



# TONBRIDGE SCHOOL

**MEMORANDA  
2018/19**

**(Current at the time of printing. Please refer to online  
version which is regularly updated.)**

## MEMORANDA

### **1. PREAMBLE.**

- 1.1 The Memoranda is the historical name for what are essentially the school rules. A summarised version of the Tonbridge School Behaviour, Rewards and Sanctions Policy is published in Appendix One, and the full policy is published on Firefly. The school has also published a code entitled 'Expected Behaviour at Tonbridge School' which is set out in Appendix Two. Any behaviour or action which falls short of these expectations will be regarded as an offence against school discipline. Further Appendices cover issues relating to bullying, drugs, sport, computers, and mobile phones.
- 1.2 The Memoranda apply to all boarders and day boys during term-time and may apply to actions which take place outside of the school day. They also apply in the holidays during any organised school activity. Compliance with the rules currently in force is a condition of continued membership of the school.
- 1.3 The Headmaster may require the removal at any time of any boy who, in the Headmaster's opinion, is exercising a harmful influence in any way, or failing to make proper use of the instruction provided by the school. This is set out in more detail in the Behaviour, Rewards and Sanctions Policy.
- 1.4 Each house has its own set of rules. They are regarded as an integral part of the Memoranda.

### **2. BOUNDS.**

- 2.1 Boys may, if not otherwise engaged in school activities, go into town at the following times. (Boys should "sign out" to let the Housemaster know where they are.)
- |                  |                              |
|------------------|------------------------------|
| Monday           | 4.30—6.00 pm                 |
| Tuesday/Thursday | 4.00—6.00 pm                 |
| Saturday         | between lunch and supper     |
| Sunday           | between breakfast and supper |
- 2.2 Boys must request the permission of their Housemaster if they need to go into town at any other time, including Pursuits. They may only leave their houses after supper with the permission of their Housemaster. Being found out of bounds is a serious matter. The school regards with

particular seriousness any boarder being found outside his house without permission after lock-up at 11.00 pm.

Specific permission must be obtained from Housemasters before boarders go out with relations, friends, Old Tonbridgians, or anyone else from outside the school, or visit private houses in the Tonbridge area. All towns outside Tonbridge, all hotels, public houses, and cinemas are out of bounds to boarders except with Housemaster's permission.

During the evening, if boys need to leave the house (for example to go to a talk at school or to use the DC labs) they should sign out and let the tutor on duty know they are going. After Call in the evening, only boys in the top three years may leave the house. They must seek permission from the tutor on duty (or the Housemaster) to do so and must sign out and back in. They should also report to the tutor (or Housemaster) on their return.

2.3 Boys may not visit other houses during lesson time, pursuits periods, or after supper, without the permission of both Housemasters.

2.4 The following areas are out of bounds:

- The Common Room and all teachers' desks;
- Offices and laboratories in out-of-school hours;
- School kitchens;
- Staff cloakrooms;
- All rivers and streams which cross or adjoin the school grounds;
- The Head (except for school praepostors and those playing on the Head) and school lawns;
- All other areas which are private, potentially dangerous, or are covered by Health and Safety regulations;
- Old climbing wall near to the squash courts.

### 3. **DRESS AND APPEARANCE.**

3.1 All clothes and shoes must be clean, neat, and in good repair.

3.2 **School dress:** Must be of the style sold in the school shop, and is as follows:

**Weekday dress:**

- Plain dark grey trousers, school jacket, white shirt with regular collar, a school tie and dark socks (not patterned).
- Plain black polishable shoes (not boots) of conventional design and material.
- Pullover, if worn, must either be the house pullover or navy blue, dark grey or black. It must be V-necked so that the tie is clearly visible.
- Boys in the sixth form may wear school suits (dark grey or dark blue with no discernible pattern) on weekdays provided that they have a second suit for more formal occasions.
- Boys in the upper sixth may wear light-coloured shirts, with regular collars, of their own choice. Shirts must be plain or striped only.
- School praepostors may wear brown polishable shoes as part of weekday dress, but not on formal occasions.
- Overcoats or other weather-proof clothing must be plain in colour and of normal cut and length.
- Only school or quiet-coloured scarves may be worn.

**Formal dress:**

- School suit, white shirt (as above), school tie and plain dark socks.
- Black shoes (as above), pullover (as above).
- Boys in the sixth form may wear dark grey or dark blue suits of normal cut and material, waistcoat or V-necked pullover as above, white shirt and tie as above.
- School praepostors may wear light-coloured shirts of their own choice.

**Smart Informal Dress:**

- Plain trousers (including chinos and jeans).
- Smart, clean footwear.
- Shirt with a collar attached and of a quiet colour (not games or T-shirt).
- Jerseys, jackets, overcoats, and anoraks: not in loud colours, and not leather or denim, nor military wear.

**Casual dress:** Boys' own clothes of an acceptable nature.

- 3.3 Formal dress will be worn at Sunday Chapel services, and by boys going away from Tonbridge for school matches, interviews, or other engagements, unless specific permission to wear other clothes, such as weekday or smart informal dress, has been given.
- 3.4 Only regulation clothing may be worn for physical education and games. Those in charge of such activities may from time to time determine an acceptable dress code.
- 3.5 All clothing and games kit must be clearly marked with the owner's name.
- 3.6 Appearance must be tidy. This includes shirts tucked in, with top buttons and ties done up. Boys are expected to be clean-shaven.
- 3.7 No visible jewellery (other than a single signet ring) is allowed.
- 3.8 Headphones for mobile devices, such as mobile phones or MP3/MP4 players must not be worn around school.
- 3.9 Hats may not be worn unless otherwise directed by the Second Master.
- 3.10 Hair must be tidy, neither excessively short nor long (not over the collar). Hair must not be dyed or tinted, nor cut or dressed in any extreme fashion.
- 3.11 In all matters of dress and appearance, the arbiter of what is acceptable is a boy's Housemaster, and ultimately the Second Master or Headmaster. A boy whose dress or appearance is unsatisfactory may be sent home.
- 3.12 Boys may not chew gum anywhere on school premises. All litter must be put in the bins provided.

#### **4. HEALTH AND SAFETY.**

- 4.1 The school is subject to precise health and safety laws. Those applying to boys are posted or announced in the specific areas such as swimming pool, laboratories and houses. Boys have a duty to report any injury, accident or dangerous occurrence to the master supervising an activity or to their Housemaster. Boys taken ill or injured during the school day must be accompanied to the Medical Centre.
- 4.2 **Medicines:** All medicines, whether requiring a prescription or not, will be kept by house matrons or the staff of the Medical Centre. (other than those permitted to self-medicate with the written consent of the School).

- 4.3 **Fire notices:** These are posted throughout the school and houses, and the instructions must be observed. School and house fire drills will be held regularly.
- 4.4 **Bicycles:** A day boy may cycle to school only with his Housemaster's permission. Boarders must seek permission from the Second Master to keep a bicycle in school. Only school praepostors may cycle in the school grounds (including to the games pitches). No boy may ride in the area at the front of the school between the Headmaster's house and the Science block, or ride through the central arch. Boys riding bicycles are strongly recommended to wear safety helmets. Lights must be used during lighting-up hours, and all luggage should be carried in a basket, pannier or backpack. It is the boy's responsibility to ensure that his bicycle is roadworthy and safe. There will be periodic inspections. All other rules with respect to bicycles are included in the house rules.
- 4.5 **Motorcycles:** No boy may ride a motorcycle to school, or keep a motorcycle at school.
- 4.6 **Cars:** Without permission from both his parents and the Headmaster a boy may not:
- Drive a car to and from school or on school business.
  - Keep a car at school.
  - Drive another boy in his car.
  - Be driven by another boy in his car.
- The application form for such permission is available from the parents' portal. Cars may not be driven by boys in the school grounds, except when going to and from the designated parking space by the Sports Centre. Permission to drive may be revoked if a boy does not adhere to these rules.
- 4.7 **Road Safety:** Boys should, when crossing any road, use designated crossing places, including pedestrian crossings, traffic lights and traffic islands. Great care must be taken on any public road and on any road within the school grounds. Mobile phones and other similar personal items should not be used when crossing roads. Behaviour on or near roads that is likely to cause danger to self or others must be avoided. All this applies to both pedestrians and cyclists.
- 4.8 **Photographs:** There are occasions when pupils and staff will be photographed in school. Every member of the school community has a right to privacy under both human rights and data protection

legislation. Any boy who wishes to withdraw consent for his photograph to be used either generally or on any specific occasion must put this in writing to the Second Master. In all such cases the school will respect the wishes and image rights of the individual. A fuller version of this policy is available on the school website or by application to the Second Master.

