

## Behaviour and Discipline Policy

(this "Policy")

Authorised by:	The Board of Governors of CFBL
Date:	WR 16 January 2023
Review Date:	A least <u>annually</u> (January 2024) and/or following any updates to national and local guidance and procedures
Circulation:	Governors/all staff/volunteers, automatically Parents: on request/School Website Staff: School website + Staff shared drive > Policies

### 1. Introduction

Good behaviour in schools is central to a good education, to provide calm, safe and supportive environments which children and young people want to attend and where they can learn and thrive. Being taught how to behave well and appropriately within the context they are in is vital for all pupils to succeed personally.

CFBL considers that every member of the School should feel valued and respected, and that each person should be treated fairly, consistently, with dignity and respectfully. The School's values are built on mutual trust and respect for all, consideration, non-violence, loyalty and a sense of responsibility. The School aims to encourage pupils to adopt the highest standards of behaviour, principles and moral standards and to respect the ethos of the School. Promoting the emotional well-being of all of our pupils is key to their development. We aim to teach trust and mutual respect for everyone. We believe that good relations, good manners and a secure learning environment play a crucial part in the development of intellectually curious pupils, who are motivated to become life-long learners.

CFBL is a diverse and inclusive community. We welcome pupils from a wide variety of ethnic and social backgrounds and faiths. We treat everyone as an individual and aim to develop the whole person equipped to take their place in the modern world.

CFBL has put in place a number of rules. It is the aim of this policy to:

- encourage good behaviour and respect for others;
- secure an acceptable standard of behaviour of pupils;
- promote, among pupils, self-discipline and proper regard for authority;
- prevent all forms of bullying (including cyberbullying, prejudice-based and discriminatory bullying);
- ensure that pupils complete any tasks reasonably assigned to them in connection with their education;
- otherwise regulate the conduct of pupils; and
- set out punishment and disciplinary sanction applicable when rules are broken.

This policy aims to help children grow and learn in a safe and secure environment, and to become active, responsible, and increasingly independent members of the School community.

Under the Education (Independent School standards) 2014, the proprietors of an independent school (the School's Board) have a duty to safeguard and promote the welfare of pupils and to ensure that a written policy to promote good behaviour among pupils is drawn up and implemented.

In this Policy the term "**Parents**" means parents, carers, guardians and persons responsible for a child.

This policy applies to all pupils in the School, including those in our Early Years Foundation Setting (EYFS). Our designated staff member responsible for behaviour management in EYFS is Ms Marjorie Lacassagne, Deputy to the Head for the Primary School.

The School acknowledges its duties under the Equality Act 2010 in respect of safeguarding and in respect of pupils with special educational needs and makes reasonable adjustments for pupils with special educational needs or disabilities.

## **2. School Rules (“Règlements intérieurs”)**

CFBL’s community of governors, staff, parents and pupils adhere to an established routine and code of conduct set out in the School Rules (*Règlement Intérieur*). School Rules are adopted by the School Council (*Conseil d’établissement*) each year and complement this Policy. They define the expected behaviours in school and are designed to encourage positive behaviour and self-discipline. The School Rules are not exhaustive but represent the key habits and routines required in the School. In case of discrepancy between the School Rules and this Policy, the provisions of this Policy will prevail.

The School Rules are published on the School’s website. The teachers in primary school and form teachers (*professeurs principaux*) in the secondary school use the “*heure de vie de classe*” to be sure that students know and understand the School’s values and procedures.

Parents agree, when signing the Parents’ Contract (CFBL’s T&C) that their child will comply with the School Rules and this Policy and that they will undertake to support the authority of the Headteacher in enforcing the School Rules and this Policy in a fair manner that is designed to safeguard the welfare of the School community as a whole. Parents are expected to support the School in managing expectations of behaviour and the provisions of the School Rules and this Policy, both at home and at School.

Our staff are committed to excellence, aiming to achieve a spirit of trust and cooperation.

We expect the highest values and standards of behaviour inside and outside the classroom, as well as outside the School and in any written or electronic communication concerning the School. We expect pupils to be ready to learn and to participate in school activities. Pupils should attend school and lessons punctually and follow CFBL’s Attendance and Absence Policy and the School Rules. They should care for the buildings, equipment and furniture.

The School expects pupils to behave at all times in a manner that reflects the best interests of the whole School community, to treat members of staff and each other with consideration and good manners and to respond positively to the opportunities and demands of school life. Pupils should follow the School Rules and this Policy and understand what is expected of them and why sanctions may be imposed for inconsiderate behaviour.

