

Bedales Behaviour of Students Policy

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Contents

Work of Each for Weal of All.....	4
Good Conduct.....	4
Challenging Poor Behaviour	4
School Rules	5
The following items are not permitted in School:.....	5
Smoking and alcohol	5
Drugs and any other Dangerous Substances	5
Sexual Behaviour.....	5
Pornography.....	5
Theft.....	6
Searches	6
Day Students and School Rules	7
Recording student behaviour	7
Recognition of good behaviour.....	8
Responding to negative behaviour	8
Use of reasonable force.....	8
Sanctions Currently in Use.....	9
Early Sign-in.....	9
School Detention – Saturdays 1.30pm – 2.30pm (or at an alternative time when there is no School on Saturday)	9
Wednesday Useful Work (2.30-3.15pm).....	9
Wednesday Co-curricular detention (3.15-4.00pm).....	10
Daily Catch-up (Monday – Friday, 1.30pm – 2.05pm).....	10
Gatings.....	10
Internal suspension.....	11
Suspension from Boarding.....	11
Suspension.....	11
Expulsion and Removal from School.....	11
Senior staff on duty.....	11
Bounds	13
Petersfield and Steep Bounds	14
Pubs and bars.....	15
Visiting Petersfield & Being Out Of School	15
Visiting Petersfield: Blocks Three, Four & Five.....	15
Sixth Form Students Out of School.....	15

Day Students and Bounds..... 15

External Visitors 16

Table of Sanctions 16

APPENDIX - Reward and Conduct on iSAMS..... 23

Work of Each for Weal of All

As members of the Bedales community we will make sure that our words, actions and behaviour show respect for the feelings and wellbeing of others. We will do our best to co-operate with others and to take care of the buildings and environment of the Bedales Estate.

Good Conduct

Bedales works on the principle of respect. Securing the right attitude to rules, traditions or casual requests and towards those people in authority - whether teaching staff, support staff or students - is vital in supporting the ethos of the School.

Challenging Poor Behaviour

Pastoral care at Bedales is rooted in the individual relationships between staff and students. Students are valued for their unique contribution to the community. Ensuring good behaviour is the responsibility of all staff, students and parents. Disciplinary action, where necessary, combines understanding of the individual, including any social, emotional and mental health needs, with the community's belief in fairness. The School focusses on trying to understand the underlying causes of students' disruptive behaviour and provide appropriate support, working families and other experts when necessary. The grids at the end of this document are an attempt to ensure fair treatment of all. These grids are simply guidelines for staff in dealing with each situation, depending on circumstances and after consultation with colleagues, where appropriate.

School Rules

The following items are not permitted in School:

Knives or weapons, devices with lasers, alcohol, any drugs covered in the School's Drugs Policy and associated paraphernalia, stolen items, pets, fish, animals, tobacco and associated paraphernalia, fireworks and pornographic images; and 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. Any banned items are confiscated.

Smoking and alcohol

Smoking, including vaping, is not allowed at School, or on School-related trips, events or Activities. It is against School rules for any student to drink alcohol unless under circumstances specifically permitted by the Head. Full details are provided in the School's 'Alcohol and Smoking Policy', which is available on request from the Head's PA.

Drugs and any other Dangerous Substances

Any student involved in drugs or any other dangerous substances (buying, bringing in, passing on, consuming) must expect to be expelled. Further details can be obtained by reading the School's 'Drugs Policy', which is available on request from the Head's PA, and the Policy on 'Expulsion and Removal from School', on the website.

Sexual Behaviour

Anyone found engaging in any form of sexual intercourse, or apparent sexual intercourse or explicit sexual relations, must expect to be expelled. These rules apply to all students irrespective of age. Further details are in the Policy on 'Expulsion and Removal from School', on the website.

Pornography

There must be no materials or pictures in School of an indecent nature. This includes materials shared or shown which are deemed inappropriate or offensive.

- It is illegal to take indecent images of children and it is illegal to receive, possess or distribute them. Police are notified of any such activity.
- Anyone who brings such material into School is committing a serious offence against School rules and will be sanctioned severely. Depending on the precise nature of the offence, the sanction is likely to be either suspension or expulsion.
- Anyone who knowingly receives indecent material will also be considered to be breaking the School rule.
- This rule applies to the circulation of indecent images however they are viewed or circulated.
- Students should discuss any work that may involve a student or other person aged under 18 in state of undress with the relevant teacher before starting it.
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Theft

Trust is at the heart of the Bedales community.

