STUDENT BEHAVIOUR POLICY

Last Review:	July 2025
Approved by Governors:	July 2026
Next Review:	July 2027

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Vision

Loreto College is centred in God, rooted in Christ and animated by the spirit of Mary Ward, the founder of the Institute of the Blessed Virgin Mary. Our vision is that it will be an educational community where each person has the experience of being loved and valued as a sacred individual created by a loving God; a community where students enjoy an enriching and liberating education that helps them grow into the fullness of life and empowers them to be people of courage who are alive to the needs of humanity and committed tomaking a better world.

Introduction

The College aims to be an educational community which gives expression to the core values of Mary Ward - freedom, justice, sincerity, truth, joy, excellence and internationality.

Loreto College has the highest expectations of personal, academic and professional excellence. This document sets out the College's policy and guidance on the procedures it will follow in relation to the behaviour of its students. Whilst being mindful of its legal responsibilities and its duty of care to all students and staff, the college will endeavour to act at all times in keeping with its core values showing justice, compassion and respect for the dignity and worth of all.

Preamble

For the college to be successful, it is essential that the educational process takes place in a civilised, pleasant environment.

As pupils at their high schools, students will have been conditioned to behave in a manner which reflects the civilised values that parents and teachers wish them to develop. An understanding of these values is essential and teachers should therefore explain their importance at every appropriate opportunity. We as teachers should lead by example; demonstrating our own adherence to the underlying values of Loreto College by the way in which we address students. We should be courteous and respectful at all times.

In exercising our authority, we should be honest, fair and just. In setting this example, staff will create a fair, civilised and pleasant atmosphere in which students will be happy and secure while feeling wanted, valued and respected.

By practising what we preach, staff will then be fully entitled to expect nothing less in return.

1. The Purpose of these Guidelines

1.1 The primary function of these guidelines, with safeguarding requirements always considered, is to maintain a good standard of behaviour amongst the student body.

1.2 This document sets out the standards of conduct to which students are expected to adhere in return for being admitted to the college and being provided with educational and other services and facilities. It also sets out the procedure which should be followed where the standards of conduct are breached.

1.3 A breach of the standards of conduct may lead to disciplinary action being taken against a student. Repeated breaches, or a single very serious breach, may result in a student being suspended or permanently excluded from the college.

1.4 This policy should be read in conjunction with the policies and procedures for Linked Policies/Procedures:

Anti-Bullying Policy
Anti-Drugs Policy
Code of Respect
Prevent Policy
Safeguarding and Child Protection Policy
Student ICT User Agreement
Attendance Procedures
Computer Code of Conduct
Online Safety Policy
Anti-Drugs Policy
SEND Policy

2. Standards of Conduct

2.1 Students must:-

a) use college facilities and behave generally in a way which respects the needs and aspirations of others to learn, teach and live within the college community;

b) respect the values, beliefs and opinions of others within the college community; derived from the above are the following requirements of students to:

- act at all times with due regard for their own safety and that of others
- comply with the college's Health and Safety policy
- maintain proper use of College ICT systems in accordance with the Student ICT User Agreement and Online Safety Policy
- respect the property of the college, and of its staff, other students and visitors
- support staff and other students in the maintenance of a clean and tidy environmentthroughout the college
- act responsibly while travelling to and from college
- take responsibility for their own learning and attend regularly and punctually
- arrive for lessons or other scheduled events suitably equipped and prepared to study/work
- complete all classwork, homework and course work to the best of their ability and complete all set work by the required time. In short, honour their Learner Agreement
- inform the appropriate member of staff as soon as practicable if for any reason they are unable to

attend a lesson or other scheduled event

- inform and seek advice from tutors on issues relating to changing a course of study
- avoid forms of misconduct as listed in the Appendices
- accept the rights of the college to take responsible action if these standards are not fulfilled
- Behave off-site, and out of college hours, in a manner consistent with these guidelines.

2.2 It is the responsibility of all staff to give general guidance to students on standards of conduct, which, as the Code of Respect, are presented in the Student Handbook.

2.3 It is every personal tutor's/teacher's responsibility to help the student meet the required standards of conduct during guidance and review sessions. Personal tutors/teachers will clarify the standards of conduct to be met, and explain what is required of the student.

2.4 All staff will reassure victims reporting inappropriate behaviour that they are being taken seriously and that they will be supported and kept safe. A victim should never be given the impression that they are creating a problem by reporting misconduct, abuse, sexual violence or sexual harassment. Nor should a victim ever be made to feel ashamed for making a report.

2.5 All staff will be aware that students can abuse other students (often referred to as peer-on-peer abuse) and that this can happen both inside and outside of college and online.

2.6 All staff will understand, that even if there are no reports in college it does not mean it is not happening, it may be the case that it is just not being reported. As such it is important if staff have any concerns regarding peer-on-peer abuse they should speak to the designated safeguarding lead, Andrea Pritchard or deputies.

2.7 All staff understand the importance of challenging inappropriate behaviours between peers, that are abusive in nature. Downplaying certain behaviours, for example dismissing sexual harassment as"just banter", "just having a laugh", "part of growing up" or "boys being boys" can lead to a culture of unacceptable behaviours, an unsafe environment for students and in worst case scenarios a culture that normalises abuse leading to students accepting it as normal and not coming forward to report it. See Appendix J for examples of Peer-on-Peer abuse.

2.8 To protect the wellbeing, dignity and safety of all, students are not allowed to create and / or distribute videos, images, messages or any other social media posts of students, staff or the College community which may cause harm, upset or offence or which may bring the College into disrepute. This also includes the use of the College's name, location, buildings (both internal and external) or logo which could cause concern or distress to any member of the College community. If a student was found to have behaved in this way they will be asked to remove the post and the Student Behaviour Policy will be followed.