Everyone has a right to feel secure and to be treated with respect at CFBL, particularly the more vulnerable. Harassment and bullying in any form will not be tolerated. CFBL’s Anti-Bullying Policy is published on our website and is communicated to staff. The School Rules explain that harassment is not tolerated; they are communicated to pupils and published in their agenda and on posters located in the corridors. Pupils receive safeguarding workshops (incl. from the NSPCC). The School is strongly committed to promoting equal opportunities for all, regardless of race, religion, culture, sex, gender, sexual-orientation, special education needs, disability or learning difficulty, or the fact that a child is adopted, looked after or is a carer.

## **3. The role of parents**

Parents or guardians who accept a place for their child at CFBL undertake to uphold the School’s policies including the School Rules when they sign the School’s Terms & Conditions. Copies of the School Rules and of this Policy are made available to parents and pupils on the School’s website and upon request.

The School expects Parents to support their child’s learning and to cooperate with the School. It seeks to build a supportive dialogue between home and school, which is done for the secondary pupils through Pronote and for Primary students through reporting to Parents.

The School values a close relationship with Parents and encourages Parents to work in partnership with the School to assist in maintaining high standards of behaviour both inside and outside of School, so that children receive coherent messages about how to behave at home and at School. In particular, the School expects parents to support the School’s values in matters such as attendance and punctuality, behaviour and conduct, appearance, standard of academic work, extra-curricular activities and homework.

The School expects Parents to support their child's learning and to cooperate with the School. It seeks to build a supportive dialogue between the home and the School, which is done for the secondary pupils through Pronote.

In the event of any behaviour issue, the School will liaise closely with Parents where practical (and if relevant other support agencies).

**Unexplained absences and holidays taken during term time:** The School will always telephone parents on the first day of an unexplained absence to determine the pupil's whereabouts, in accordance with the School's safeguarding obligations and its Attendance Policy.

Please note that it is usually the Governors' policy not to allow holiday to be taken during term time, unless in exceptional circumstances.

#### **4. Involvement of pupils**

The School promotes an ethos of good behaviour where pupils treat each other with respect at all times, inside and outside of School.

Our experience shows that the ethos of the School is enhanced by listening to our pupils and by encouraging constructive suggestions from them for instance through project work presented and implemented after Form Time and CVC.

The School will ensure that all new pupils (including EYFS pupils) are briefed thoroughly on the School's expected standards of behaviour, and we work closely with all pupils as they transition through the School, from the day they start at the School to the day they leave.

The School reserves the right to take disciplinary action against pupils who are found to have made malicious accusations, whether against other pupils, staff or other individuals, which might include any of the actions listed below.

#### **5. The role of the Board**

The Board has the responsibility of defining general principles of behaviour and discipline of the School. It is the responsibility of the Headteacher to draft this Behaviour and Discipline Policy and submit it for Board approval. The Board supports the Headteacher in adhering to these guidelines.

#### **6. The role of the Headteacher and their deputies**

It is the responsibility of the Headteacher to implement this policy and to define in detail the Schools' disciplinary rules. The Headteacher reports to the Board on the effectiveness of this policy. The Headteacher is also responsible for the learning progress, health, safety, welfare and safeguarding of all pupils and staff in the School.

The Headteacher supports the staff when they implement this Policy. The Headteacher is assisted in his role by the Deputy to Head for Primary School and by the Deputy to Head for Secondary School. Their role is to facilitate the coordination between the Headteacher, class teachers, pupils and parents to ensure that each party involved has the necessary support and dialogue needed to successfully implement a climate of mutual respect and discipline.

CFBL's designated staff member responsible for behaviour management in EYFS is Ms Marjorie Lacassagne, Deputy to the Head for the Primary School.

The Headteacher ensures that appropriate records of all reported serious incidents of misbehaviour and disrespect are kept in a central record.

In the case of particularly serious misbehaviour by a child, their case is referred to the Headteacher.

The Headteacher can suspend a child for a fixed period (up to 8 days) for serious acts of misbehaviour.

## **7. The role of teachers and pupils' supervisors**

It is the responsibility of all teachers to ensure that the School Rules are enforced and an atmosphere of mutual respect is established in their classes.

In the primary section, the Deputy to Head for Primary leads the AED/ASEM team of pupils' supervisors, who are in charge of pupils' safety and welfare when they are not in class. In the Secondary Section, the Pastoral Care supervisor leads the *vie scolaire* team of pupils' supervisors, who are in charge of pupils' safety and welfare when they are not in class.

Teachers and pupils' supervisors expect children to comply with the School Rules and the provisions of this Policy.