Students must keep their own and others' belongings tidy and clean and lock away personal possessions and hand things in that do not belong to them. If they want to share their belongings, they may offer them to others. They do not help themselves to things or use relationships or power to gain things in a coercive or dishonest way. If something is believed to have been stolen it should be reported to staff.

Everyone has a right to share their possessions with others and choose not to.

Theft is defined as taking something that does not belong to you. This may be food, money or any other item.

If property is found anywhere on the School site, it should be left where it is or handed to a member of staff. If it is a perishable item, it should be thrown away.

If a student takes something that does not belong to them they can expect to be suspended.

Searches

Searches are conducted in accordance with the law and the Three Schools' Policy, which is set out in the 'Expulsion and Removal from School' Policy.

The law permits that the School may take whatever action is reasonable to safeguard a student and may search a student's property for any item with their consent.

Under law, any member of staff can search a student's belongings without their consent if they have reasonable cause to believe the student may be in possession of an item that is not permitted at School (see the list of items in this policy).

Any member of staff may ask a student to empty their pocket/bag if they have reasonable cause to believe the student may be in possession of a prohibited item. The member of staff must inform the Deputy Head (Pastoral) of these requests on the same working day and hand in any confiscated items to the Deputy Head (Pastoral), also on the same working day.

If a student does not consent to emptying their pockets or a physical search is felt to be necessary, the Deputy Head (Pastoral) should be contacted by the member of staff immediately, or, if unavailable, the on duty senior member of staff.

At Bedales, only staff trained to carry out a search of electronic devices, lockers and rooms (e.g. dorms or studies) may do so and permission must be sought beforehand from the Deputy Head (Pastoral), or the senior staff on duty if they are unavailable. The person conducting this type of search will be of the same sex as the student whose belongings are searched and a third person will be present at all times during the search. Only outer layers of clothing will be searched, and only once it has been removed from the wearer, and care will be taken to ensure reasonable privacy. This Policy does not authorise an intimate search or physical compulsion in removing clothing. Staff must never physically search a student's person or clothing when the student is

wearing them. If necessary, the police would be called.

Items found during a search may be confiscated or destroyed (or deleted in the case of digital items) if deemed appropriate by the Deputy Head (Pastoral).

Parents' consent will not be sought before a search but parents will be notified as soon as possible if a search has taken place and prohibited items are found.

Where the member of staff investigating the incident has reasonable grounds for believing that the incident involves criminal activity, the School will report the incident to the police or any other authority it considers appropriate in all the circumstances.

Weapons or an item which could cause harm, controlled drugs and stolen items will be given to the police. Images of children which may be indecent will not be deleted until police have advised the School. This may require the School to retain devices or other belongings on which such images are or may be held. Fireworks, alcohol and tobacco will be disposed of by the School.

Day Students and School Rules

Bedales Day students, when they are in Steep or Petersfield, are bound by the same rules and regulations during the working week (Monday 8.30am – Saturday 1.00pm) as Boarders.

Day students out of School for the weekend or evenings, but with School Boarders who are staying at School, are still subject to the School's rules.

Recording student behaviour

All teachers should note student behaviour in the School's management information system, iSAMS (see Appendix for details of codes used). As well as clicking the appropriate category, a note should be made of relevant information. In addition to recording it, teachers should email Houseparents with any behavioural/pastoral concerns that require immediate attention.

Entries are also reviewed by tutors with students at the thrice-weekly group sessions and the fortnightly one-to-one sessions, or sooner if needed. There is a particular focus on academic matters by tutors but they should also be involved in pastoral matters as appropriate, once they have liaised with Houseparents. Tutors should be proactive in contacting Houseparents about any pastoral concerns.

Support staff should intervene to stop any concerning behaviour and contact the Deputy Head (Pastoral) on the same working day. Any observations, concerns or positive comments regarding student behaviour should also be communicated to the Deputy Head (Pastoral).

Concerns about student behaviour from members of the public are referred to the Deputy Head (Pastoral) in the first instance.