## 5. ATTENDANCE AND EXEATS.

- 5.1 If a **day boy** is ill or is absent for any reason parents should report this to the Housemaster as early as possible on that day.
- 5.2 If a boy is taken ill during the school day he must report to the Medical Centre.
- 5.3 If a **day boy** is late he must sign in at Reception and report to his Housemaster at the earliest opportunity.
- 5.4 **Absence from school** during term-time can be agreed only on three grounds:
  - 1. On grounds of health;
  - 2. On grounds of educational benefit;
  - 3. On compassionate grounds.

Absence is not usually agreed for the convenience of domestic holidays: for this reason the dates of the school terms and half-terms are published well in advance.

- 5.5 **Weekends:** The dates of weekend exeats are published in the school calendar, and boys are expected to go home or to their guardians. At the end of an exeat weekend boys must return to their houses by the published return time. Boys may, if they wish, return to their houses up to three hours before the published return time. If a boy wishes to return even earlier, or cannot return before the published time, he must request permission from his Housemaster. A boarder may take weekend leave home at other weekends, provided that his parents have informed his Housemaster via the Weekend Leave Form, starting after games or other school commitments on Saturday afternoon, and returning to his house not later than 6.50 pm on Sunday and no earlier than lunchtime.
- 5.6 **Half Terms:** All boys must go home or to their guardians over the half-term exeats, and the two-night long exeats.

## 6. **ACADEMIC WORK.**

- 6.1 All boys should have high academic expectations. Their work should be completed neatly, carefully and as thoroughly as possible.
- 6.2 Pursuits periods are intended for rehearsals, music practice, extra tuition, academic or practical work, reading or quiet relaxation, but not usually for games. Work areas must be quiet.
- 6.3 Study periods for boys in the Sixth Forms are intended for quiet private study. They should be taken in the Smythe Library, departmental libraries, free classrooms with the consent of teaching staff or in studies in their houses. Boys must remain in their chosen place of work for the whole period. Any boy in the 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> year whose circumstances require occasional study periods will be expected to work in the Smythe Library.

## 7. **SPECIFIC RULES.**

- 7.1 **Drugs.** The school's drugs policy is set out in Appendix Five.
- 7.2 **Alcohol.** Please refer to the full policy on Alcohol and Smoking (available on Firefly).

No boy is allowed to purchase, possess or consume alcoholic drink either while at school or under school control, except in the following circumstances: Permission for moderate consumption of alcohol may be given, **under staff supervision and with parental consent** (such consent must not be assumed), to boys in the Sixth Form only as part of a meal; Boarders aged eighteen or over may consume alcohol in public houses on a Saturday night provided they have their Housemaster's permission and general consent has been given in writing by their parents. Boys in the Upper Sixth who have not yet reached the age of eighteen may also go to public houses with the above permissions but may not consume alcohol except as part of a meal and under adult supervision.

An Upper Sixth Boarder or Day boy may only visit a pub in the locality of the school when he has his Housemaster's specific permission to do so and his parents have given their general consent in writing.



No boys may consume spirits. Any boy who is clearly intoxicated is liable to be suspended.

- 7.3 **Smoking.** Please refer to the full policy on Alcohol and Smoking (available on Firefly).

No boy is allowed to smoke at school, in close proximity to the school, on the way to or from school or when otherwise under school rules or control. Any infringement of the above rule leads to a fine, a Headmaster's Detention, and a cautionary letter home. Persistent offences may lead to Suspension. This rule extends to e-cigarettes/vape pens and all other forms of electronic cigarette devices.

- 7.4 **Other Forbidden Items.** Possession of any items, objects or substances deemed dangerous are forbidden. These include any form of firearms (including air guns), knives, other weapons real or replica, explosives of any kind including fireworks, laser pens, or other inappropriate material.

- 7.5 **Theft or borrowing without permission.** It is a serious offence to take or use any person's property without their permission. Boys are also not allowed to lend money to each other for financial gain.

- 7.6 **Gambling and betting.** Any forms of gambling, betting or playing for money are forbidden. All betting shops and amusement arcades are out of bounds. Online betting is also forbidden.

- 7.7 **Damage to Property.** Any boy who causes damage to house or school property or to any private property must report the fact to his Housemaster.

- 7.8 **Conduct of Sport.** Boys should abide by the 'Code of Conduct' for sport set out in Appendix Six.

- 7.9 **Computers.** The rules for use of computers in school are set out in Appendix Seven.

- 7.10 **Mobile Phones.** An acceptable use policy for mobile phones is set out in Appendix Eight.

## 8. **PROBLEMS AND COMPLAINTS PROCEDURE.**

If a boy has any cause for complaint about a member of staff or any aspect of the school's policy and procedures, he should talk informally to his Housemaster, any other member of the house pastoral team, the School Chaplain, the School Counsellor, the staff in the Medical Centre, the school doctors or any other member of staff.

If the complaint cannot be resolved informally to the boy's satisfaction, he should put the complaint in writing to his Housemaster or to the Second Master or Headmaster. Any such formal written complaint will be recorded by the individual to whom the complaint is made and answered within seven days in term time, stating any action planned or taken. All such formal written complaints are subject to review by the Second Master.

If the nature of the complaint is such that it is not appropriate for it to be raised with a member of the school staff, then the boy should contact the School Counsellor or the School's Independent Listener. In addition, any complaint involving the welfare of boarders can be communicated to ISI, the body responsible for inspecting and safeguarding the welfare of boarders. ISI can be contacted on 020 7710 9900 or by email: [concerns@isi.net](mailto:concerns@isi.net) The website address is <http://www.isi.net/parents-and-pupils/concerns-about-a-school>. Calls can be made to Childline whose number is 0800 1111, website: [www.ChildLine.org.uk](http://www.ChildLine.org.uk)

If the complaint is still not resolved to the complainant's satisfaction, then his parents should follow the procedure set out in the 'Complaints Procedure for Parents'.

All complaints will be taken seriously. Confidentiality will be observed as far as is consistent with the proper investigation and effective handling of the complaint. No boy will be penalised for making a complaint in good faith. Malicious complaints, and/or accusations may result in a serious sanction.

## **SUMMARY OF TONBRIDGE SCHOOL BEHAVIOUR POLICY AIM OF POLICY**

This policy is designed to promote and encourage an acceptable standard of behaviour in and around School, travelling to or from School, on any School activity and on any occasion when a boy may be identified as being a member of Tonbridge School. It is based on clear values which the School promotes; these include self-discipline, a sense of responsibility, a proper regard for authority, respect for and celebration of difference in others, and a sense of service to the community. It places great emphasis on the positive behaviour to be expected and rewarded, as well as prevention of what is unacceptable through a series of clearly defined sanctions. At its heart is the promotion of a good learning and teaching atmosphere in which all boys can realise their potential. The policy safeguards and promotes the welfare of all boys, protecting them from all kinds of discrimination, harassment and bullying. It recognises the duty of the School to promote racial and gender equality and to take action to tackle inequalities and discrimination of any kind that are identified, including with respect to boys who have special educational needs. It relies on a culture of mutual respect between parents, boys and staff, and it has been drawn up in wide consultation with the School community and takes into account the non-statutory guidance given in 'Behaviour and Discipline in Schools' (January 2016) and the Equality Act of 2010. It will be subject to regular review by the Second Master in consultation with others.

The Behaviour, Rewards and Sanctions Policy has four main elements:

- 'Expected Behaviour at Tonbridge School' – a code to be promoted, taught and enforced.
- A System of Rewards for Achievement, Effort and Good Behaviour.
- A System of Sanctions.
- A Statement of Roles and Responsibilities.

It is important that this policy is read and applied in conjunction with other School policies and programmes. Specifically these are:

- Safeguarding Policy (including Child Protection)
- Memoranda
- Anti-Bullying and Cyber Bullying

- Special Educational Needs and Disabilities
- Alcohol and Smoking
- Drugs
- Problems and Complaints Procedure for Boys (Memoranda)
- Complaints Procedure for Parents (Parents' Handbook)
- Acceptable Use of Computers (Boys)
- Procedure for Appeal against Expulsion
- Discrimination and Equal Opportunities (for Boys)
- PSHEE
- Philosophy of Care
- Pastoral Care Handbook
- Physical Restraint
- Emerging Technologies and New Media

Searching and Confiscations

## **REWARDS FOR ACHIEVEMENT, EFFORT AND GOOD BEHAVIOUR**

A system has been established to promote rewards for achievement, effort and behaviour. The key elements of this system, which are not intended to be exclusive, are:

- Frequent reminders in staff meetings of the importance of celebrating success, and of verbal and written praise and encouragement;
- School prizes and awards for all kinds of achievement;
- Awards made by the Lower Master at end-of-term assemblies;
- Award of Commendations for academic and non-academic achievement and effort, and for examples of positive behaviour and service (details below);
- Award of Distinctions for examples of academic excellence (details below);
- Space in the Interim Reports to note special effort or achievement;
- House points or merit books leading to House awards;
- The use of School and House notice-boards and the intranet to record special achievements;

Regular communication to parents of 'good news'.