Teachers, supported by form teachers (Professeurs Principaux) in the secondary school, and the Deputy Head, ensure that each pupil works to the best of their abilities. In cases where a pupil does not have satisfactory school results, after finding out the reasons, the teacher, together with the form teacher in the secondary school, and Deputy Head will decide on appropriate measures/support.

Regular discussion of school behaviour at *vie scolaire* meetings and staff meetings and School Council meetings help to ensure that staff and pupils understand how the behaviour policy is applied consistently and fairly. Staff meetings will also periodically include training in behaviour management.

Teachers and pupil's supervisors are responsible in the first instance for dealing with minor infringements, such as (without limitations) lateness, casual rudeness or disruption in class, failure to follow a reasonable instruction, late or poorly completed work, disrespect of the School Rules. The teacher, form teacher (professeur principal) or student supervisors will talk to the pupil and explain the reasons for the disciplinary action, as well as the expectation of improved behaviour.

In the Primary School, parents are informed after a disciplinary action has been decided. In the Secondary School, parents are notified on Pronote and disciplinary actions are registered on Pronote.

If the misbehaviour continues or repeats, the teacher or pupil's supervisor should make a note of the incident and report it to the appropriate Deputy to the Head, and further sanctions may be decided.

More serious misdemeanours (including persistent/repeated lateness to lessons or repeated indiscipline) are reported to the Deputy to the Head for primary or secondary, who may report them to the Headteacher.

The teacher may discuss the needs of a child with the other teachers, the Deputy to Head for primary (who is also one of the School's Designated Safeguarding Leads), the Deputy to Head for secondary (also one of the School's Designated Safeguarding Leads), the Headteacher, the School's educational psychologist, the SENCO or other professionals. One of the Deputies to the Headteacher will inform the Parents if there is concern about their child's behaviour and a dialogue will be opened with a view to improve the child's behaviour. Taking the child's age into account, appropriate sanctions may be taken.

The teacher will contact one of the Parents if there are concerns about the behaviour, learning progress or welfare of a child.

## **9. Behaviour and sanctions**

At the School, we reward and encourage good behaviour, and celebrate curricular and extra-curricular achievements from our pupils. It is hoped that pupils will respond to the School's positive encouragement and rewards and will comply with the School Rules and School's policies. Teachers and the Deputies to the Head for Primary and Secondary regularly present, explain and discuss the various aspects of the School Rules with the pupils.

Within lessons and in the wider life of the School, the expectation is that members of staff will seek to praise good behaviour wherever they see it. In addition there are formal rewards that are given to students through the school year that include:

- 1) Merits are given to recognize good work, behaviour that exemplify our Code of Conduct, and

participation in the co-curricular life of the school. Merits are also counted as house points and they go towards the house point total for the whole house. Accumulating merits for the house is recognized by the awarding of bronze, silver, gold and platinum blazer badges in the middle school and house ties and badges in the upper school and sixth form.

2) CFBL awards are awarded every half-term and presented in assemblies for good behaviour and contributing positively to the School community.

However, the School acknowledges that from time to time, pupils' conduct may fall below the standards of behaviour reasonably expected by the School. Sanctions assist the School in enforcing the School Rules, and help the School to set boundaries and to manage unacceptable or challenging behaviour from pupils.

All misbehaviour or disciplinary incidents will be dealt with as soon as practicable.

Sanctions are decided fairly, consistently, reasonably and proportionately and, where appropriate, after due investigation. Sanctions may undergo reasonable change from time to time but never involve any form of unlawful or degrading activity.

Examples of possible sanctions include, alone or in conjunction:

- A verbal reprimand and reminder of the expectations of behaviour,
- Crosses and demerits for secondary students.  
Crosses will be given for small infractions and are generally just intended to remind students of the need to be mindful of their behaviour. Only if a student receives 5 crosses in a week will this lead to a demerit going against their name. Typical examples of incidents that would result in a cross are: A minor uniform infraction Silly behaviour in class, generally as a warning against further poor behaviour Being late to a lesson Not being properly prepared for class with the correct equipment.  
Demerits are discipline marks given for small but still serious breaches of discipline. Typical examples of incidents that would result in a demerit are: A student being in a form room that is not their own Pushing in at the break or lunch queue Inappropriate uniform around campus Lack of respect towards a member of staff Lack of respect towards school property including deliberate littering Poor behaviour in class Receiving five crosses over the course a week Being late for form registration.
- The teacher may write to the parents to advise them of the misbehaviour,
- If, in spite of a verbal reprimand, they continue to misbehave, the child can be temporarily withdrawn from a lesson (in most cases, the pupil will be sent (accompanied by a classmate) to the Deputy to Head for Primary School or to the *vie scolaire*),
- Extra school work or repeating unsatisfactory work until it meets the required standard,
- School based "community service" (such as tidying classroom, helping clear refectory, etc),
- The setting of written tasks such as an account of their behaviour;
- Loss of privileges - for example being banned from certain school trips, being forbidden from representing the school in competitive sports, or restriction of ICT rights;
- Missing part of (but not all of) playtime,
- Removal from a school trip or school event or other activity offered by/with the School (Clubs, DoF expedition...) at Parents' expenses and without reimbursement of any payment already made,
- Detentions. Detentions are organised at the start or at the end of the school day. Exceptionally, they can be organised on a Saturday morning by the Headteacher,
- Warning,
- Temporary removal from a lesson,
- Suspension for a specified period, removal or permanent exclusion.

