



CAMPBELL
COLLEGE

Est 1894

POSITIVE BEHAVIOUR POLICY

Revised: September 2025
Next Revision: September 2027

“Good behaviour is a necessary condition for effective teaching and learning to take place.”

Campbell College accepts this principle and seeks to create a disciplined learning environment, which encourages and reinforces good behaviour.

- **GUIDING STATEMENT**

The College sets out to create a supportive, positive and hard-working atmosphere, where all students are valued equally and encouraged to develop their talents in an environment of mutual respect and support. It is therefore our policy to provide a safe and supportive learning environment for all our students.

Rules and regulations exist throughout life and no less in our working life. We believe the students need to be prepared for life and work and to learn to accept that rules must be respected.

When lapses of behaviour take place, it is intended that a positive approach to discipline will be adopted with the emphasis placed on promoting desirable behaviour in the future. This involves acknowledging a student’s potential to improve and learn from mistakes.

- **AIMS**

- To promote good behaviour and discipline which are essential to effective learning.
- To clarify for staff, parents and students the lines of referral in matters of school discipline.
- To lay out clearly our code of conduct: what constitutes a breach of discipline and the likely sanctions that may be applied.
- To provide guidance within our school community to promote positive behaviour.
- To lay out clearly the rewards that are possible for good behaviour.
- To promote partnership between home and school.

- **LINKS TO OTHER POLICIES**

Essential guidelines for management of school discipline throughout the school are provided by the following policies:

- Addressing-Bullying
- Equality, Diversity and Inclusion
- Safeguarding and Child Protection
- Smoking, Alcohol and Drugs
- Pastoral Care
- Mobile Phone Policy
- Electronic Safety (includes Internet Acceptable Use and the Use of Mobile Devices)
- Uniform and Appearance
- Attendance and Punctuality
- Use of Reasonable Force
- Special Educational Needs
- Educational Visits
- Student Cars
- Suspension and Expulsion.

These policies should be read in association with this Policy and are deemed to be part of it.

- **SCOPE**

This policy will apply to students during the school day, when on school trips, when in school uniform, when representing the College and when engaging in school activities.

Teachers have the authority to take disciplinary action against students for negative behaviour outside the College premises when:

- Taking part in any school-organised or school-related activity
- Travelling to and from school
- Wearing school uniform
- In some way identifiable as a student at the school
- Damage is caused to College property
- When the behaviour
 - Could have repercussions for the orderly running of the College
 - Poses a threat to another student or member of the public
 - Could adversely affect the reputation of the school
 - Affects a member of College staff

On occasions, the College cannot intervene or sanction a student for an incident which occurs outside of school; the College may deem another agency more appropriate to deal with an incident (e.g. parents/guardians, Social Services or the Police.)

Contents

1.	Code of Conduct	Page 4
2.	Expected Behaviour at CCB	Page 5-7
3.	Guidance on Rights and Responsibilities	Pages 8-9
4.	Recognising Achievement and Positive Behaviour	Page 10-12
5.	Responding to Underachievement and Negative Behaviour	Page 13-17
6.	Banned and Restricted Items	Page 18
7.	Addressing Bullying Type Behaviour	Page 19
8.	Smoking, Vaping, Alcohol and Drugs	Page 20
9.	Electronic Mobile Devices	Page 20
10.	Search and Confiscation of Items	Page 21
11.	The Use of Reasonable Force / Safeguarding	Page 21
12.	Allegations of Serious Pupil Misconduct	Page 22
13.	Training and Professional Development of Staff	Page 23
14.	Review	Page 23

Appendix 1 – Guidance on Lines of Responsibility/Sanctions	Page 24-25
---	-------------------

1. CODE OF CONDUCT

Community

I will treat all members of the school community with courtesy and consideration. When I see that something needs to be done, or someone needs assistance, I will take appropriate steps and not leave it to others.

The College will provide an inclusive environment where all members of the school community are valued.

Contribution

I will undertake to be punctual for registration, lessons and all school commitments. My behaviour in lessons will allow me to concentrate on learning and allow others to do so too. I will contribute positively to lessons, ask relevant questions and complete homework punctually and to the best of my ability.

College staff will encourage, recognise and reward positive contributions inside and outside the classroom.

Respect

I will respect the authority of teaching staff, support staff and prefects, complying with their requests in a constructive and positive manner. I will treat the property of others, school facilities and equipment with consideration and care.

College staff will demonstrate respect in all their dealings with pupils, parents and colleagues.

Responsibility

I will take pride in my personal appearance and general behaviour, mindful of the fact that the College's reputation depends on me.

College staff will set and model high standards, and will encourage and enable pupils to develop personal responsibility in meeting these standards.

2. EXPECTED BEHAVIOUR AT CAMPBELL COLLEGE

To create the best opportunities for learning, and to provide a well-managed environment for their education, we have the following expectations of the boys:

Attendance / Punctuality

- Boys must be at their first commitment by 8:40am.
- Boys should only be absent for valid reasons.

Appearance

- School uniform must be worn correctly, as described in the Uniform and Appearance Policy.
- Hair should be tidy and naturally coloured. It should be above the collar. The scalp should not be visible because of hair styling.
- Jewellery and piercings are not acceptable.

