

Behaviour and Discipline Policy



Ellesmere College

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1 Introduction

Ellesmere College encourages pupils to adopt the highest standards of behaviour, personal responsibility and integrity. We aim to promote trust and mutual respect for everyone and we believe that good relations, good manners and a secure learning environment play a crucial part in the educational and social development of our pupils. To this end, the rewards and sanctions that support our behaviour management and discipline are organised in such a way as to act as encouragement to all pupils and, therefore, rely heavily on rewarding the positive aspects of academic and personal development. For any individual pupils where staff may require structure in order to support the modification of inappropriate behaviour, there are a range of sanctions available.

The Head has overall responsibility for the implementation and effectiveness of the School's behaviour policy and procedures. In accordance with the Department for Education's Behaviour in Schools: Advice for Headteachers and School Staff (February 2024), the School's behaviour policy is designed to:

- promote high standards of behaviour, self-discipline and respect;
- create a safe, calm, orderly and inclusive environment for all pupils and staff;
- prevent bullying, including cyberbullying, prejudice-based bullying and child-on-child abuse;
- ensure that pupils complete assigned work and engage positively with learning;
- support pupils to develop responsible behaviour and positive relationships;
- regulate the conduct of pupils both within and beyond the school environment where appropriate.

The School has the authority, as far as is reasonable, to regulate pupils' behaviour when they are off-site and when they are online where that behaviour affects the School, members of its community, or its reputation. This includes conduct occurring through social media, digital communications and other online platforms. The School may apply disciplinary measures in respect of misbehaviour occurring off-site where a pupil is:

- taking part in any school-organised or school-related activity;
- travelling to or from school;
- wearing school uniform;
- otherwise identifiable as a pupil of the School.

The School may also apply disciplinary measures for behaviour, whether occurring on or off-site, including online behaviour, where it:

- could have repercussions for the orderly running of the School;
- poses a risk to the safety, welfare or wellbeing of another pupil, member of staff or member of the public;
- constitutes bullying, cyberbullying, harassment, discrimination or child-on-child abuse;
- could adversely affect the reputation of the School.

The School will consider any underlying safeguarding, welfare, special educational needs and disabilities (SEND), or mental health needs when responding to behaviour incidents and will make reasonable adjustments where required.

2 Policy aims

The aims of this policy are:

- To maintain a whole-school Behaviour Policy that is understood, supported and consistently applied by pupils, staff, parents and governors, creating a caring and supportive environment in which teaching and learning can flourish safely both in person and online.
- To teach values and attitudes, as well as knowledge and skills. This will promote responsible behaviour and encourage in members of the school a respect for themselves, for other people and for property.
- To challenge behaviour which harms the ability of different groups and individuals to learn and work together.
- To encourage good behaviour rather than to simply punish bad behaviour by providing a range of rewards for members of the school in keeping with age and ability.

- To make clear to members of the school the distinction between minor and more serious misbehaviour and the range of sanctions that will follow.
- To treat problems when they occur in a caring and sympathetic manner with the intention of achieving an improvement in behaviour.

3 Ellesmere College school rules

The school rules shall be set by the Head. The school rules are necessary:

- for the safety and well-being of everyone at the College;
- for the reputation of the College community as a whole;
- for the protection of College property and the wider environment.

Pupils are expected to know and understand the school rules. The school rules will be amended from time to time and reinforced at assemblies and on other appropriate occasions.

The School Rules are informed by and operate in accordance with DfE guidance, including Behaviour in Schools: Advice for Headteachers and School Staff (February 2024).

4 Rewarding good behaviour

The College understands that rewards can be more effective than punishment in motivating pupils. The ways in which the College may reward good behaviour are set out in Appendix 1.

The College recognises that where challenging behaviour is related to a pupil's disability, use of positive discipline and reward methods may enable the College to manage the pupil's behaviour more effectively and improve their educational outcomes.

5 Breaches of College discipline

The Head may prescribe and authorise sanctions that are lawful, reasonable, proportionate and consistent with good educational practice. Examples of sanctions used at the College are set out in Appendix 1.