In case of repeated misbehaviours, an action plan can be put in place in close communication with the family. It gives guided and precise targets to the pupil. The pupil then has regular moments during the week with the teachers or the Deputy Head, receiving feedback on their behaviour aimed to help them achieve their targets.

CFBL does not place pupils in an area of isolation (seclusion or isolation room). Corporal punishment is illegal and is never used or threatened at our School. A teacher cannot lower a pupil's mark by reason of their behaviour or unauthorised absence. Writing lines or "*zero de conduite*" are not permitted sanctions. Collective punishments are also not permitted.

In applying sanctions, especially those with serious consequences, we undertake to take reasonable steps to avoid placing children with SEND or a particular vulnerability at a particular disadvantage compared to other children, in accordance with the School's obligations under the Equality Act 2010.

The safety of the children is paramount in all situations. If a child's behaviour endangers the safety of others, the class teacher requests help from a member of the teaching staff.

If a child threatens, hurts wilfully or bullies another child, the teacher, the Deputies to Head or a pupil supervisor records the incident and the child is punished accordingly. If a child repeatedly acts in a way that annoys or disrupts others and the usual disciplinary measures have proven ineffective, a member of the teaching staff, the Deputy to Head for Primary School or the Deputy to Head for Secondary School will contact one of the child's parents. CFBL does not tolerate bullying of any kind. If a member of staff discovers that an act of bullying or intimidation has taken place, they will act immediately and intervene in accordance with the School's Anti-Bullying Policy.

#### **10. Contextual safeguarding**

Staff will always consider the context and motive of a pupil's misbehaviour and consider whether it raises any concerns for the welfare of the pupil. If staff reasonably suspect that a pupil may be suffering, or is likely to suffer significant harm, they should follow the procedures set out in the School's Child Protection Policy and discuss their concerns with the School's Designated Safeguarding Leads (DSLs), without delay.

The School will also consider whether any disruptive behaviour might be the result of unmet educational needs, or any other needs, and will discuss concerns with the pupil's parents accordingly.

#### **11. Serious Misbehaviour**

The School has a confidential central register of all sanctions imposed for serious misbehaviour. The entries on this register include the pupil's name and year group, the nature and date of the offence and the sanction imposed.

Examples of serious breaches of the School Rules (whether committed on School premises or outside School premises under section 11 below) which may result in serious sanctions (including suspension and permanent exclusion) include without limitations:

- Using and/or distributing illegal drugs;
- Using and/or distributing alcohol or tobacco;
- Using and/or distributing vape;
- Theft;
- Bullying, including cyberbullying;
- Physical assault/ threatening behaviour against pupils or staff;
- Verbal abuse/threatening behaviour against pupils or staff;
- Behaviour which puts the safety of the pupil, or any other person, in jeopardy (including due to COVID 19 risks);
- Fighting;
- Bringing forbidden, illegal, inappropriate or dangerous items into school's premises (or their immediate vicinity) or on School trips or School events or activities;
- Child on child abuse;
- Sexual harassment or misconduct including sexting or sharing nude images;
- Any form of abuse on the grounds of race, religion/belief, disability, gender, sexual orientation or gender reassignment, special education needs (etc);
- Wilful damage to property;
- Persistent disruptive behaviour or serious breaches of this Policy or the School Rules;
- Other serious misconduct (on or off the School premises) which actually or potentially or indirectly brings the School into disrepute or damages its reputation.

Serious sanctions, including temporary or permanent exclusion, may also be imposed where unsatisfactory behaviour has continued despite previous disciplinary sanctions and/ or warnings.

**Forbidden/Illegal substances-related incidents:** It is strictly forbidden for anyone, adult or child, to bring onto the School premises (or within the School's immediate vicinity) or School trips/events/activities forbidden or illegal substances.

Any child in the secondary school who is found to have brought/have used to School any type of forbidden/illegal substances will be punished by a temporary exclusion. The child will not be readmitted to the School until a parent of the child has discussed the seriousness of the incident with the Headteacher.

