



Fulham
SCHOOL

**BEHAVIOUR, REWARDS AND SANCTIONS
POLICY PART I: WHOLE SCHOOL**

Reviewed by: CC,NL & DS Feb 2021
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Next review: February 2022

1. Introduction

Fulham School is a community of learning in which all individuals, adults and pupils alike, are respected and their individuality valued; where pupils are encouraged to achieve and self-discipline is promoted; where good behaviour is the norm, the aims of the School are understood, supported and applied by all and rewards and sanctions are applied fairly and consistently.

This policy seeks to promote common expectations regarding standards of behaviour throughout Fulham School, and provide particular support for staff. A positive school community is one built on mutual respect and trust. We seek to create an environment which encourages and reinforces good behaviour through a mixture of high expectations, clear procedures, fairness and consistency.

The policy is available to all via the website or by request from the School Office. It should be read in conjunction with the relevant Behaviour, Rewards and Sanctions Policy Part II: Fulham Pre-Prep, Fulham Prep or Fulham Senior. In addition it should be reads alongside:

- the Child Protection and Safeguarding Policy
- the Anti-Bullying Policy
- the Equality, Discrimination and Disability Policy

2. Aims

- To promote a positive ethos of enjoyment and delight in school life;
- To set out clear standards of behaviour and expectations for all pupils, staff and parents;
- To encourage positive good behaviour: active kindness, care and concern for others, and personal responsibility;
- To give pupils clear guidance with regard to dress, conduct and rules;
- To give staff clear guidance on how to reward positive behaviour and address negative behaviour fairly and consistently and lay out clearly staff roles and responsibilities;
- To define serious misconduct and lay out clear sanctions;
- To clarify the circumstances in which behaviour rules and guidelines apply, including trips, travelling to and from school, and online;
- To help all members of the community to make a positive contribution to school life and achieve their own full potential;
- To lay out the principles that underpin a secure and stimulating learning environment;
- To help pupils recognise their own value and enhance their self-esteem;
- To encourage a collaborative relationship with parents in managing behaviour;
- To help the School ensure it prepares pupils for life as independent adults with a clear moral compass and a sense of initiative with regard to positive behaviour.

3. Expectations

Pupils arrive at school with different patterns of behaviour. We recognise that the starting point for each child is different and we will monitor progress for those with challenges. We also remember that

circumstances outside of school may affect pupils' behaviour in school. We work towards standards of behaviour based on honesty, respect, consideration and responsibility.

Some pupils may require additional consideration when implementing the behaviour policy. These are pupils with Special Educational Needs or Disabilities (SEND) and other groups defined by as 'at risk' within the education system, such as minority ethnic and faith groups and pupils who need support to learn English as an additional language (EAL). Pupils in these groups may require the School to take account of their individual needs and circumstances when applying this policy.

However, the following general principles apply to all pupils at all stages of the School. Pupils should:

- Show respect for all individuals within the School community: pupils, adults and visitors.
- Respect the race, religion and culture of others and understand that everyone has an equal value and equal rights.
- Value each others' opinions, speak and act courteously and treat each other as they themselves would wish to be treated.
- Take personal responsibility for their own behaviour and as witnesses to the behaviour of others.
- Respect all personal property.
- Show respect for the school environment inside and outside the classroom and take shared responsibility for tidiness and good order.
- Support and encourage fellow pupils to fulfil their potential.
- Act with kindness, consideration and courtesy at School and when representing the school in any capacity both in person and online.
- Attend School punctually and smartly dressed in the correct uniform or following the correct dress code and with all necessary materials.
- Attend class with all necessary equipment for lessons, paying close attention, and co-operating well with teachers and other pupils.
- Promote fundamental British values of tolerance, the rule of law and democracy.

All pupils have the right to:

- Be heard
- Have the opportunity to learn in a safe and secure environment
- Be treated fairly and equally

At all stages of the School some behaviours are unacceptable. See Section 6 on serious misbehaviour below.

Good behaviour will be recognised whenever possible and actively encouraged through class management and application of reward systems. Unacceptable behaviour will be discouraged through the same routes and by the application of sanctions. Rewards and sanctions will be applied consistently

throughout the School.