2.9 In support of 2.8 students are not allowed to wear or bring onto campus, AI glasses. AI glasses must not be used anywhere on campus, including but not limited to, classrooms, cafeterias, toilets and changing rooms, study centres and the library, public and social spaces. Students may not use AI glass at any time to capture photographs, integrate voice assistants, make hands-free calls, listen to music, access real-time information or translations. In line with JCQ guidelines, AI glasses, similar to mobile phones, smartwatches and other such devices, are strictly prohibited in examinations. This is not an exhaustive list. If a student was found to have brought AI glasses onto campus they will be confiscated and the Student Behaviour Policy will be followed.

2.10 Staff will recognise that it is more likely that girls will be victims and boys' perpetrators, but that all peer-on-peer abuse is unacceptable and will be taken seriously.

2.11 Standards of conduct will be applied uniformly throughout the college.

3. Students with SEND

In the context of this policy, a student is considered to have SEND if he or she:

- has difficulties in learning which are significantly greater than the majority of other students of the same age; or
- has a disability which prevents or limits them from accessing the curriculum; or
- has behavioural, emotional or social difficulties which impact adversely on their learning and progress.

The College is aware that continuous disruptive behaviour can be a result of unmet needs. If such needs are identified, the College will do all it can to ensure that the student receives appropriate support. The College is conscious of its legal duties under the Equality Act 2010 in respect of students with disabilities and will make reasonable adjustments to this policy to avoid any substantial disadvantage that a student may face as a consequence of their disability compared to their non-disabled peers. A reasonable adjustment that may be made would be to impose a lesser sanction for a student whose behaviour is in consequence of their disability than would be imposed for a student exhibiting the same behaviour who does not have that disability.

4. Encouraging positive behaviours

4.1 Loreto College seeks to support students in developing positive behaviours during their time at college and beyond.

4.2 Positive behaviour habits are important in helping students to build their own self-confidence, self-esteem, and a sense of achievement. Positive behaviours help students build supportive and responsive relationships across the college community, with both peers and staff.

4.3 Developing the habits of positive behaviour will enable students to achieve their potential during their time at Loreto and into adulthood.

4.4 Loreto seeks to develop positive behaviours through:

- Clear expectations of student behaviour as set out in the Student Learner Agreement and Student Handbook.
- Student ownership of their attendance, punctuality, review and achievement data via myLoreto.
- Developing a cross-college code of respect and mutual support through the Tutorial, Assembly and ~~General~~ Core RE curriculums.
- Ensuring staff model and uphold the values of the college.
- Clear communications with parents/carers regarding the expectations of student behaviour.

4.5 Loreto celebrates positive student behaviour through:

- Praise notes.
- Induction Assemblies
- Reward points.
- Attendance Award Assemblies.
- Student Reviews.
- Opportunities for positions of responsibility: SVR, Student Council and Academic Ambassador roles.

- Feedback to parents via parents' evenings, contact from Heads of Hall etc.
- Loreto Champions Award.

5. Formal Disciplinary Procedure

5.1 Staff can use the Card System to reflect on a student's log any concerns with attendance, work ethic, conduct or behaviour. The card is recorded on the student's myLoreto record. Students with ongoing concerns raised by staff may be subject to a first disciplinary meeting. The purpose of a First Disciplinary Meeting is to discuss the concerns and develop a plan to address these. This provides an early intervention to get a student back on track and prevent exclusion. See Appendix E.

5.2 Written warnings are letters home which tend to be informative and exhort improvement. These are written by a Head of Hall. A Post First Disciplinary Meeting letter will result from a First Disciplinary Meeting chaired bythe Head of Hall with a student's teachers. The purpose of a First Disciplinary Meeting is to discuss the concerns and develop a plan to address these. This provides an early intervention to get a student back on track and prevent exclusion. The Head of Hall will consult with the college SENDco and outside agencies where relevant and consider if behaviours indicate safeguarding concerns. This written warningwill refer to the possibility of a Final Disciplinary Meeting with the Head of Student Services, if the student does not act on the advice given.

5.3 Formal written warnings can be issued following a First Disciplinary meeting or following concerns about a student's behaviour.

5.4 Final written warnings are issued by the Head of Student Services, following:

- a Final Disciplinary Meeting: Final Disciplinary Meeting Report letter.
- a Review of Suspension Meeting which resulted in a student's re-instatement: Suspension Review Meeting letter – reinstatement

5.5 The letters may include a set of targets or behaviour guidelines for the student to meet. If the student does not meet these, then this can lead to permanent exclusion.

5.6 Following a Final Disciplinary Meeting, if the student fails to meet their targets, the student can be called to a Full Disciplinary Committee Meeting with the Deputy Principal where they may be permanently excluded.

5.7 Following a Suspension review meeting (which resulted in the re-instatement of the student) if a student does not alter or improve their behaviour this can lead to permanent exclusion by the Deputy Principal.

5.8 The decision to permanently exclude should only be made as a last resort and after all other reasonable routes of support and intervention have not been responded to by the student.

6. Establishing the Facts

6.1 No final disciplinary action will be taken against a student until the college has fully investigated the circumstances of the alleged misconduct. (subject to 5.3)

6.2 Staff witnessing, or having reported to them, misconduct, should report the facts to the Head of Hall.

6.3 When an incident concerning a student's misconduct is brought to the attention of the student's Head of Hall, he/she will normally be the person who considers all of the facts involved in the allegations. This may involve holding preliminary meetings to discuss the incident report. Based on the information obtained, the Head of Hall may then consider it necessary to refer the matter to the Head of Student Services. A member

of the College Management Team will conduct the investigation.

The decision may also be made to suspend a student prior to the full investigation taking place. If suspension is considered necessary, the procedure in section 6 should be followed.

6.4 The student against whom the allegation is being made should be informed of the fact than an investigation is under way.

6.5 The investigating member of staff should (promptly before recollections fade) carry out a full and thorough investigation of the alleged incident.