In Class

- Students should arrive to class on time.
- Homework, as set on Firefly, must be completed to deadlines and should be the result of your own work.
- Students should abide by the simple rule '*Do your best at all times*'.
- Students must abide by exam board/ JCQ rules regarding the completion of coursework, including with regards to plagiarism and the use of artificial intelligence.
- Be courteous and respectful to the teacher and to your classmates.

Around the School

- Students must take pride in the appearance of the campus. Do not drop litter and respect school property.
- Behave appropriately in the corridors and within the grounds.
- The College recommends that pupils do not bring mobile phones to school. Where pupils, with the permission of their parents, choose to bring a mobile phone to school, they must be **switched off and out of sight between the hours of 8.40 and 3.30**. This includes classrooms, corridors, communal areas and outside. This includes **break and lunchtime**, whether inside or outside.
- Students may only eat in the designated areas.
- Graffiti or vandalism is not tolerated.
- Students may not chew chewing gum.

General conduct

- Be polite, well-mannered and courteous to all members of the public and the Campbell community.
- Students must never bring the College's good name into disrepute through any form of act or means of communication (including electronic communication).
- Always be an honest and upstanding member of the College.
- Always represent the school correctly.
- Respect the school buildings and other persons' property.
- No one may use the school's name, badge, crest or motto for personal reasons without permission.
- Never be involved in any form of bullying, name-calling or unpleasantness.
- Adhere to the Policies and Procedures of the College.

To preserve personal safety and good health, we have the following expectations:

Respecting Bounds/Leaving School Grounds

- Students must respect the bounds regulations currently in force. (Current bounds are notified in the Daily Bulletin. A student may also ask any member of staff on duty.)
- Students should not leave the school grounds unless they have permission from their Tutor and can produce written permission from a parent/guardian.
- Before leaving the College, students must sign-out at Front of House and sign-in on their return.

Promotion of good health

- Games in Years 8 – 12 are compulsory. Students may only be excused from games if they have written permission from a parent/guardian. Students who are 'off-games' must report to the designated location. They must also provide a note if they are to be excused from PE.
- Students are forbidden from possessing or using tobacco, vapes, electronic cigarettes or alcohol.
- The College will not tolerate the possession, provision, use or sale of illegal drugs.

School Property and Personal Property

- All garments and articles of personal property must be clearly labelled with the owner's name.
- Students remain responsible for the safety and security of their own personal property: expensive items should not be brought into the College.
- Books, apparatus or school property lost or damaged must be paid for or replaced.
- Betting or gambling in any form or by any means is forbidden.
- No one may buy property from another student, or sell property to another student without permission from a member of teaching staff.

Safety of Members of the College

- It is forbidden for any student to tamper with or otherwise misuse fire extinguishers or alarms or any other items relating to the safety and security of the College.
- Students are forbidden to have in their possession at any time dangerous items such as knives, fireworks, lighters, laser pens or other items that may harm others.
- Students must never endanger the health of those who suffer from severe peanut allergies by bringing peanuts or products containing peanuts into school.
- Students should not jeopardise the safety or health of another member of the College.

Road and Car Safety

- A Sixth Form student who wishes to bring his car to school must have permission from their Head of Year, must complete the necessary College documentation and must have correctly registered their car.
- No student may travel in a car driven by another pupil without the written consent of his parents and the driver's parents. The names of approved passengers will be included in the signed document.
- Students bringing their car to school must adhere to all regulations included within the Student Car Policy.

Electronic Safety

- Cameras, including phone-cameras and all other means of recording images and sound may not be used without the express permission from a member of staff.
- Students must not participate in bullying type behaviour online.
- Students who make use of the College ICT facilities, which includes gaining access to the internet

and communicating electronically, must first sign a copy of the College's E-Safety and Acceptable Use Agreement, and must all times adhere to the E-Safety and Acceptable Use Policy.

EXPECTED BEHAVIOUR ON EDUCATIONAL TRIPS AND VISITS

Students who are participating in any extra-curricular activities/trips are ambassadors for the school and their parents. As such we have the following expectations:

Students are expected to:

- Always cooperate fully with all staff (teaching and supervisory).
- Avoid taking unnecessary risks and tell the group leader of anything that may hurt them or others within the group.
- Take responsibility for their own property and respect that of others.
- Behave with courtesy and consideration to all members of the party, as well as members of the public with whom they come into contact.
- Keep clean and tidy any facilities that they use, including means of transport.
- Report punctually for any activities, tours etc.
- Refrain from smoking, vaping, drinking alcohol or taking illegal substances, or be knowingly near those who do.
- Advise staff immediately about any problems or concerns experienced during the visit.
- Adhere to the normal school rule regarding the appropriate use of cameras or mobile devices and seek consent from a member of staff to take photographs of staff or other pupils.
- Dress sensibly and responsibly (especially when uniform is not required) being sensitive to local codes and customs.
- Maintain appropriate relationships with others that they may encounter.
- Act as ambassadors of the College and behave in a way that maintains the College's good name.