**Commendations.** Your teachers can award Commendations to recognise excellent work or outstanding effort, initiative or contribution. They will

complete an online form which will generate an email to you and your Tutor. Your Housemaster will be notified of the reasons for the Commendation. If you are awarded ten Commendations you will receive a £5 voucher.

**Distinctions.** If your teacher feels that a piece of work is exceptional they can award you a Distinction. These are passed, along with your work, to the Headmaster and your parents will be informed. You will be awarded a £10 voucher.

**SANCTIONS** Any school community needs sanctions to protect pupils and reinforce school rules. They must be consistent and fair. This policy establishes different levels of sanction. At a lower level some of these sanctions would include:

**Level 1: An Imposition Paper; A classroom break time detention; House sanctions,** which will be set out in your House Rules.

More serious or persistent offences will be dealt with in the following ways:

**Level 2: Departmental Detention.** These are coordinated by the Head of Department and recorded centrally. They are for persistent unsatisfactory work or attitude in class. Your Housemaster will be made aware.

**Tuesday School Detention.** These are coordinated by a Head of Department or your Housemaster and recorded centrally. They will be held from 5.20-6.00pm in Room G3 and are for disciplinary offences such as persistent classroom misbehaviour or significant breaches of 'behaviour expectations'.

**Level 3: Sunday Extra Work Class.** These are coordinated by your Housemaster and recorded centrally. They will be held from 4.00-6.00pm in Room G3 and are for unacceptable academic work or performance, for some disciplinary offences (as agreed with the Second Master) and unauthorised absence from lessons.

**Level 4: Headmaster's Detention.** These are coordinated by your Housemaster in discussion with the Second Master and will be centrally recorded. They will be held on set Saturdays from 7.00-9.00 in Room G3 and are reserved for the most serious disciplinary offences. Your parents will be informed about the offence and punishment. All boys in this detention will see the Headmaster or Second Master before Chapel on the morning of their Detention.

**Suspension.** The highest level of sanction will be temporary or permanent suspension imposed by the Headmaster or, in his absence, by the Second Master.

**COMPLAINTS** You are entitled to complain to your Housemaster or to the Second Master if you feel you have been unfairly treated. For details refer to the Complaints Procedure in Section 8.

Reviewed Jan 2018

(Memoranda Appendix 2)

## **EXPECTED BEHAVIOUR AT TONBRIDGE SCHOOL**

Tonbridge School is a community where the welfare of all is protected and promoted. To this end, certain standards of behaviour are expected of all boys in and around the School, on the way to and from School, on any School activity and on any occasion when a boy may be identified as being a member of Tonbridge School. These expectations are promoted and reinforced, within the overall School Behaviour, Rewards and Sanctions Policy, by a system of rewards and sanctions. We expect boys to:

### **Show Respect for Others**

- Show good manners, tolerance, regard for authority and for individual privacy
- Celebrate difference and diversity in others
- Show respect for Chapel and for those of different faiths
- Support, promote and adhere to the School's Anti-Bullying Policy
- Avoid bad language and any behaviour which might cause offence

### **Strive For Self-Respect**

- Be trustworthy, honest and tell the truth
- Attend and be punctual at all compulsory School obligations
- Keep safe and healthy by proper appreciation of risk, by regular exercise and by avoiding harmful substances
- Be self-disciplined and committed
- Take pride in appearance

### **Make a Positive Contribution**

- Take pride in membership of the School and be its ambassador
- Engage with and commit to a wide range of activities
- Think how you can serve the School community
- Develop your own skills and interests by full participation in extra-curricular activities
- Support activities to help the wider community outside the School

## **Enjoy and Achieve At School**

- Value effort and achievement
- Take responsibility for own learning and academic progress
- Help promote a positive learning atmosphere in the classroom and elsewhere
- Develop own skills and interests by full participation in extra-curricular activities
- Prepare for life after School by developing good work habits and social skills

## **Respect Property and The Environment**

- Respect the property of others
- Look after the fabric and property of the School
- Think 'green' in attitude to the School and wider environment
- Respect other people's working and living environment by avoiding undue noise
- Avoid dropping litter



Reviewed Jan 2018

(Memoranda Appendix 4)

## **ANTI-BULLYING POLICY AIMS AND OBJECTIVES**

Bullying, especially if left unaddressed, can have a devastating effect on individuals. It can be a barrier to their learning and have serious consequences for their mental health. Bullying which takes place at school does not only affect an individual during childhood but can have a lasting effect on their lives well into adulthood

Tonbridge School supports the right of all members of the School community to be free from all forms of bullying, harassment and discrimination. We wish to create and maintain a caring and supportive School environment by making clear that bullying will not be tolerated and that positive steps will be taken to eradicate it. We aim to create an atmosphere in which staff, parents and boys are encouraged to bring out into the open any incident of bullying, knowing that measures to deal with it will have the support of the whole School community. This Anti-Bullying Policy is based in large part on the views of the boys themselves, who are encouraged to feel that they are the owners of it. It represents the School's promise to address problems of bullying and do all that it can to prevent them. This policy also takes into account our duty under the Equality Act of 2010, DfE guidance given in 'Preventing and Tackling Bullying: Advice for School Leaders, staff and Governing Bodies (July 2017)', 'No Place for Bullying' (June 2012) and also KCC guidance available via [www.kelsi.org.uk](http://www.kelsi.org.uk). Links to organisations who offer support, advice and guidance are listed at the end of this document.

**This policy is made available to parents and boys and is published in the Memoranda. All staff and Praeposters are given this policy as part of their induction.**

### **Reference to Other School Policies and Guidance**

This anti-bullying policy should be read in conjunction with the policies and documents listed below:

- Cyberbullying Policy;
- Safeguarding Policy (Including the Child Protection Policy);
- Online-Safety Policy;
- The Memoranda

- Behaviour, Rewards and Sanctions Policy, which includes the Expected Behaviour Code;
- PSHEE Policy and Departmental Handbook;
- Acceptable Use of Computers Policy;
- Emerging Technologies and Use of New Media Policy;
- Staff Code of Conduct;
- Whistleblowing Policy.

## **WHAT IS BULLYING?**

Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally. It might be motivated by actual differences between children, or perceived differences, and is often underpinned by an imbalance of power between individuals. Such behaviour is likely to be persistent, and difficult for victims to defend themselves against. It can take the form of physical, verbal or emotional abuse, but it can also involve the marginalisation and exclusion of individuals from specific groups. It can happen in Houses, but is just as likely in a classroom or wider School setting. It can also happen via mobile technology and the internet. Bullying can take place within the School community but also off the School premises, such as on public transport. Bullying can happen anywhere and at any time but this policy will apply to all members of the School community wherever they are. Emotional bullying can be more damaging than physical as it can cause serious and lasting psychological damage and even suicide. Harassment and threatening behaviour are criminal offences. We always treat bullying very seriously as bullying conflicts sharply with the School's policy on equal opportunities, as well as with its social and moral principles. A bullying incident will be treated as a child protection concern where there is reasonable cause to believe that a child is suffering or likely to suffer significant harm.

Some examples of behaviour which would count as bullying include:

- Actual physical violence such as kicking, hitting, pushing, or the threat of violence.
- Stealing or hiding someone else's property.
- Name-calling and hurtful remarks, including those which focus on race, sexual orientation, religion, culture, gender, special educational needs or

disability, or said with the intention of undermining someone's self-esteem. It can also happen because a child is adopted, is in care or has caring responsibilities. Some bullying also has a specific sexual dimension or dynamic and might involve sexual innuendo or comments, or using sexual language to humiliate or intimidate.

- Open and repetitive 'teasing' in a classroom or group situation; the difference between "banter" and "bullying" is one we are careful to monitor and we will always challenge these behaviours and recognise the possibility that they can cause significant distress and harm.
- Attempting to humiliate or isolate someone by exclusion from a social or sporting group, including exclusion from an online or messaging platform.
- Bullying includes:
  - **Cyberbullying.** Cyberbullying is the use of new and emerging technologies to cause harm or distress to another person. The internet, gaming sites and social networking sites and apps (such as Snapchat Facebook, Twitter, Instagram or Whatsapp) must not be used to intentionally or deliberately hurt, humiliate, slander or defame another person. Boys are made aware that actions in this regard undertaken outside of School may also contravene School policy and be subject to School sanction (in the first instance). The same sanctions will apply to incidents of cyberbullying as would apply to any other form of bullying. For more detail refer to the separate Cyberbullying Policy.
  - **Mobile Communications and Emerging Technologies.** Boys and staff are made aware that the guidelines which apply to the use of the School network also apply to any handheld communication device which is brought onto the School site. Nothing which is inappropriate or potentially illegal should be downloaded or saved onto these devices and all should be aware of the possible criminality of transmitting such material.
  - **Our expectations of how boys and staff should use new technologies are made clear in our Acceptable Use of Computers Policy, Online-Safety Policy, Emerging Technologies and Use of New Media Policy and in the Tonbridge School Handbook.**

## **WHAT WILL BE DONE BY TONBRIDGE TO PREVENT BULLYING?**

We (staff and boys) do all we can to create a climate in which bullying is not tolerated, and in which pupils can report bullying incidents without feeling that they are 'telling tales'. Staff, boys and parents are all involved in this process of creating and supporting a whole School anti-bullying culture.

