



Kemnal
Technology
College



KEMNAL TECHNOLOGY COLLEGE BEHAVIOUR POLICY

This Policy was reviewed:

September 2023

Adapted March 2024

The Policy will next be reviewed by TKAT &
Kemnal Technology College by:

September 2024



CONTENTS

PURPOSE	3
TKAT VISIONS AND VALUES	3
POLICY IMPLEMENTATION	4
BEHAVIOUR EXPECTATIONS.....	5
STUDENT MINIMUM EXPECTATIONS	5
BEHAVIOUR EXPECTATIONS.....	6
REWARDS.....	6
BEHAVIOUR IN LESSONS	6
GRADUATED APPROACH TO SUPPORT PUPILS.....	8
BEHAVIOUR REPORT PROCESS	8
DETENTIONS.....	10
EXPECTATIONS OF STUDENTS IN DETENTION	10
LEARNING ACTIVITIES.....	10
LATE TO SCHOOL DETENTIONS	10
EXAMPLE - SANCTION FLOW DIAGRAM	13
POSITIVE BEHAVIOUR	13
SUSPENSIONS.....	13
CHILD ON CHILD ABUSE.....	14
MOBILE PHONES + ACCESSORIES (HEADPHONES ETC.)	15
BULLYING	15
INCIDENTS RELATING TO SEXUAL HARASSMENT AND SEXUAL ABUSE.....	16
INCIDENTS RELATING TO PROTECTED CHARACTERISTICS	16
DRUGS.....	17
USE OF SOCIAL MEDIA.....	18
PROHIBITED ITEMS AND SEARCHES	18
USE OF REASONABLE FORCE.....	19
THE POWER TO DISCIPLINE BEYOND THE SCHOOL GATE.....	19
WORKING WITH PARENTS/ HOME SCHOOL AGREEMENT.....	20
APPENDIX A GRADUATED SANCTIONS	21



PURPOSE

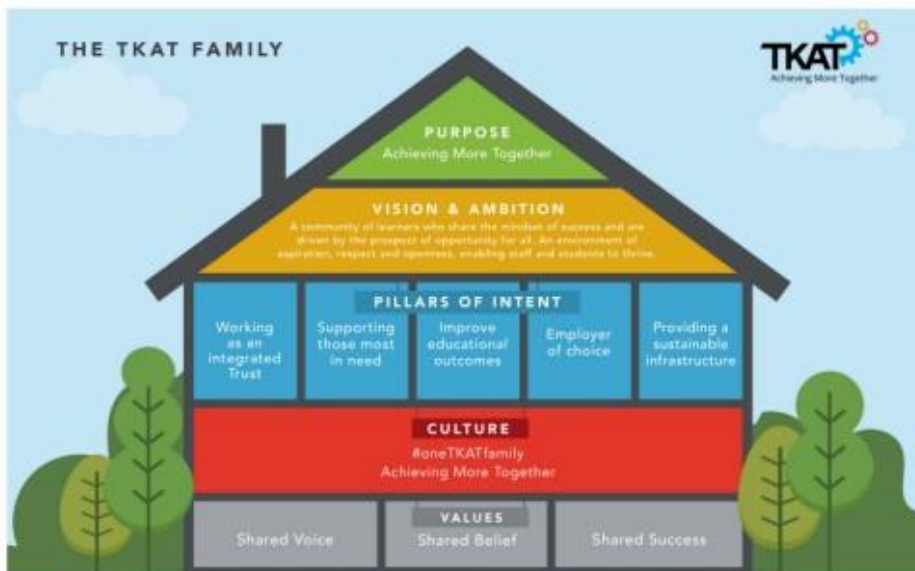
As a TKAT school we have a shared and common purpose to ensure all pupils, regardless of the traditional barriers to success, have the opportunities and resources to achieve their academic and career aspirations within a safe, inclusive and ambitious environment. We are a school that thrives to provide an environment of:

- ❖ Aspiration
- ❖ Respect and openness
- ❖ Enablement for pupils to thrive

TKAT VISIONS AND VALUES

The Kemnal Academies Trust (TKAT) aims to foster a culture of the highest professional standards in line with the Trust's purpose, vision and values.

TKAT - OUR STRATEGY



This policy sets out how we will promote good behaviour and work ethic, self-discipline and respect, prevent bullying, ensure that pupils complete assigned work, and help them to regulate their conduct. In applying this policy, the school will consider its duties under the Equality Act 2010 regarding relevant characteristics protected by that act, notably disability.



We will consider the needs of pupils with special educational needs and any reasonable adjustments that need to be considered. The school will also have regard to other policies and guidance including:

- ❖ Safeguarding and Child Protection Policy
- ❖ SEND Policy
- ❖ Staff Code of Conduct
- ❖ School Uniform Policy
- ❖ TKAT's 'Reporting of Racist and other Incidents Relating to Protected Characteristics Amongst Peers' guidance for schools, and Ofsted's [Review of Sexual Abuse in Schools and Colleges](#) and subsequent recommendations by the DFE.