If the offence is repeated, the Headteacher will recommend that the *Conseil de Discipline* permanently exclude the pupil.

If a pupil in the secondary school is found to have deliberately brought illegal substances into the School (or within the School's immediate vicinity) or School trips/events/activities and is found to be distributing these to other pupils (whether or not for money), the Headteacher will call a meeting of the *Conseil de Discipline*.

The police and social services may be informed.

### **Property and security:**

All children's property must be clearly marked with their name. Valuables should not be brought to School. The School is not responsible for any loss of or damage to personal effects of a pupil (including lost or damaged clothes).

Breakage, damage or loss of School property (including library books) will be charged for a replacement.

The possession at School of any dangerous objects such as knives, blunt instruments or any offensive weapons, lighters, matches or fireworks is strictly forbidden and may also result in a permanent exclusion.

### **12. Misbehaviour outside of School**

On occasion the School may apply the provisions of this Policy and the School's Rules to misbehaviour that occurs whilst pupils are outside the School premises and:

- taking part in any activity organised by or related to the School (for example at sports facilities or on pavement outside school or on the way to sports facilities, or during a school trip); or
- travelling to and from school; or
- wearing school PE uniform; or
- in some other way identifiable as a student of the School, whether it took place in person, over the telephone or online (including social media); or
- that could have repercussions for the orderly running of the school; or
- that poses a threat to another pupil; or
- that could adversely affect the reputation of the school.

### **13. Temporary and permanent exclusions**

In the event that a pupil's misbehaviour is sufficiently serious or persistent, it may be necessary to exclude a pupil from the School. The exclusion may be temporary for a fixed term (i.e. suspension) or permanent (i.e. expulsion).

**Suspension (fixed term exclusion):** The Headteacher may suspend a child for serious misbehaviour or, as a precaution:

- if necessary to safeguard other pupils pending a meeting of the *Conseil de Discipline*, or
- pending the results of an investigation (see section 14. below).

A suspension may not exceed 8 consecutive days a particular incident in addition to any suspension decided as a precaution (up to a maximum of 45 school days in a single academic year).

In the secondary school, the Headteacher may decide to convene a meeting of the *Conseil de discipline* to hear about the case and decide upon a sanction.

During a suspension, pupils still receive their education and the Headteacher will take steps to ensure that work is set and marked for pupils [during the first five school days of a suspension.]

**Permanent exclusion:** The decision to exclude a pupil permanently should only be taken:

- in response to a serious breach or persistent breaches of the School Rules and this Policy; and
- where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others such as staff or pupils in the school.

For any permanent exclusion, the headteacher will take reasonable steps to ensure that work is set and marked for pupils during the first five school days where the pupil will not be attending alternative provision.

In the Primary, if a child's behaviour is affecting the wellbeing of other pupils, the Headteacher will consult with the child's parents who can decide to withdraw their child from the School.

In the secondary, a decision to exclude a child permanently can only be taken by the Conseil de discipline.

**Conseil de discipline (Disciplinary Council):**

In the Secondary School, the headteacher may decide to convene a meeting of the Disciplinary Council to hear about the most serious discipline cases.

A member of staff may request in writing the meeting of the Disciplinary Council. The ground for such a request should be reasonable, documented and in accordance with the overall Behaviour policy of CFBL. The decision to convene the Council remains at the discretion of the Headteacher unless a member of staff has been the victim of physical violence by the pupil in which case the Headteacher must convene the Council. In the event that the Headteachers refuse to convene the Council, they should notify the member of staff of their decision and the reasons for their decisions.

**Composition:** The Disciplinary Council is composed of the Headteacher (or in their absence the Deputy to Head for Secondary School), the Deputy to Head for Secondary School (or in their absence or if replacing the Head, the Deputy to Head for Primary School), a staff member taken from the members of the School's Safeguarding Committee (other than the Headteacher and Deputy for the Secondary School) and a parent trustee taken from the members of the School's Safeguarding Committee (or, in their absence, any other parent trustee).

**Procedure:** At least 5 days before the meeting, the Headteacher will notify his decision to convene the Disciplinary Council, the date, time and location of the meeting and the reasons for the meeting, to:

- the Parents of the pupil subject to the disciplinary procedure, by registered letter or hand delivery (receipt requested); and
- the members of the Disciplinary Council, the member of staff who requested the meeting (when this is the case) and any relevant witness (if minor, together with their legal representatives), by email or any other means.

The pupil is informed of the facts of which he/she is accused and will be able to consult his/her file at least 2 days prior to the meeting.