We will encourage boys to talk openly and regularly about the issue within tutorial groups in their houses, in the appropriate School and House councils, in direct meetings with the School's Anti-Bullying Coordinator, or conversations with other appropriate members of staff (Chaplain, Matron, School Counsellor, trusted teacher). We also ensure that School and House Praes are thoroughly conversant with this policy and play an important role in its successful implementation.

There are regular meetings with an Anti-Bullying Council (ABC) from every year in the School. In the Novi the ABC is made up of one boy from each set, chosen by other boys (and supported by Housemasters and Lead Teachers) as being a suitable candidate. Feedback on these meetings is given where appropriate.

We ensure that the School curriculum addresses issues of bullying and encourages boys and staff to share ideas on preventing it. There is a strong anti-bullying presence within the PSHEE curriculum and a desire to encourage boys to openly discuss and celebrate difference and diversity.

We will entrust members of staff, known as the 'Anti-Bullying Co-ordinator(s)' with the responsibility of monitoring the implementation of this anti-bullying policy, chairing meetings of the ABC, training ABC representatives, encouraging anti-bullying initiatives amongst boys (e.g. poster campaigns, chapel talks, assemblies and an intranet page) and evaluating the policy's overall success. The Anti-Bullying Coordinator(s) meet regularly with the Second Master to discuss any incidents and to consider proactive strategies to educate the boys. The Anti-Bullying Coordinator(s) will log incidents of bullying and work with the Second Master to identify and respond to any trends or patterns.

We ensure that all members of staff are aware of their responsibility to watch out for and respond appropriately to any possible bullying behaviour through Induction and CPD. They should refrain from any words or actions in the classroom or in other areas of the School which might be seen as an encouragement to bullying or as bullying behaviour in itself. Staff inaction in

the face of bullying behaviours must also be avoided and all staff should feel empowered to challenge such behaviour.

We encourage Housemasters to establish a formal or informal system of peer support in each house – boys to whom victims or witnesses of bullying can turn and ask for help, especially if they feel unable to talk to an adult.

We do all that we can to resolve issues of bullying through mediation, discussion and making bullies aware of the effects of their actions, but we will use sanctions against them when this is deemed necessary. We will often engage boys to encourage other boys not to continue with their behaviour.

We encourage bullies willingly to seek help themselves in changing their behaviour. This will be catalysed by educating boys as to why they and their peers may find themselves bullying others.

We will give protection and support to any victims of bullying, and to anyone who brings such issues to our attention.

We will publicise details of the School Counsellor, the Independent Listener and organisations (e.g. Childline) outside the School community who can be contacted if victims of bullies prefer to talk to someone who is independent.

Boys are made aware that issues of racism, religion, sexism, homophobia, gender, special educational needs, disability and sexual bullying will be treated with equal severity.

Boys are made aware of the difference between so-called 'banter' and derogatory or discriminatory language. Boys are taught that being a bystander who does not act is to be complicit in the act of bullying, and all boys are made aware of a range of ways in which they can act if they witness bullying behaviour.

We also seek to engage and involve parents in our anti-bullying strategy through the provision of Parents' Pastoral events and regular sampling of parental opinion.

We promote safe use of new technologies through education and engagement with the boys on these issues, such as via the Tonbridge Online Safety Council run by the boys. This approach is supported by an Online-Safety Policy, a Cyberbullying Policy and Acceptable Use of Computers Policies for boys and staff.

## **WHAT PROCEDURES SHOULD BE FOLLOWED IF BULLYING OCCURS?**

Firstly, the matter and all the circumstances must be brought into the open by bringing it to the attention of someone who will do something about it. In some cases this will be another boy in the first instance, but it might also be a parent or a member of staff - whoever the victim or witness of the bullying feels comfortable in talking to.

The next stage is to report the incident in writing or by email to the appropriate Housemaster(s) **and** to the Anti-Bullying Co-ordinator. Housemasters should also report to the Anti-Bullying Co-ordinator(s) any significant incident of bullying within their own Houses. They will talk to all involved, discover what occurred and explore the feelings of both the victim and the bully. If it is judged appropriate, all parties will be brought together to explore ways of resolving the situation, particularly in making the bully come to terms with the effect of his behaviour. Sanctions against the bully will be considered, especially if the bullying is severe. The Second Master must be informed in writing of any significant incidents of bullying.

The situation must then be followed up regularly by those dealing with it. If the bullying is repeated or severe, sanctions or the clear threat of sanctions should be applied as detailed below and also in the Behaviour, Rewards and Sanctions Policy. This could range from a formal warning given by the Second Master or Headmaster to suspension from School, either temporary or permanent. The written records will be monitored by the Anti-Bullying Co-ordinator(s) and the Second Master, who will be responsible for regular review of this policy.

## **LIKELY SANCTIONS**

All incidents of bullying will be taken very seriously by the School and will depend on the nature and severity of each specific case. Repeat offenders are likely to be subject to even more stringent sanction.

The Housemaster is best placed to deal with low level verbal bullying with input from the Anti-Bullying Coordinator(s). However, anything which involves serious physical bullying or protected characteristics (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity,

race, religion or belief, sex, and sexual orientation) must be passed to the Second Master. The nature of the sanction imposed will depend on the nature of each case, but it is likely that:

- In the first instance the boy will be given a Headmaster's Detention, with a letter being sent home to parents;
- If there is repetition of this type of bullying, suspension will be the likely result;
- If there is then further repetition it is likely that the boy will be asked to leave the School.

## **REVIEW AND SCRUTINY**

The Anti-Bullying Co-ordinator and Second Master will meet every fortnight to review incidents of bullying and to assess and respond to any emerging patterns or trends.

There will be a regular review of the actions taken by the School in response to any incident of bullying and an assessment of the effectiveness of any actions taken.

There is a formal annual review of the Anti-Bullying Policy.

The Second Master reports to the Governors' Pastoral Committee about significant Anti-Bullying issues.

## **STAFF TRAINING**

All new staff are inducted into the Anti-Bullying Policy and a reminder is issued to all staff about the importance of the policy and procedures to follow at start of term CPD. In light of on-going review and scrutiny of the policy and incidents the School will train staff with regard to emerging trends or specialist areas, such as cyber bullying or LGBT+ pupils.

## **DRUGS POLICY**

This policy takes into account the following guidance:

- DfE and ACPO drug advice for Schools (2012)
- Screening, Searching and Confiscation: Advice for headteachers, school staff and governing bodies (DfE, February 2014)

This Policy should be read in conjunction with:

- Searching and Confiscations Policy
- Guidance About the use of Supplements Policy

**The School aims to take all possible steps within its power and jurisdiction to encourage and maintain an environment for all boys which is free of illegal drugs and free of the temptation to take drugs or other substances which are unregulated and have a potentially harmful effect on the physical and emotional wellbeing of the boys.**

To this end, the School has in place:

- a drugs' education programme aimed at both boys and parents;
- a clear disciplinary sanction intended to deter the use of drugs;
- a testing procedure which can either confirm or remove suspicion of drug-taking.

Boys can discuss their concerns about drug and substance misuse (either their own or a family member or friends) with their Housemaster, their tutor, the Chaplain, staff at the Medical Centre, the School Counsellor or the Second Master without fear of sanction. Where a boy voluntarily identifies himself as a drug user we may (depending on the circumstances) work with the boy and his parents to support him through a drug rehabilitation programme. The normal sanction for any boy possessing or using illegal drugs (those categorised as Class A, B or C) or new psychoactive substances (so-called 'legal highs') at School, or when otherwise under School rules or control, is expulsion. Alternative sanctions (when there are mitigating circumstances) could involve suspension and a final warning. Any boy found selling, supplying or offering drugs to another boy will be expelled and the matter may be referred to the Police. A boy who is clearly suffering as a result of drug misuse at home should be seen as a safeguarding concern and offered immediate support.



We will investigate rumours about involvement in illegal drugs and new psychoactive substances (legal highs), including questioning a boy and searching his room and personal possessions. The School may require a test to be taken by any boy of whom there is reasonable cause to suspect that he may be using illegal drugs or new psychoactive substances. A positive test is liable to lead to expulsion with the cost of the test being borne by the parents. Refusal to take a test will be regarded as a disciplinary offence and the School may proceed as if there had been a positive test.

Drug testing at Tonbridge School is conducted by 'Alere Toxicology Plc'. The process is handled entirely by this independent drug testing company and is confidential.

The drugs' testing procedure followed by the School is in line with Alere Toxicology's guidance and is set out separately.