POLICY IMPLEMENTATION

- ❖ TKAT Board of Trustees will review this policy and its impact through the Education Committee
- ❖ The TKAT Executive Team, including Directors of Education, will promote, monitor and review the impact of this policy through regular visits to schools / academies
- ❖ The Local Governing Body will promote, monitor and review the impact of this policy through the receiving of reports on rewards and sanctions and by visiting the school to observe the climate and report back to the senior leadership team
- ❖ The Headteacher and senior leadership team of the school will ensure a positive, safe and caring climate where all staff adhere to the behaviour policy, and implement effective systems for keeping records of all reported incidents, reporting to governors and parents when required.
- ❖ Staff are responsible for implementing the school / academy's policy consistently and fairly throughout the school by setting the standards required to promote positive behaviours that create a safe and caring climate.
- ❖ Pupils are responsible for conducting themselves in-line with the school / academy's policy with the help and support of school staff and their parents / carers. This includes in lessons, when moving around the school grounds, representing the school in other activities, and when in the community and wearing the school / academy's uniform.
- ❖ Parents / Carers are responsible for supporting this policy, ensuring their child arrives 'ready to learn', celebrating rewards given by the school and supporting any sanctions and provisions to improve behaviour.

Staff are responsible for: Implementing Kemnal Technology College's policy consistently and fairly throughout Kemnal Technology College by setting the standards required to promote positive behaviour.

The senior leadership team of Kemnal Technology College will ensure all staff adhere to the behaviour policy and implement effective systems for keeping records of all reported incidents, reporting to governors and parents when required.



Students are responsible for conducting themselves in-line with Kemnal Technology College's policy. This includes in lessons, when moving around Kemnal Technology College grounds, representing Kemnal Technology College in other activities, and when in the community and wearing Kemnal Technology College's uniform.

BEHAVIOUR EXPECTATIONS

In order to provide a safe, caring and positive climate where all pupils can learn and develop well, we encourage pupils to behave in the following ways, with support from their teachers and other school staff:

As a TKAT school we have a shared and common purpose to ensure all pupils, regardless of the traditional barriers to success, have the opportunities and resources to achieve their academic and career aspirations within a safe, inclusive and ambitious environment. We are a school that thrives to provide an environment of:

- ❖ Aspiration
- ❖ Respect and openness
- ❖ Enablement for pupils to thrive

through the values of:

- ❖ Shared voice
- ❖ Shared belief
- ❖ Shared success

This policy sets out how we will promote good behaviour and work ethic, self-discipline and respect, prevent bullying, ensure that pupils complete assigned work, and regulate the conduct of pupils. In applying this policy, Kemnal Technology College will consider its duties under the Equality Act 2010 regarding relevant characteristics protected by that act, notably disability. It will consider the needs of pupils with special educational needs and any reasonable adjustments that need to be considered. Kemnal Technology College will also have regard to its Safeguarding Policy where appropriate, TKAT's 'Reporting of Racist and other Incidents Relating to Protected Characteristics Amongst Peers' guidance for schools, and Ofsted's [Review of Sexual Abuse in Schools and Colleges](#) and subsequent recommendations by the DFE.

Student Minimum Expectations

- ❖ Be in and on time.
- ❖ Be in uniform.
- ❖ Be ready, prepared and willing to learn
- ❖ Be responsible for your learning.
- ❖ Be calm, respectful and listen when staff and other students talk.
- ❖ Be willing to do as you are told by the adults.
- ❖ *Equipment - Bag, Pen, Pencil, Ruler, Rubber, Calculator + Reading Book*



BEHAVIOUR EXPECTATIONS

Students are expected to observe the following behaviours in Kemnal Technology College for example:

- ❖ Students to make a positive contribution to the school by demonstrating values related to Kemnal hearts and Kemnal Mind
- ❖ Be kind and respectful to other staff and students
- ❖ To build positive relationships with all members of the college community
- ❖ To respect each other's differences

Where students follow behaviour expectations, they will be rewarded for doing so. Where they are unable to follow our behaviour expectations, or the adapted arrangements for individual pupils, this may lead to sanctions being put in place. The nature of the sanction is dependent on the behaviour type - the more serious the behaviour the more significant the sanction is likely to be.

REWARDS

We want students to 'Work Hard, Be Kind, and do so with Integrity'. We define 'integrity' as doing the right thing because they know it is the right thing to do. Students' reward for good behaviour should be first and foremost their own self pride as a model young citizens. We are a community of learners who share the mind-set of determination and ambition. Our mission is to inspire and grow our young Kemnal Hearts and Minds. At KTC, we work collaboratively to create a safe, happy and positive environment for our students to provide an outstanding learning environment which will enable them to meet the challenges of the evolving world. These values underpin all the conversations we have in school, both positive and negative. In addition to the above, students have further opportunities to be rewarded in Kemnal Technology College for good behaviour through a number of avenues.