In addition, for residential trips:

- Treat accommodation and facilities appropriately. Damage caused or discovered must be reported to a member of staff at once.
- Be aware of the health and safety regulations of the accommodation.
- Adhere strictly to the deadlines for 'lights out' set by staff. All pupils must then remain in their rooms until the following morning.
- Follow the group leader's arrangements for contacting a member of staff after curfew.
- NOT enter a bedroom other than the one you have been assigned (unless permission has been given by a member of staff).

It may be necessary to stop a student from attending an education trip if the College has concerns regarding the conduct, welfare, work ethic or attendance of a student.

In serious cases of negative behaviour, or when the staff have concerns over the welfare of a student, they may need to be sent home early from the visit/trip and parents will be responsible for making the necessary arrangements and any costs arising. A student may be barred from subsequent educational visits.

3. GUIDANCE ON RIGHTS AND RESPONSIBILITIES

Students have the right to:

- a high-quality education.
- feel safe and secure in school.
- be an individual and feel proud of your achievements.
- be treated by other students and staff fairly and with respect.
- receive help, support and encouragement for your needs at school.
- be listened to and offered opportunities to have your opinion heard.

Students have the responsibility to:

- **do their best at all times.**
- **respect individual differences, and to behave in a way that respects the rights of fellow students.**
- **treat staff, fellow students and members of the public with respect and in a mannerly and courteous manner.**
- report unacceptable incidents: to do nothing to support bad behaviour.
- behave in a way that upholds the good name of the College.
- behave in a way that respects the role of staff and the rights of others.
- not to be knowingly near or involved with those who are engaging in negative behaviour.

Parents have the right to:

- a safe, well managed and stimulating environment for their son's education.
- reasonable access to the school, and to have their enquiries and concerns dealt with sympathetically and efficiently.
- be well informed of their son's progress and prospects.
- be involved in key decisions about their son's education.

Parents have the responsibility to:

- **ensure their son attends school regularly and arrives in good time (before 8:40am), with homework done, and suitably equipped for the lessons ahead.**
- **be aware of the College expectations and procedures and encourage their son to abide by them.**
- **support the College and respect the disciplinary authority of College staff.**
- show interest in their son's class work and homework providing suitable facilities for studying at home.
- act as positive role models for their son in their relationship with the school.
- attend planned meetings with teachers.
- provide the school with all necessary background information about their son, including concerns, medical needs, Special Educational Needs, or home circumstances.
- Parents have a legal duty to ensure: ***"every child of compulsory school age shall receive efficient full-time education suitable to age, ability and aptitude and to any special educational needs he may have, either by regular school attendance or otherwise"*** Education and Libraries (NI) Order 1986
[This equally applies to Punctuality]

Teachers have the right to:

- **Work in an environment where common courtesies and social conventions are respected.**
- Express their views and contribute to policies which they are required to reflect in their work.
- Opportunities for professional development.
- Support and advice from senior colleague and external bodies.

Teachers have the responsibility to:

- Behave in a professional manner at all times.
- Ensure that all lessons are well prepared, making use of available resources, and that homework is appropriately set and constructively marked.
- Show interest and enthusiasm in the work in hand and in their students learning.
- Listen to the students, value their contributions and respect their views.
- Be sympathetic, approachable and alert to students in difficulty or falling behind.
- Identify and seek to meet students' special educational needs through the SEN code of practice.
- Share with parents any concerns they have about their child's progress and development.
- Expect high standards and acknowledge effort and achievement.
- Pursue opportunities for personal and professional development.

Adapted from Pastoral Care in Schools: Promoting Positive Behaviour DENI 2001.

4. RECOGNISING ACHIEVEMENT AND POSITIVE BEHAVIOUR

[REWARD STRUCTURE]

The College aims to motivate its students and create an appropriate environment for effective learning and teaching and every opportunity should be taken to recognise effort, attainment and positive behaviour. Instant recognition is achieved with supportive gestures and comments in class and through more formal opportunities such as:

- Supportive comments noted on written work
- Merit points
- Recognition of achievement by the tutor
- Departmental merit card
- Phone call home
- Head of Year Reward
- Recognition in reports and progress cards
- Effort Commendations
- Attainment Commendation
- Recognition in House Meetings
- Recognition in Year Assemblies
- Recognition in School Assemblies
- Election to posts of responsibility such as the School Council
- House Colours are awarded to those boys who regularly represent their House in inter-house competitions, and a certificate will be presented during assembly. House colours are awarded at three levels:
 - i. Bronze award
 - ii. Silver award
 - iii. Gold award
- Students and staff may agree on specific rewards for specific tasks, students or groups. For example, a year group agreeing on JCR lunch passes as a reward for good behaviour or performance over a period of time. Privileges for 6th Form students such as the opportunity for recreation periods or to sign out early if work commitments are being met and grades are on target.
- Positions of student responsibility or leadership such as Prefects.
- Prizes and awards for academic and sporting excellence are presented at Speech Day

Striking the right balance between rewarding students with consistently good behaviour and those achieving substantial improvement in their behaviour is important. Rewards should be applied to all Year groups appropriately.

Classroom Merit Points

Where students show a level of commitment to their work or positive behaviour above the expected level, classroom teachers can award merit points on SIMS. Merit points should be awarded to students in all year groups.