## **DRUG USE AND SPORT**

Tonbridge School prides itself on its sporting ethos and commitment to fair play and honesty. Any boy found to have taken, or who is suspected of having taken performance enhancing drugs as defined by the WADA code, is liable to be tested by the School. A positive result will be reported to the governing body of that sport and the boy will additionally be regularly tested by the School. The School will support and enforce the sanction imposed by the governing body, and may seek to impose additional sanctions if deemed appropriate. Refusal to take a test for these substances may be regarded as a disciplinary offence and the School may proceed as if there had been a positive test.

## **DIETARY SUPPLEMENTS** (see also the 'Guidance About the Use of Supplements' Policy)

Tonbridge School discourages the use of dietary supplements (such as protein powders and creatine) to attempt to enhance levels of sporting achievement. We believe that these products are of no benefit to the sporting performance of the vast majority of boys and can, at worst, create an unhealthy attitude towards body image. Medical advice is that a healthy balanced diet and appropriate levels of exercise should be all any boy needs to develop and grow in a healthy way. There are risks with certain unregulated supplements (often

purchased online), and even regulated supplements can be harmful if overused.

1. Permission to use supplements in School must be explicitly agreed in writing by a boy's parents or Guardians after discussion with their son's Housemaster and the Director of Sport. Any boy found with protein powders or other supplements who does not have the required consent will have it confiscated and returned to parents.
2. The use of supplements in the Gym at the TSC is banned at all times. Boys found with supplements will have them confiscated by the gym staff who will report their use to the boy's Housemaster.
3. Any suspicion that a boy is misusing supplements or other banned substances, such as steroids, will be thoroughly investigated and treated seriously.

## **THE CONDUCT OF TONBRIDGE SPORT**

Sport is an integral part of the educational experience at Tonbridge. The breadth, depth and quality of our provision are essential ingredients in providing an environment in which boys can both improve and enjoy their sport, whilst also building an understanding of the link between constructive exercise and a healthy lifestyle. Boys of all ability are encouraged to play meaningful and competitive sport here at Tonbridge. We identify four key benefits of sport in education which also support some of the key aims of a Tonbridge education:

- Working with others in a team toward an external, collective objective;
- The challenge of competition, of mastering physical skills and of enjoyment and achievement;
- The self-evident benefits of physical exercise and a healthy lifestyle;
- The concept of fair play, and the ability to cope with both success and failure.

It is important that all those who are involved in the playing, coaching and supporting of Tonbridge sport are aware of the need for the highest standards of sportsmanship at all levels, and adhere to the following points:

1. Respect and courtesy should be paid to the opposition at all times;
2. Open criticism of or dissent from umpiring or refereeing decisions are unacceptable;
3. There must be no foul or abusive language on the field;
4. Physical or verbal intimidation of opponents is unacceptable. No opponent should be verbally abused or deliberately distracted by any actions or words;
5. All sports are played to win. However, losing a match is not the end of the world and all boys should know how to lose graciously;

6. Behaviour when visiting other schools should be exemplary. Taking any property belonging to another school or its pupils will be regarded as theft and will be dealt with by the Second Master;
7. Any boy who transgresses this code should be formally warned by the master-in-charge of his sport. The Director of Sport and the boy's Housemaster should be informed of any such action. More serious or repeated breaches of this code should lead to a boy being suspended from future matches and might lead to formal School sanctions.
8. This code applies at all age levels and in house as well as school matches.

It is important that staff and parents transmit the right message about good sportsmanship. All should set the right example: sport is played to win, but not at all costs and boys must realise that success can be tarnished by allegations of poor sportsmanship.

## **ACCEPTABLE USE OF COMPUTERS POLICY**

Any large computer network is a highly complex system requiring a considerable amount of maintenance. The points below are designed to ensure that the network is always available and working at the appropriate times. All staff users of the network (whether using School computers, personal laptops or any other device that can connect to the School network by whatever means) are expected to use their common sense, and to follow the more general School rules and the law of the land.

This Policy should be read in conjunction with the policies listed below:

- Staff Code of Conduct;
- Online-Safety Policy;
- Cyberbullying Policy;
- Emerging Technologies and Use of New Media Policy;
- Taking, Storing and Using Images of Pupils Policy.

### **System Security**

Each member of staff is responsible for their own account and they should take all reasonable precautions to prevent others from using it. Under no circumstances should passwords be given to another person. If a member of staff suspects that someone knows their password, it must be changed immediately. In any case, staff are advised to change their passwords on a regular basis.

However secure the system is, there is no protection against a computer which has been left logged in to the network and unattended. Even if a member of staff is only leaving their computer for a few moments, it is their responsibility to lock their computer or sign out. Serious data protection breaches can occur if boys are able to access the system via a staff login.

### **Unauthorised Activities**

Staff must not attempt to go beyond their authorised access. This includes attempting to log in through another person's account, sending e-mail while masquerading as another person, or accessing another person's files in their

directory. Staff must not make deliberate attempts to disrupt the computer system or destroy data. Staff should not attempt to deceive other external secure websites through the School network. Staff must not access personal information about boys or staff (prospective, current or past) on one of the School's systems (e.g. PASS, 3Sys or Firefly) without a legitimate reason for doing so. **Any deliberate attempt to access or use personal information without a legitimate reason, to 'hack' into the School's ICT infrastructure, or to deliberately evade or circumvent the School's firewall, for example by the use of a Virtual Private Network (VPN), is likely to result in disciplinary action.**

### **Social Networking Sites**

Staff must not post personal information to social networking sites such as YouTube and Facebook or using apps such as Whatsapp, Imessage, Snapchat, Facetime, Instagram and Twitter or similar services if such information would allow others to find out details of where a person was employed. No-one must use such services to impersonate others, send indecent, obscene, offensive, threatening or inappropriate language or images, nor to participate in any form of "cyber-bullying". Nothing must be posted on such services which identifies the School with unacceptable opinions or activities, or which would bring the School into disrepute.

### **Internet Access**

Use of the School network is carefully filtered and recorded for Safeguarding purposes. Computers at School or other devices which can link to the School network or the internet whilst at School (or whilst under School control) must not be used to access or propagate material that is profane or obscene, that advocates illegal acts, violence, or discrimination towards other people, or encourages radicalisation or extremism. If inappropriate information is mistakenly accessed, staff should inform their HoD or the Second Master (for Academic Staff) or the Bursar (for Support Staff) immediately. This action will protect staff against the accusation that the material was intentionally accessed. Staff must not plagiarise works found on the internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were one's own. Copyright must be respected. The internet must not be used to download illegal

software or pirated music, images or films. No software or programmes may be installed on any School computer without explicit permission from ICT services.

## **Devices**

The rules that apply to School computers also apply to staff owned devices when brought to School and connected to the School network. Staff should ensure that any unsuitable material (as defined in the previous paragraph) is deleted before bringing it to School. School supplied devices remain the property of the School at all times.

## **Respecting Resource Limits**

Large files should not be downloaded or saved unless absolutely necessary. Staff should refrain from excessive use of Social Media platforms to send video footage or images. This also applies to the streaming of films or television via the School network as these activities can restrict others' use of the network.

## **Printers**

Printers at School must only be used by staff for the production of educational material related to legitimate educational or co-curricular activities at Tonbridge School. Staff should consider the necessity of printing material in accordance with responsible environmental awareness.

## **Privacy**

Staff should expect only limited privacy in the contents of their personal files on their School account. The system administrators, the Bursar, the Second Master and their HoD have the right at any time to request access to a member of staff's School directory. As a general rule, staff should not keep anything on the system that they would feel uncomfortable justifying to anyone. Routine monitoring of the School's system, or a search of a member of staff's files conducted on reasonable suspicion, may lead to the discovery that they have infringed this Policy, the Staff Code of Conduct, or the law. In such cases, appropriate action will be taken.

## **Data Protection**

Staff should be mindful of their obligation to protect boy's data (and other sensitive information) from unauthorised access. Staff must not share School passwords with family members (or others), and should ensure that family members do not have access to their School user account.

Staff must not save personal data relating to staff, boys, parents or volunteers to an unencrypted portable media device<sup>1</sup> (e.g. USB stick), laptop, tablet, mobile phone or any other portable device. This includes data such as exam results, and documents such as School reports.

Staff must not save data relating to staff, boys, parents or volunteers to unauthorised cloud-based service (such as Google Drive, DropBox or personal OneDrive accounts) without prior permission from the Second Master or Bursar. This includes data such as exam results, and documents such as School reports.

Staff must not take copies of sensitive data relating to boys, staff or volunteers (e.g. medical, child protection or criminal record information) off the School site without prior permission from the Second Master or Bursar. If there is a genuine need to take sensitive information off site (e.g. for trips) the information should be printed, stored securely whilst it is needed and then securely destroyed. Trip leaders have standing permission to take paper copies of relevant pupil medical information with them on School trips. Staff must not make or distribute lists of boys or parents including personal details without a specific legitimate purpose.