5.1 Serious breaches of discipline

Suspension: a pupil may be placed under suspension while a complaint is investigated or as a sanction in its own right. For serious breaches of discipline, the pupil may be asked to leave the College permanently:

Required Removal: Where a pupil's conduct is considered incompatible with the values, standards or welfare of the College community, but permanent exclusion is not appropriate, the College may require the pupil to leave permanently. Subject to the College's Terms and Conditions and payment of any outstanding fees, reasonable assistance will be provided to support the pupil's transition to another school. A boarder may be required to leave boarding without being required to leave the College.

Permanent Exclusion: A pupil may be permanently excluded for a grave breach of discipline, including conduct that causes, or is likely to cause, serious harm to the College, its community, or any member of it. Permanent exclusion results in the pupil's name being removed from the College roll. References provided by the College may include relevant factual information regarding the circumstances of the pupil's departure. Outstanding fees remain payable in accordance with the College's Terms and Conditions, and any deposit will be dealt with in accordance with those Terms and Conditions.

The Head is required to act fairly and in accordance with the principles of natural justice. Please see the College's separate **Exclusion Policy**.

The College seeks to work in partnership with parents in promoting high standards of behaviour, and parents are expected to support the College's Behaviour Policy and School Rules.

Parents will, wherever practicable, be informed and given the opportunity to discuss any disciplinary matter that may result in a suspension, required removal or permanent exclusion (see Exclusion Policy). Parents may also be informed of other disciplinary sanctions where the College considers this appropriate.

5.2 Suspension

A pupil may be suspended pending the outcome of a disciplinary investigation or as a disciplinary sanction following such an investigation. Parents will be informed as soon as reasonably practicable. Appropriate pastoral support will be provided throughout the period of suspension. The College seeks to work in partnership with parents over matters of discipline and it is part of the parents' obligations to support the school rules.

The College will make reasonable adjustments for managing behaviour which is related to a pupil's special educational need or disability. The College will also consider the impact of any suspension on the pupil's welfare, safeguarding needs, educational progress and any underlying SEND or disability. Where permanent exclusion needs to be considered, the College will ensure that a pupil with a disability or special educational needs is able to present their case fully where their disability or special educational needs might hinder this. Any religious requirements affecting the pupil will also be considered.

6 Malicious allegations against staff

- 6.1 Where a pupil makes an accusation against a member of staff and there is reasonable suspicion that the accusation has been deliberately invented or malicious, the Head will consider whether to take disciplinary action in accordance with this policy.
- 6.2 Where a parent has made a deliberately invented or malicious allegation the Head, having considered all relevant circumstances and where the relationship of trust and confidence has irretrievably broken down will consider whether to require that parent to remove their child or children from the College. This is on the basis that they have treated the College or a member of staff unreasonably and compromised the requirement for mutual trust and confidence.
- 6.3 In accordance with the DfE's guidance Keeping Children Safe in Education (September 2026), the College will consider a malicious allegation to be one where there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive.

7 Use of reasonable force

- 7.1 Any use of force by staff will be reasonable, proportionate and lawful. Reasonable force will be used in accordance with the DfE guidance Restrictive interventions, including use of reasonable force, in schools (April 2026) and as set out in Appendix 2.
- 7.2 Corporal punishment is not used at the College and force is never used as a form of punishment.

8 Safeguarding

The College's Child Protection Policy covers any safeguarding issues, including child on child abuse. Any relevant risk assessments/safety plans will be recorded. Any behavioural issues will be dealt with under this policy.

9 Searching pupils

Informed consent: The College staff may search a pupil with their consent for any item. If a member of staff suspects that a pupil has a prohibited item in her possession, they can instruct the pupil to turn out her pockets or bag. If the pupil refuses, sanctions will be applied in accordance with this policy.

Searches without consent: In relation to prohibited items, the Head, and staff authorised by the Head, may search a pupil or a pupil's possessions, without their consent, where they have reasonable grounds for suspecting that a pupil has a prohibited item in their possession. Please see Appendix 3 for the College's policy on searching and confiscation. Such action will be taken in accordance with the DfE guidance *Searching, screening and confiscation* (July 2022).