BEHAVIOUR IN LESSONS

Rewarding Positive Behaviour

Every child deserves the right to learn. Student behaviour should always respect other students' right to learn. To keep order in the classroom, students deserve to be rewarded for positive behaviour. Staff will publicly recognise students that are making positive contributions to learning. Teachers will recognise positive behaviour and are expected to follow a 4 step approach:



EVENT	STEP
<p>Student makes a positive contribution to the lesson demonstrating values related to Kemnal hearts and Kemnal Mission.</p>	<p>Teacher gives a student an R1 and publicly acknowledges which value the student is demonstrating.</p> <p>Teacher records R1 Class Charts</p> <p>Students receive positive points which go towards individual prizes and points.</p>
<p>Student continues to make positive contribution to learning.</p>	<p>Teacher gives a student an R2 and again publicly acknowledges how they are making a positive contribution.</p> <p>Teacher records R2 Class Charts and issues student with a positive postcard.</p> <p>Students receive positive points which go towards individual prizes and points,</p>
<p>Student goes above and beyond either during the lesson or with a piece of Independent Work.</p>	<p>Teacher gives a student an R3 and contacts home.</p> <p>Teacher records R3 on Class Charts and student will be presented with a Headteacher's Certificate in assembly.</p> <p>Students receive positive points which go towards individual prizes and points.</p>
<p>Student is recognised for making an outstanding contribution to the College over a sustained period of time. For example: Outstanding attendance Outstanding academic performance Outstanding contribution to College life</p>	<p>The Pastoral Team will review students' academic and wider contributions to College life on a termly basis.</p> <p>Those students who have outstanding contributions in any of these areas will receive special rewards e.g. reward lunches, trips and small prizes.</p>

Teachers are also encouraged to make positive phone calls to reward positive behaviour.



GRADUATED APPROACH TO SUPPORT PUPILS

Kemnal Technology College has a graduated approach to supporting behaviour as detailed below:

- ❖ Frequent assemblies, signage and messaging about positive, safe and caring behaviours to all pupils
- ❖ Specific interventions for identified groups such as those with speech, language and communication needs, literacy difficulties, transition for those with known behavioural difficulties or those deemed vulnerable. Here reasonable adjustments are made for a small number of children.
- ❖ Behaviour Reports and Personal Support Plans (PSP) are in place for students unable to conform to level 'I' and this involves interventions, adaptations to timetables and curriculum, other external agency involvement, college places, and alike
- ❖ Students and staff have Kemnal Technology College wide systems which are in place to ensure good behaviour with imposed sanctions for classrooms and learning and around the wider school campus. These include Behaviour Report System, detention systems, removal from normal learning to reflect on behaviours and work within the Reflection Room for further support such as 1-1, workshops etc., and Fixed Term Suspension.
- ❖ Students with the most significant behaviour profiles are referred to internal or external alternative provision for placements of varying duration dependent on need.

BEHAVIOUR REPORT PROCESS

To support students correcting negative behaviour we have a supportive behaviour report process. If a student is struggling to manage their behaviour, we will intervene with a stepped report system. Patterns of poor behaviour will be monitored by Form Tutors, the Behaviour Team or the Pastoral Team to help them correct their behaviour. Reports give students individualised targets that will act as triggers for good behaviour. If a student does not correct their behaviour they will move on to a different stage of the report at the discretion of the school.

The different layers of report are shown below.



BEHAVIOUR REPORT PROCESS

TUTOR REPORT (2 WEEK DURATION)

- ❖ Persistent poor behaviour
- ❖ 2 C3s in 1 day will also equate to a 1 day FTE
- ❖ Tutor calls home to notify parents
- ❖ Tutor also notifies HOY/Pastoral Leads so records can be updated
- ❖ Tutor monitors pupil's report daily
- ❖ Pass - Pupil achieves number of target ticks
- ❖ Fail - pupil does not achieve number of target ticks OR loses report

PASTORAL LEAD REPORT (2 WEEKS)

- ❖ Failed Tutor report
- ❖ Pastoral Lead calls home to notify parents
- ❖ Pastoral Lead notifies HOY and updates records
- ❖ Pastoral Lead monitors pupil's report daily
- ❖ Pass = Pupil meets number of target ticks
- ❖ Fail = pupil does not achieve number of target ticks OR loses report

HEAD OF YEAR REPORT (2 WEEKS)

- ❖ Failed Pastoral Lead report
- ❖ HOY calls home & arrange a parental meeting
- ❖ HOY updates records
- ❖ HOY communicates with home weekly
- ❖ HOY checks report daily
- ❖ Pass = Pupil meets number of target ticks
- ❖ Fail = pupil does not achieve number of target ticks OR loses report

HEAD OF KS3 REPORT (2 WEEKS)

HEAD OF KS4 REPORT (2 WEEKS)

- ❖ Failed Pastoral Lead report
- ❖ HOY calls home & arrange a parental meeting
- ❖ HOY updates records
- ❖ Head of KS3 communicates with home weekly
- ❖ Head of KS3 checks report daily
- ❖ Pass = Pupil meets number of target ticks
- ❖ Fail = pupil does not achieve number of target ticks OR loses report

PSP REPORT (6 WEEKS)

- ❖ Failed Head of KS3/KS4 report
- ❖ MHe calls home & arrange a parental meeting
- ❖ Targets are established & support put in place, agreed by school, parental & pupil
- ❖ MHe to check report daily
- ❖ MHe communicates with parents weekly
- ❖ Review meeting every 2 weeks held with parents & targets reviews/progress checked
- ❖ Pass = Remain at KTC
- ❖ Fail = Manage Move OR Permanent Exclusion



DETENTIONS

Note that 24 hours' notice of a detention is no longer required by the Department for Education. Parental permission is not required but Kemnal Technology College will inform parents for all detentions as soon as possible but it may be at the end of the school day via email or an in-app message through 'Arbor' in setting detentions, however, Kemnal Technology College will consider:

- ❖ The age of the child
- ❖ the welfare and any special needs or disabilities of the child
- ❖ whether the child has caring responsibilities
- ❖ whether there are unique travel arrangements

Inconvenience to the parents will not be considered as long as the pupil has a means to get home safely.