6.6 The investigating members of staff will meet with those who can provide information about the allegations, and ask them if they wish to make a statement. Witness statements should be taken without undue duress.

6.7 The investigating member of staff should then meet the student against whom the allegation has been made and take a detailed written statement from him/her, having previously informed him/her of the nature of the allegation.

6.8 The investigating member of staff, following the initial investigation, may wish to meet again with any of those people involved in the alleged incident to seek further clarification.

6.9 The purpose of any investigatory meeting is to establish the facts of the case of one person's word against another. In such circumstances, the investigating member of staff will consider whether or not, on the balance of probability, the incident occurred.

6.10 The Head of Student Services may consider referring the act of a student to Children's Services or the Police. The Head of Student Services will consider a number of issues in deciding whether to make a referral, for example, thedegree of violence used, the value of a stolen good, the degree of threat to the safety of other students and staff or to the college property. This is not an exhaustive list of criteria.

6.11 Where an incident is relevant to sexual abuse, violence or harassment and a crime has been committed, this will be reported to the Police. Sexual violence and sexual harassment are not acceptable and will never be tolerated.

6.12 Having completed the investigation and collected all of the relevant facts the investigating member of staff will decide on the appropriate course of action in consultation with the Head of Student Services.

6.13 Students can be disciplined for their actions which take place off-site and outside of college hours, for example, violence to a fellow student, bringing the college into disrepute, bullying or cyber-bullying, sexting, abuse in intimate relationships or other forms of peer-on –peer abuse and examples of bad behaviour covered in this policy.

The course of action may include a combination of the following:-

- No disciplinary action taken
- Suspension leading to reinstatement or Permanent Exclusion
- Initiatives other than disciplinary action, such as a supportive parental interview, referral to counselling etc.

7. Suspension Pending Interview

7.1 A student may be suspended from the college immediately by a member of the Senior Management Team, a Head of Hall or the most senior manager available, pending a Suspension Review meeting where

he/she has reason to believe that the student has committed an act of misconduct or serious misconduct, OR that it is otherwise vital to remove the student, temporarily, from the college environment.

7.2 The suspension must be confirmed in writing to the student and their parent/s within two days of its occurrence. The reason for the suspension must be stated and the student and their parent/s will be invited to a Suspension Review Meeting with the student's Head of Hall, Head of Student Services or Deputy Principal. Such interview to take place within 10 working days of the suspension.

7.3 Where a formal disciplinary interview is adjourned pending further investigation, any student who has been suspended under this provision will remain on suspension until the interview is reconvened.

7.4 This will be confirmed to the student and parents in writing, along with an estimate of the length of time the suspension is likely to continue.

7.5 If at any time a student is suspended until he/she complies with a reasonable request from the college, for example to pay for damage to college buildings or equipment, to offer restitution to another student for theft or damage to their property, to offer an apology to a member of staff, then that student's suspension can be extended until the student complies. In this case, the student's parent/s will be informed of the Complaints Procedure within one working week of the first letter extending the original suspension.

7.6 If a student will not comply within a reasonable time frame the college may consider imposing a restricted return to college or permanent exclusion.

8. Formal Interviews

8.1 No formal disciplinary action will be imposed without the student being given an opportunity for a meeting with a Head of Hall or the Head of Student Services. All disciplinary interviews and meetings will be conducted fairly and consistently by a student's Head of Hall or Head of Student Services. They may invite a student's teachers, tutor and/or another Head of Hall to be present.

8.2 The Final Disciplinary Committee Meeting, at Final Written Warning stage of the procedure, will normally be conducted by the Head of Student Services. The college reserves the right to determine who is appropriate to chair the meeting in all cases.

8.3 The Final Disciplinary meeting will comprise of the Head of Student Services or the appointee of the Principal, and the student's Head of Hall. The Head of Student Services will invite written contributionsfrom the student's teachers and the student's tutor. Parents/carers will also be invited to attend.

8.4 The member of staff chairing the Final Disciplinary Meeting, potentially the Final Written Warning stage, will not be the student's own Head of Hall.

8.5 The member of staff chairing the Final Disciplinary meeting may give instructions in relation to the conduct of the interview, including the length of time which any part of the meeting should take.

8.6 The student will be given an opportunity to state his or her case before any decision is taken.

8.7 The member of staff chairing the Final Disciplinary Meeting may exclude from the proceedings any person (including the student, their parent/carer) who behaves unreasonably or who disregards the instructions of the chairperson of the meeting.

8.8 If the student fails to attend a Final Disciplinary Meeting without good reason, then the Meeting may take

place, and a decision can be made in his/her absence, and disciplinary action may follow.

8.9 At the end of any Final Disciplinary Meeting, the Head of Student Services may decide to issue a'Final Written Warning', or may decide that no disciplinary action is appropriate. Practical measures to avoid recurrence, for example weekly report, study skills department support, referral to the college counsellor, may also be implemented.

8.10 The student will be informed by the member of staff conducting the interview or chairing the meeting that the warning is recorded and retained on the student's file.

9. Final Written Warning

9.1 A Final Written Warning will normally be given to the student if:

a) the student fails to comply with a formal written warning (First Disciplinary letter)

b) the student's misconduct, although not considered to be serious enough to justify permanent exclusion, is sufficiently serious to warrant a suspension and only one written warning will be issued (in effect both the formaland a final written warning). This may also be referred to as a Suspension Review Letter.

9.2 The necessary elements of a Final Written Warning are that the student will be informed that the consequence of any further misconduct may well be permanent exclusion (expulsion).

10. Permanent Exclusion

10.1 In cases where it is alleged that serious misconduct has occurred or where further misconduct is complained of after a Final Written Warning has been given to a student, he/she will be required to attend a Suspension Review Meeting or Full Disciplinary Committee Meeting, chaired by the Deputy Principal or her representative.

10.2 The student may be advised in the meeting that the outcome of this meeting may be permanent exclusion. The college may however want to give further consideration to the student's case.