10 Prefects

Prefects do not have authority to impose disciplinary sanctions but may report concerns to staff, who will investigate and determine any appropriate action.

11 Records

The College maintains appropriate records of serious behavioural incidents, suspensions, exclusions, searches, use of reasonable force and other significant disciplinary matters. These records are retained in accordance with the College's Data Protection obligations and record retention procedures.

12 Review

A pupil or their parents may request a review by the Governors of the Head's decision to exclude or require the removal of a pupil from the College. The form of application for a review and the review procedures will be supplied to parents on request at the time of the original decision.

There will be no right to a review of other sanctions but a pupil who feels aggrieved may ask the Deputy Head to take up their concerns with the member of staff who imposed the sanction.

Authorised by

The Head



Date

September 2026

Reviewed by

DHP

Date

September 2026



Appendix 1 Rewards and Sanctions

1. Overview

The School operates with a minimal amount of unacceptable behaviour by treating its pupils with respect and by encouraging and rewarding the positive aspects of academic and personal development. However, there will be times when pupils fall short of expected standards of behaviour. Under these circumstances such individuals must be clear about the repercussions / sanctions which are likely to result. Staff receive training, support and development to ensure there is consistency in the application of rewards and sanctions across the school. New staff also receive this training as part of their induction process.

All disciplinary incidents are recorded centrally on iSAMS and reviewed regularly by the relevant Head of Section. Any safeguarding concerns are recorded on CPOMS. Boarding house behavioural issues are monitored and reviewed by the Head of Boarding. Significant incidents, including suspensions and other serious sanctions, are also logged and reviewed by the Deputy Head (Pastoral).

2. Rewards (Years 9 to 13)

The College is committed to promoting and rewarding good behaviour and may do so in some of the following ways.

Merits (House Points) are recognition for positive contributions across any area of school. They are a metaphorical 'pat on the back' for recognising pupils' work, effort, contribution to school life, good deeds etc. They are entered on iSAMS. This automatically triggers an email to the pupil, tutor, HsM and parents informing them of the reward. A merit is worth one house point.

Commendations – for outstanding contributions that warrant more than a merit. They are worth five house points.

Work prizes and improvement prizes – performance in period grades

Academic and Activity prizes – overall academic performance or contribution to activities

School Colours are awarded at the end of each term for notable contributions to specific areas of school life. These are recommended by the staff and announced in assembly.

Position of responsibility: Heads of School, School Prefects, Heads of Competitive and Saints houses, Chapel prefects and captains of sports teams are posts of responsibility that are awarded following the demonstration of consistent good behaviour and strong leadership potential.