As regulatory requirements stipulate, the School keeps a separate record of all bullying and child protection concerns. Staff may also keep their own records of student behaviour; these must comply with the School's record-keeping policy which, in turn, complies with General Data

Protection Regulation (GDPR). Houseparents must keep full pastoral records that are readily available to the Deputy Head (Pastoral) and external inspectors.

Recognition of good behaviour

Students should expect to receive prompt and warm praise for caring and positive behaviour from each other and staff. Particularly notable behaviour is recorded in iSAMS. The category of 'Badley Done' can be used to note helpful/community-minded behaviour. So too is good academic effort and/or progress which is commended each half-term in the form of meetings with senior staff, 'feasting' and cards.

All students are expected to contribute positively to the community but this is particularly the case for older students. There are leadership opportunities available from Block 3, and training and mentoring for these.

Responding to negative behaviour

Students should expect to receive a prompt, clear and consistent response to unconstructive behaviour. Sanctions are set out below. Teachers and other staff are expected to address any misdemeanour at the time, particularly:

- Rudeness or aggression to a fellow student or staff
- repeated disruption/failure to engage
- failure to arrive on time or bring the right equipment

Inappropriate behaviour outside the classroom should be addressed with students at the time by the staff concerned, and information be recorded in iSAMS and emailed to Houseparents or the Senior On-call if it requires immediate attention (support staff should inform the Deputy Head (Pastoral)). This is particularly important where behaviour may constitute teasing or banter or a possibly unsafe or inappropriate physical interaction, in which case the staff member should immediately intervene to establish if there is bullying involved and stop such behaviour. The School has a separate Anti-Bullying Policy, as found in the policies area of the website [here](#).

Staff witnessing inappropriate behaviour by students should respond to this directly with them unless it is unsafe to do so. If students are too far away or are unknown to staff a photo may be taken on a School device. The image should be sent to the Deputy Head (Pastoral) with details of the concern and then deleted. The matter will then be addressed directly with the student.

In cases where a student does not respond to a reasonable request to desist from inappropriate behaviour, the staff member should call the on duty staff member (phone numbers are on the intranet and duty section of iSAMS) for additional support. In such cases, the student can expect a Saturday detention.

Use of reasonable force

The details of when staff may use reasonable force are set out below and in the Staff Code of Professional Conduct. Reasonable force may be used to:

- remove children from the classroom or another area where remaining there would

- present a clear and serious danger to themselves or others;
- prevent a student leaving the classroom or another area where allowing the student to leave would cause significant harm to them or others;
- prevent a student from physically attacking and causing significant harm to someone else; and
- restrain a student at risk of significantly harming themselves or others through physical outbursts.

Staff make reasonable adjustments for students with a disability or special educational needs based on the information available to the School about the student.

Staff must report all cases of use of force immediately afterwards on the same working day to the Head or Deputy Head (Pastoral). They must also report immediately any other physical contact they feel may have been inappropriate or compromising.

Any concern about the use of force or physical contact by a member of staff towards a student should be reported to the Head and will be thoroughly investigated, liaising with the Local Authority Designated Officer when appropriate.

Sanctions Currently in Use

The School does not use corporal punishment in any form

Early Sign-in

Being late for Notices

Imposed only by pastoral staff on the houses; for Boarders this is administered by duty staff in dining hall at 7.30am. For Day students this is administered by the person overseeing Wednesday Useful Work in the Atrium at 2.30pm.

School Detention – Saturdays 1.30pm – 2.30pm (or at an alternative time when there is no School on Saturday)

Missing a lesson or event such as a match or assembly or Jaw without permission; repeated shortcomings in class (eg not bringing equipment, lateness) or repeated low-level disruption or poor behaviour in class.

Only Heads of Year can impose this sanction, after due process has been completed by the person responsible for the School Activity/lesson. The exception is where Saturday detention forms part of a 5-day gating; these are imposed and communicated by Houseparents.

Members of staff should enter Saturday detention on iSAMS.

Admin staff collate list for the HOY who then finalises and emails the tutor, Houseparent and teacher(s). Only the HOY can give/remove Saturday detention, in which case tutor, Houseparent and teacher to be informed.

Wednesday Useful Work (2.30pm - 3.15pm)

Useful work is given as part of a gating (see below) or as a standalone sanction for behaviour which causes unnecessary work, including failure to attend a Saturday detention without good

reason.