The pupil subject to the disciplinary procedure, their Parents, the pupil's social worker if the pupil has one and a person of their choice who assist them (if the pupil and their parents chose so), may attend the meeting. The pupil has the right to be heard. Their representatives may also make representations.

During the meeting, the Chair first explains the reasons for the meeting and the facts. Then, the Disciplinary Council hears the pupil and, if they wish to be heard, their Parents and representatives. Then, any member of the Council may ask questions and make comments in an appropriate manner.

The Disciplinary Council then deliberates by secret ballot; the pupil, their Parents and any of their representatives are asked to leave the room until a majority decision is reached. In the event of an equal vote, the Chair has a casting vote. The Chair immediately informs the pupil, their Parents and representatives of the Council's decision.



This decision is notified to the Parents by registered letter or hand delivery. The decision indicates how the pupil and their Parents can appeal the decision if they wish.

Suspension as a precaution: The headteacher may deny the pupil access to the School until the meeting of the Disciplinary Council as an exceptional measure (and not as a sanction).

Sanctions: The conseil de discipline may decide any of the following sanctions:

- 1° Warning;
- 2° Blame;
- 3° Accountability measures for up to 20 hours;
- 4° Temporary exclusion from class, which cannot exceed eight days;
- 5° Temporary exclusion from the School or its Clubs or any programme offered at School (DofE ...). The duration of this exclusion cannot exceed eight days;
- 6° Definitive exclusion from the establishment or from its Clubs or any programme offered at School (DofE ...).

The Conseil de discipline may decide that the enforcement of any of the sanctions provided for in 3° to 6° is subject to the absence of new serious misbehaviour until the end of the school year or such other period as the Conseil may decide.

Appeal: Parents can, if they wish so, appeal a decision of the Disciplinary Council to suspend or exclude a pupil or a Headteacher's decision to suspend or remove a pupil, by writing to the Chair of the Board by email at [clerk@CFBL.org.uk](mailto:clerk@CFBL.org.uk) within 2 weeks of the date of the notification of the decision. They must specify in their appeal letter all the grounds of the appeal and any outcome desired. The Chair of the Board will acknowledge the appeal request in writing within four working days during term time.

The Chair of the Board will review the facts surrounding the appeal, the documents and any representations provided by both parties. He will consider and decide on the reinstatement of a suspended or permanently excluded pupil within 15 school days of receiving notice of a suspension or permanent exclusion from the headteacher if:

- it is a permanent exclusion;
- it is a suspension which would bring the pupil's total number of school days out of school to more than 15 in a term; or
- it would result in the pupil missing a public examination or national curriculum test.

The Chair's decision will be notified in writing to the Parents within 15 school days. Reasons for the decision will be given.

The Chair may, if he wishes, call a hearing with the pupil and his Parents but is under no obligation to call such hearing.

The Chair may delegate his function to any of the non-parent trustees.

**Record of sanctions:** Sanctions are recorded in the pupil's individual file. Warnings will be erased from the pupil's file at the end of the school year. Blames and accountability measures will be erased from the pupil's file at the end of the school year following that in which the sanction was pronounced. The other sanctions, apart from definitive exclusion, are erased from the student's administrative file at the end of the second school year following that in which the sanction was pronounced.

Sanctions are erased from the student's administrative file at the end of their secondary education.

**Information of the board:** The Headteacher informs the Board about any suspension beyond eight days in any one term or any permanent exclusion.

### **13. Required removal**

As indicated in our terms and conditions, the School may require the removal of a pupil when, in the opinion of the Head, there has been a breakdown of the relationship between the pupil and/or parent(s) and the School. This may arise through:

- A breakdown of trust between the School and the parent(s). This may manifest itself in a number of ways, including parent(s) not supporting the School in behaviour management; vexatious behaviour, such as parents repeatedly bringing unsubstantiated claims; or abusive or unreasonable behaviour by parents to the School's staff, pupils or other parents (for example as a spectator at school fixtures);
- A breakdown of trust between the School and the pupil. This may manifest itself in a number of ways, including persistent misconduct such as unauthorised absence from School or when a pupil has brought a malicious or unjustified allegation against a member of staff and where there are reasonable grounds that this may happen again in the future;
- Other circumstances where the Head (after appropriate consultation) is satisfied that it is not in the best interests of the pupil, or of the School, that the child remains at the School.

#### **14. Investigatory procedures**

In the event of an incident of serious misbehaviour, an investigation may be carried out to establish the facts. An investigation of a complaint or allegation about serious misbehaviour will normally be coordinated by the relevant Deputy Head or an appropriate member of senior staff. Parents will be informed as soon as reasonably practicable if a complaint or allegation under investigation is of a nature that could result in the pupil being permanently excluded.