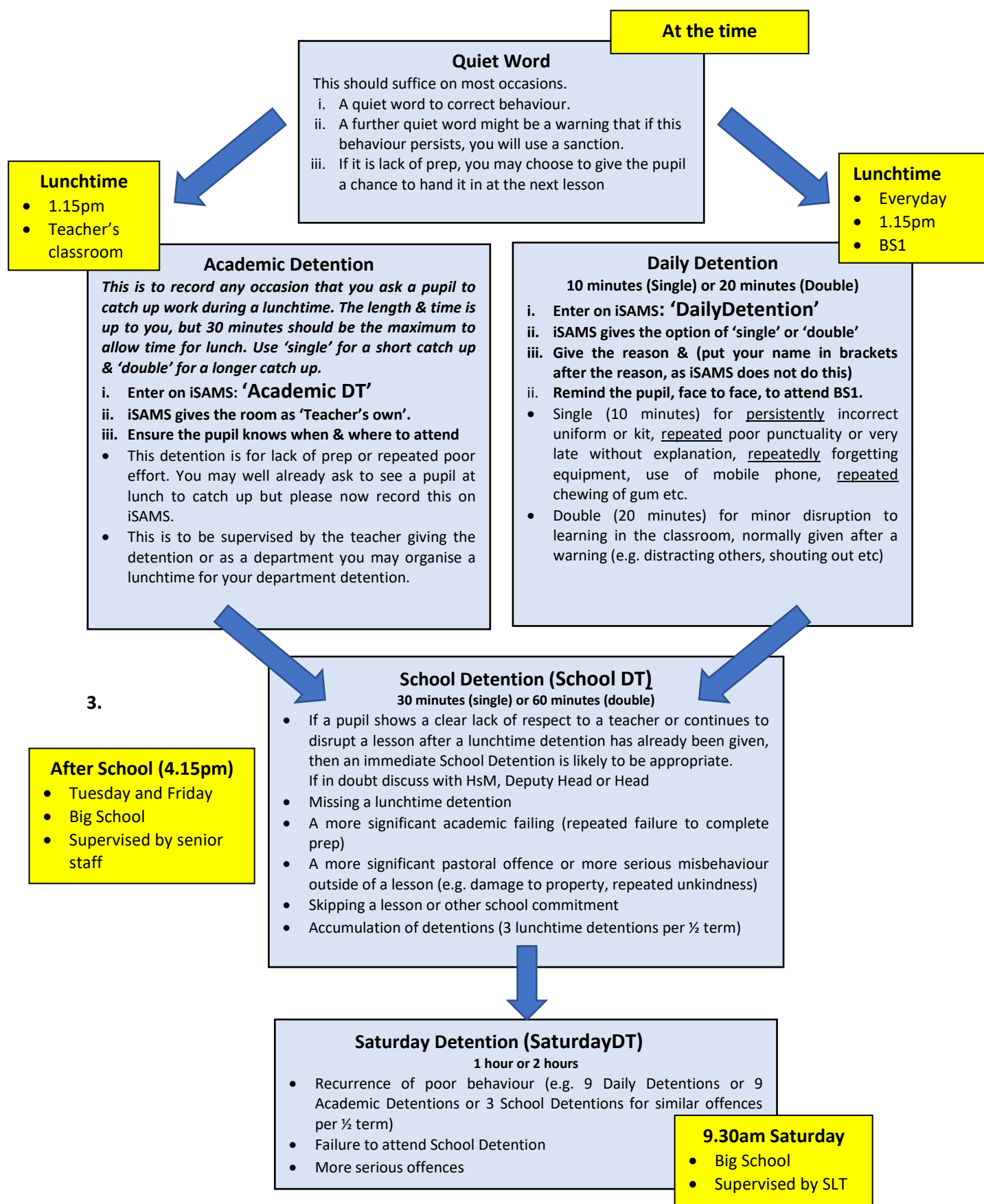
3. Sanctions (Years 9 to 13)

Sanctions that may be used at the College include those set out below. The College expects consistency across sections, houses and boarding in application of sanctions.