Wednesday Co-curricular detention (3.15pm - 4.00pm)

Failure to attend a co-curricular Activity.

Daily Catch-up (Monday – Friday, 1.30pm – 2.05pm)

A student may be given Daily Catch-up by a teacher for failing to produce work set. The teacher should tell the student directly and in person, and enter it onto iSAMS. A tutor or teacher may give Daily Catch-up for repeatedly not bringing appropriate materials to the lesson or lack of prep or lateness.

If a student is given Daily Catch-up repeatedly, the Head of Year will place them in a Saturday detention. Students who are unable to attend due to a legitimate commitment or absence will be rolled-over to the following day.

Gatings

Being out of Bounds; breaking smoking or drinking rules (suspension would apply in some cases); misconduct. These listed misdemeanours carry a tariff of at least three day full gating. Sanctions can be longer depending on the context of the incident. A five-day gating includes a Saturday detention and a meeting with the Deputy Head (Pastoral). Houseparents give gatings and decide the length of sanction.

Process:

Student collects gating card from Houseparent by 8.15am on a Tuesday.

Students ensure all sign-ins are done and that they are in a place of work on Wednesday afternoon or doing a School Activity agreed by Houseparent (such as rehearsal, match).

Student gives completed card to duty Houseparent/Deputy Houseparent each day who will determine if it has been completed satisfactorily. If a sign-in has been missed or the gating card has been lost, an additional day will be done for each day not completed correctly or for which there is not evidence.

Student hands in completed card to Houseparent at the end of the gating.

If the gating has not been done satisfactorily, Houseparent may extend or repeat the gating.

- Students who are gated may not leave the centre of the School (winter Bounds) or campus for any reason unless agreed with their Houseparent. They may not attend social events on the days they are gated and may only attend educational evening events by agreement with their Houseparent.
- Parents are informed of gatings for behaviour which is unsafe (for example drinking or smoking) but may not be informed of all gatings.

Students' behaviour is reviewed over a two-term snap-shot. A third gating of a two-term period will be a 5-day gating. Three School gatings in a two-term period will lead to communication home from the Deputy Head (Pastoral) and may lead to suspension.

Five day gatings are also given by Deputy Heads for repeated academic or co-curricular misdemeanours, including failure to attend Saturday detention on two consecutive Saturdays.

Internal suspension

An internal suspension may be used where the School decides that a student's actions warrant a more serious sanction than a gating but do not warrant the student being sent home. If the School believes there may not be adequate care for a student at home, an internal suspension may be imposed rather than a suspension. In such cases, the student is likely to be known to social care. Overseas parents must provide an educational guardian who is available in the event of any urgent need, including suspension.

Suspension from Boarding

A student may be suspended from boarding if their poor behaviour, on any given occasion or over a period of time, seriously undermines their safety and welfare or that of others or the smooth running of the house. Such a suspension may be for a single night or longer.

Suspension

A suspension may be imposed in some instances of the categories for expulsion and removal from School (for example some cases of bullying or physical violence or damage to property).

Reasons for suspension also include possession or drinking spirits; consumption of alcohol believed to endanger the immediate wellbeing of the student or others or which has a detrimental effect on the smooth running of the School, smoking or vaping on boarding houses or in/on/under School buildings or which shows blatant disregard for School rules or brings the School into disrepute.

Suspension is normally imposed by the Deputy Head (Pastoral) following consultation with the Head. The Deputy Head (Pastoral) informs relevant teachers so that work can be set and for awareness in case of other issues. A period of suspension is followed by a meeting with the Deputy Head (Pastoral) or Head and parents on return to School, and a week's gating. Three school (i.e. teaching) days is the normal minimum suspension term.

Expulsion and Removal from School

The main categories of misconduct which may result in expulsion or removal are set out in the 'Expulsion and Removal from School' Policy.

An expulsion or removal from School is in the remit only of the Head.

Please read the Policy on 'Expulsion and Removal' for further details.

Senior staff on duty

There is always a member of the Senior Team on duty when the School is open. Details are given on the dashboard of iSAMS. On duty runs from 7.00am for 24 hours. They can be called upon for assistance with any student-related matter. Reasons could include supporting other teaching and support staff with a behavioural issue or a health concern that cannot be dealt with safely by Nurses, Matrons or duty Houseparent. They are trained to carry out searches and other specialist actions, such as breathalysing.