In encouraging good behaviour staff aim to:

- Emphasise the importance of being valued as an individual within the group
- Promote respect, honesty and courtesy
- Provide a caring and effective learning environment
- Encourage relationships based on kindness and understanding of the needs of others
- Show appreciation of everyone's efforts and contributions
- Encourage children to take responsibility for their own actions
- Set examples of high standards of behaviour.
- Praise good behaviour
- Treat all children fairly and with respect
- Raise pupil's self-esteem and develop their full potential
- Create a safe and pleasant environment, physically and emotionally

We encourage parents to:

- Make their children aware of appropriate behaviour in all situations
- Encourage independence and self-discipline
- Take an interest in all that their child does in school
- Support the school in the implementation of this policy
- Be aware of the school guidelines and expectations
- Give a firm framework for social education
- Collaborate positively with the School in all cases where behaviour is in question

4. Promoting Good Behaviour and Discouraging Negative Behaviour

Each stage of the School follows its own age-appropriate procedures to encourage good behaviour and discourage negative behaviour. See the relevant Part II section to this policy (Fulham Pre-Prep, Fulham Prep or Fulham Senior).

5. Corporal Punishment, Restraint and Use of Force

Corporal punishment is prohibited for all pupils. This includes the administration of corporal punishment to a pupil during any activity, whether or not within the school premises. The prohibition applies to all 'members of staff'. This also includes all those acting *in loco parentis*, such as unpaid volunteer supervisors.

Staff may use reasonable force to prevent pupils from committing an offence, causing injury to themselves or others, or causing damage to property. Staff will only use restraint as a last resort to enable a pupil to calm down and regain self-control. The minimum level of force will always be used and staff will always try to act in such a way as to avoid harm or injury to the pupil. All incidents of

restraint will be fully recorded and reviewed by the Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL).

6. Serious Misbehaviour

Certain behaviour will not be tolerated in any circumstances:

- Dangerous behaviour especially in science labs and around sports equipment
- Bullying of any kind including cyber-bullying
- Stealing
- Deliberate lying and deception
- Rudeness, defiance, disrespect and aggression
- Fighting and all forms of physical violence
- Vandalism, graffiti and any deliberate damage to school property
- The possession of pornographic images
- The possession or misuse of alcohol, cigarettes (including e-cigarettes) or drugs
- The possession or use of weapons

In these instances, a senior staff member should be sent for (generally a member of the SLT or Safeguarding Team). They will respond appropriately to the circumstances. In most instances involving behaviour of this kind a meeting will be held with the Head and parents as soon as possible to discuss next steps.

7. Sanctions for Serious Misbehaviour

Rarely a pupil may be excluded from school for a fixed period or permanently. The Head of School Stage (Pre-Prep, Prep or Senior) will decide on all cases involving exclusion consulting senior staff and pastoral leaders. The Chair of Governors will be made aware of all such cases in advance.

A decision to exclude a pupil permanently will only be taken as a last resort when a wide range of strategies for dealing with disciplinary offences has been employed to no avail or if an exceptional ‘one-off’ offence has been committed. The circumstances of an individual pupil, especially any Special Education Need or Disability (SEND) or other disability will always be taken into account.

8. Procedures in the Event of Serious Misbehaviour

There are three forms of exclusion that may apply in cases of serious misconduct:

- Temporary exclusion (suspension): for a fixed period which may be as little as half a day or may extend for a longer period. Generally temporary exclusion would not exceed a period of five days.
- Permanent exclusion (requirement to leave): a pupil is required to leave the school by the Head, but without the stigma of expulsion.
- Permanent exclusion (expulsion): a pupil is required to leave following serious misconduct, which is formally recorded.

Behaviour that may result in exclusion includes but is not limited to the Serious Misbehaviour outlined above. That list is not intended to be exhaustive. A pupil may be required to leave if, following appropriate consultation, the Head is satisfied that it is not in the best interests of the pupil or the School for the pupil to remain.

The procedure in the case of serious misbehaviour follows three stages:

- Investigation
- Disciplinary meeting
- Governors' review

Investigation

Where serious misbehaviour is reported or suspected a suitable member of staff will investigate. Generally this will be a Head of Year, Assistant Head or Deputy Head. The Head will be kept informed. It may be necessary for a pupil to be temporarily excluded while the investigation is conducted. This period of exclusion should not exceed five school days. If it is impossible to conclude the investigation in this time the School will make appropriate arrangements to support the education of the pupil to the best of its ability. In cases where a criminal offence is suspected the police will be called immediately. If a pupil is suspected of abuse of another pupil Children's Social Care will be contacted immediately. Refer to Child Protection and Safeguarding Policy with particular note of guidance on peer on peer abuse.