Level of response	Academic	Behaviour (lessons and throughout school)
Quiet word: This should suffice on most occasions.	Lack of prep - you may choose to give the pupil a chance to hand it in at the next lesson.	Very low-level disruption to learning, minor punctuality infringements, uniform / kit issues, chewing gum A further quiet word might be a warning that if this behaviour persists, you will use a sanction.
Lunchtime detentions - Academic - Daily Detention (Behaviour)	Academic (Teacher's own) This detention is for lack of prep or repeated poor effort. Recorded on iSAMS as 'Academic DT'.	Daily Detention (Behaviour) Single (10 minutes) for <u>persistently</u> incorrect uniform or kit, <u>repeated</u> poor punctuality or very late without explanation, <u>repeatedly</u> forgetting equipment, use of mobile phone, <u>repeated</u> chewing of gum etc. Double (20 minutes) for minor disruption to learning in the classroom, normally given after a warning (e.g. distracting others, shouting etc)
Report Card: Significant failure to complete work satisfactorily or repeated failure to meet expectations of behaviour. Punctuality Card: Repeated failure to be in the right place at the right time, inappropriate dress or appearance. Gating Card: Breaking bounds, not being in house at correct times etc.		
School Detention (Y9-13) - Tuesday and Friday 4.15pm to 5.15pm 30 minutes or 1 hour	- If a pupil shows a clear lack of respect to a teacher or continues to disrupt a lesson after a lunchtime detention has already been given, then an immediate School Detention is likely to be appropriate. - Missing a lunchtime detention - A more significant academic failing (repeated failure to complete prep) - A more significant pastoral offence or more serious misbehaviour outside of a lesson (e.g. damage to property, repeated unkindness) - Skipping a lesson or other school commitment - Accumulation of detentions (3 lunchtime detentions per ½ term) <i>Work set + pupils to bring own work</i>	
Saturday Detention 9.30am to 11.30am 1 or 2 hours	- Accumulation of three School Detentions in one term. - Repeated or more serious offences. <i>Work may be set + pupils to bring own work</i>	
On Call <i>(Pupil has to be removed from lesson)</i>	Disruption of learning in a lesson - The learning of others is being disrupted, and the teaching is being prevented. - School detention (recorded on iSAMS - this will notify parents) - Repeat offence will result in another school detention and possible loss of access to all games/activities and fixtures.	
Suspension and permanent exclusion	The most serious of offences may result in a suspension, requiring the pupil to be temporarily removed from the school, or permanent exclusion from the College. Examples of such offences include physical assault, deliberate damage to property, stealing, verbal abuse, bringing the school's name into disrepute or threatening behaviour towards staff or other pupils, persistent disruptive behaviour in class, sexual misconduct,	

	a breach of the school's smoking, drugs and alcohol policy, being in possession of an offensive weapon or inappropriate digital material, making malicious accusations against school staff or each other and any other conduct which may constitute a criminal offence (this list is not exhaustive). Suspensions will, under normal circumstances, be for a limited period as it is important that the pupil's education is resumed without unreasonable delay. Alternatively, a temporary internal suspension may be issued whereby a pupil works under supervision away from the rest of the school. Any pupil who is given a suspension meets with the Head on their return to School to ensure the seriousness of the misdemeanour and response has been understood.
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Sanctions overview (Years 9 to 13)



4. Rewards and Sanctions (Lower School - Years 3 to 8)

Merits (House Points) are recognition for positive contributions across any area of school. They are a metaphorical 'pat on the back' for recognising pupils' work, effort, contribution to school life, good deeds etc. They are entered on iSAMS. This automatically triggers an email to the pupil, tutor, HsM and parents informing them of the reward. A merit is worth one house point.

Commendations – for outstanding contributions that warrant more than a merit. They are worth five house points.

Termly awards are presented to pupils for their involvement in academic enrichment activities, as well as for commendable effort and achievement in areas such as academics. Pupils also have the opportunity to participate in a range of competitions and activities, enabling them to earn points for their House and contribute to its overall success.

Positions of responsibility: Year 8 prefects, House Captains and other representatives are appointed in recognition of pupils who demonstrate strong leadership skills, positive attitudes and consistently good conduct.

Sanctions (Years 3 to 6)

In Key Stage 2, behaviour concerns are addressed through age-appropriate and supportive measures. These may include the loss of break time or short 'time-out' sessions with a tutor, providing pupils with an opportunity to reflect on their behaviour and receive support in developing more positive behaviours. Where concerns persist, further sanctions may be applied in line with the school's behaviour policy.

Sanctions (Years 7 and 8)

Lower School operates a progressive sanctions system for repeated poor behaviour, both in lessons and around the school. Sanctions escalate according to the frequency and seriousness of the behaviour:

Academic detentions:

- First and second incidents: Class detention with the subject teacher or Head of Department.
- Third and fourth incidents: Lower School detention with the Assistant Head.
- Fifth and sixth incidents: Thursday School detention with the Head of Lower School.
- Seventh incident: Thursday School detention with the Head of Lower School, followed automatically by an HM Saturday Detention for any further incident.

Behavioural detentions:

- For poor behaviour around school, the escalation begins at Lower School detention:
- First and second incidents: Lower School detention with the Assistant Head.
- Third to fifth incidents: Thursday School detention with the Head of Lower School, followed automatically by an HM Saturday Detention for any further incident.