In these circumstances, the pupil will always be given the opportunity to give their account of events and to put forward any mitigating factors. The pupils and staff involved may also be asked to prepare written statements as soon as possible after the incident has taken place. As part of the investigation the pupil may also be interviewed informally by a member of staff (and an adult witness/cf 11.) to establish whether there are grounds for the reported complaint and/or a formal investigation. The School is not required to inform the parents that an informal meeting is to take place but will arrange for a member of staff to be present to support the pupil.

The findings of the investigation are presented to the Head for consultation and consideration.

#### **Suspension (pending an investigation):**

While an investigation into a pupil's conduct is carried out, a pupil may be suspended from school by the Headteacher and required to stay at home.

#### **15. Searching**

The School reserves the right to search pupils and their possessions. The parent's prior consent to undertake a search is not required.

The Headteacher, or a member of staff authorised by the Headteacher, may search a pupil, provided there is another staff member present as a witness, but a pupil will first be given the opportunity to 'empty their pockets' and to disclose anything that they should not have in school. The member of staff doing the search will be of the same gender as the pupil searched.

The School will always consider the age of the child to be searched and any SEND or vulnerabilities the child may have before conducting the search to decide whether any additional precautions or adjustments are needed.

The consent of a pupil will usually be obtained before conducting a search, unless the Head (or authorised member of staff) reasonably suspects that the pupil has in his/her possession "prohibited items" such as:

- knives and weapons
- alcohol
- illegal drugs
- stolen items
- tobacco, cigarette paper and vapes
- fireworks
- pornographic or offensive images
- any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property; and

- any item banned by the School Rules which has been identified in the rules as an item which may be searched for.

The School will inform the pupil's parents of any search conducted after the event, particularly where alcohol, illegal drugs or potentially harmful substances have been found as a result of the search.

The School will keep a record of all searches carried out, including the results of any search, and the actions taken following that search.

The school follows the Searching, screening and Confiscation Guidance. Strip searches (A strip search is a search involving the removal of more than outer clothing) on school premises can only be carried out by police officers under the Police and Criminal Evidence Act 1984 (PACE) Code A and in accordance with the Police and Criminal Evidence Act 1984 (PACE) Code C. 12 While the decision to undertake the strip search itself and its conduct are police matters, school staff retain a duty of care to the pupil(s) involved and should advocate for pupil wellbeing at all times.

**Confiscation of inappropriate items:** School staff may confiscate, retain or dispose of a pupils' property as punishment as long as it is reasonable in the circumstances. It is for the teacher, Head or Deputies to Head to decide if and when to return a confiscated item.

Weapons and knives and extreme or child pornography must always be handed over to the police.

**Electronic devices:** Where the member of staff undertaking the search reasonably suspects that an electronic device has been, or is likely to be used to commit an offence or cause personal injury or damage to property, the School may examine relevant data or files on the device. Parental consent to search through the electronic devices is not required.

In the event that the search highlights a safeguarding concern in respect of any pupil, the School will follow the procedures set out in the School's Child Protection Policy.

## **16. Use of reasonable force**

Like all schools, we reserve the right for our staff to use reasonable force to control or restrain a pupil in specific circumstances. Teachers and any other member of staff authorised by the Head have a statutory power to use "such force as is reasonable in the circumstances to prevent a pupil from doing or continuing to do" any of the following:

- Committing any offence,
- Causing personal injury to any person (including the pupil themselves),
- Causing damage to the property of any person (including the pupil themselves),
- Prejudicing the maintenance of good order and discipline at the school .

The use of reasonable force means using no more force than needed, and will always depend on the circumstances of the case.

The decision on whether or not to intervene will be a professional judgement of the member of staff concerned, and any force used must always be reasonable and proportionate to the circumstances and seriousness of the behaviour, and must take into account any disability or SEN that the pupil may have, their mental health needs or medical conditions.

All of our staff are trained in the circumstances in which reasonable minimum force may be used, both as part of their induction and regular refresher training on managing pupil behaviour and all staff are aware that corporal punishment of pupils (and threat of corporal punishment) is strictly prohibited. In particular, they are always advised to use their voices first and to use the minimum force necessary to restrain a child for the shortest possible period of time. The use of force can include either passive contact (such as standing between pupils, or blocking a path) or active contact (such as leading a pupil by the arm away from a situation). Members of staff (including non-teaching staff) may use reasonable force at any time off the School premises when they have lawful charge of the pupil elsewhere (e.g. on a school trip or other authorised out of school activity). Staff

training deals with the factors that must be considered in reaching a judgement as to whether the use of physical restraint is appropriate that are set out in the ATL's Guidance "Restraint," that include:

- The seriousness of the incident, assessed by the effect of the injury, damage or disorder that is likely to result if force is not used,
- The chances of achieving the desired result by other means,
- The relative risks associated with physical intervention compared with using other strategies.