Staff should send personal data to other organisations only if necessary, and, if so, securely (i.e. in a password protected file, with the password sent separately). Any member of staff who is unsure whether it is appropriate to send personal data to another organisation should check with the Second Master or Bursar first.

Staff must ensure that tablets, laptops, desktops and mobile phones which may contain information relating to boys (including School emails) are password

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<sup>1</sup> An explanation of what encryption is and instructions on how to encrypt a USB stick can be supplied by ICT Services on request.



protected and that data drives are encrypted where possible. Staff must ensure that usernames/passwords are not “saved” or “remembered” on public computers<sup>2</sup>. Staff should use of “InPrivate” web-browsing where available when using public computers (e.g. to check email). Staff must not use their School e-mail address and School password combination for any other services (e.g. Linked-in or Facebook).

Staff should follow the “guidelines for the use of e-mail” detailed in ANNEX I. When e-mailing a group of parents, staff must avoid exposing all of the email addresses to all of the recipients.

- The School has a responsibility under the terms of its software contracts to make sure that no unlicensed software is used on the School machines, as it can contain damaging viruses. Software companies, have prosecuted both schools and individuals for software piracy. Staff must not load any such software onto School owned devices.
- Staff should report any “data breach” (i.e. the accidental destruction, loss, alteration, unauthorised disclosure of, or access to, personal information) immediately to the Headmaster via Jenny Bishop.

### **Breach of this Policy**

Staff should be aware that whenever the School network is used an electronic trace is left that can subsequently be followed. Depending on the severity of the offence, if a member of staff is found to have broken any of the above rules disciplinary action may be taken. Any breach of the law may lead to the involvement of the police.

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<sup>2</sup> A public computer is any computer which is not a home computer or which can be accessed by more than one person.

## **ANNEX I: GUIDELINES FOR THE USE OF EMAIL**

Email is a vital tool for effective communication and one which facilitates good management of the complex and fast moving environment of Tonbridge School. However, there are limitations to its usefulness and dangers associated with thoughtless or inappropriate use of email. Further, the sheer volume of email traffic and the associated expectations of an immediate response can lead to it becoming a significant burden for members of the School community, drawing them away from important pastoral or academic responsibilities. One aim of producing this guidance is to reduce unnecessary email traffic, thus freeing staff to carry out their primary functions. **These guidelines are for staff, boys and parents.**

**Necessity.** Is an email the most appropriate mode of communication? Would a meeting or phone call lead to a quicker resolution? Remember also that your email may be one of many being read by the recipient; are they going to have time to give it full consideration?

**Replying.** Email accounts should be checked regularly but bear in mind that people are busy; do not expect an immediate reply (if an immediate reply is needed, email is not the correct mode of communication). On receipt of an email that requires a considered response or the collation of others' views etc, send a holding email acknowledging receipt and giving your intended timeframe for a full reply. This could reasonably be a number of days, depending on the circumstances. Activate the 'out of office' function to inform senders if you are unable to reply.

**Content.** Avoid sending frivolous emails, particularly to multiple recipients. Never include derogatory or defamatory comments and consider how someone other than the recipient might interpret your email. Emails provide a written record: you have no control over who prints, forwards or stores them or for how long they are stored. Remember that the laws which relate to written communication apply equally to emails. These include laws relating to defamation, copyright, obscenity, fraudulent misrepresentation, data protection, freedom of information and discrimination.

**Style.** Always include an informative subject line. Be concise and avoid branching out into a number of different issues. Be conscious of the appropriate level of formality and ensure good standards of spelling, punctuation and grammar; text speak is not appropriate. Make clear any action that is requested or required of the recipient. Include a signature which describes your role and gives appropriate contact details when emailing someone for the first time.

**Tone.** Email should not be used when you are trying to convey complex feelings or to explore emotive issues. Emails are easy to misinterpret and may cause offence where none was intended. Consider saving an email written when tired, frustrated or annoyed and reviewing it the next day. Do not use email to reprimand or chastise, nor to convey bad news of a serious nature to an individual unless there is absolutely no alternative.

**Confidentiality.** Be wary of including sensitive or confidential information in an email. Consider the content of an email carefully before forwarding to others or Cc'ing additional recipients in a reply. Be aware that some staff allow administrative staff to access their email accounts. Recipients should only be included on a 'need to know' basis. Use the Cc box judiciously and do not expect a reply from anyone who has been Cc'd. Staff must always use the Bcc field when emailing a group of parents.

**Courtesy.** Respect everyone's right to time away from work. Just because email is theoretically accessible at any time, do not assume that recipients will read your email late at night nor expect that they will reply. Remember that people have different working patterns; do not feel pressured to reply if you receive an email at odd hours.

Reviewed April 2016

(Memoranda Appendix 8)

## **MOBILE PHONE USE POLICY**

Boys are asked to provide their mobile phone numbers to the School and to update this information when required.

Phones are for personal use. They must not be lent to others who may misuse them. Owners are responsible for any use to which their phones are put.

Phones must be switched off during any formal School occasion. This includes Chapel, lessons, lectures, plays and concerts. Any breach of this rule will lead to confiscation of the phone for an appropriate length of time. Any member of staff who confiscates a phone should return it to the owner's Housemaster with a brief note of explanation as soon as possible. The introduction of Digital Learning via Bring Your Own Device, and the use of keyboard-enabled devices, means that mobile phones are not needed in lessons: **as such, they should not be visible or audible during a lesson unless specifically authorised by a teacher.**

Housemasters may determine their own regulations regarding use of phones in the house and these should be communicated to boys and parents as appropriate. Boarders in the Novi and Second year will not have access to their mobile phones after bed time.

Phones must not be used by voice or text to communicate any abusive, impolite or otherwise inappropriate messages or pictures. It is also forbidden to view or download images otherwise prohibited by School policy, or to take and send pictures, video or audio recordings of another person without his or her consent. Any such instances will lead to disciplinary action. Boys (and parents) should understand that these actions, in addition to breaking school rules, can also be breaking the law. In some cases, the School will have a duty to inform the police.

When using a phone in and around School or in town, boys must have regard for their own safety and the interests of others.

## **EMERGING TECHNOLOGIES AND USE OF NEW MEDIA**

### **Aims of Policy**

The aim of this policy is to provide a framework for students and staff at Tonbridge School to utilise the opportunities provided by new technology and digital media safely, and to ensure that the reputation of the School, its employees and its students is protected. Tonbridge School has already put in place a number of controls to protect the safety of boys and staff such as a filtered network, an Acceptable Use of Computers Policy and clear policies and sanctions in the area of Online-Safety and Cyberbullying. There is also a strong educative element to our approach to these issues with boys, staff and parents. This policy will be reviewed annually to reflect the rapidly changing nature of this area, and in doing so we will seek to use the views of staff, boys and, where appropriate, parents.

### **ROLES AND RESPONSIBILITIES**

Oversight of this policy lies with the Second Master. It will be reviewed annually in conjunction with the Director of ICT, the Head of Digital Creativity and the Head of Communications.

This policy should also be read in conjunction with:

- Acceptable Use of Computers Policy (for boys);
- Computer Use Policy (for staff);
- Online-Safety Policy;
- Photographic Images Policy;
- Anti-Bullying Policy;
- Cyberbullying Policy;

This policy takes account of guidance from the DfE, Ofsted (The Safe Use of New Technologies) and Kent County Council resources (including 'Using Social Media and Technology in Educational Settings' and policy guidance available on [www.kelsi.org.uk](http://www.kelsi.org.uk)).

### **BASIC EDITORIAL PRINCIPLES**

There should be no attempt to humiliate or belittle any member of the School community.

- There should be no attempt to undermine or harm the reputation of Tonbridge School.

- There should be no gratuitous use of foul and/or abusive language or reference to gratuitous violence.
- There should be nothing which could be construed as racist, homophobic, sexist or as an attempt to malign any minority group or any individual based on designated characteristics.

## **GUIDELINES FOR BOYS**

If you access the internet using your School account, via the School network, your actions should be guided by existing School policy. This applies whether you are at School or accessing the School network or email system remotely.

- If you access the internet using your own device whilst at School or under School control, your actions should be guided by existing School policy.
- You should be aware that anything which has a reputational impact on the School or members of its community, or anything which might be deemed as cyber bullying will be acted upon by the School, regardless of whether this was done through the School network or not and regardless of where the act originated.
- Anything which is produced using School equipment, which is produced on the School grounds as part of a School activity (such as a lesson or a School production) or which is produced whilst under School control (such as a trip) must satisfy the editorial guidelines laid down by the School. ***Before any such material is uploaded to public sites such as YouTube, Instagram, Snapchat, Facebook or Flickr, permission from the Head of Communications or Headmaster MUST be sought.***
- Any student using social media sites, such as Twitter must adhere to the basic editorial principles outlined above. Unless specific permission has been granted by the School and even if these sites are being accessed by personal devices which lie outside the control of the School network, individuals must make it clear that they are writing in a personal capacity and must not represent their views as being those of the School. **Anything which is posted or written which brings the School (or members of the School) into disrepute may result in serious disciplinary sanctions.**
- Any boy who wishes to create an 'official' Blog or Twitter page (for example those involved in trips or wishing to relay sports results) must adhere to School's Basic Editorial Principles (see above). **Permission MUST be sought, in the first instance, from the Head of Communications or Headmaster.**

- The School has a duty to report any criminal act or material to the relevant authorities.