Appendix 2 Use of reasonable force

The use of restrictive interventions, including reasonable force and seclusion, can have a significant impact on the pupils, staff members and parents involved, as well as the wider classroom. However, there are times when the use of restrictive interventions will be lawful and necessary; for example, to keep individuals and the wider school community safe.

1. Unacceptable uses of force

It is illegal to use force on a pupil for the purpose of punishment.

Pupils should not be restrained in a way that affects their airway, breathing or circulation, for example, by covering the mouth and/or nose, or applying pressure to the neck region or abdomen. The use of force can be dangerous, particularly where it occurs on the ground. If a pupil is unintentionally held on the ground, staff should release their holds or re-position into a safer alternative or standing position as quickly as possible.

Where appropriate, the pupil should receive a medical assessment and treatment for any injuries as soon as possible. For any form of restraint, including seated and standing, there is a risk of physical and psychological harm, and it should be avoided where possible.

2. Other physical contact with pupils

There are circumstances when it is appropriate for staff to have some physical contact with pupils which does not give rise to any question over the use of reasonable force and other restrictive interventions. This will depend on the circumstances, but examples of occasions when physical contact is generally appropriate include:

- to give first aid
- to guide or escort pupils, such as holding the hand of a pupil at the front/back of the line when going to assembly, when walking together around the school or on a school trip, or when helping a pupil to a space they have chosen to access to self-regulate
- to comfort a distressed pupil
- to congratulate or praise a pupil, for example a pat on the back or a handshake
- to demonstrate how to use a musical instrument
- to demonstrate exercises or techniques during PE lessons or sports coaching

3. Reasonable force may be used to prevent a pupil from doing or continuing to do any of the following:

- Causing injury to themselves or others
- Committing a criminal offence
- Causing damage to property, including their own
- Causing disorder among pupils at the school, whether during a teaching session or otherwise

4. Seclusion

Seclusion – a non-disciplinary intervention keeping a pupil confined to a place away from others and prevented from leaving – should only be used as a safety measure to protect others from harm when a pupil is experiencing high levels of emotional or behavioural dysregulation.

The place to which the pupil is confined should be safe and not feel threatening or intimidating to the pupil. The pupil should be supervised at all times during the period of seclusion. As soon as the immediate risk of harm has reduced, the pupil should be allowed to leave.

An incident involving the use of seclusion must be recorded and reported on CPOMS.

Seclusion, as defined in this guidance, is not a disciplinary response to deliberate or wilful misbehaviour.

5. Reasonable force may be used to conduct a search for "prohibited item" (see Appendix 3).

Summary

In deciding whether reasonable force is required, the needs of individual pupils will be considered, and reasonable adjustments will be made for pupils with special educational needs or disabilities.

Where reasonable force is used by a member of staff, the Deputy Head must be informed of the incident, and it will be recorded on CPOMS. The pupil's parents will be informed about serious incidents involving the use of force.

Reporting the use of force to parents

- A report of the incident made to parents should include the following details as a minimum:
- time, date, location and approximate duration of the intervention
- brief account of why the intervention was assessed as necessary in that instance
- brief account of what type of force was applied, and the degree of force
- details of any physical injuries sustained, if applicable

Schools should communicate this information to parents in writing. For example, via email or online messaging system. Parents must be informed as soon as practicable after the incident and schools should endeavour to do this no later than the same day

Appendix 3 Searching and confiscation

All schools have a general power to impose reasonable and proportionate disciplinary measures (Education and Inspections Act 2006). This enables a member of staff to confiscate, retain or dispose of a pupil's property as a disciplinary penalty where it is reasonable to do so. The College's policy on searching and confiscation has regard to guidance published by the Department for Education (DfE), *Searching, screening and confiscation* (July 2022).

