



Loreto  
sixth form college

## STUDENT BEHAVIOUR POLICY

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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 men and women of courage who are alive to the needs of humanity and committed to making 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 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

Computer Code of Conduct

Safeguarding and Child Protection Policy

Student BYOD User Agreement

Attendance Procedures

Code of Respect

PREVENT 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 and other regulations
  - maintain proper use of College ICT systems in accordance with the Student ICT User Agreement.
  - 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 environment throughout 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 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
  - consider avoiding 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 children can abuse other children (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 actually 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 children and in worst case scenarios a culture that normalises abuse leading to children accepting it as normal and not coming forward to report it. See Appendix H for examples of Peer on Peer abuse.
- 2.8 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.
- 2.9 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 pupil 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. Formal Disciplinary Procedure**

- 4.1 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.
- 4.2 Written warnings are letters home which tend to be informative and exhort improvement. These are written by a Head of Hall. A formal written warning can result from a First Disciplinary Meeting chaired by the 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 warning will refer to the possibility of a Final Disciplinary Committee Meeting with the Head of Student Services, if the student does not act on the advice given.
- 4.3 Formal written warnings can be issued following a disciplinary meeting or following concerns about a student's behaviour .
- 4.4 Final written warnings are issued by the Head of Student Services, following a Final Disciplinary Meeting. The warning will include a set of targets for the student to meet. If the student does not meet these then this can lead to permanent exclusion.
- 4.5 Following a Final Disciplinary Committee Meeting, if the student fails to meet their targets, the student can be called to Full Disciplinary Committee Meeting with the Deputy Principal where they may be permanently excluded.
- 4.6 A Formal written warning may also be issued to a student regarding behavioural concerns, being clear that the behaviour is unacceptable and cannot continue. If the student does not alter their behaviour this can lead to permanent exclusion by the Deputy Principal.
- 4.7 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.

#### **5. Establishing the Facts**

- 5.1 No formal disciplinary action will be taken against a student until the college has fully investigated the circumstances of the alleged misconduct. (subject to 5.3)
- 5.2 Staff witnessing, or having reported to them, misconduct, should report the facts to the Head of Hall.
- 5.3 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 5 should be followed.
- 5.4 The student against whom the allegation is being made should be informed of the fact that an investigation is under way.
- 5.5 The investigating member of staff should (promptly before recollections fade) carry out a full and thorough investigation of the alleged incident.
- 5.6 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.

- 5.7 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.
- 5.8 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.
- 5.9 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.
- 5.10 The Head of Student Services may consider referring the act of a student to the Police. The Head of Student Services will consider a number of issues in deciding whether to make a referral, for example, the degree 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.
- 5.11 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 is not acceptable and will never be tolerated.
- 5.12 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.
- 5.13 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;
- The convening of a disciplinary committee meeting.
- Initiatives other than disciplinary action, such as a supportive parental interview, referral to counselling etc.

## **6. Suspension Pending Interview**

- 6.1 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 disciplinary committee meeting where he/she has reason to believe that the student has committed an act of serious misconduct, OR that is it otherwise vital to remove the student, temporarily, from the college environment.
- 6.2 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 formal disciplinary meeting with the Head of Student Services. Such interview to take place within 10 working days of the suspension.
- 6.3 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.
- 6.4 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.
- 6.5 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.

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

## **7. Formal Interviews**

- 7.1 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.
- 7.2 The Full 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.
- 7.3 The Full Disciplinary Committee 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 contributions from the student's teachers and the student's tutor. Parents/carers will also be invited to attend.
- 7.4 The member of staff chairing the Full Disciplinary Committee Meeting, potentially the Final Written Warning stage, will not be the student's own Head of Hall.
- 7.5 The member of staff chairing the Full Disciplinary Committee 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.
- 7.6 The student will be given an opportunity to state his or her case, before any decision is taken.
- 7.7 The member of staff chairing the Full Disciplinary Committee 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 Committee.
- 7.8 If the student fails to attend a Full Disciplinary Committee 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.
- 7.9 At the end of any Full Disciplinary Committee 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.
- 7.10 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.