Every member of staff will inform the Headteacher immediately after she/he has needed to restrain a pupil physically.

We will always inform a parent when it has been necessary to use physical restraint on their child, and invite them to the School, so that we can, if necessary, agree on a protocol for managing their child's behaviour. Parents of EYFS pupils will be informed of the incident on the same day or as soon as is reasonably practicable.

#### **17. Allegations against staff**

The School takes its responsibilities for safeguarding extremely seriously. All members of the School community should be aware that any allegation of improper behaviour or unprofessional conduct made against a member of staff will be treated with the utmost seriousness and will always be managed in accordance with the procedures set out in the appropriate School policies and procedures, in particular the Child Protection Policy and the Allegation of Abuse against Staff Policy.

Should an allegation made by a pupil against a member of staff be found to be malicious, the School reserves the right to treat this action as serious misbehaviour by the pupil and manage that misbehaviour in accordance with this Policy and the School Rules, as appropriate. Pupils should be aware that malicious allegations of abuse against staff (or indeed other pupils) may result in the suspension or permanent exclusion of the accuser, from the School, and that incidents may also be referred to the Police, where appropriate to do so.

#### **18. Complaints procedure under this Policy**

If parents have any concerns about the way that their child has been treated, they should initially contact the teacher concerned. In the primary, this would be the class teacher and in the secondary it could be a subject teacher or the form teacher (*professeur principal*). If the concern remains or parents are not satisfied with the way the concern was dealt with by the teacher, they should contact the Deputy to Head for Primary School or, with respect to secondary pupils, the Deputy to Head for Secondary School.

Most concerns should be dealt with at this stage but if parents are not satisfied, they should write to the Headteacher.

If parents apply to the Headteacher for the review of a disciplinary sanction or because they have a concern about their child, the Headteacher will review the circumstances, speak with the teacher, the Deputy to Head for Primary School or Deputy to Head for Secondary School (as appropriate). They will meet with the parents concerned and may carry out further investigations.

The Headteacher will reach a decision within 5 days of receiving the parents' complaint.

#### **Appeal:**

Parents can appeal against a decision of the Headteacher or the Conseil de discipline by writing to the Chair of the Board Governors.

On appeal, the Chair of the Board will consider the circumstances in which the child was excluded, any representation by the parents, and whether the child should be reinstated.

If the Chair of the Board decides that a child should be reinstated, the Headteacher or the *Conseil de discipline* must comply with this ruling. The Chair cannot aggravate the sanction decided by the Headteacher or the Conseil de Discipline.

### **For EYFS:**

Parents should be aware that if they are dissatisfied with the outcome of a complaint, they are entitled to make a complaint directly to Ofsted. More details can be found on the Ofsted's website here: <http://www.ofsted.gov.uk/resources/information-for-parents-about-ofsteds-role-regulating-childcare>

The School will share the results of any investigation with the parents who made the complaint.

### **19. Records, monitoring and review**

CFBL keeps a variety of records concerning incidents of misbehaviour:

- The teachers or *vie scolaire* record minor incidents.
- The Headteacher records those incidents where a child is sent to him/her on account of bad behaviour.
- Pupils' supervisors also keep a record of any incidents that occur at breaks or lunchtimes.

The Headteacher ensures that appropriate records of all reported serious incidents of misbehaviour and disrespect are kept in a central record. The Headteacher keeps a record of any child who is suspended temporarily, or who is permanently excluded.

The Headteacher also keeps a written record of any complaints, and their outcome.

All providers must investigate written complaints relating to their fulfilment of the EYFS requirements and notify complainants of the outcome of the investigation within 28 days of having received the complaint. The record of complaints must be made available to Ofsted or the relevant childminder agency on request. The Headteacher monitors the effectiveness of this policy on a regular basis. They also report to the Board on the effectiveness of the policy and, if necessary, makes recommendations for further improvements.

It is the responsibility of the Board to monitor the rate of suspensions and exclusions, and to ensure that this Policy is administered fairly. The Board will pay particular attention to principles of non-discrimination; it will seek to ensure that the School abides by the Equality Act 2010 and any non-statutory guidance thereunder.

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### **Related policies and records**

- Attendance and absence policy
- Anti-Bullying Policy;
- Safeguarding and Child Protection Policy;
- Staff Behaviour Policy;
- School Rules (*Règlement intérieur*);
- Equal Opportunities (pupils);
- Pupil sanctions central record; and
- SEND Policy.