In the event that a member of staff needs assistance from the on-duty person, they should telephone or email them. Senior staff can generally attend within 10 minutes, usually more quickly.

Between 7.00pm and 10.00pm on a duty night, the Senior Staff on Duty is a visible presence around School. They call in to each house (unless needed to cover a particular absence), helping to locate any missing students, going around to all Activities in the evening to check attendance, dealing with behavioural issues and checking on Sixth Form studies etc. On the one in three or four duty weekends, they supervise Saturday detention and ensure the bus departs on time on Saturdays.

If a student needs to sleep overnight in the Health Centre and supervision beyond that of the Nurse is required, the on-duty person will sleep in a separate room. This is to ensure Nurses do not have to work alone at night and deal with any behavioural issues that may arise. The decision regarding additional supervision is that of the Deputy Head (Pastoral). If it is not felt to be safe for a student to stay overnight, then parents or the guardian will be required to collect the student.

Bounds

Plan of the School and surrounding area



Some areas of the School grounds are always out of Bounds and must not be visited without staff permission. These are:

- The lake – health and safety reasons
- Dunhurst pitches and woods – Dunhurstians need their space

- Kitchen yard – health and safety reasons
- Track that goes straight on after the left turn to Emma’s Walk or off Bell Hill along the same track – leads to staff house only and Bell Hill route to Petersfield is out of Bounds
- Fields for livestock – need to look after livestock
- Sand Quarry areas – health and safety; too distant from our care
- The Estate Yard area is out of Bounds - it is a working yard

Students are expected to remain within School Bounds unless they have Houseparent permission to be elsewhere.

Access to Bounds is within daylight hours only. Daylight hours will be defined in the Bee Diary, and updated to students in Notices or via Houseparents each week. At 9.00pm all students are to go either on Flat or (if they are sixth formers with a “late night”) to a place of work. 6.2s may also be out between 9.00pm and 10.00pm with Houseparent permission and on paths in the centre of the School.

Outside daylight hours, students should be on paths in the centre of the School; such hours are provided in the Bee Diary, and updated to students in Notices or via Houseparents each week. Subject to other arrangements in force for Activities, students are free to be inside any available classroom, the Music School, Common Rooms, The Goldie or Library. They may, by arrangement with staff, be in one of the sports facilities. They may also go on Flat. Quiet use of the Orchard is permitted until such time as the weather makes this unfeasible.

The only difference between summer and winter Bounds lies in requests in winter to keep off the grass to avoid damage to grassed areas and avoid treading mud around indoor areas.

The Bounds invoke trust *and* responsibility. If an area becomes a problem (litter on pitches; bad behaviour) the School closes it until further notice. Duty staff monitor the Bounds. Suggestions from students are welcomed as to ways in which there can be real student voice in managing the Bounds. The best forum for initial discussion is at School Council.

Emma’s Walk and the Church Path are in Bounds but as public rights of way we require that students in Blocks 3, 4, and 5 only use them only in pairs or groups.

Being out of School Bounds is treated as a very serious business which will normally result in a 3-day or 5-day gating, the latter of which includes a Saturday detention.

Petersfield and Steep Bounds

Students may visit agreed areas of Steep and the surrounding countryside with the prior permission of their Houseparent.

The ‘rec’ on the way into town is out of Bounds. The route into Petersfield is via Tilmore Road and over the railway bridge only.

Students should use the footpath from the School grounds to get to Petersfield. They should not walk down Bell Hill. The Bounds are Tilmore Road, which leads from the footpath down to the town bypass, Station Road and the roads with shops on and around the High Street. Boundaries are the train station (Lidl is out of Bounds), the town square, roads beyond Folly Market and the

monument at the end of the High Street (unless going to a café or restaurant, as agreed by Houseparents). The courtyards off the High Street are in Bounds. There is a video showing the permitted route into Petersfield on Firefly.

Pubs and bars

The following establishments are out of Bounds to students during School time, apart from 6.2s on Saturday night with the prior permission of Houseparents: Annie Jones, Charles Street Tap, The Old Drum, The Square Brewery, The George, The Black Sheep - Petersfield Sports Bar, The Townhouse, The Red Lion (Wetherspoons), The Folly Bar Downstairs, The Good Intent. The rules regarding alcohol are set out in the Bedales Alcohol and Smoking Policy.