Merits points are awarded for:

- Consistent effort in class
- Consistent effort in homework
- Courtesy, manners and conduct
- Significantly high assessment
- Notable improvement (Effort/Behaviour)
- Notable Improvement (Attainment)

Progress Card Commendations

Commendations are awarded to students who achieve certain standards in terms of effort and/ or attainment in the regular progress cards. Those who receive commendations at each of the assessment periods throughout the year receive a Vice Principal's commendation letter with their progress card.

Commendations awarded are:

Effort Commendation

Attainment Commendation

House Points and House Colours

Merit Points are awarded for participation in House Events and count towards the overall House Prize at the end of the academic year.

House Colours are awarded to those boys who regularly represent their House in inter-house competitions. Bronze, Silver and Gold Colours badges and Certificates are awarded to students who earn sufficient house points to be awarded House Colours.

Positions of Responsibility

Students can hold positions of responsibility in the College which recognise positive behaviour, their personal skills and talents and positive contributions to college life. They are not simply a reward but bring with it an expectation that the student will rise to the challenge that the position of responsibility brings.

School Council Members

- Students from all year groups are invited to apply to be members of the School Council. They will be charged with the responsibility to represent the views of their peers and to feedback any decisions.

Wellbeing Ambassadors

- Members of Years 13 and 14 can hold the position of Wellbeing Ambassador. This requires training and is the result of a competitive process at the start of year 13. Their key role is to help to run the Wellbeing Lounge, providing a safe space for younger students who wish to use it and to establish relationships with these pupils and to act as a positive role model.

Prefects

- Prefects are members of Year 14 who have also been specially selected and trained, make an active contribution to school life, acting as a role model, and promoting a sense of responsibility and commitment to the school.
- The College appoints a Head Prefect, Deputy Head Prefects and Senior Prefects.

Heads of House

- Each House will appoint a Head of House

Responsibilities within teams, clubs and societies

- Team and Club Captains
- Club Colours
- Major Colours

5. RESPONDING TO UNDERACHIEVEMENT AND NEGATIVE BEHAVIOUR

[SANCTION STRUCTURE]

Although the College's emphasis is very firmly on both the recognition of rewards for good conduct and a positive attitude to learning, it is important that it also sets out the sanctions it will use when pupils do not meet the expectations outlined in the Code of Conduct.

Use of disciplinary sanctions must be reasonable and proportionate to the circumstances of the case, and teaching staff should apply them consistently and fairly.

Disciplinary sanctions have three main purposes:

1. To impress on the pupil that what he has done is unacceptable.
2. To bring about an improvement in future behaviour.
3. To signal to other pupils that the behaviour is unacceptable and thereby deter them from doing it.

Where possible, an attempt should be made to discuss the consequences of negative behaviour and encourage the pupil to take ownership of his actions. Attempting to link the concept of sanctions to the concept of choice, helps pupils see the connection between their choice of behaviour and its impact on themselves and others. The intention is to encourage and teach pupils to take responsibility for their own behaviour.

Sanctions

Sanctions should be applied when rewards have failed, or where it is necessary to show appropriate disapproval.

Although this is not intended to be an exhaustive list, sanctions can include:

- Verbal warning
- Imposition of Extra work / carrying out a useful task
- Suspension of privileges / Time-Out of class (under supervision)
- Demerit points
- Bounds Card
- Lunchtime Detention
- Departmental Detention
- Phone call home
- Daily Report: Tutor, HoY or VP Report
- School Detention
- Withdrawal from a school trip or event
- Letter to parents
- Interview with parents
- VP/Extended Detention
- Behaviour Plan / Contract
- Saturday Detention
- Formal oral warning
- Formal written warning
- Time out of timetable (and 'internal suspension')
- Suspension
- Expulsion

Guidance on sanctions and lines of responsibility is given in appendix 1

Support of Pupils

Referral to Head of Year/ Head of Key Stage/ VP support

A Head of Year or member of SLT may detain a pupil after school for a personal consultation. Parents will be informed in advance.

Referral to Learning Support

A Head of Year/ Head of Key Stage, in consultation with a Vice-Principal may seek the advice of the College's SENCO about behaviour or academic progress. This occurs when a pupil exhibits significant and sustained behavioural difficulties. The SENCO can advise on developing a Behaviour Plan for that pupil.

Referral to External Agencies

The College may seek advice and support from external agencies such as the School Counsellor, Education and Welfare Service, the Educational Psychology Service, Behaviour Support Team.

Detentions

Schools have the legal right to detain pupils so long as adequate notice is given.

Lunchtime Detention

These can be held for usually the last 20 minutes during lunch. Pupils will be allowed reasonable time for having their lunch and visiting the toilet.

Departmental Detention

A department detention of up to 60 minutes after school ought to take place only after consultation between subject teacher, Head of Department and Head of Year (who has the overview of the boy's progress). Parents must be informed via the Departmental Detention Card and given 24 hours' notice. If a pupil does not attend a departmental detention the HoD will contact home and a school detention will usually follow, if there were no valid reasons for missing the detention.

School Detention

This is usually held on Friday, 3:30pm to 4:30pm.