1 Prohibited items

- 1.1 The following are "prohibited items" under Section 550ZA(3) of the Education Act 1996 and Regulation 3 of the Schools (Specification and Disposal of Articles) Regulations 2012:
 - 1.1.1 knives or weapons, alcohol, illegal drugs and stolen items
 - 1.1.2 tobacco and cigarette papers, fireworks and pornographic images
 - 1.1.3 any article that a member of staff reasonably suspects has been, or is likely to be used:
 - (a) to commit an offence or
 - (b) to cause personal injury to, or damage to the property of, any person (including the pupil) and
 - 1.1.4 any item prohibited by the school rules that are identified as being items which may be searched for.
- 1.2 The College has prohibited items that are reasonably believed to be likely to cause harm or disruption. Pupils must not have these items in their possession on College premises or at any time when they are in the lawful charge and control of the College (for example on a trip).

2 Searching with consent

- 2.1 Before any search is undertaken the pupil will usually be asked to consent. In seeking consent, the age and maturity of the pupil will be taken into account together with any special needs the pupil may have. Written consent will not usually be required.
- 2.2 If a member of staff suspects that a pupil has an item that is prohibited by the College they can instruct the pupil to turn out his or her pockets or bag. If the pupil refuses, disciplinary action may be taken in accordance with the College's Behaviour and Discipline Policy.

3 Searching for prohibited items

- 3.1 Where the Head or an authorised member of staff have reasonable grounds to suspect that a pupil may have a prohibited item, consent is not required and the search will be carried out, using reasonable force where appropriate.
- 3.2 Searches will be carried out only on College premises or, if elsewhere, where the member of staff has lawful control or charge of the pupil, for example on a trip or in training settings.
- 3.3 When pupils travel outside the UK on a trip, they will be required as a condition of participating in the trip to confirm their consent in writing to any search that may be considered necessary by an authorised member of staff during the period in which pupils are outside of the UK. This is subject to local law and practical considerations in the jurisdiction concerned.
- 3.4 If it is believed that a pupil has a prohibited item, it may be appropriate for a member of staff to carry out:
 - 3.4.1 a search of outer clothing and / or

- 3.4.2 a search of College property (e.g. pupils' lockers or desks) and / or
- 3.4.3 a search of personal property (e.g. bag or pencil case).
- 3.5 Searches will be conducted in such a manner as to minimise embarrassment or distress. Any search of a pupil or their possessions will be carried out in the presence of the pupil and another member of staff. Where a pupil is searched, the searcher and the second member of staff present will be the same gender as the pupil.
- 3.6 Where it is reasonably believed that serious harm may be caused if the search is not carried out immediately and it is not practicable to summon another member of staff, a member of staff may carry out a search of a pupil of the opposite sex and / or in the absence of a witness.
- 4.4 Where the Head, or staff authorised by the Head, find anything which they have reasonable grounds for suspecting is a prohibited item, they may seize, retain and dispose of that item in accordance with this policy.

4 Confiscation

- 4.1 Under the College's general power to discipline, a member of staff may confiscate, retain or dispose of a pupil's property as a disciplinary penalty where it is reasonable to do so.
- 4.2 Confiscation of an item may take place following a lawful search, as set out above, or however the item is found if the member of staff considers it to be harmful or detrimental to College discipline.

5 Searching electronic devices

- 5.1 An electronic device such as a mobile phone or a tablet computer may be confiscated in appropriate circumstances in accordance with this policy. If there is good reason to suspect that the device has been, or could be used to cause harm, to disrupt teaching or break school rules, any data or files on the device may be searched and, where appropriate, data or files may be erased before the device is returned to its owner. Any data or files will only be erased, if there is good reason to suspect that the data or files have been, or could be used to cause harm, to disrupt teaching or break school rules.
- 5.2 If inappropriate material is found on an electronic device, the member of staff may delete the material, retain it as evidence of a breach of College discipline or criminal offence or hand it over to the police if the material is of such seriousness that police involvement is required.