Searches may be conducted in accordance with statutory safeguarding and privacy requirements. Clothing will only be searched if the pupil removes it voluntarily. No intimate search or physical compulsion of a pupil to remove clothing will be undertaken. Only outer clothing will be searched. All reasonable care will be undertaken to protect the pupil's human rights and freedoms. If pupils are interviewed as part of an investigation into serious misbehaviour then parents will usually be informed. Pupils will be accompanied by a member of staff whose role is to support them, generally the form teacher or tutor. Minutes of the interview will be taken and kept on record.

All investigations will be fair and fitting to the ethos of a supportive school environment. Staff will make every effort to minimise anxiety to pupils.

All findings will be presented to the Head with the key points noted and recorded. The investigation may conclude that there has been no case of serious misbehaviour and that a lesser sanction or no sanction is appropriate. Parents will be informed if this is the outcome.

Disciplinary meeting

Where the Head is satisfied that serious misbehaviour may have occurred a disciplinary meeting will be convened. The Executive Team, Fulham School and Chair of Governors will be informed and the

parents or carers of the pupil made aware of the nature of the meeting in advance. Where appropriate any evidence or report may be made available to parents before the meeting is held. Pupils will generally attend unless agreed otherwise between the Head and the parents or carers of the pupil.

At the meeting the investigating member of staff will present their findings. Parents or carers and if appropriate pupils will be able to state their side of the case.

The Head may reach a decision at the meeting or take time to consider the circumstances. Rarely the Head may convene a second disciplinary meeting. Generally the Head will decide whether:

- Further investigation is warranted
- A lesser or no sanction should apply
- A serious sanction such as exclusion should apply

The Head's decision will be made in consultation with the Executive Team, Fulham School and will be communicated to parents within 24 hours of the meeting; if a second meeting is warranted the final decision will again be communicated within 24 hours of the meeting taking place. In cases involving permanent exclusion the Head will seek to agree the nature of the leaving status with parents. Where no agreement can be reached the Head will determine the pupil's leaving status, as well as addressing other matters, for example:

- Whether (if relevant) the School can offer assistance in finding an alternative placement for the student.
- Arrangements (if relevant) for transfer of any course and project work to the student, his/her parents or another school.
- Whether (if relevant) the student will be permitted to return to school premises to sit public examinations.
- Whether the student will be eligible for membership of the Alumni Association and if so from what date.
- The conditions (if any) under which the student may re-enter school premises in the future.
- Financial aspects: payment of any outstanding fees and extras; whether the deposit will be returned or credited; refund of prepaid fees.

Permanent exclusion will come into effect seven days after the communication of the decision to parents in writing. Until this leaving date the pupil will remain temporarily excluded. If parents wish to review the decision they must apply in writing to Governors before the leaving date.

Governors' review

Any appeal to Governors must state the grounds on which an appeal is made: a disagreement with the decision of the Head will not in itself be grounds for appeal.

The review will be undertaken by at least two members of the Board of Governors. If appropriate, the Governors may include an independent party not concerned with the management of the School.

The review will include a meeting with parents as soon as reasonably practicable. Parents and the Head will submit any material for consideration in advance of the meeting and this will be circulated to all those attending. A friend or relation may accompany parents if they wish but the meeting is not a legal proceeding and legal representation is not necessary. Governors must be informed in advance if the friend or relation attending is legally qualified.

A review meeting is a private procedure and all those who are concerned in it are required to keep its proceedings confidential and not disclose any details unless required by law.

The review will consider the procedures applied by the Head. Governors will not re-instate a pupil against the wishes of the Head. They may decide to uphold the Head's decision or refer the decision back to him or her with recommendations, including the recommendation to re-consider.

Governors will communicate their decision to parents, the Head and the Executive Team of Fulham School in writing within three days of the review meeting. If the decision is referred back to the Head he or she will respond in writing within 24 hours. In the absence of any significant procedural irregularity emerging the Head's decision will then be final.

Nature of proceedings

While cases involving exclusion are by their nature difficult and can be emotionally traumatic, every effort will be made to conduct proceedings in a sensible, reasonably informal and collaborative manner.

- Unnecessary legalistic trappings will be avoided
- Decisions will be taken at the civil standard, ie the balance of probabilities
- Hearsay evidence may be reasonably considered
- Statements will be unsworn
- Meetings will be minuted and all participants are welcome to keep notes but meetings will not be recorded
- All involved will be expected to show courtesy and consideration