## **8. Final Written Writing**

- 8.1 A Final Written Warning will normally be given to the student if:
- a) the student fails to comply with a formal written warning
  - b) despite a formal written warning, the student commits repeated similar misconduct; or
  - c) the student's misconduct, although not considered to be serious enough to justify permanent exclusion, is sufficiently serious to warrant only one written warning (in effect both the formal and a final written warning).



8.2 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).

## **9. Permanent Exclusion**

9.1 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 Full Disciplinary Committee Meeting, chaired by the Deputy Principal or her representative.

9.2 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.

9.3 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 this meeting and be suspended from college. The student and parent/s may well be happy to come in inside this five working day notice.

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

## **10. Notification to Permanently Exclude**

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

10.2 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.

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

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

10.5 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 to permanently exclude.

10.6 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 to permanently exclude.

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

10.9 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.

10.10 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 chose to request further information from the student/parent/carers or college as necessary.

10.11 The Governors' Procedural Review Appeals Committee will decide if the College has:

1. Appropriately followed procedures
2. Not followed procedures and identify where the college deviated from these procedures and/or
3. May recommend to the Principal that any decisions are reviewed if procedures have not been fully adhered to.

10.12 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.

10.13 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 from procedures 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.

## **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 Any non-attendance for any examination or similar college activity.
- A.5 Any cheating, plagiarism, copying of the work of other students or infringement of examination regulations.
- A.6 Any undue noisy or any unruly behaviour or the use of foul or abusive language.
- A.7 Disruption of any class or any other college activity, whether or not involving staff or other students.
- A.8 Deliberately or by serious negligence causing damage to any college buildings, equipment, books or furnishings or any property of others.
- A.9 Any unauthorised or malicious interference with hardware, software or data belonging to or used by the college.
- A.10 Any unauthorised removal or use of college property or facilities and any vandalism.
- A.11 Any theft of property or any other dishonest acts.
- A.12 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 is not acceptable, will never be tolerated and is not an inevitable part of growing up.
- A.13 Bringing alcohol onto the college site or while on a college organised or arranged activity, out of normal college hours.
- A.14 Any criminal behaviour.
- A.15 Dishonesty.
- A.16 Inappropriate dress.
- A.17 Truancy.
- A.18 Inappropriate sexual behaviour.
- A.19 Failure to honour the Student's Learner Agreement.
- A.20 Failure to follow any of the College's Policies or Procedures.
- A.21 Peer on Peer abuse.
- A.22 Any behaviour which might increase the risk of transmission of COVID-19 virus and/or cause distress and/or anxiety to other members of the college community around the spread of the virus. This could include, but is not limited to:
- purposely/pretending to cough and/or sneeze on another student or member of staff
  - Refusing or persistently refusing to follow reasonable safety advice e.g. social distancing/sanitising/wearing a face covering etc.
  - Failure to follow PHE guidelines with regard to self-isolation and quarantine.

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.
- B.3 Any use of violence or a serious threat of violence.
- 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 or supply of any non-prescribed drugs on college premises or on 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.
- 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 onto the college site or, in some instances, while on a college organised or 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 - Examples of behaviours that may lead to suspension or permanent exclusion from Loreto College**

Students may face temporary suspension from Loreto College for misconduct. Misconduct can include, but is not limited to, the following behaviours:

- Unacceptable behaviour or language towards staff or fellow students, including via social media or in the wider community
- Vandalism to College property

- Bringing the College into disrepute
- Plagiarism in coursework, assignments or assessments
- Malpractice in an exam or assessment
- Misuse of I.D. Card
- Refusal to give name or I.D. Card to College staff when asked
- Allowing unauthorized guests on the College site
- Misuse of the College lifts

Students may face permanent exclusion from Loreto College for serious misconduct. Serious misconduct can include, but is not limited to, the following behaviours:

- Physical fighting/altercation
- Being in the possession or under the influence of illegal drugs, legal highs or drug paraphernalia
- Being in the possession or under the influence of alcohol
- Malpractice in an exam or assessment
- Failure to meet targets set as a result of disciplinary procedures.