The Head of Year will write or email home to inform the parents that their son has been placed in detention and the reason for the detention; when deemed necessary, a phone call home will also be made.

Administration staff may also put a School Detention Card in the Personal Tutor's pigeonhole for passing to the pupil. The card will act as a reminder for pupils regarding the detention.

Boys will be given work to complete during detention by whoever has requested the sanction and in addition to this, boys may be asked to complete set detention work depending on the reason for the sanction.

If a pupil misses a detention for invalid reasons (or lack of reason) the detention will either be doubled or extended.

Head of Key Stage/ Vice-Principal's Detention

A Head of Key Stage or Vice-Principal may extend (from 3:30pm – 5:30pm) or double (two consecutive) a detention and parents will be informed in writing or via email as to the reasons why the detention has been extended.

A Vice-Principal (or the Headmaster) may require a pupil to attend a detention during a staff development day or after an early finish 'half-day'.

Saturday Detention

Some misconduct will warrant a Saturday detention. This can be authorised only by a Head of Key Stage or Vice-Principal after parents or guardians have been informed of the reasons for it in writing or via email and given at least 48 hours' notice. A 'Saturday Detention' may also be held on a Staff Development Day, or a half day.

Detentions form part of the positive behaviour policy of the school and failure to comply with sanctions at an early stage will result in the sanctions progressing to a higher level and may result in formal disciplinary procedures.

Parents must provide a written note if a pupil is unable to attend a detention; the detention will only be postponed for very valid reasons, at the discretion of the College.

Daily Report Cards

These are issued for a period at a time when there are concerns involving effort or behaviour across several subjects. The card is signed by the class teacher every period and a grade will be given:

A	Excellent
B	Very Good
C	Satisfactory
D	Below satisfactory
E	Unacceptable

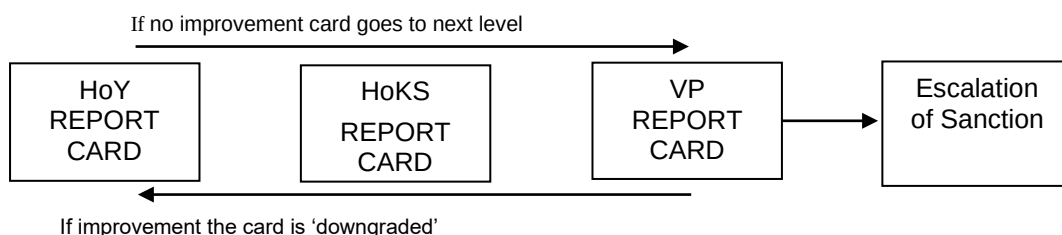
The card should be signed every evening by a parent and will be signed by a member of staff every morning (and normally at the end of the day).

Parents will be informed in advance that their son is on daily report.

Daily Report may be issued at one of three levels:

- Head of Year Report
- Head of Key Stage Report
- Vice-Principal Report

A pupil will normally be on a report card for at least one week. If there is no improvement the report card may move up to the next stage. If there is an improvement, then the card will be downgraded.



Bounds Card

A pupil on a 'Bounds Card' will remain under the direct supervision of a member of staff at break and lunch. The pupil must get the card signed by a member of staff every 5 minutes at break and every 15 minutes at lunch.

Formal Disciplinary Sanctions

Formal Oral Warning

A Formal Oral Warning is given to a pupil by a Vice-Principal in the presence of his parents and will form the first stage of formal disciplinary proceedings. It will normally be given alongside other sanctions.

Formal Written Warning

A Formal Written Warning is given to a pupil in the presence of his parents and forms a stage before suspension.

Internal Suspension / Withdrawal from Class

This sanction is applied for offences that warrant a serious sanction, but do not warrant suspension from school. The pupil is withdrawn from normal classes to complete work set by his teachers. It will be employed to give pupils a chance to reflect upon their actions and attitudes. Parents are informed about the withdrawal, and it is emphasised that continued unsatisfactory behaviour will have more serious consequences.

Suspension

For very serious misconduct or repeated misconduct where other sanctions have not been effective, the Headmaster (or a Vice-Principal if standing in for the Headmaster) may suspend a pupil from school. Suspensions vary in length from one to five days. A pupil will not be suspended for more than 45 days in any one school year.

There are circumstances when a pupil may be suspended for precautionary or investigative reasons. Under these circumstances, suspension will not be recorded as a disciplinary sanction unless it is warranted.

Expulsion

It is envisaged that the permanent expulsion of a pupil by the Headmaster would only happen as a result of repeated suspensions or the most serious breach of school discipline.

The procedures covering suspensions and expulsions are laid out in the College's Suspension and Expulsion Policy.

*****BOARDING DEPARTMENT*****

The Boarding Department may need to consider additional or an alternate sanctions to those for day pupils as there is an extended duty of care, and applying certain sanctions (such as suspension) may have an additional issue such as travel expenses.