## GENERAL GUIDELINES FOR STAFF

- If you access the internet using your School account, via the School network, your actions should be guided by existing School policy. This applies whether you are at School or accessing the School network or email system remotely.
- If you access the internet using your own device whilst at School or on School business, your actions should be guided by existing School policy.
- You should be aware that anything which has a reputational impact on the School or members of its community, or anything which might be deemed as cyber bullying will be acted upon by the School, regardless of whether this was done through the School network or not and regardless of where the act originated.
- Anything which is produced using School equipment, which is produced on the School grounds as part of a School activity (such as a lesson or a School production) or which is produced whilst on School business (such as a trip) must satisfy the editorial guidelines laid down by the School. **Before any such material is uploaded to public sites such as YouTube, Instagram, Snapchat, Facebook or Flickr, permission from the Head of Communications or Headmaster MUST be sought.**
- Any member of staff using social media sites, must adhere to the basic editorial principles outlined above. If these sites are being accessed by personal devices which lie outside the control of the School network, individuals must make it clear that they are writing in a personal capacity and must not represent their views as being those of the School. **Anything which is said which brings the School (or members of the School) into disrepute will be dealt with under the School's Disciplinary Policy and Procedure. See below for more detailed guidelines relating to the use of social media.**
- Any member of School who wishes to create an 'official' social media or web page must adhere to School editorial standards. **Permission MUST be sought from the Head of Communications or Headmaster. See below for more detailed guidelines relating to the use of social media.**

- The School has a duty to report any criminal act or material to the relevant authorities.

### **Social Media and Digital Communication: Guidelines for Staff**

Social media and other forms of digital communication are excellent tools for teaching and learning and a great way for the School to engage with the community and its audiences; including boys, prospective parents, parents and OTs. The positive use of social media and digital sites at Tonbridge School, for both teaching and learning or engagement purposes, is encouraged and enshrined within the School's wider Communications and Teaching and Learning Strategies.

However, it is essential their use is considered carefully in advance to ensure the School is conveying the correct messages and that all members of the School community are kept safe.

### **CREATING AN ACCOUNT**

Before creating an account or site for teaching and learning or engagement and marketing purposes, staff should first consider if using social or digital media is appropriate and, if so, what the best format will be. The Head of Communications and Director of Teaching and Learning can provide advice on this, as can colleagues already using social media to positive effect.

Key questions are:

- *What do you want to communicate?*
- *Who is the intended audience?*
- *Why is this technology better suited than traditional methods of communication?*
- *What is the best medium to use?*
- *Who will manage the site / medium?*
- *Have you risk assessed the medium / site?\**
- *Do the terms and conditions of the medium / site allow you to use it for the required purpose?*
- *For teaching and learning accounts, is the site age appropriate and suitable for educational purposes?*
- *Does it offer tools for moderation / restrictions and, if so, do you know how to use them?*
- *Do you have the resources to manage the medium / site?*



- *How will you evaluate its success?*

*\*Risk assessment templates are available at the foot of this document and should be completed and returned to the Head of Communications before permission is given to create a new social media account or digital site.*

**Social media accounts should not be created without first gaining permission from the Head of Communications and the Headmaster.**

Social media accounts for School business should be professional or departmental in use and appearance. This should be made obvious within the heading or title of the account and by the nature of its use.

The person /people managing the account should be made clear to its users/followers. The log-in details for a departmental account should be shared with at least one colleague to provide business continuity and act as a safeguard.

Staff should be aware that their duty of care to boys still applies when using online tools.

Boys will often need to 'like', 'follow', 'friend' or otherwise positively connect with a School social media account in order to see and engage with its content. Accounts should not connect with current boys in return through a mutual 'like' or 'follow' unless it is appropriate to do so and this *should be discussed with both the Second Master and the Head of Communications*. It is, however, appropriate to engage with or respond to boys on the account's publicly visible 'feeds' or 'timelines', as long as that engagement is clearly professional in its nature.

Staff should not use any private messaging tools available with social media accounts to communicate with boys.

It is recommended that membership to online social media groups being used for classroom purposes is controlled using privacy tools – for example, people can 'request' to join or follow certain groups, including on Facebook and Twitter, and be approved by the account manager.

Staff should only post material, such as pictures and videos, for which they own the copyright or have the express permission of the creator to use.

When posting images, including film, staff should adhere to the School's Photographic Images Policy – this is especially important when sharing images of Tonbridge boys or other children.

### **What Can I Say On Social Media?**

Social and digital media shouldn't be treated differently from other forms of communication – problems are created by the individual and not the medium. However, users should be aware that the possible audience is far larger than through other methods of communication. A good rule is that if the School wouldn't say something to a parent, visitor or member of the public in person, then we shouldn't be saying it online. Information should be fair, accurate and unbiased.

Key questions to ask are;

- Would the School be comfortable if the statement appeared in the media?
- Could the comment provoke an adverse reaction from people reading it?
- Does the poster have the rights and permission to communicate the information to the public?

Staff disciplinary matters with regards to social media will be dealt with under existing Tonbridge School policies.

### **Personal Social Media Accounts**

In order to protect staff, personal social media accounts should not be used for School purposes.

Staff should be very careful not to share personal information with boys. For safeguarding reasons, staff should not 'like', 'follow', 'friend', message or otherwise engage with boys through their personal social media accounts.

Staff should be aware that, even when acting as an individual, their actions can be widely seen on social media and may be criticised by others, especially if they are aware of an individual's role within a School. It is crucial that staff protect their professional status online and remember that content can circulate online far wider than intended without their consent or knowledge.

Tonbridge staff should not publish anything online or through their social media accounts that criticises the School or could be seen as bringing the School into disrepute.

Staff are encouraged to use the privacy and security settings available with many social media and online accounts in order to restrict the posting of personal content by others without their knowledge or consent.

## **DOS AND DON'TS FOR USING SOCIAL MEDIA AT TONBRIDGE**

### **Do**

- Always be transparent. When communicating on social media say who you are and who you work for. Be genuine.
- Adopt the correct tone, but be aware parents and others expect certain standards of the School so don't slip into bad habits of using slang, poor grammar, poor spelling or 'text speak'.
- Be passionate about what you do and reflect it in posts.
- Post often. People will have no reason to 'follow' or 'like' you if they can't expect new content regularly. That doesn't mean you have to post throughout the day, but a steady stream of posts is far better than posting something and then leaving the site for a few weeks.
- Add value. Share your insights and tips. People will follow you if you are worth listening to.
- Interact. The best social media accounts are two-way: Sometimes post questions to spark debate.
- Tell people when they can expect a response. It is unlikely your social media account will be monitored 24 hours a day, so keep a regular time slot for responding to posts.
- Follow and connect with other social media users who can provide useful insight and content for your purposes – although this should not include Tonbridge boys or anyone under the age of 18.
- Link to other blogs, websites, pictures and video. Posts with added content are far more popular than standard text. Show a picture or video of what you are talking about, if applicable, but be mindful of the School's Use of Cameras and Images Policy. Be aware that sharing media from others can imply endorsement.

- Enjoy using social media. If you aren't enjoying it, people will notice and won't enjoy interacting with you.
- Make use of moderation and security tools, if available, to either limit membership / viewing of a group or to ensure publicly visible communications are appropriate.

### **Don't**

- Create a School social media account without the permission of the Headmaster and Head of Communications.
- Use personal social media accounts for School purposes – rather, create professional or departmental accounts for classroom, engagement or marketing use.
- 'Follow', 'like', 'friend' or have private conversations or otherwise engage with boys from a personal social media account.

### **USEFUL GUIDANCE**

Kent Safeguarding Children Board (KSCB) has a document discussing ideas and FAQs on how to use technology when working with young people:

[http://www.kelsi.org.uk/\\_\\_data/assets/pdf\\_file/0004/60934/Safer-Practice-August-2016.pdf](http://www.kelsi.org.uk/__data/assets/pdf_file/0004/60934/Safer-Practice-August-2016.pdf)

'Supporting School Staff' is a document to help staff understand how to protect themselves online created by Childnet International and DfE:  
[www.digizen.org/resources/School-staff.aspx](http://www.digizen.org/resources/School-staff.aspx)

The Facebook Safety Centre includes advice and guidance for Schools:  
[www.facebook.com/safety](http://www.facebook.com/safety)

Facebook also has a guide for teachers considering the use of Facebook in the classroom <http://facebookforeducators.org>

YouTube provide help and advice for educators at:  
[www.google.com/support/youtube/bin/answer.py?answer=157105](http://www.google.com/support/youtube/bin/answer.py?answer=157105)

Twitter safety information can be found at <http://support.twitter.com>

## **ONLINE-SAFETY POLICY**

Tonbridge School believes that online safety is an essential element of safeguarding children and adults in the digital world, when using technology such as computers, tablets, mobile phones or games consoles. The internet and information communication technologies are an important part of everyday life and are an integral part of our teaching and learning strategies to access and deliver the curriculum, so boys must be supported to be able to learn how to develop strategies to manage and respond to risk and be empowered to build resilience online.