### **Appendix D – 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.

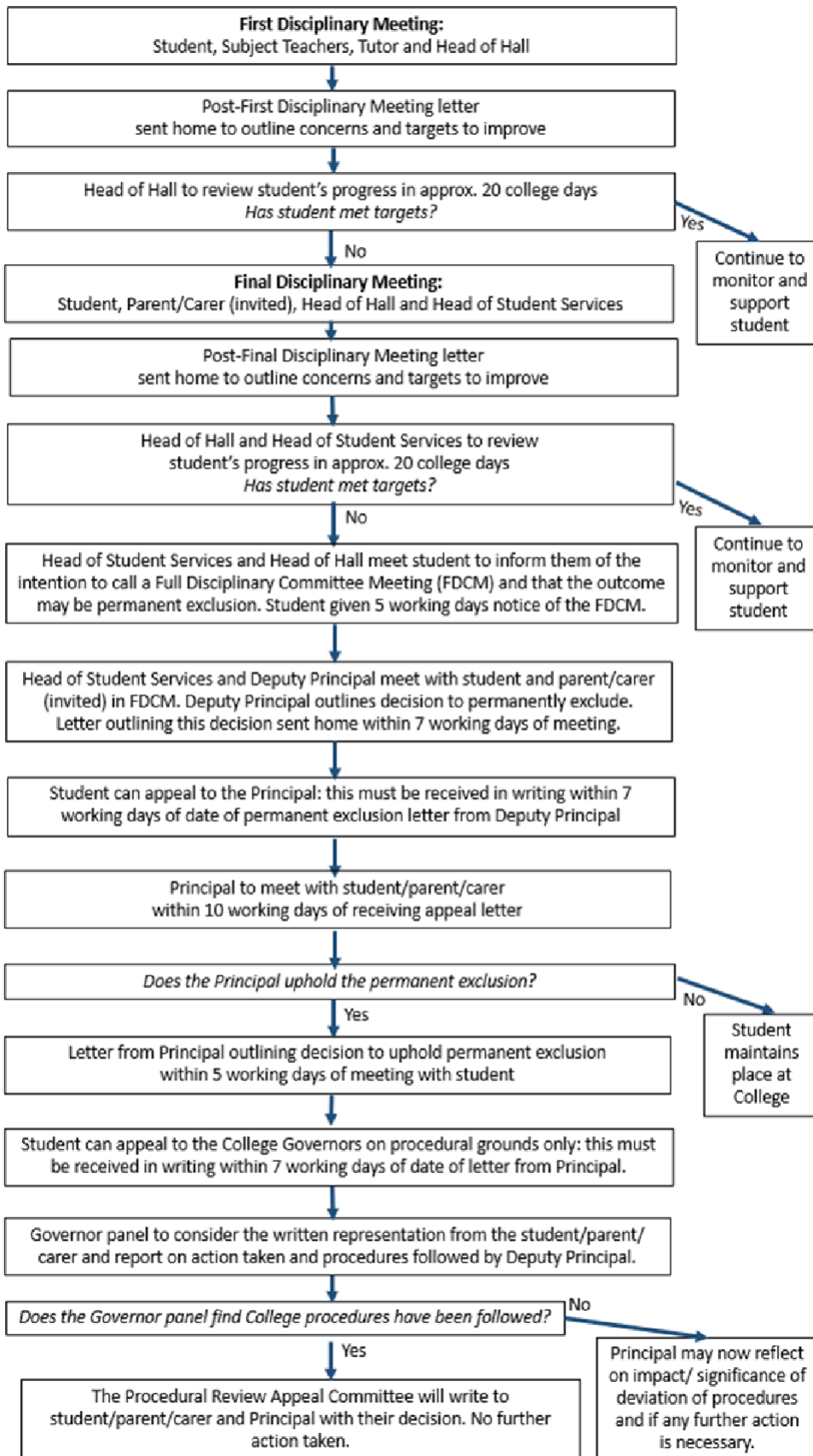
The head of centre has the authority to remove a candidate from the examination room, but should only do so if the candidate would disrupt others by remaining in the room. Witness statements from staff and student/s would be required if the candidate was removed from the room. We may let the candidate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