Alternate sanctions may include the likes of:

- Extended prep time
- Loss of privileges
- Gating (not allowed to leave school premises)
- Leisure restrictions
- Cancelling exeat permits
- Internal suspension / time -out

Further details are given in the Boarding Handbook

6. BANNED AND RESTRICTED ITEMS

The following items are restricted/banned:

- Anything that could jeopardise the conduct of a lesson or good order within the College
e.g. mobile phones must not be used in class
- Anything that could negatively affect the school environment
e.g. chewing gum and correcting fluids such as 'Tippex' are not allowed
- Anything that poses a threat to others' safety
e.g. laser pens, laser pointers, knives or penknives, fireworks are not allowed
- Anything that is counter to the ethos of the College
e.g. images or items that could cause ill feeling or could damage the image of the College are inappropriate
- Anything that is unlawful for a pupil to have in his possession
e.g. illegal substances, racist or pornographic material are banned
- Items that are against school policy
e.g. fluid lighters, cigarettes, vapes, electronic cigarettes are not allowed
- Items of clothing or adornment that contravenes the College's uniform regulations
e.g. items of non-regulation uniform or jewellery should be removed

If found with any inappropriate or dangerous item, it is likely that it will be confiscated and may be destroyed. For possession of items which could cause harm or injury, the PSNI can be informed, and disciplinary action may follow.

7. ADDRESSING BULLYING TYPE BEHAVIOUR

'The Addressing Bullying in Schools Act (N.I.) 2016' provides schools with a legal definition which **must** be used by all schools to assess reported concerns of bullying type behaviour.

Addressing Bullying in Schools Definition of "bullying type behaviour"
(1) In this Act "bullying type behaviour" includes (but is not limited to) the repeated use of: (a) any verbal, written or electronic communication, (b) any other act, or (c) any combination of those, by a pupil or a group of pupils against another pupil or group of pupils, with the intention of causing physical or emotional harm to that pupil or group of pupils. (2) For the purposes of subsection (1), "act" includes omission.

"TRIP"

While the legal definition, as set out in the Act, is the primary definition, we also use the mnemonic '**TRIP**'. This helps to build a shared understanding across our school community of the difference between socially unacceptable and bullying type behaviour.

Socially unacceptable behaviour becomes bullying type behaviour when, after clarifying facts and perceptions, **TRIP** is confirmed:

1) **Bullying type behaviour may be T**argeted:



2) **Bullying type behaviour may be R**epeated:



3) **Bullying type behaviour may be I**ntentional



4) **Bullying type behaviour may cause P**hysical, psychological and/ or emotional harm

The College has an Addressing Bullying Policy in place, which is reviewed annually. The policy describes the College's procedures to ensure bullying behaviour is dealt with promptly and sensitively.

[See Addressing Bullying Policy]

8. SMOKING, VAPING, ALCOHOL AND DRUGS

The College forbids a pupil from

- Smoking (including the use of vapes and electronic cigarettes)
- any possession, use or supply of alcohol or drugs
- bringing the College into disrepute for any reason associated with smoking, alcohol or drugs.
- Acting in a way that may tarnish the good name of the College.

A pupil who is not smoking / drinking alcohol / involved in drugs but who is present with another pupil who is, will also receive an appropriate sanction as it is the College's belief that boys need to learn to distance themselves from inappropriate conduct.

Full details on the College's response to incidents is given in the Smoking, Alcohol and Drugs Policy.

[See Smoking, Alcohol and Drugs Policy]

9. ELECTRONIC MOBILE DEVICES

Full details of the rationale, expectations and rules, concerning mobile devices, may be found in the Mobile Phone Policy. There is no expectation that a student brings a mobile device to school. However, students (particularly Y13 and Y14 students) may bring mobile devices into school as it is recognised that at times they may wish to use them to support their studies and maintain their safety on the way to and from school; however the College adopts the following regulations:

- For students in Years 8 – 12, mobile devices must be switched off and remain out of sight between 8.40am and 3.30pm. Students in Years 13 and 14 may use mobile devices in the 6th Form Centre and Study Hall. With the permission of a member of staff; mobile phones may be used in class for educational purposes.
- The use of mobile phones for bullying type behaviour towards other students is unacceptable and may constitute a form of cyber-bullying.
- The use of the camera/recording facility is strictly banned unless specific permission has been given by a member of staff and other pupils involved

The school accepts no responsibility for replacing lost, stolen or damaged mobile devices. Their safety and security is wholly in the hands of the pupils.

It is the parents' responsibility to ensure appropriate internet filters and anti-virus software are in place on any mobile device able to connect to the internet.

[See Mobile Phone Policy]

10. SEARCH AND CONFISCATION OF ITEMS

A member of staff may confiscate an item which poses a risk to health and safety or to maintain an environment which is conducive to learning [this includes mobile devices].

If a member of staff has reasonable grounds for suspecting that a student is in possession of an inappropriate or prohibited item, a member of staff can ask a pupil to turn out his pockets / bag / locker. This should be in the presence of the pupil and if possible, another member of staff.

Staff may not physically search a pupil.

Handling confiscated items:

- 'Safe' Items which have been confiscated will usually be returned to the pupil before the end of the school day; however, for repeated offences items may be held for longer and parents may be asked to collect them personally;
- Banned items such as cigarettes may be destroyed.
- Unsafe items will either be destroyed or will have to be collected by parents.
- Unlawful items (such as controlled drugs) will be handed over to the Police.