Visiting Petersfield & Being Out Of School

Any arrangements for students' absence need to be made through Houseparents. The following are the general arrangements. There is a video of the authorised route into town on the student portal (Firefly) <https://bedalesvle.bedales.org.uk/houses/bounds>.

Visiting Petersfield: Blocks Three, Four & Five

These students may visit Petersfield on Wednesday and Saturday afternoons, between lunchtime and 5.00pm and on Sundays. Matches, rehearsals, extra work, detention and other School commitments take precedence. Block 3s should not go offsite alone.

Sixth Form Students Out of School

Sixth Form students may go to Petersfield on any afternoon if free from matches, rehearsals, Useful Work, detention and other School commitments (including School work), between lunchtime and 4.00pm (4.45pm on Wednesday).

Students must sign themselves out (and back in) on the appropriate list provided in each boarding house; Day student lists are in the Day House Staff Office in the Day Common Room.

6.1 students can go to Petersfield for supper on Thursdays from 6.30pm-9.00pm with Houseparent permission and having signed out in person.

6.2 students can go to Petersfield for supper on Tuesdays and Thursdays from 6.30pm-9.00pm with Houseparent permission and having signed out in person.

These rules apply to Day students as for Boarders.

Petersfield privileges may also be withdrawn or limited if a student's tutor, Head of Year, or Houseparent determines that they are seriously behind with their work.

Day Students and Bounds

Day students follow the same rules during the day until they are signed out of School. If they are signed out but with a Boarder, they are still bound by all rules. What students are doing whilst out of Bounds will also be taken into consideration and may affect the gravity of the sanction. Day students should not return to site once they have signed out for the afternoon/weekend/holiday

time, unless they are required to do so for a School event. They must not meet with others on the site outside of School hours unless their visit is approved in advance and logged by their Houseparent, to ensure we have accurate information as to who is present on site at any point in time.

External Visitors

Students should not invite external people (including Old Bedalians) on to the site at any time. Old Bedalians are welcome to visit by prior-arrangement with a member of staff who agrees to supervise them.

Table of Sanctions

See below (pages 17 - 22).

Misdemeanour relating to Bounds	Examples (not an exhaustive list)	Expected Disciplinary Action	Internal Communication – all behaviour to be recorded on iSAMS by the teacher who witnesses it and emailed to those named below, using iSAMS communication option.	Communication to Parents
Out of Bounds within School	Wrong time/place	Three day gating	Tutor, Houseparent and HOY	No mention
Out of Bounds beyond School site	Over A3 bridge, in the sand quarry, fields, woods, Petersfield, houses of Day students	Three day gating or Five day gating	Tutor, Houseparent and HOY	Houseparent informs parents
Out of Bounds beyond Petersfield	Portsmouth, Guildford, London etc	Suspension	Tutor, Houseparent, HOY, Deputy Head (Pastoral), Head	Houseparent contacts parents. Meeting with Deputy Head (Pastoral) on return, file note.
Out of Bounds in School areas restricted by School policy	Single sex areas, private staff areas, Boarders out after lock up, areas restricted by Health & safety and child protection issues – wilful invasion of privacy and endangering self and / or others, staff offices	Suspension	Tutor, Houseparent, HOY, Deputy Head (Pastoral), Head	Houseparent contacts parents. Meeting with Deputy Head (Pastoral) on return, follow up letter