6 Disposal of confiscated items

- 6.1 **Alcohol:** alcohol which has been confiscated will be destroyed.
- 6.2 **Controlled drugs:** controlled drugs will usually be delivered to the police as soon as possible. In exceptional circumstances and at the discretion of the Head or authorised member of staff, the drugs may be destroyed without the involvement of the police if there is good reason to do so. All relevant circumstances will be taken into account and staff will use professional judgement to determine whether the items can be safely disposed of. They will not be returned to the pupil.
- 6.3 **Other substances:** substances which are not believed to be illegal drugs but which are harmful or detrimental to good order and discipline (for example "legal highs") may be confiscated and destroyed. Where it is not clear whether or not the substance seized is an illegal drug, it will be treated as though it is illegal and disposed of as above.

- 6.4 **Stolen items:** stolen items will usually be delivered to the police as soon as possible. However, if, in the opinion of the Head or authorised member of staff, there is good reason to do so, stolen items may be returned to the owner without the involvement of the police. This is likely to apply to items of low value, such as pencil cases.
- 6.5 **Tobacco or cigarette papers:** tobacco or cigarette papers will be destroyed.
- 6.6 **Fireworks:** fireworks will not be returned to the pupil. They will be disposed of safely at the discretion of the Head or other authorised member of staff which may include donation to an appropriate charity.
- 6.7 **Pornographic images:** pornographic images involving children or images that constitute "extreme pornography" under section 63 of the Criminal Justice and Immigration Act 2008 will be handed to the police as soon as practicable. As possession of such images may indicate that the pupil has been abused, the College's Designated Person for Child Protection will also be notified and will decide whether to make a referral to Shropshire children's social care.
- 6.8 Other pornographic images will also be discussed with the College's Designated Person for Child Protection. The images may then be passed to Shropshire children's social care for consideration of any further action. If no action is to be taken by the local authority the images will be erased after a note has been made for disciplinary purposes, confirming the nature of the material.
- 6.9 **Article used to commit an offence or to cause personal injury or damage to property:** such articles may, at the discretion of the Head or authorised member of staff taking all the circumstances into account, be delivered to the police, returned to the owner, retained or disposed of.
- 6.10 **Weapons or items which are evidence of an offence:** such items will be passed to the police as soon as possible.
- 6.11 **An item prohibited under school rules:** such items may, at the discretion of the Head or authorised member of staff taking all the circumstances into account, be returned to its owner, retained or disposed of. Where staff confiscate a mobile phone that has been used in breach of school rules to disrupt teaching, the phone will be kept safely for a reasonable period (normally until the following school day) when it can be claimed by its owner, unless the Head considers it necessary to retain the device for evidence in disciplinary proceedings in accordance with 6.12 below. If a pupil persists in using a mobile phone in breach of school rules, the phone will be confiscated and must normally be collected by a parent.
- 6.12 **Electronic devices:** if it is found that a mobile phone, laptop or tablet computer or any other electronic device has been used to cause harm, disrupt teaching or break school rules, including carrying out cyberbullying, the device will be confiscated and may be used as evidence in disciplinary proceedings. Once the proceedings have been concluded the device must normally be collected by a parent or carer and the pupil may be prohibited from bringing such a device onto College premises or on trips. In serious cases, the device may be handed to the police for investigation.

7 Communication with parents

- 7.1 There is no legal requirement for the College to inform parents before a search for prohibited items takes place or to seek their consent to search their child and it will not generally be practicable to do so. However, we will inform parents of any search that takes place and provide details of any items that have been found. In appropriate cases we will consult parents on how the College should dispose of certain items.

We will keep a record of searches carried out which can be inspected by the parents of the pupil(s) involved subject to applicable UK data protection legislation, including the UK GDPR and Data Protection Act 2018

- 7.2 The record will include details of the disposal of items confiscated.
- 7.3 Complaints about searching or confiscation will be dealt with through the College's Complaints Procedure. A copy of the procedure is posted on the College website and hard copies are available on request.
- 7.4 The College will take reasonable care of any items confiscated from pupils. However, unless negligent or guilty of some other wrongdoing causing injury, loss or damage, the College does not accept responsibility for loss or damage to property (Section 94 of the Education & Inspections Act 2006).