In the case of electronic or mobile devices, content which may cause offence to others in the school community may be deleted in the presence of the pupil and 2 members of staff. However, if the content is deemed to be unlawful, the device and its contents may be held and given over to the Police.

The Headmaster or a Vice-Principal may instigate a search of a pupil's belongings without their consent if the safety or welfare of a pupil is a concern.

11. THE USE OF REASONABLE FORCE / SAFEHANDLING

There are circumstances when teachers and other adults in positions of responsibility are empowered to act in a way that involves some physical intervention – in particular when the health and safety of pupils or anyone else is seen to be at risk, but also to prevent damage to property or possessions and in some circumstances to preserve good order. In all cases the intervention should be **reasonable and proportionate**.

A member of staff may take forceful but reasonable non-injurious measures to prevent a pupil from:

- Committing an offence
- Causing personal injury
- Causing damage to property
- Prejudicing the maintenance of good order and discipline

[See Use of Reasonable Force / Safe handling Policy]

12. ALLEGATIONS OF SERIOUS PUPIL MISCONDUCT

Instances or allegations of serious misconduct are rare. Such behaviour may be in relation to a fellow pupil or pupils, or to a member of staff, and may take different forms, for example:

- inappropriate or unwanted physical contact ranging from unnecessary touching to physical assault or the threat of physical assault;
- bullying, overt abuse of power;
- verbal or written harassment, including the sharing of inappropriate material in electronic form;
- theft;
- selling or providing drugs or alcohol.

Where allegations of a serious nature are made, it is vital that they are followed up fully and fairly and that the welfare and wellbeing of all parties is protected.

Allegations of serious misconduct will usually be investigated by the Vice Principal and/or Head of Key Stage. Two other members of staff, not involved in the investigation, will be appointed – one to monitor and safeguard the welfare of the person making the allegation and one to fulfil the same function for the pupil against whom the allegation is made. Sources of external support such as the confidential helpline for staff will be highlighted. The College will consider any other appropriate sources of support.

Consideration will be given as to whether the PSNI or other external agency needs to be contacted, depending on the nature of the alleged misconduct. Consideration will be given to the preferred approach of the person making the allegation but the final decision on whether or not the matter is referred remains at the Headmaster's discretion. Individuals retain their right to refer any matter to the PSNI on their own behalf. If a police investigation is instigated, further investigation by the College will normally await the conclusion of police involvement.

It is important that the investigation of any allegations is handled with sensitivity and due respect for the rights of both parties. The investigation should be dealt with in a timely manner whilst complying with the requirement for thorough, impartial and objective consideration.

Where appropriate, a pupil will be able to have a parent or other appropriate adult with him when they are meeting with the Vice Principal or Head of Key Stage. Similarly, if it is a member of staff against whom the behaviour is alleged to have been carried out, they will also have the right to be accompanied by a current colleague or a Trade Union representative.

Through meetings with both parties and with any other relevant persons or witnesses, the Vice Principal or Head of Key Stage will:

- listen carefully to what both parties have to say about the alleged incident;
- establish the facts and issues relevant to the allegation;
- decide on next stages to further investigate the matter appropriately; and
- ensure that both parties are informed of the next stage of the process.

Following consideration of all the evidence, the Vice Principal or Head of Key Stage will determine if there is evidence to support the allegation. He or she will summarise findings in writing and present these to the Headmaster. If the allegation is deemed to be true, the Headmaster and Vice Principal or Head of Key Stage, will decide on appropriate follow-up, including where appropriate sanctions in line with Section 5 of this Policy.

13. TRAINING AND PROFESSIONAL DEVELOPMENT OF STAFF

- The College will provide training and development for the teaching staff relevant to pupil behaviour management issues through
 - Induction training for new staff
 - Guidance and support materials
 - Appropriate training tailored to specific needs and priorities
 - Mentoring from a Head of Department / Head of Year / Head of Key Stage/ Vice-Principal
- The College provides opportunities for staff to share good practice relevant to behaviour management through:
 - Departmental meetings
 - Year-Group Meetings with HoY and Tutors
 - Pastoral Team meetings including VP, Heads of Key Stage, Heads of Year and Housemasters
 - HoY Meetings with the Head of Key Stage
 - Head of Key Stage Meetings with the VP
- Staff are offered opportunities to attend external training courses.

14. REVIEW OF POLICY

This policy will be reviewed annually by the Board of Governors; however, the College may revise the policy at any time it considers necessary. The latest version will be available by contacting the College.