Pastoral misdemeanour	Example-not an exhaustive list	Disciplinary Action	Internal Comms – to be recorded on iSAMS by the teacher who witnesses it and emailed to those named below, using iSAMS communication option.	Communication to Parents
Level 1	<p>Lateness off Flat Late for Notices</p> <p>Missing Notices</p> <p>More than 1 student at a time in Toilets</p>	<p>Early sign-in at breakfast for Boarders or 1.30pm Wednesday sign-in for Day students</p> <p>Missing Notices (Wednesday Useful Work)</p> <p>1 day Gating</p>	Duty staff inform Houseparent who uses Reward and Conduct in iSAMS and emails HOY and tutor	None
Level 1 repeated	As above but emerging pattern	Gating	Duty staff inform Houseparent who uses Reward and Conduct in iSAMS and emails HOY and tutor	Houseparent contact with parents
Level 2	<p>Drinking/Alcohol (non-spirits) possession and/or consumption</p> <p>Smoking/vaping related outside,</p> <p>Graffiti, Behaviour related</p> <p>First reported instance of possible bullying behaviour (depending on severity)</p> <p>Coercion, including asking students for possessions which cannot be returned</p> <p>Travelling in/on a vehicle belonging to a student when in the care of the School or to and from School.</p>	<p>Gating (three days or five day for students smoking on Mem Pitch or who encourage younger years to smoke or drink or otherwise break School rules or students below legal age for purchasing alcohol/tobacco/vaping related)</p> <p>Gating/community service/temporary restriction on Activities/ places</p> <p>Five day gating for passengers.</p> <p>Temporary or permanent removal of</p>	<p>Tutor, Houseparent, HOY</p> <p>Tutor, Houseparent, HOY, Deputy Head (Pastoral)</p>	<p>Houseparent informs parents of all students concerned</p> <p>Houseparent to contact parents</p> <p>Houseparent to contact parents</p>

		right to bring vehicle into School and temporary or permanent requirement to hand car keys to Houseparent on arrival at School		
Level 2 repeated	Same misdemeanour or emerging pattern of gating Non Compliance/rudeness out of lessons	Five day gating/temporary suspension from boarding (eg on last night of term)/ suspension warning or suspension	Tutor, Houseparent, HOY, Deputy Head (Pastoral)	Student meeting with Deputy Head (Pastoral), letter or meeting with parents outlining concern and possible next steps
Level 3	Vandalism, smoking or vaping in or near a building/centre of the School or which shows blatant disregard for School rules or brings the School into disrepute Drinking (spirits) Being Drunk Second reported instance of possible bullying or first of more serious bullying behaviour Theft	<i>Informal interview</i> may be needed with Houseparent to establish facts. Suspension (any type), followed by Gating, or suspension pending consideration of place at the School	Tutor, Houseparent, HOY, Deputy Head (Pastoral), Head. Deputy Head (Pastoral) works with Houseparent and then notifies tutor and relevant teachers; Head consulted with and kept informed Anti-bullying policy to be used as a reference for supportive and restorative measures.	Smoking or vaping that represents a danger or causes work – meeting with Head of Health & Safety Parents of all concerned contacted by Houseparent as soon as possible when likely extent of problem realised. Meeting of student, parent and Deputy Head (Pastoral) on return, with file note. Local authority/police informed if hate crime or an incident is against a person with protected characteristics under the Equality Act is suspected.
Level 4 (and therefore invoking the <i>Policy on Expulsion and</i>	Involvement with anything listed on the	<i>Informal interview</i> with Houseparent, leading, if evidence suggests, <i>formal</i>	Deputy Head (Pastoral) works with Houseparent and then notifies tutor; Head consulted with and kept informed	Parents contacted by Houseparent as soon as possible when likely

<p><i>Removal from the School)</i></p>	<p>Policy on Expulsion and Removal from School</p>	<p><i>interview with a Head of Year or Student Welfare Lead. The Deputy Head (Pastoral) may have a further interview to clarify facts and to notify the student of the sanction, which will be the decision of the Head and will be some form of suspension.</i></p>		<p>extent of problem realised. Parents sent copy of Policy by Head's office. Parents and student attend formal interview with Head</p>
<p>Continuous at any level, and therefore becoming Level 4 (and therefore invoking the <i>Policy on Expulsion and Removal from the School)</i></p>	<p>Examples: Established pattern of Gating and Non-compliance repeated failure to meet the standards of the School; bringing the School into disrepute.</p>	<p><i>As Level 4</i></p>	<p>Cause for concern discussion called by any of: tutor, Houseparent, HOY and Deputy Head (Pastoral) and then meeting</p>	<p>Parents contacted before the meeting by Deputy Head (Pastoral). Parents attend formal interview with Head</p>