10.3 The student is entitled to be accompanied by a parent/carer, but not by a legal or other professional advisor, unless the college agrees. The student should be given no less than five working days' notice of thismeeting and be suspended from college. The student and parent/s may well be happy to come in inside thisfive working day notice.

10.4 The student or parent/s will be told the date, time and location of the meeting and the college personnel present.

10.5 It may be necessary for the college to permanently exclude a student(s) due to safeguarding concerns. A student(s) may be excluded if they potentially present a serious safeguarding risk to the college population and/or if there are serious safeguarding risks around the student(s) in the wider community.

10.6 The Designated Safeguarding Lead would seek to balance the needs of the individual(s) with the safeguarding responsibilities for the college population as a whole.

10.7 The potential safeguarding risks presented by an individual(s) may not necessarily be listed under examples of Serious Misconduct, Appendix B, as this list is not intended to be exclusive or exhaustive.

11. Notification to Permanently Exclude

11.1 The student will be given written notification within five working days of a Suspension Review Meeting or Full Disciplinary Committee Meeting which has concluded in permanent exclusion, stating the main fact(s) or balance of probabilities onwhich the permanent exclusion is made.

11.2 In this letter the student and parents/carers will be informed that they can appeal to the Principal. This meeting will take place within ten working days of receiving the student's or their parents' appeal, which in turn should be lodged in writing with the Principal's PA at the College address within 7 working days of the date of the Deputy Principal's letter informing the parents and student of her decision to permanently exclude. The Deputy Principal and/or Head of Student Services may also be present at this meeting, to represent the College.

The student will be suspended pending consideration of the appeal by the Principal. The student and their parents/carers or a friend, but not a legal or other professional advisor, unless the college agrees, will be invited to a meeting with the Principal.

11.3 If the student or parents/carers offer further evidence which they wish to be considered, then thePrincipal may pause the procedures so that this can be considered.

11.4 If the student does not attend, the meeting can proceed in absence and the Principal will review the decision to exclude on the papers.

11.5 Within five working days of that meeting, or of the expiry of that period, the Principal will write to the student and parents/carers to inform them of his decision on whether to uphold or overrule the decision topermanently exclude.

11.6 In this letter the student and parents/carers will be informed that they can make an appeal to the Governors' Disciplinary Committee, on the grounds that the College did not follow procedures properly. The Governors' Disciplinary Committee must meet within fifteen working days of receiving the student's or their parents'/carers' appeal, which in turn should be lodged with the Clerk of Governors, at the College address within 7 working days of the date of the Principal's letter informing the parents and student of his decision topermanently exclude.

11.7 The student will be set work at home which will be marked while these proceedings take their course.

11.8 The Governors' Procedural Review Appeals Committee will comprise of no more than three members of the Governing Body, to include either the Chair or nominated representative of the Standards Committee.

11.9 This Committee will determine if all College procedures have been followed. The Committee will consider:

- A written representation from the student/parent/carers as to why they feel procedures have not been followed.
- A report on action taken and procedures followed from the Deputy Principal.

The Committee may choose to request further information from the student/parent/carers or college, as necessary.

11.10 The Governors' Procedural Review Appeals Committee will decide if the College has or has not followed its own procedures. If the college has not followed procedures the Governors' Procedural Review Appeals Committee will:

1. Identify where the college deviated from these procedures and/or

2. May recommend to the Principal that any decisions are reviewed if procedures have not been fullyadhered to.

11.11 The decision of the Governors' Procedural Review Appeals Committee is final. Both the student/parent /carers and the Principal will be informed of their decision, within 10 working days of the Procedural Review Appeal meeting being held.

11.12 If, at any stage, it is established that procedures have not been adhered to and in light of any comments made by governors, the Principal will reflect on the impact/significance of the deviation fromprocedures and will determine if:

1. the permanent exclusion should still stand.

2. disciplinary action lesser than recommended should be taken.

3. no further disciplinary action should be taken.

The Principal will write to the student/parent/carer with any revised decision within 7 working days of the notification from the Governors' Procedural Review Appeals Committee.

12. Safeguarding

12.1 Students are supported by all staff to behave positively and respectfully, and gain additional support with any behaviour concerns from their Head of Hall.

12.2 All Heads of Hall are Deputy Designated Safeguarding Leads and so have received significant training on safeguarding issues, being aware that inappropriate behaviour can be an indication of safeguarding concerns. The Heads of Student Services are Deputy Designated Safeguarding Leads.
The Deputy Principal is the Designated Safeguarding Lead.

12.3 When dealing with behavioural issues the Heads of Hall, Heads of Student Services and Deputy Principal will consider any safeguarding risks or concerns and factor these into decision making around the student, as appropriate.

12.4 The Behaviour Policy is to be followed in accordance with Loreto's Safeguarding and Child Protection policy, with particular consideration given to Section 3 'Dealing with Disclosures of Abuse and Procedure for Reporting and Responding to Concerns' of the Safeguarding Policy.

12.5 Some aspects of this policy may be adjusted to reflect the safeguarding circumstances experienced some students, with the de-escalation of risk being a priority. For example, a student' suspension can take place on site, without the knowledge of parents/careers, if following usual procedures would create a safeguarding risk to the student. Such adjustments are exceptional and can only be made in consultation with the Deputy Principal, Head of Student Services or Safeguarding Manager.

Appendix A – Examples of Misconduct

A.1 Any breach of any of the student's obligations set out in the College's Policies and Learner Agreements.

A.2 Any failure to follow the reasonable instructions of a member of staff.

A.3 Smoking anywhere other than the area defined as the smoking area.

A.4 Vaping **anywhere** on the College campus

A.5 Any non-attendance for any examination or similar college activity.

A.6 Any cheating, plagiarism, copying of the work of other students or infringement of examination regulations.