The permitted times for detentions are any school day when the pupil does not have permission to be absent.

Kemnal Technology College runs the following detention system:

Expectations of Students in Detention

- ❖ Enter quietly with your uniform correct
- ❖ No mobile phones or attachments to be seen or heard
- ❖ No chewing, eating or drinking
- ❖ Find a seat close to the front (nearest the whiteboard)
- ❖ Sit quietly and engage with your learning activity (Reading Book or Work)
- ❖ Positively engage with a Restorative Conversation with your teacher
- ❖ If you are behaved, you will earn time off (INCENTIVE)

Learning Activities

Students **MUST** be engaged with a Learning Activity.

Examples of Learning Activities are:

- ❖ Read your own book
- ❖ Borrow a book
- ❖ Complete outstanding work
- ❖ Read subject specific Kemnal Keys

Late to School Detentions

If a student is late to school, i.e. after 8:40am, and does not have a valid reason which has been discussed with a member of staff, they are required to attend a Lunch-time 15-minute Detention.



All students at Kemnal Technology College are expected to follow the simple 'STAR' system in class; this will be consistently enforced in every lesson to ensure that students fully understand and are able to meet the college's expectations and have access to uninterrupted learning.

STAR

SIT UP STRAIGHT

TRACK THE TEACHER
AND/OR THE WORK

ARM READY FOR
QUESTIONS

RESPECT THROUGH
SILENCE

KEMNAL HEARTS **KEMNAL MINDS**

The 'STAR' system will be enforced in all classes by following this stepped warning/sanction system:



EVENT	STEP
Student not meeting staff expectations	C1 – FIRST warning <i>If student corrects their behaviour no further action required.</i>
Student continues to not meet staff expectations	C2 – FINAL warning <i>Staff have the option to have a member of the Pastoral Team speak to the student. If student corrects their behaviour no further action is required.</i>
Student continues to not meet staff expectations	C3 – 30 minute Same-Day Detention <i>If the student can correct their behaviour, they can remain in class, if not, they will be parked in another classroom or taken to the Reflection Room for the remainder of the lesson. Behaviour is written up on Arbor and a notification is automatically emailed home.</i>

What if the student receives multiple C3s in one day?

If a student receives two C3s in one day, they will receive a 60-minute detention on the same day. If the student receives more than this, they may be placed in the RR (Reflection Room) for the remainder of the day, and sit the 60-minute detention at the end of the day.

Once the student has served their sanction, everything is clear to start afresh the following school day.

What if the student does not attend the Same-Day Detention?

If the student chooses NOT to attend the same day detention, it will be incremented as follows:

Missed a 30-minute detention = 60 minutes the following school day

Missed a 60-minute detention = possible RR + 60-minute detention the following day

If the above are not completed, the student could have a Fixed Term Suspension

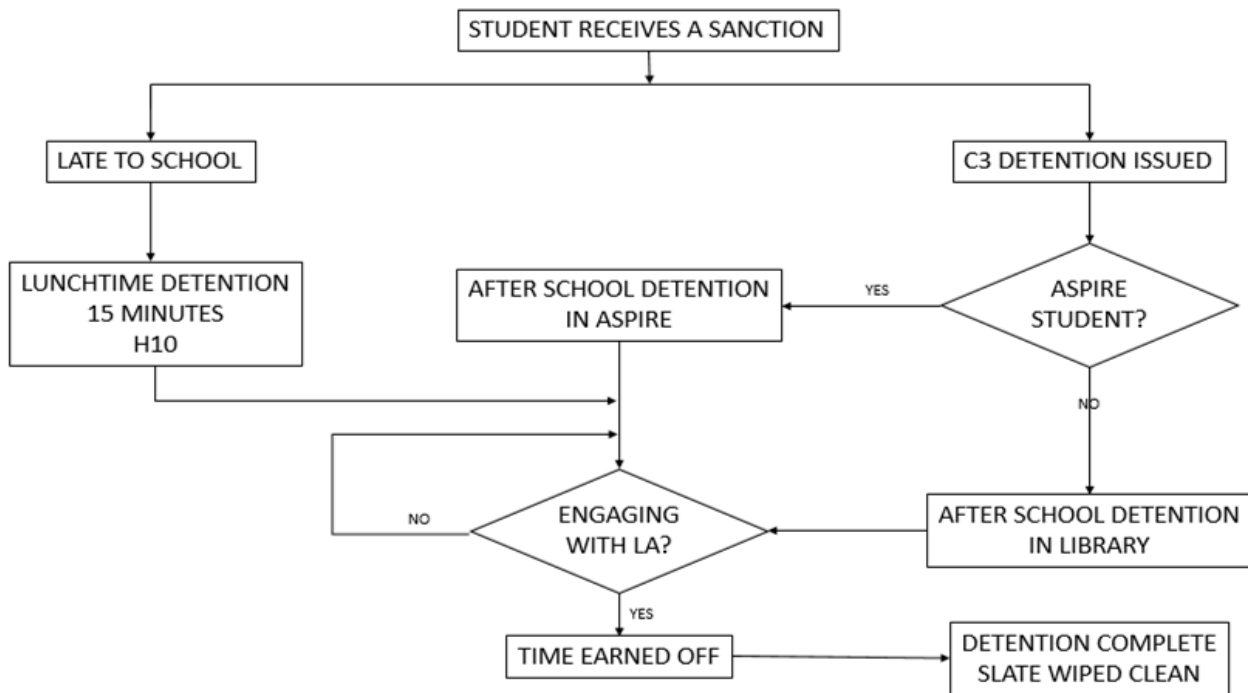
Continued failure to meet expectations and follow the school rules can lead to Permanent Exclusion.

