

Rewards & Sanctions Policy (C4)- Part I

1. Introduction

Fulham School seeks to develop pupils who can:

- Creativity and resiliently solve problems;
- Work independently, collaboratively and lead others;
- Show respect and compassion as global citizens

As such, 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 around a set of common core values, to enable mutual respect and trust.

The policy is based on the Fulham Core Values :

- Embracing innovation and enquiry
- Responsible decision making
- Universal wellbeing
- Global responsibility

We seek to create an environment which encourages and reinforces good behaviour by using these values as the lens through which we view our community and the actions within it. This policy aims to reinforce that approach, set high expectations and clear procedures to ensure 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

1. Aims

- To uphold the Fulham Core Values
- To make clear and age and needs appropriate response, including in regard to awareness of Health and Safety and the Rule of Law

- To give pupils, parents and staff clear guidance on expectations and how to reward positive behaviour and address negative behaviour fairly and consistently and lay out clearly staff roles and responsibilities.

2. Expectations

Pupils arrive at school with different patterns of behaviour and norms of expectation; we recognise that the starting point for each child is different and that circumstances outside of school may affect pupils' behaviour in school. The school creates an environment that is safe, physically and emotionally, and in which rewards and sanctions are applied fairly and consistently, through clear expectations (based upon Fulham Core Values, Health and Safety aspects and the Rule of Law).

Some pupils may require additional consideration when implementing this 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, as we work towards communal standards of behaviour based on our Fulham Core Values and Purposes. Pupils should:

- Show respect for all individuals within the School community: pupils, adults and visitors, as well as their views and property, and the environment.
- Take personal responsibility for their own behaviour and as witnesses to the behaviour of others.
- Act with 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.
- Promote fundamental British values.

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.

3. Promoting Good Behaviour and Discouraging Negative Behaviour

Good behaviour will be recognised whenever possible and actively encouraged through class management and application of reward systems; the support of Fulham Core Values will be actively promoted via appropriate and specific awards per stage. 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.

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).

4. Corporal Punishment, Restraint and Use of Force and Search

Corporal punishment is prohibited for all pupils; it is not used and nor is it threatened. 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. See Physical Restraint and Use of Reasonable Force Policy

5. Serious Misbehaviour

Certain behaviour will not be tolerated in any circumstances and will escalate straight to the most serious sanctions- examples include, but are not limited to:

- Dangerous behaviour especially in science labs and around sports equipment
- Bullying/harassment (including sexual, homophobic, and racial), noting that in the anti-bullying policy there is a clear statement that bullying/harassment will not be tolerated (including cyber).
- 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, use or misuse of alcohol, cigarettes (including e-cigarettes) or drugs (including misuse of prescription and over counter medication)
- ▪ 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.

It should be noted that ongoing low level poor behaviour will also face ongoing escalation of sanctions and in such cases the same processes will be followed.

6. Sanctions for Serious Misbehaviour or Repeated Poor Behaviour:

The sanction applied will be considered in context of:

- The nature of the issue(s)
- previous issues
- any special needs (SEND) of individual pupil

The options include:

- Space and time to reflect for a fixed period to enable appropriate time out for all involved (including internal suspension).
- 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.

The Head of School Stage (Pre-Prep, Prep or Senior) will always oversee the procedures that follow to decide the sanction, informing the Executive Head and notifying The Chair of Governors.

7. Procedures in the Event of Serious Misbehaviour

Behaviour that may result in a form of time out or exclusion includes but is not limited to the Serious Misbehaviour outlined above (it also would include a cumulation of lower level poor behaviour).; 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 or repeated lower level poor behaviour follows three stages: Investigation, Disciplinary meeting and Governors' review

Investigation

Where serious misbehaviour is reported or suspected (or low-level poor behaviour is sustained) 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 child-on-child abuse.

Search

Searches may be conducted in accordance with statutory safeguarding and privacy requirements. Namely the advice in the following document will be followed:

[Searching, Screening and Confiscation \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

A search will be requested if there is concern about any prohibited items (Appendix 1).

These items may mean that the pupil is involved, or at risk of being involved, in anti-social or criminal behaviour including gang involvement, and in some cases may be involved in child criminal exploitation. A search may play a vital role in identifying pupils who may benefit from early help or a referral to the local authority children's social care services. CCTV may be used to decide if search warranted.

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. The Head or Exec Head should oversee the school's practice of searching to ensure that a culture of safe, proportionate and appropriate searching is maintained, which safeguards the welfare of all pupils and staff with support from the designated safeguarding lead (or deputy)

Interviews

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. If pupils are interviewed as part of an investigation into serious misbehaviour then parents will usually be informed as soon as possible after and before any sanction is imposed.

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 or Exec 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 Head, 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 Head and will be communicated to parents usually within 24 hours of the meeting in term time; if a second meeting is warranted the final decision will again usually 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.
- 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 terminology will be avoided
- Decisions will be taken at the civil standard, i.e. 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

□ Appendix 1 – Prohibited Items

□ The list of prohibited items is:

- • knives and weapons;
- • alcohol;
- • illegal drugs (this includes prescription medication or over counter medication if it is being misused);
- • stolen items;
- • any article that the member of staff reasonably suspects has been, or is likely to be used:
 - • to commit an offence, or
 - • to cause personal injury to, or damage to property of; any person (including the pupil).
 - • an article specified in regulations:
 - ⑩ • tobacco and cigarette papers;
 - ⑩ • fireworks; and
 - ⑩ • pornographic images.