APPENDIX 1
GUIDANCE ON LINES OF RESPONSIBILITY / SANCTIONS

LEVEL 1 MISCONDUCT	LEVEL 2 MISCONDUCT	LEVEL 3 MISCONDUCT	LEVEL 4 MISCONDUCT	LEVEL 5 MISCONDUCT
Dealt with by Classroom Teachers	Dealt with by Heads of Department	Dealt with by tutors, Heads of Year and Heads of Department	Dealt with by Heads of Year, Heads of Department and HoKS)	Dealt with by HoKS, Vice-Principals / Headmaster
CATEGORIES <i>(This list is not exhaustive and does not supersede the professional judgement of individual members of staff)</i>				
	<i>Repetition of level 1 misconduct or not responding to previous sanctions</i>	<i>Repetition of level 1 misconduct or not responding to previous sanctions</i>	<i>Repetition of level 2 or 3 misconduct or not responding to previous sanctions</i>	<i>Repetition of level 4 misconduct or not responding to previous sanctions</i>
General Behaviour in class, while on site or when on a trip or activity led by the member of staff	Academic concerns related <u>to their subject</u> . Classroom Management of the members of their Department [Tutor should be kept informed]	General conduct while in school. Persistent classroom issues Conduct at break/ lunch or in the library	Inappropriate conduct in school, while in uniform, while representing the school or while on a school activity / trip. Not responding to intervention by a tutor or HoD.	Conduct which puts other students at significant risk or harm. Conduct which seriously damages the image of the school Not responding to intervention by HoY (or HoD)
Safety Rules in class (HoD should be informed)	Ignoring safety rules within the classroom specific to the subject	Possession of banned objects (e.g. laser pens)	Use of banned objects which could cause injury (VP should be informed) Injury to another student (VP should be informed)	Use of illegal objects (e.g. knives) Deliberate damage to whole school safety equipment (fire extinguishers / alarms)
No Homework Work-related deadline not met	Persistent lack of homework in one subject (tutor should be informed) Missing a significant work deadline (HoY should be informed)	Lack of homework across subjects (x5)	Continued or repeated homework concerns	Serious homework issues across subjects.
Copying Homework	Plagiarism of internally assessed work. Poor conduct in controlled assessment. (HoY should be informed)	Conduct in class tests	Plagiarism of assessed work. Conduct in controlled assessment. Conduct in school examinations	Plagiarism of externally assessed work. Conduct in external examinations
Poor Effort in class	Lack of effort seriously affecting academic in that subject	Poor effort across subjects	Lack of effort seriously affecting academic outcomes	Obvious disengagement from the curriculum.
Lateness to Class	Whole class lateness from another subject or at break/lunch	Lateness to School (x5) Missing supervised study Persistent lateness to class	Persistent lateness to school Skipping Class / Study Hall Leaving school without permission (or not following protocol) Not abiding by car parking regulations	Truancy

ATTENDANCE		Initial attendance concerns (<95%)	Attendance Concerns (<90%)	Attendance concerns (<85%).
Incorrect use of Mobile Phones		Repeated/Deliberate breach of Mobile Phone/Device policy	Incorrect or inappropriate use of Internet or mobile phone affecting or causing offence of other students	Issues on the storage or distribution of images that may involve a Child protection issue.
General Appearance		Incorrect Uniform	Hair Issues Piercings	
Lateness to Games (Games teacher) Conduct during games		Incorrect games kit Missing games without correct documentation	Mitching Games Pattern of missing games Public misconduct during games	
Inappropriate Language		Inappropriate Language to another student	Abusive language to another student	Abusive language to a member of staff
		Out of Bounds	Smoking, Vaping	Alcohol / Drug Misuse
Littering		Graffiti	Damage to another student's property Damage to school property (inform VP)	Serious and Malicious damage to school property. Deliberate vandalism. Theft.
Conduct to another student (which can be easily dealt with by a classroom teacher)	(Initially) Conduct to a member of staff in class ,is dealt with by the Head of Year and HoD. The Vice-Principal should be informed as depending on the details, this may progress to Level 5 misconduct.	BULLYING [Consult Anti-Bullying Policy] Disagreements between students.	BULLYING [Consult Anti-Bullying Policy] Bullying or when the level 1 is repeated Provocation or planning to fight or fighting involving physical aggression. Videoing and/ or circulating incidents of poor behaviour.	BULLYING [Consult Anti-Bullying Policy] Systematic Bullying / racism / sectarianism. Bullying considered to be high level and resistant to interventions. Fighting causing serious physical injury
SANCTIONS <i>(This list is not exhaustive, does not necessarily represent a hierarchy and does not supersede the professional judgement of individual members of staff)</i>				
- Verbal warning - Extra work / imposition - Time-Out - Suspension of privileges - De-merit on SIMS - Student contract - Personal detention - Referral to HoD/Tutor - Contact with home - Confiscation of mobile phone	As level 1 but including: - Phone call home - Letter home - Lunchtime detention - Parental meeting - Departmental Detention - Referral to Tutor/HoY	As level 2 and including: - Tutor Report card - HoY Report Card - Student Contract - Homework Watch - School Bounds Card - Lunchtime detention - School Detention - Parental meeting - Referral to HoY - Confiscation of items	As levels 2 & 3 but including: - Bounds Card - HoY Report Card - HoY Detention - School Detention - Parental interview - Loss of Privileges - Loss of Free-time - Referral to HoKS - Referral to VP - Referral to SENCo - Extended Detention - Saturday Detention	As levels 4 but including: - VP Report Card - VP/Extended Detention - Removal from class - Formal oral warning - Formal written warning - 'Time-Out' / Internal Suspension - Referral to Agency Headmaster/ VP Only - Suspension Board of Governors only - Expulsion