All students are expected to uphold the College values and behave in an acceptable manner. This includes when not in lessons. Where a student requires closer supervision at break and/or lunch time they will be required to sit in the Year office with a member of the pastoral team. Members of staff and the Senior Leadership Team are on duty before and after school and at break and lunch times.

If members of staff witness serious incidents of poor behaviour they will either issue a student with a C3 or for more serious incidents a member of the Senior Leadership Team will place a student in the RR (Reflection Room) with the Behaviour Team pending investigation.



Example - Sanction Flow Diagram



= LEARNING ACTIVITY – RESTORATIVE CONVERSATION + READING / HOMEWORK / KEMNAL KEYS

POSITIVE BEHAVIOUR

At Kemnal Technology College, we recognise that positive behaviour and rewarding students can be much more powerful than sanctioning. As a collective staff body, we actively encourage positive conversations whilst building a calm, positive and trusting learning environment.

SUSPENSIONS

When considering suspensions and exclusions we will follow the guidance set out in the Department for Education's ["Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement \(Sep 23\)"](#)

Before the school uses a suspension or permanent exclusion, they will consider the implications of the Equality Act 2010 and Families Act 2014. Specifically, the school will consider whether there is the possibility of any discrimination against a pupil due to their sex, race, disability, religion or belief, sexual orientation, pregnancy, or gender reassignment. For pupils with disabilities, whether diagnosed or not, and those pupils with additional needs, the school will also consider whether they have made reasonable adjustments to policies and practices.

Only the Headteacher will suspend or exclude a pupil (or the deputy Headteacher in their absence). When a child is suspended or excluded the Headteacher or a member of staff that they designate will inform the parent / carer immediately and clearly set out the reasons for the decision. If the child is supported by other agencies, they will



also be informed as quickly as possible and typically within 24 hours. The local authority and local governing body will also be informed of all suspensions and permanent exclusions as quickly as possible and typically within 24 hours.

Following any suspension there will be a reintegration meeting with the aim of supporting the child's future behaviour and a clear strategy to achieve this to ensure a 'fresh start'. Parents / Carers and other agencies will be actively encouraged to attend the meeting, however, should they not be able to attend, the child will continue to return following the period of suspension and the absence of other parties clearly recorded and retained. Any behaviour plans in existence will be updated.

The school will, as far as possible, avoid permanently excluding any pupils who are vulnerable as well as those with an EHCP and will proactively engage with other relevant agencies to consider additional support including an alternative placement before making the decision to permanently exclude.

See appendix A for examples of graduated sanctions implemented by the school

CHILD ON CHILD ABUSE

All staff are trained, as part of our Safeguarding training, to recognise and respond to child on child abuse. We take the position that abuse is abuse and should never be tolerated or passed off as 'banter' or 'part of growing up'. In line with our Safeguarding and Child Protection Policy, section 12A, we know that child on child abuse is most likely to include, but not limited to:

- ❖ bullying (including cyberbullying)
- ❖ physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm
- ❖ sexual violence and sexual harassment
- ❖ gender-based violence
- ❖ sexting (also known as youth produced sexual imagery)
- ❖ initiation-type violence and rituals
- ❖ Upskirting

In addition to our education programme through the RSE and PSHE curriculum, and graduated approach to supporting pupils including with graduated sanctions, sections 9 - 11 give further detail on how we address child on child abuse in our school.



MOBILE PHONES + ACCESSORIES (HEADPHONES ETC.)

NEVER USED, SEEN or HEARD

Mobile Phones & Accessories **MUST NOT** be used, seen or heard during the school day either inside or outside the school building, including free time. If a Mobile Phone (or any attachments) is seen **THEY WILL BE CONFISCATED**.

Student/Parents/Carers will be required to sign to say the item (s) have been collected

1st Offence – No Fuss No Sanction

Students collect item(s) at the end of the day and sign the log to say they have collected it.

2nd Offence - C3 - 30 Minute After School Detention is Issued.

Parents/Carers collect the item(s) at the end of the day.

If parents/carers are unable to collect the item (s) they will be kept securely on site.

Further Offences - C3 - 30 Minute After School Detention is Issued.

Parents/Carers **ATTEND A MEETING** and collect the item at the end of the day.

WHAT IF A STUDENT REFUSES TO COMPLY WITH CONFISCATION?

Students may be placed in the Reflection Room (RR) for the remainder of the day followed by a 1 hour detention **at the end of the day.**

As per the RR Rules, Mobile Devices **MUST** be handed to the Room Manager on entry.

Mobile Phones are collected at the **end of the day (after detention).**

Further sanctions will follow if the student continues to be defiant. Sanctions may include **Suspension** for failure to comply with School Rules and Defiance.

BULLYING

Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally. It may involve an imbalance of power between the perpetrator and the victim. Bullying will not be tolerated at the academy. Kemnal Technology college has a 'zero policy' on bullying incidents and all reported incidents will be dealt with in accordance with the school's bullying policy.