## Appendix E – myLoreto: The Student Log

LADDER OF CONSEQUENCE		PRAISE AND 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.	Academic Support Referral	The Academic 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.		
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.	Sensitive Note	Sensitive information, such as health updates or personal circumstances, is shared with a student's teachers on a 'needs to know' basis
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, tutor and teachers. At this meeting a final written warning is issued.		

## Appendix F – Disciplinary Procedures Flowchart

### Loreto 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 January 2018.**

### **1. Searching with a student’s consent.**

- Loreto staff can search students with their consent for any item. Teachers 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. A teacher 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, will 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**

- 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, 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.

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 a very 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 themselves or 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 element).

## APPENDIX J - Covid-19 Response

The below is a copy of the COVID-19 arrangements put into place by Loreto following the government guidance for parents to keep their children at home, wherever possible, and for schools and colleges to remain open only for those children of workers critical to the COVID-19 response and vulnerable students. These procedures will be updated, as needed, in response to any future campus closure, to help ensure that the college remains open to students and staff as safely as possible.

COVID 19 Response – in the case of campus closure

Although the College campus is closed, Loreto College staff continue to work very hard to provide excellent academic, personal, safeguarding and wellbeing support students through the unprecedented circumstances created by the COVID-19 pandemic.

The following cross - college student support changes have been introduced in response to the COVID-19 pandemic and subsequent lockdown:

- Updated Safeguarding, wellbeing, counselling services and student contact procedures.
- Updated Student Log procedures for staff to monitor and pass on concerns around a student's engagement in their academic studies; Exceptional Circumstances Yellow and Orange cards.
- Increased meeting of the Heads of Hall Team to ensure consistency of approach to supporting students in the current context.
- Development of a range of online teaching strategies, across the curriculum.
- Updated contact procedures with parents/carers.
- Additional parents/carers contact letters.

Despite the supportive response measures above it may be the case that some students chose not to engage with their studies. Due to the restrictions of the pandemic it is not possible to follow all the procedures as set out in the original Student Behaviour Policy. In the current pandemic context, the following procedures will be followed:

1. If a student is found not to be engaging with their studies their circumstances will be considered on a case-by-case basis.

2. The Head of Student Services Upper/Lower sixth will request a detailed report from the Head of Hall as to what action has been taken to support and re-engage the student, as well as details of contact and follow up with parents.

3. This report may include, but is not limited to:

- Details of support provided by teaching staff
- Details of support/interventions by HOD
- Use of Exceptional Circumstances Yellow and Orange cards
- Contact by HOH with parents/carers (if applicable/appropriate)
- Issuing of Exceptional Circumstances letter
- Issuing of Exceptional Circumstances Disciplinary letter
- Issuing of Exceptional Circumstances Final Disciplinary letter
- Any SEND considerations/interventions
- Any Safeguarding concerns/interventions

4. If a student still refuses to engage positively with their studies the Head of Student Services may bring such cases to the Deputy Principal for further action, including if necessary permanent exclusion.
5. Permanent exclusion should only be considered as a last resort and after all other reasonable routes of support and intervention have not been responded to by the student.
6. If a student is permanently excluded by the Deputy Principal they can appeal this decision to the Principal.
7. If the Principal upholds the decision, the student and their parent/carer can appeal this decision to the Governors.
8. The student can appeal to the Governors' Disciplinary Committee, on the grounds that the College did not follow procedures properly.
9. The procedures in this appendix are applicable until usual College working practises are fully re-established.