Misdemeanour during a lesson or another School Activity	Internal Comms – to be recorded on iSAMS and emailed as below, using iSAMS communication option.	Follow up	Action	Further action
Late for lesson or Activity	Teacher responsible for lesson/Activity - tutor, HOY, HOD, Houseparent to be emailed.	Teacher	Teacher to establish why. This should be done discreetly in case of a pastoral issue. If no reasonable excuse, teacher gives own sanction (eg keep behind/at break)	Teacher to seek support from HOD if pattern of late to lesson emerging. Tutor to consult with HOY for a “Punctuality card” or Wednesday Useful Work if pattern emerging across several subjects/Activities. Tutor also communicates with Houseparent in case there are pastoral reasons for being late. Repeated lateness or absence is a possible indicator of significant pastoral issues and must be addressed.
Missed lesson Includes sport/ODW/School event (such as match)/ /Wednesday Useful Work/tutor time Failure to attend a co-curricular Activity, paid music lessons, including assembly	Teacher responsible for lesson/Activity enters this as a Saturday detention - tutor, HOY, HOD, Houseparent to be emailed. Teacher i/c enters this for Wednesday pm co-curricular detention– tutor, Houseparent, HOY to be emailed	HOY with tutor and Houseparent	HOY to investigate with tutor and Houseparent and then give detention if appropriate.	Repeated lateness or absence is a possible indicator of significant pastoral issues and must be addressed.
Missing prep or pattern of missed equipment	Teacher puts student in Wednesday Useful Work Tutor enters three missed preps or missing equipment in a week as Wednesday Useful Work – Houseparent and HOY to be emailed.	Teacher HOY with tutor	Tutor monitors patterns and uses Wednesday Useful Work as a sanction. HOY collates list for Wednesday Useful Work	Teacher to seek support from HOD if pattern of late to lesson emerging. In addition to Wednesday Useful Work, tutor to consult with HOY re a review or report card if pattern across several subjects. Three Wednesday Useful Works in a row will result in a Saturday detention. Two Saturday detentions for any academic matters in a term will result in a five day academic gating. Student to meet with DHA and parents if ongoing issue.
Behind with Work (6 th form)	Teacher enters this for 6 th form Wednesday Useful Work in library or A&D	Teacher	Tutor monitors patterns	Meetings with senior staff, the student and parents to devise further action plan
Use of phone in lessons without permission	Teacher notes as poor behaviour	Teacher and tutor	Blocks 3-5, teacher confiscates phone and gives to Deputy Head(Pastoral)’s Office (24 hours for Boarders, Day students may take overnight and then return). Sixth form, teacher removes phone for rest of lesson if needed.	Persistent misuse of a phone may result in further restrictions.
Missing Saturday Detention	HOY – email to tutor and Houseparent	HOY	HOY puts them in for another Saturday detention and the relevant deputy puts them in for a Wednesday Useful Work.	If a Saturday detention is not attended for second time in a row, the relevant Deputy arranges a five day gating.

Missing a Wednesday Co-curricular detention	Person on duty	DHS&C	For co-curricular, DHP&C has disciplinary meeting with student (and parents if repeated), then Saturday detention given.	
Disruptive Behaviour or rudeness	Teacher removes student for a few minutes, then brings them back in. If behaviour continues, student is removed for the rest of the lesson/Activity to sit on a chair outside. If student doesn't behave outside the room or refuses to leave a room, call on duty senior staff (O/S) immediately.	Teacher	If a student has to be sent out for the whole lesson, teacher puts into Saturday detention.	Suspension process if pattern emerges or very serious (eg abusive or harmful behaviour)
A combination of academic misdemeanours – pattern	Tutor – emails Houseparent, HOY, DHA	HOY	Tutor and HOY to agree sanction (Saturday detention) and support	DHA involved as appropriate

NB: All School Policies are available to staff and can be found here: T:\ThreeSchools\Policies_Handbooks_Key_Documentation\Staff_viewable

APPENDIX - Reward and Conduct on iSAMS

The following codes are used by Bedales.

Teachers should use iSAMS to log all notable behaviour (as per this policy), giving details.

Please note: only Houseparents can give gatings and only Heads of Year can add or remove a Saturday detention. If removing a Saturday detention, Heads of Year will consult the teacher(s) concerned.

Bedales Reward	Bedales Conduct
Good Standard of Work	Poor Standard of Work
Good Attitude / Effort	Poor Attitude / Rudeness
Improved Effort or Standard of Work	Poor Engagement with Work
Badley Done (Service to the Community)	Disruptive Behaviour
Head's Commendation	Out of Bounds
Head of Year Commendation.	Smoking Related
	Alcohol-related
	Confiscated Item
	Suspended (Pending Consideration)
	Suspended