A.7 Any undue noisy, unruly behaviour or unacceptable behaviour or language towards staff or fellow students, including via social media or in the wider community.

A.8 Disruption of any class or any other college activity, whether or not involving staff or other students.

A.9 Deliberately or by serious negligence causing damage to any college buildings, equipment, books or furnishings or any property of others.

A.10 Any unauthorised or malicious interference with hardware, software or data belonging to or used by the college.

A.11 Any unauthorised removal or use of college property or facilities and any vandalism.

A.12 Any theft of property or any other dishonest acts.

A.13 Any bullying or cyber-bullying, fighting, intimidation, aggressive behaviour, taunting, verbal abuse or threat of violence, harassment, sexual harassment, harmful sexual behaviours, name calling or humiliation of a member of the college. Sexual violence and sexual harassment are not acceptable, will never be tolerated and is not an inevitable part of growing up.

A.14 Bringing alcohol onto the college site or while on a college organised or arranged activity, out of normal college hours.

A.15 Any criminal behaviour.

A.16 Dishonesty.

A.17 Inappropriate dress.

A.18 Truancy.

A.19 Inappropriate sexual behaviour.

A.20 Failure to honour the Student's Learner Agreement.

A.21 Failure to follow any of the College's Policies or Procedures.

A.22 Peer on Peer abuse.

A.23 Inappropriate use of college equipment or facilities.

A.24 Misuse of I.D. Card or enabling someone who is not a member of the college community onto campus without a pre-arranged, authorised appointment.

A.25 Refusal to give name or I.D. Card to College staff when asked.

A.26 Suspected of being under the influence of alcohol, any non-prescribed drugs/legal highs or in possession of drugs/legal highs paraphernalia on college premises or on any activity associated with the college.

A.27 The creation and / or distribution of videos, images, messages or any other social media posts of students, staff or the College community which may cause harm, upset or offence or which may bring the College into disrepute. This also includes the use of the College's name, location, buildings (both internal and external) or logo which could cause concern or distress to any member of the College community.

A.28 Bringing onto campus, wearing or use of AI glasses.

NOTES

1. It is emphasised that this list is not exclusive or exhaustive and there may be other matters which may warrant inclusion. For this reason, the Head of student services, in consultation with Head of Hall, may judge other actions to be examples of Misconduct.

Appendix B – Examples of Serious Misconduct

B.1 Any particularly serious case of misconduct may be treated by the college as serious misconduct.

B.2 Any continued and / or repeated misconduct, including the failure to meet targets set as a result of disciplinary procedures.

B.3 Any use of violence, physical fighting/altercation or a serious threat of violence, both on or off campus.

B.4 Wilfully endangering the health or safety of others.

B.5 Any behaviour, statement or image which is considered sexually offensive.

B.6 Any behaviour, statement or image which is considered an incident of hate motivated by hostility or prejudice based on disability, race, religion, transgender identity or sexual orientation.

B.7 Any illegal act, or act which is suspected of being illegal, which may have an adverse affect on the work of the college or on other students.

B.8 Any behaviour which could bring the college into disrepute.

B.9 The use, possession, supply of any non-prescribed drugs, or legal highs on college premises or any activity associated with the college.

B.10 Any behaviour which seeks to involve another student in actions which undermine the college's attempts to safeguard all students.

B.11 A refusal to be searched by an Authorised Member of Staff (See Appendix G for an explanation of Authorised Staff).

B.12 Bringing onto the college site or any external college related activity, knives or weapons, illegal drugs and stolen items.

B.13 The consumption of alcohol on the college site or, in some instances, while on a college organisedor arranged activity, out of normal college hours.

B.14 Peer on peer abuse.

NOTES

1. It is emphasised that this list is not exclusive or exhaustive and there may be other matters which may warrant inclusion. For this reason, the Head of Student Services, in consultation with Head of Halls may judge that other actions etc. to be examples of serious misconduct.