Tonbridge School recognises it has a duty to provide our community with quality internet access to raise education standards, promote achievement, support professional work of staff and enhance management functions. We recognise our clear duty to ensure that all boys and staff are protected from potential harm online.

### **This policy should be read in conjunction with the following School policies:**

- Acceptable Use of Computers Policies (Boys and Staff);
- Safeguarding Policy (Including the Child Protection Policy);
- Anti-Bullying Policy;
- The protocol for dealing with inappropriate and illegal material, within the Pastoral Handbook;
- Photographic Images Policy;
- The Memoranda;
- Emerging Technologies and Use of New Media Policy;
- The Cyberbullying Policy;
- Guidelines for the Use of Email Policy;
- Mobile Phone Use Policy;
- Staff Code of Conduct.

### **The following measures are in place to support this policy:**

- The induction of new boys and staff;
- The PSHEE and ICT programme;

- Wednesday Afternoon Activities online-safety lessons;
- Guidance during any academic lesson about use of the internet to embed online safety education;
- Specific guidance to exam classes about plagiarism;
- Parents' Pastoral Evenings;
- The Anti-Bullying Coordinator(s) and the Anti-Bullying Council;
- Regular monitoring of boy activity across the network and internet;
- The Tonbridge Online Safety Council's publications and campaigns.

## **AIMS OF THE POLICY**

The aims of the Online-Safety Policy are:

- To promote the welfare and safeguarding of boys and staff at Tonbridge School;
- To ensure that boys are ICT literate and can use the facilities to ensure that their educational provision is supported and enhanced;
- To promote responsible and effective use of electronic communication (including the use of the internet, social media and mobile phone technology).
- To educate boys and staff about the risks, responsibilities and potential criminal implications involved in the use of technology;
- To raise awareness and counter instances of cyberbullying.
- To ensure that boys and staff know how to deal with any incidents of concern in relation to online safety.

## **SCOPE OF THE POLICY**

This policy applies to all staff employed by the School (including teachers and support staff) and also Governors, external contractors, visitors, volunteers and other individuals who work for or provide services on behalf of the School (collectively referred to as 'staff' in this policy) as well as to boys and their parents or carers. This policy applies to all access to the internet and use of information communication devices at the School or during events or activities organised by the School, including personal devices, also to occasions when boys, staff or other individuals have been provided with

School issued devices for use off-site, such as work laptops, tablets or mobile phones.

## **MANAGEMENT OF THE POLICY**

The Designated Safeguarding Lead (Dr P.H. Williams) will serve as the Online-Safety Officer. Our Online-Safety Policy has been written by the School and draws on advice given in the KCC Online Safety Policy and government guidance. The Online-Safety Policy and its implementation will be reviewed annually.

## **ACCESS TO THE INTERNET**

Tonbridge School does all it can to monitor access to the internet via the School network. Access to the School internet has been designed expressly for the use of boys and includes filtering appropriate to the age of the boys. The School uses Smoothwall, a filtering system that blocks sites that fall into categories such as self-harm, substance abuse, pornography, racial hatred, extremism, and other sites of an illegal nature. Access to the internet for boys and staff is governed by the Acceptable Use of Computers Policies (Boys or Staff) which lay down the framework within which the School network can be accessed and clear guidelines about staff and pupil behaviour in relation to the internet and the use of the School network. The security of the School information systems will be reviewed regularly and virus protection is updated on a regular basis.

Housemasters ensure that boarders in the Novi and Second Year do not have access to their devices overnight.

The School takes all reasonable steps to ensure that the copying and subsequent use of internet derived materials by staff and boys complies with copyright law, and boys will be taught to be critically aware of the materials they read. They will also be taught to acknowledge the source of information used. Boys and staff are granted access to the internet by agreeing to the terms of the Acceptable Use of Computers Policy. Any student or staff member who breaches these terms may have access to the internet withdrawn.

The School takes steps to reduce the risks associated with inappropriate online behaviour and material. The internet is a constantly changing

environment with new apps, tools, devices, sites and material emerging at a rapid pace. Emerging technologies will be examined for educational benefit with oversight from the Second Master, the Director of Teaching and Learning and Heads of Department. The School takes all reasonable precautions to ensure that users access only appropriate material. However, due to the global and connected nature of Internet content, it is not always possible to guarantee that access to unsuitable material will never occur in a School setting or on a School computer or device.

Any material that the School believes is illegal will be reported to appropriate agencies such as IWF, Kent Police or CEOP immediately.

## **E-MAIL**

Boys and staff are inducted into the appropriate use of e-mail and there is clear guidance in the Guidelines for the Use of Email Policy and within the AUP about what is and is not acceptable in terms of e-mail communication. Any inappropriate email must be reported immediately to ICTS and the Second Master and, where appropriate, to the Housemaster.

## **SOCIAL NETWORKING SITES**

The School will block access to most social networking sites during the following times:

**Mon-Fri:** 0900 – 1300, 1400 – 1600 (1800 on Wednesdays), 1900 – 2100, 2200 – 0600\*

**Saturday:** 0900 – 1300, 1400 – 1600, 2200 – 0600\*

**Sunday:** 1900 – 2100, 2200 – 0600\*

\* Above timings are for Novi and Second Year. Equivalent Third Year Timings 2300 – 0600, Year 4+5 timings 2330 - 0600

Boys are advised never to give out personal details of any kind which may identify them and / or their location. No information may be posted which identifies the School with unacceptable opinions or activities, or which would bring the School into disrepute. Members of staff are advised not to run social network spaces for boys' use on a personal basis and must not 'friend' any current boy from a personal account. Boys and staff are advised to always keep



their profile private. Where social media is being used as an educational tool, Departments should establish official accounts and not use their personal profiles. Staff should refer to the guidance on social media and digital communication and liaise with the Head of Communications.

## **CYBER-BULLYING**

The internet and social networking sites must not be used to intentionally or deliberately hurt, humiliate, slander or defame another person. Boys are made aware that actions in this regard undertaken outside of School may also contravene School policy and be subject to School sanction (in the first instance). The same sanctions will apply to incidents of cyber-bullying as would apply to any other form of bullying. This includes bullying via text message, via instant-messenger services, Apps and social network sites (such as Snapchat, Facebook or Twitter), via email, and via images or videos posted on the internet or spread via mobile phone or via Apps. It can take the form of any type of bullying, i.e. technology can be used to bully for reasons of race, religion, sexuality, disability, etc;

## **MOBILE COMMUNICATIONS AND EMERGING TECHNOLOGIES**

Boys and staff are made aware that the guidelines which apply to the use of the School network also apply to any portable communication device such as mobile phones, tablets or laptops brought onto the School site. Nothing which is inappropriate or potentially illegal should be downloaded or saved onto these devices and all should be aware of the possible criminality of transmitting such material.

## **INAPPROPRIATE OR PROHIBITED SEARCHES BY BOYS**

Complaints of serious internet misuse are handled by the Housemaster or Second Master. All incidents of serious internet misuse are recorded and passed on the Headmaster. Sanctions may be applied to boys who breach the Acceptable Use of Computers (Boys) policy.

## **RESPONDING TO ONLINE INCIDENTS AND SAFEGUARDING CONCERNS**

All members of the School community are reminded about safe and appropriate behaviour online and the importance of not posting any content, comments, images or videos online which cause harm, distress or offence to any other members of the School community or which bring the School into disrepute. All members of the community are made aware of the range of online risks that are likely to be encountered including youth produced sexual imagery (sexting), online/cyber bullying, sexual harassment etc. This is highlighted within staff training and educational approaches for boys.

The Designated Safeguarding Lead (DSL) must be informed of any online safety incidents involving child protection concerns, which will then be recorded. The DSL ensures that online safety concerns are escalated and reported to relevant agencies in line with the Kent Safeguarding Children Board thresholds and procedures. The School informs parents/carers of any incidents of concerns as and when required.

Any complaint about staff misuse is referred to the Headmaster and allegations against a member of staff's online conduct may be discussed with the Area Education Safeguarding Adviser or the LADO (Local Authority Designated Officer) team. Where there is cause for concern or fear that illegal activity has taken place or is taking place then the School will contact the Kent Police via 101, or 999 if there is immediate danger or risk of harm. The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990 and breaches will be reported to Kent Police.

Parents and boys will need to, and are expected to, work in partnership with the School to resolve any issues that arise.