INCIDENTS RELATING TO SEXUAL HARASSMENT AND SEXUAL ABUSE

In line with government recommendations following Ofsted's review of [Sexual Abuse in Schools and Colleges](#), the school starts from a position that assumes sexual harassment, online sexual abuse and sexual violence may be happening in and around the school, even where there are no specific reports. We will follow the same robust approach for the recording of and responding to incidents of sexual abuse and harassment as set out for incidents relating to protected characteristics.

Where incidents occur, victims will be offered immediate support appropriate to the nature of the incident in order to avoid longer-term distress. They will be given the opportunity to express their own feelings and concerns and may wish to have an input into how the incident is dealt with. Victims can also be referred to or advised of external organisations for further support and advice if appropriate.

In all cases, the Headteacher or a designated member of staff will contact the parents/carers of the victim to explain the action taken by the school and how the situation will be regularly reviewed and monitored.

It is important that perpetrators are given an explanation of why their action is unacceptable. Appropriate sanctions will be identified in line with this policy, explained to the perpetrator and then applied. In dealing with perpetrators, the school will be mindful that these behaviour(s) can often reflect feelings of inferiority and worthlessness and/or Special Educational Needs. The school will also consider whether guidance or counselling is needed to prevent recurrence.

In cases of 'sexting' we follow guidance given to schools and colleges by the UK Council for Child Internet Safety (UKCCIS) published in 2017: '[Sexting in schools and colleges, responding to incidents, and safeguarding young people](#)'.

INCIDENTS RELATING TO PROTECTED CHARACTERISTICS

A **prejudice related incident** is any incident which is perceived by the victim, or any other person, to be prejudiced towards an individual due to one or more of the protected characteristics.

The term '**prejudice-related discrimination/bullying**' refers to a range of hurtful behaviour, physical or emotional or both, which causes someone to feel powerless, worthless, excluded or marginalised, and which is connected with prejudices around belonging, identity and equality in wider society.

Victims will be offered immediate support appropriate to the nature of the incident in order to avoid longer-term distress. They will be given the opportunity to express their own feelings and concerns and may wish to have an input into how the incident is dealt with. Victims can also be referred to or advised of external organisations for further support and advice if appropriate.



In all cases, the Headteacher or a designated member of staff will contact the parents/carers of the victim to explain the action taken by the school and how the situation will be regularly reviewed and monitored.

It is important that perpetrators are given an explanation of why their action is unacceptable. Appropriate sanctions will be identified in line with this policy, explained to the perpetrator and then applied. In dealing with perpetrators, Kemnal Technology College will be mindful that these behaviour(s) can often reflect feelings of inferiority and worthlessness and/or Special Educational Needs. The school will also consider whether guidance or counselling is needed to prevent recurrence. All incidents relating to Protected Characteristics will be recorded and available to TKAT Executives and Governors.

DRUGS

Kemnal Technology College will monitor and deal with any drugs issues promptly and be proactive in trying to prevent any future drugs incidents. Pupils will receive drugs education as part of the PSHE programme and Kemnal Technology College will also involve outside agencies such as drugs education charities.

Any incidents will be reported to the governors for their consideration. Any pupil found to be involved in a drugs-related incident will be disciplined in accordance with our behaviour policy. The sanction is likely to include permanent or fixed term suspension from Kemnal Technology College. Dealing illegal drugs will, except in exceptional circumstances, lead to permanent exclusion. Using illegal drugs will, except in exceptional circumstances, lead to suspensions which may be permanent exclusion. This distinction between dealing and using is particularly important operationally.

Sometimes, it will also be necessary to involve the police. Kemnal Technology College will discuss this and take advice as necessary.

Confiscation of drugs: Any drugs found will be confiscated by staff who will dispose of them in accordance with guidance issued by the Department for Education. Similarly, any drugs-related paraphernalia such as needles will be disposed of in a prudent manner, in-line with guidance issued by the Department for Education. The school may carry out searches for drugs in accordance with this policy.

Parental involvement: Usually Kemnal Technology College will inform parents/carers when their child has been found to be involved in drugs but where there are potential safeguarding issues the school must act in the best interests of the child which may mean a decision not to inform parents. Such a decision will be taken very seriously and usually with the benefit of legal advice.



USE OF SOCIAL MEDIA

There are clear expectations about the use of social media both in and out of school. All individuals are responsible for their own use of social media and parents/carers are responsible for the monitoring of social media platform use, including the setting up accounts on social media platforms which are in-line with the expected/legal age limits.

Below are the areas of use prohibited by the school / academy:

- ❖ damage to the school or its reputation, even indirectly
- ❖ use that may defame school staff or any third party
- ❖ use that may harass, bully or unlawfully discriminate against staff, other pupils or third parties
- ❖ false or misleading statements
- ❖ use that impersonates staff, other pupils or third parties
- ❖ expressing opinions on the school / academy's behalf
- ❖ using school logos or trademarks.

Any misuse of social media will be investigated by the Head of Year/ Raising Standards Lead /Senior Teacher and overseen by the senior member of staff who oversees E-Safety or the school / academies Designated Safeguarding Lead.

Sanctions for breaching the prohibited use of social media are provided in the Appendix pages 15, 16 and 17.