Appendix C – Behaviour in Exams: JCQ guidance

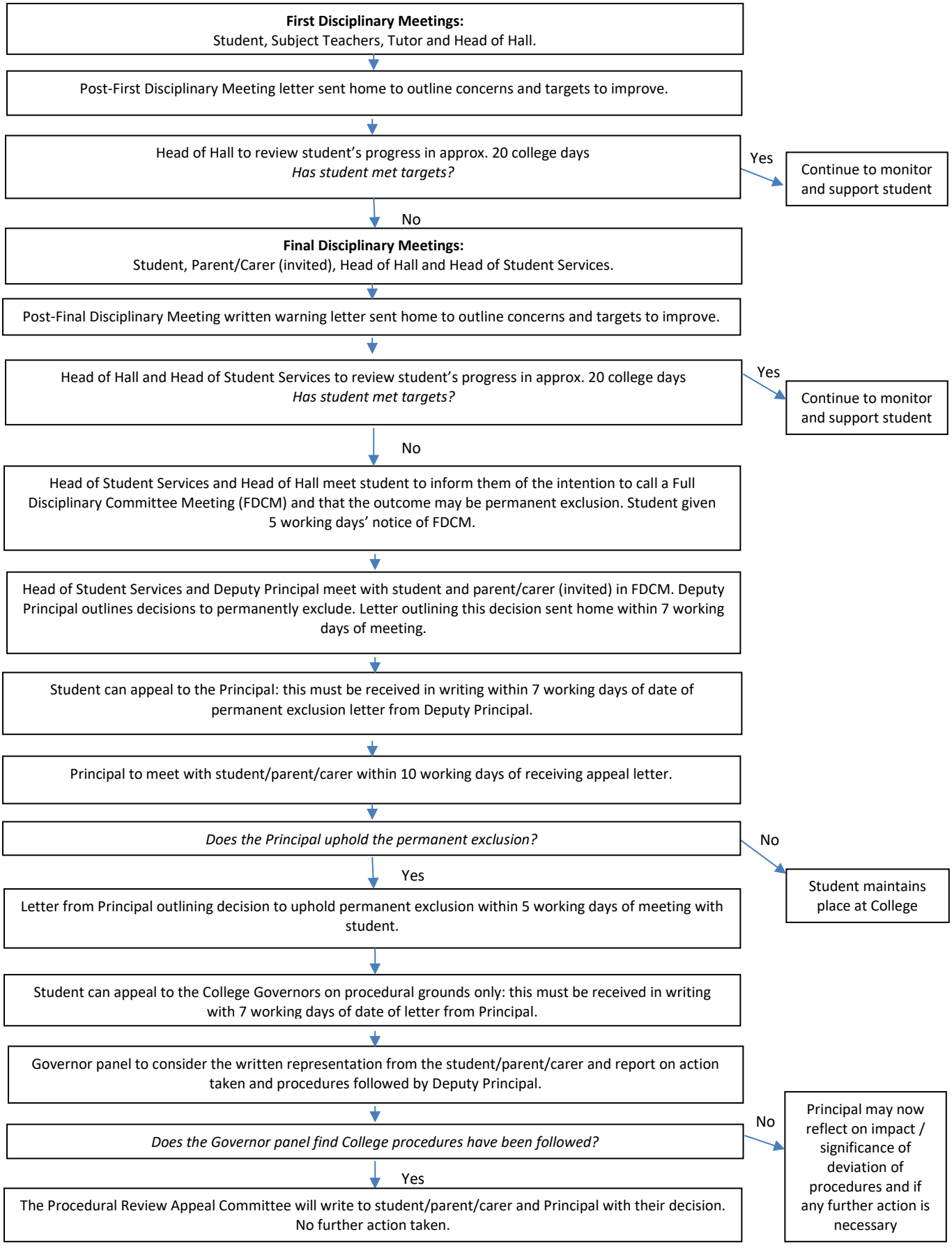
Where a candidate is being disruptive, the invigilator must warn the candidate that he/she may be removed from the examination room. The candidate must also be warned that the awarding body will be informed and may decide to penalise them, which could include disqualification.

The head of centre has the authority to remove a candidate from the examination room, but should only do so if the candidate would disrupt others by remaining in the room. Witness statements from staff and student/s would be required if the candidate was removed from the room. We may let the candidate take the exam later, but the student would have to do so in quarantine.

