Normally parents/carers (and those with parental responsibility), plus visitors, are granted what is known as "limited license" to visit the grounds and buildings of a school. Where there are serious concerns regarding the conduct of a parent/visitor, and possible staff/student safety, the Headteacher

can:

- initiate a meeting/dialogue with the individual
- write to the visitor, describing their misconduct, explaining its impact on the school and stating its unacceptability
- vary the person's "license"/access to the school`, for example, through the addition of conditions
- warn of the possibility of a "ban" (i.e. the withdrawal of their license) if the misconduct is repeated
- impose a ban with a review after a fixed period
- impose a ban without review

In light of this "The limited license" access to school site will be restricted to parents/carers and visitors during the following set times;

- Between 11:00-11:30 am the school will not open its school gates (10.30-10.50am on Tuesdays)
- Between 1:30-2:30 pm Mondays, Wednesdays, Thursdays and Fridays the school will not open its school's gates (12.50pm-130pm on Tuesday's)

### **Procedure to be followed**

If a parent/carer/visitor behaves in an unacceptable way towards a member of the school community, the Headteacher and/or appropriate Senior staff will seek to resolve the situation through discussion and mediation. If necessary, the school's complaints procedures should be followed. Where all procedures have been exhausted, and aggression or intimidation continues, or where the circumstances otherwise require it, a parent/carer or visitor may be banned by the Headteacher from the school premises for a period of time, subject to review. In imposing a ban, the following steps will be taken:

1. The parent/carer will be informed, in writing, that s/he is banned from the premises, subject to review, and what will happen if the ban is breached, e.g. that police involvement or an injunction application may follow.
2. Where an assault has led to a ban, a statement indicating that the matter has been reported to the local police.
3. The Chair of Governors will be informed of the ban
4. As appropriate, arrangements for meetings at school regarding students, and arrangements for students being delivered to and collected from the school will be clarified.

### **ARRIVING AT THE SCHOOL**

- Parents must make an appointment with a member of staff before turning up at the school as they will not be able to meet with the member of staff without an appointment
- Students cannot call parents during the school day asking them to come to the school and pick them up.
- Students will be spoken to by director of year
- Parents must call the school and inform them

### **STAFF RESPONSE TO COMMUNICATION TO PARENTS/CARERS**

Staff have 48 hours to respond to parent's/careers communication either from email/phone communication

## **16. SOCIAL MEDIA**

Debden Park High School will not take any responsibility for the student's involvement of negative behaviour towards social media misuse. The school will support the parent/career and advise and signpost to the appropriate organisation. Ultimately it is the contracted person's responsibility to which the device is under to ensure that all types of social media are used in the correct and responsible manner. In the event of the social media misuse towards safeguarding individuals or groups of students the school will have no other option to follow the school safeguarding policy to prevent and protect all parties at risk.