In accordance with the prevent duty, the school uses extensive and effective filtering of the school / academy's network and use of associated electrical devices to ensure we protect staff and students from extreme material, including those of a terrorist nature.

PROHIBITED ITEMS AND SEARCHES

Kemnal Technology College have the statutory power to undertake a search of a pupil or their possessions (without their consent) if there are reasonable grounds to believe that the pupil may be carrying a dangerous or banned substance or object, e.g. a weapon or illegal drug, or any other item which might pose a serious risk to the safety of that pupil and/or others. The specific items which can be searched for without consent are specified on page 11 of the [DfE's Behaviour and Discipline in School Guidance](#) with more detailed information provided in [Screening, Searching and Confiscation](#). This includes "any item banned by the school rules which has been identified in the rules as an item which may be searched for" (Specific Banned Items). The screening and searching advice details what should be done with items that have been confiscated during a search, including the circumstances under which the police should be involved, and when the use of force can be applied.



The list of prohibited items is:

- ❖ knives and weapons;
- ❖ alcohol;
- ❖ illegal drugs;
- ❖ stolen items;
- ❖ tobacco and cigarette papers, vapes and e-cigarettes;
- ❖ fireworks;
- ❖ pornographic images.
- ❖ Any article that a member of staff reasonably suspects has been, or is likely to be used to commit an offence, or to cause personal injury to, or damage to property of; any person (including the pupil).

USE OF REASONABLE FORCE

Kemnal Technology College will follow the Department of Education advice '[Use of Reasonable Force - advice for school leaders, staff and governing bodies](#)'.

Members of staff have the power to use reasonable force to prevent pupils from committing an offence, injuring themselves or others, to prevent damage to property and to maintain discipline. The use of reasonable force must be proportional to the situation required of it and the school will ensure this is in-line with that detailed in the use of reasonable force during searches of students (detailed above). Where the use of force, i.e. restrictive physical intervention has been used more than once with a particular child it starts to become a foreseeable risk and therefore requires planning to reduce the chances of it being used again. Where restrictive physical intervention has been used more than once with a particular child, the Kemnal Technology College will write a positive handling plan (essentially an appendix to a behaviour plan) and share this with the parents. Any use of physical intervention must be recorded including any training that staff have had.

THE POWER TO DISCIPLINE BEYOND THE SCHOOL GATE

Kemnal Technology College may apply sanctions at their own discretion for poor behaviour under the four conditions below:

- ❖ taking part in any school organised or school related activity
- ❖ travelling to or from school
- ❖ wearing school uniform
- ❖ in some other way identifiable as a pupil at the school / academy.

Even where the four conditions above do not apply, the behaviour policy extends to any misbehaviour which could have repercussions for the orderly running of the school, pose a threat to another pupil, or member of the public, or could adversely affect the reputation of the school. This includes bullying and cyber-bullying.



WORKING WITH PARENTS/ HOME SCHOOL AGREEMENT

Parents and pupils sign Kemnal Technology College's home school agreement as we recognise that the successful development of our students depends on an effective partnership with students and parents. All three parties share responsibility for the development and achievement of each student. Together, we commit ourselves to the following:

THE COLLEGE WILL:	AS PARENT/CARER, I/WE WILL:	AS A STUDENT, I WILL:
<p>Provide a learning environment that is stimulating, safe and caring;</p> <p>Ensure that every student has the opportunities, support and guidance to achieve his/her full potential;</p> <p>Report regularly on each student's progress;</p> <p>Expect high standards, set clear rules, promote mutual respect and develop a sense of responsibility;</p> <p>Keep parents informed about school matters, be welcoming to enquiries and responsive to concerns;</p> <p>Record and reward good progress and performance;</p> <p>Implement the sanctions outlined in the School's Behaviour Policy when necessary;</p> <p>Offer extra-curricular activities that will develop broader skills to prepare for life and the world of work.</p>	<p>Make sure my/our child attends School regularly, arrives on time and in correct uniform, properly equipped for school;</p> <p>Encourage my/our child to work hard and support them to complete their homework;</p> <p>Attend consultation evenings and discussions about my/our child's progress;</p> <p>Support the School's policies and guidelines.</p> <p>Allow my/our child to attend off-site visits;</p> <p>Agree to the Behaviour Policy of the School;</p> <p>Make sure that time is not taken out of school unless it is urgent;</p> <p>Encourage my/our child to participate in the extracurricular opportunities offered by the school.</p>	<p>Attend School regularly and on time and in correct uniform, properly equipped for lessons;</p> <p>Work hard in class and at home, so that I can achieve my full potential;</p> <p>Treat others as I would wish to be treated;</p> <p>Follow School rules, behaving responsibly and be polite to others in the School and in the wider community;</p> <p>Take part in extracurricular activities offered by the School;</p> <p>Care for the environment – in and out of school;</p> <p>Complete homework on time;</p> <p>Ask staff for help and advice if needed.</p> <p>Act as an ambassador for the School in the community</p>



APPENDIX A GRADUATED SANCTIONS

Kemnal Technology College sanctions for behaviour(s) are tabulated below:

Behaviour	Sanction
Not wearing correct uniform including footwear If you fail to bring the correct equipment to lessons Failing to submit directed Independent Work Truancy If your headphones or phone are visible inside the school If you use inappropriate language (not directed at a member of staff) If you are involved in pushing or shoving whilst in lessons and moving around the school site If you run around school site except if you are playing on the front field/hard courts at break or lunchtime Eating or drinking in a non-designated area Found in an out of bounds area Being loud and disrespectful around the college Not meeting the 'STAR' expectations	Examples of this behaviour can incur a C3 – Same Day detention or more severe.
Late to Class	Sanction
5 or more minutes late without reason	C3 – Same-Day Detention **Can be worked off
Truancy	Sanction
Not attending class...	C3 – Same-Day Detention
<i>Students who are persistently Late or persistently Truancy can incur further sanctioning and also include involvement from the Attendance Service (SEAAS) and Bromley LA.</i>	



<p>Serious Incident procedures - In cases of extreme behaviour the following sanctions will be issued. <i>(This list is not exhaustive)</i></p>		
<p>Serious Disruption Verbal aggression, abuse, teacher challenge – member of staff, physical – pupil violence</p>	<p>Radio call for SLT or email to “on call”</p>	<p>Depending on nature of incident/pupil history: Isolation/ Fixed Term Suspension/ Permanent Exclusion</p>
<p>Extreme Unacceptable Anti-Social Behaviour In the unlikely event of urinating, defecating, sexual impropriety, malicious accusations against staff, refers to incidents both inside and outside of school</p>	<p>Radio call for SLT or email to “on call”</p>	<p>Depending on nature of incident/pupil history: CPO informed / CAMHS referral Fixed Term Suspension /Permanent Exclusion</p>
<p>Sexual Harassment and Abuse Including verbal, physical, online, inside or outside of school</p>	<p>Radio call for SLT or email to “on call”</p>	<p>Depending on nature of incident/pupil history: CPO informed / MASH referral Fixed Term Suspension /Permanent Exclusion</p>
<p>Extreme Unacceptable Anti-Social Behaviour Theft (actual) – refers to incidents both inside and outside of school</p>	<p>Radio call for SLT or email to “on call”</p>	<p>Depending on nature of incident/pupil history: Contact Police Fixed Term Suspension /Permanent Exclusion</p>
<p>Extreme Unacceptable Anti-Social Behaviour Possession offensive weapon, Serious Assault - pupil assault - member of staff, refers to incidents both inside and outside of school</p>	<p>Radio call for SLT or email to “on call”</p>	<p>Contact Police Fixed Term Suspension/Permanent Exclusion</p>
<p>Extreme Unacceptable Anti-Social Behaviour Threatening with an offensive weapon, refers to incidents both inside and outside of school</p>	<p>Radio call for SLT or email to “on call”</p>	<p>Make environment safe Contact Police – 999 Fixed Term Suspension /Permanent Exclusion</p>



<p>Smoking (including possession of) cigarettes, matches/lighters <i>Cigarettes include all types of e-cigarettes, whether they contain nicotine or not</i></p>	<p>Confiscate and refer to Behaviour Team.</p>	<p>Depending on nature of incident/pupil history:- C3 detention/Fixed Term Suspension</p>
<p>Possession of Prohibited items Includes any age restricted or otherwise illegal item</p>	<p>Radio call for SLT or email to "on call"</p>	<p>Depending on nature of incident/pupil history: Contact Police, Fixed Term Suspension / Permanent Exclusion</p>
<p>Distribution of Prohibited items Includes distribution any age restricted, banned, or otherwise illegal item <i>(see Smoking/Alcohol/Drugs sections as appropriate)</i></p>	<p>Radio call for SLT or email to "on call"</p>	<p>Depending on nature of incident/pupil history: Contact Police, Fixed Term Suspension/Permanent Exclusion</p>
<p>Criminal Damage E.g.: Vandalism, Graffiti Damage to Personal Property</p>	<p>Radio call for SLT or email to "on call"</p>	<p>Depending on nature of incident/pupil history: Contact Police, Fixed Term Suspension / Permanent Exclusion Notify parents of costs incurred</p>
<p>Maliciously Setting off Fire Alarm <i>Linked to criminal damage</i></p>	<p>Evacuate Building</p>	<p>Permanent Exclusion Notify parents of costs incurred</p>
<p>Alcohol/Solvent Abuse Possession Intoxicated Distribution</p>	<p>Radio call for SLT or email to "on call"</p>	<p>Confiscate immediately Refer to professional external body if appropriate CP referral Fixed Term Suspension</p>
<p>Class B and C Drugs Possession/use of</p>	<p>Radio call for SLT or email to "on call"</p>	<p>Contact Police, Refer to professional external body if appropriate Fixed Term Suspension /Permanent Exclusion</p>
<p>Class B and C Drugs Evidence of supply</p>	<p>Radio call for SLT or email to "on call"</p>	<p>Contact Police, Refer to professional external body if appropriate Permanent Exclusion</p>



Class A and B Drugs Use/Possession/Supply	Radio call for SLT or email to “on call”	Contact Police, Refer to professional external body if appropriate Permanent Exclusion
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The Head of School or Executive Headteacher, and other staff authorised by the Head of School or Executive Headteacher, may use discretion in applying the above sanctions based on the need to make reasonable adjustments due to SEND needs, or considering mitigating circumstances.

The above list is not exhaustive and Head of School or Executive Headteacher can decide on unusual instances of behaviour and where they do not sit within the sanctions set out in the table.