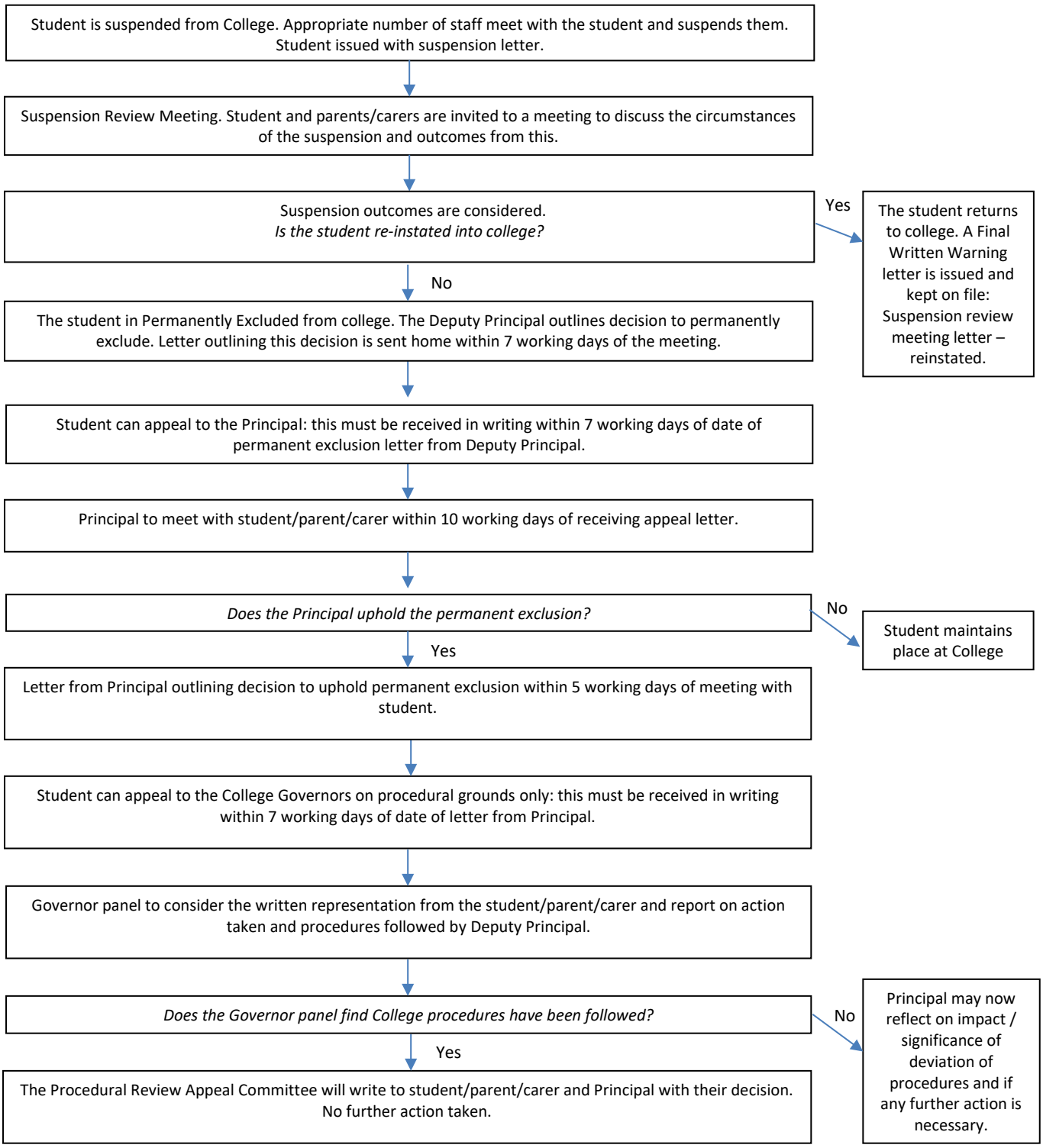
Appendix D – myLoreto: The Student Log

myLoreto: Explanation of Notes and Cards			
Ladder of Intervention and Support		**Praise / Reward Points and Student Support**	
Note	General information that is shared about a student.	**Praise Note**	Staff comment on the student's achievement and recognise good contributions to college.
Concern	A concern note is issued by a member of staff to acknowledge concerns around progress, attendance or behaviour. Tutor notified.	**Reward Point**	Reward Points are given for a range of different achievements and can be used by students to claim rewards.
Blue Card	Where concerns persist, a Blue Card is issued by a member of staff. Tutor is required to respond and would address the issue with the student through Tutorial.		
Yellow Card	Where concerns continue and have not been resolved by a Blue Card, a Yellow Card is issued by a member of staff. Tutor is notified. Head of Department is required to respond if the concern is subject specific. Note: Tutors identifying a number of Blue Cards for their tutee may raise a Yellow Card to their Head of Hall.	**Additional Learning Support Referral**	The Additional Learning Support team can provide help to students who have particular needs to help them develop in their chosen courses. Teachers, tutors and Heads of Hall can refer a student for this support and will detail any existing strategies being used.
Orange Card	Where concerns continue and have not been resolved by a Yellow Card, an Orange Card is issued by a member of staff. Tutor notified. Head of Hall is required to respond.	**Study Support Referral**	Tutors and Heads of Hall can refer students for a Study Support appointment with a member of staff to support with fostering positive work habits, including organisation skills, time management and successful completion of work.
First Disciplinary	Where concerns continue following the issuing of Orange Card(s), the Head of Hall may call a Disciplinary meeting with the student, tutor and teachers. An action plan is set.		
Final Disciplinary	If, following a Disciplinary meeting, concerns remain, the Head of Student Services chairs a Final Disciplinary meeting with the student, Head of Hall and a parent / carer. At this meeting a final written warning is issued.	**Sensitive Note**	Sensitive information, such as health updates or personal circumstances, is shared with a student's teachers

Appendix E – Academic Disciplinary Procedures Flowchart



Appendix F – Behaviour Disciplinary Procedures Flowchart



Appendix G – Loreto College's power to Search Students
Further information can be found in the DfE Searching, screening and confiscation guidance July 2022.

Using searching, screening and confiscation powers appropriately is an important way to ensure students and staff welfare is protected and help establish an environment where everyone is safe. Being in possession of a prohibited item – especially knives, weapons, illegal drugs or stolen items – may mean that the student 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 students who may benefit from early help or a referral to the local authority children's social care services.

The college must consider the needs of students being searched. This includes the individual needs or learning difficulties of students with Special Educational Needs (SEN) and making reasonable adjustments that may be required where a student has a disability.

1. **Searching with a student's consent.**

- Loreto staff can search students with their consent for any item. The member of staff should ensure the student understands the reason for the search and how it will be conducted so that their agreement is informed. Staff can ask a student to turn out their pockets, look in a bag and if the student verbally agrees then the search can go ahead. Staff can apply an appropriate punishment for possession of objects against college rules, for example using a phone in a class test.

- A student refusing to cooperate with such a search when instructed by a member of staff, may face Disciplinary Action in line with the College's Student Behaviour Policy.

2. **Searching without a Students Consent**

Establishing grounds for a Search without Consent

- The Principal, members of the College Management Team or a member of staff authorised by the Principal, can carry out a search. Authorised members of staff can only undertake a search without consent if they have reasonable grounds for suspecting that they have possession of a prohibited item. They may for example, have heard other students talking about the items or they may have noticed a student behaving in a way that causes them to be suspicious.

- The powers allow Loreto Staff to search regardless of whether the student is found, after the search, to have that item. This includes circumstances where staff suspect a student of having items such as illegal drugs or stolen property, which have later found not to be illegal or stolen.

- Staff can view CCTV footage in order to make a decision as to whether to conduct a search for an item.

- The Principal or a member of the college staff authorised by the Principal may search a student without their consent for items banned from college, i.e. Prohibited Items.

- A student should be searched by a member of staff of the same sex, with an additional member of staff acting as a witness.

- A member of staff can carry out a search of a student of the opposite sex without a witness present, but only where the member of staff reasonably believe that there is a risk that serious harm will be caused to a person if the search is not conducted immediately and where it is not reasonably practical to summon another member of staff.

- A student may be searched when the Principal or authorised persons have reasonable grounds for suspecting that a student is in possession of a prohibited item

- Authorised Members of Staff at Loreto may conduct a Search without consent for Prohibited items which include:
    - Knives or weapons, alcohol, illegal drugs and stolen items
    - Fireworks and pornographic images
    - 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.

- Searches without consent can only be carried out on the college premises or elsewhere, where the member of staff has lawful control or charge of the students, for example, college trips.

- The person conducting the search may not require the student to remove any clothing other than outer clothing which includes hats, shoes, boots, gloves and scarves.

- The member of staff may search desks, lockers, bags and the College's computer systems and files. Where the member of staff finds an electronic device they may examine any data or files on the device if they think there is a good reason to suspect that the data or file on the device in question has been, or could be, used to cause harm, to disrupt teaching or break the college rules.

- A student's possessions may only be searched in the presence of the student and another member of staff, except where there is a risk that serious harm will be caused to a person if the search is not conducted immediately and where it is not reasonably practical to summon another member of staff.

- Members of staff can use such force as is reasonable given the circumstances when conducting a search for prohibited items – see Appendix H.

- After the search a member of staff may confiscate, retain and/or destroy items found. Colleges can dispose of alcohol as they think appropriate. Controlled drugs should be delivered to the Police, but may be disposed of if the member of staff thinks that there is good reason to do so. Otherwise, substances may be confiscated. Stolen items should be handed to the Police. Fireworks should be disposed of and should not be returned to the student. Pornographic images should be disposed of, although extreme or child pornography should be handed to the Police. Where items have been, or could be used to commit an offence should be handed to the Police or disposed of or returned to their owner as thought appropriate. Weapons or items which are evidence of an offence must be handed to the Police. It is up to staff to decide whether there is good reason for not delivering controlled drugs or stolen items to the Police. In this situation, a member of staff will use their professional judgement to determine whether they can safely dispose of a seized article.

- Loreto College is not obliged to inform parents before a search takes place. Parents will be contacted to let them know if a search of their son/daughter has taken place and the outcome of this.

- A letter outlining the nature and outcome of the search will be sent home and posted as a record on the student's safeguarding log.

3. Strip Searches

- A strip search would be considered by the college as a last resort. Before involving the police, other, less intrusive methods of search will have been considered and, where appropriate, carried out.

- The college will assess and balance the risk of a potential strip search on a student's mental and physical wellbeing and the risk of not recovering the suspected item. In carrying out a risk assessment, the following should be considered:

    - the seriousness of the item believed to be concealed by the student; and
    - the reason for and the strength of that belief; and
    - the impact the search will have on *that* student.

- Outcomes of a risk assessment will be recorded on the safeguarding log.

4. **Staff attendance:**
   The college has a duty of care towards the student during any level of police search. A staff member should be present at all police searches as this will reassure parents that an independent adult was in attendance and affords the staff member the opportunity to support the student if needed.

5. **Informing parents:**
   College will always inform parents if a strip search has taken place and, preferably, they should be informed in advance, even if the parent is not acting as the appropriate adult. Where a parent wants to be the appropriate adult, the college should facilitate this where possible.

6. **The search:**
   Strip searches are not every day, regular occurrences; **they should take place only if they are necessary to remove an item related to a criminal offence, and the police officer reasonably considers the student might have concealed such an item**. The law is prescriptive on who must and must not be present and who should carry out the checks.

The process the police must follow during a strip search

- Except in cases of urgency where there is risk of serious harm to the student or others, whenever a strip search involves exposure of intimate body parts there must be at least two people present other than the student, one of which must be the appropriate adult.

- Whilst there is no legal restriction on which members of staff can act as an appropriate adult, the college would generally expect the DSL and wider safeguarding team to do act in this role.

- If the student's parent would like to be the appropriate adult, the college should facilitate this where possible.

- Police officers carrying out the search must be of the same sex as the student being searched.

- An appropriate adult not of the same sex as the student being searched may be present if specifically requested by the student. Otherwise, no-one of a different sex to the student being searched is permitted to be present, and the search must not be carried out in a location where the student could be seen by anyone else.

- Except in urgent cases as above, a search of a student may take place without an appropriate adult only if the student explicitly states in the presence of an appropriate adult that they do not want an appropriate adult to be present during the search and the appropriate adult agrees.

- If a student requests the appropriate adult not be present, the appropriate adult should consider what they believe is in the best interests of the student and discuss the issue with the student to make sure

they understand the position they are in, the role of the appropriate adult and the fact that a different appropriate adult could be present if preferred.

- If the appropriate adult does not agree with the student's decision, then they should stay present for the search.

- A record should be made of the students 's decision and signed by the appropriate adult.

- Strip searching will be highly distressing for the student involved, as well as for staff and other students affected, especially if undertaken on college premises. Whether or not a concealed item is found, the college should still focus on the safeguarding and wellbeing of the student(s) and staff involved.

- Strip searches should not be routinely carried out if there is no reason to consider that such items are concealed.

7. Record Keeping

- The college will keep a record of any strip searches and will monitor these for any trends that emerge.

- Complaints about a search should be dealt with through the normal complaints' procedures. Should a student resist a search being conducted to such an extent to make an Authorised Member of Staff's attempt to use reasonable force as impractical, then the student should be verbally warned that their refusal to be searched would constitute Serious Misconduct and that they should be warned that the penalty for this may be Permanent Exclusion from College.

APPENDIX H – Use of Reasonable Force

All members of Loreto staff have a legal power to use reasonable force. Reasonable force means using no more force than is needed. Use of force in any circumstances should be as avery last resort. Loreto College do not require parental consent to do so.

In any unlikely event reasonable force can be used to prevent students from hurting themselvesor others, from damaging property or from causing disorder:

- Remove a disruptive student from the classroom where they have refused to follow an instruction to do so;
- Prevent a student behaving in a way that disrupts a college event, trip or visit;
- Prevent a student leaving the classroom where allowing the student to leave would risk their safety or lead to behaviour that disrupts the behaviour of others;
- Prevent a student from attacking a member of staff or another student, or to stop a fight; and
- Restrain a student at risk of harming themselves through physical outbursts.

APPENDIX I – Examples of Peer-on-peer abuse

Peer-on-peer abuse is most likely to include, but may not be limited to:

- bullying (including cyberbullying, prejudice-based and discriminatory bullying);
- abuse in intimate personal relationships between peers;
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (this may include an online element which facilitates, threatens and/or encourages physical abuse);
- sexual violence, such as rape, assault by penetration and sexual assault; (this may include an online element which facilitates, threatens and/or encourages sexual violence);
- sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be standalone or part of a broader pattern of abuse;
- causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party;
- consensual and non-consensual sharing of nude and semi-nude images and/or videos (also known as sexting or youth produced sexual imagery);
- upskirting, which typically involves taking a picture under a person's clothing without their permission, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm; and
- initiation/hazing type violence and rituals (this could include activities involving harassment,abuse or humiliation used as a way of initiating a person into a group and may also include an online elements.