



LSI Independent College

Promoting Good Behaviour Policy

2022-2024

1 Aims

- To enable the Principal to carry out his responsibilities of maintaining order and good discipline in the college
- To set out clearly the rights, rules and responsibilities which contribute to good behaviour and effective teaching and learning
- To set out for students, members of staff and parents/guardians the boundaries of acceptable behaviour and assist all staff in the management of student behaviour
- To show how good behaviour is rewarded and the disciplinary consequences of bad behaviour
- To show how students are encouraged to develop responsibility for their behaviour and personal development

2 Code of Conduct

We hope that all students will take pride in attending LSI Independent Sixth Form College and will be ambassadors for the college at all times. We therefore expect their behaviour to be a credit to them and to the college, whether on the premises or in public places (such as streets, on public transport or in private coaches) and whether in or out of normal college hours.

Furthermore, the college expects that all members of the LSI community will:

- treat others as they would like to be treated themselves
- demonstrate good manners and considerate behaviour at all times
- be conscientious in their attitude to work and college commitments, aiming to do their best at every opportunity
- follow and support the college's anti-bullying and E-safety policies
- avoid bad language and any behaviour which might cause offence
- allow others to work without disturbance
- care for other people's welfare and property
- look after the premises and property of the college
- ensure that harm does not come to themselves or others

- co-operate with each other in a spirit of trust, mutual support and common purpose
- act honestly and with integrity
- act with good sportsmanship
- report any instances of poor behaviour/misconduct to an appropriate member of staff

3 College Rules

The college rules are set by the Principal and are deemed necessary:

- for the safety and well-being of everyone in the college
- to provide a pleasant and productive learning environment
- for the reputation of the college community as a whole
- for the protection of college property and the wider environment

The college rules are circulated to parents and students at the start of each academic year or at the point of enrolment. The rules amplify and support the code of conduct by giving examples of courteous and considerate behaviour and by listing actions that violate our agreed code, together with their likely consequences. Rules are signed by both parents/guardians and students and are taken as a behaviour contract. They are explained in detail by the relevant Director of Studies during induction meetings to help students settle in and appreciate the behaviour systems of the college and are reinforced in class by tutors and in occasional assemblies. College rules are reviewed periodically by the Principal and Senior Leadership Team and may be amended from time to time. Any such changes in the rules will be communicated in writing to students and parents/guardians.

The college intends that rules and sanctions provided in them shall also be capable of regulating the conduct of students when they are away from college premises and outside the normal jurisdiction of the college, for example during the holidays. This would usually be where the conduct in question could have repercussions for the orderly running of the college, affects the welfare of a member or members of the college community or a member of the public, or is such as to bring the college into disrepute.

This policy and the college rules can be made available in large print or other accessible format if required.

4 Rewarding good behaviour

We feel it is central to the LSI ethos to establish a culture in which praise and encouragement are given far more often than sanctions are imposed for poor behaviour. Rewarding students for effort, achievement and positive behaviour motivates them and creates the best climate for effective teaching and learning. Positive behaviour brings its own rewards in the quality of life and relationships that students build among themselves and with the staff. Hard work, high achievement and good behaviour should be recognised and celebrated and this is done in a number of ways, including:

- Verbal praise by staff
- Regular communication to parents and students of 'good news'

- Congratulatory letters to students and parents/guardians
- Use of notice boards et cetera to record particular achievements
- Principal's commendations
- Academic prizes

5 Sanctions

Sanctions are imposed in order to protect our communal life and to make it clear that certain actions are unacceptable. They are most useful when seen by everyone as a deterrent. Our aim is always to be clear and fair and to explain the reasons for any punishments given, so that those involved can reflect on their actions and understand what is expected. It is important that any sanctions applied be proportionate and reflect the seriousness of the offence. This means there must be a hierarchy of sanctions, with it being clear whose responsibility it is to impose them. Sanctions may be used for unacceptable academic work as well as a response to poor behaviour.

The college will make reasonable adjustments for managing behaviour that is related to a student's special educational need or disability. Where expulsion needs to be considered, the college will ensure that a student with a disability or special educational need is able to present their case fully, where their disability or special educational need might hinder this. Any religious requirements affecting the student will also be considered.

The following hierarchy of sanctions is intended to provide clarity, empowering staff to deal with disciplinary matters themselves and to know when to refer a matter to someone more senior. It is not intended to be applied rigidly irrespective of individual circumstances.

Under no circumstances is corporal punishment used at LSI.

6 Verbal reprimand

Most disciplinary offences are minor in nature and a verbal reprimand is sufficient to deal with the matter. A reprimand should be delivered in a calm, measured way with a clear explanation of why it is being given.

7 Referral to Director of Studies

A student can be reported to their Director of Studies for misbehaviour, persistent lack of effort or general tardiness by any member of staff. When this occurs, the Director of Studies will meet with the student to decide what disciplinary action is to be taken. Typical sanctions imposed by Directors of Studies include placing a student on daily report or in detention. In the morning meeting, daily targets are set; in the evening, a check will be made to ensure these have been met. Being on report involves a student spending non-timetabled periods under supervision.

8 Detentions

Placing a student in detention is a sanction available to all academic staff, through the Director of Studies, but it should be borne in mind that it is only one of a number of sanctions available and is not usually used as a first resort. Imposition of a detention is appropriate if there is a need for a short, sharp and temporary 'wake-up call', without jumping to the most serious of punishments, such as suspension. Typical offences that may warrant a detention include:

- Persistent missed homework
- Poor quality of work for reasons of poor effort
- Persistent arrival at class ill-prepared (no books, etc.)
- Being talkative in class and lacking reasonable concentration
- Persistent lateness

Detentions are not suitable for students who genuinely struggle and have difficulty keeping up. Supervised study periods may be more appropriate in these cases. Detention should also not be used for students who have had authorised absences due to illness.

For a detention to be effective, it must be timely. All detentions must be sanctioned by the student's own Director of Studies, because there may, on occasion, be exceptional circumstances which may have an impact on the decision. Records of detentions are vital in order to ensure that sanctions are being applied in a fair and consistent manner. Data on detentions is held manually on a sheet by the Pastoral Vice Principal. A record is also made in the student's file. A record of any detentions imposed is kept in the college discipline log.

The detention should be used for productive academic work, so a special assignment needs to be set in order to avoid situations where a student can claim to have already done the work set.

From September 2020, it is envisaged that detention sessions will be held on Thursdays from 5pm to 5.30pm and are supervised by a Director of Studies. LSI may, from time to time, hold an after-hours detention where it is considered appropriate. Failure to attend a detention at the specified time is a serious offence and may result in temporary suspension. The procedure for placing a student in detention is as follows:

1. The tutor must inform the student and the student's Director of Studies of the intention to give a detention. The Director of Studies will confirm approval to the tutor. Because parents/guardians must be given a minimum of 48 hours written notice of a detention, the tutor must inform the Director of Studies by the Monday of the week of the detention.
2. The tutor must then place the student's details on the Detention record sheet, which is in Reception. Details will include: date, tutor, offence, Director of Studies and work set.
3. Appropriate, constructive work must be set by the tutor for the student to complete during the detention. This work should be placed in an envelope with the student's name on it, and put in the Detention Tray in Reception. Even where the work set is from a textbook which the student has, the appropriate pages should be photocopied and placed in the envelope, in order to avoid the student having no work to do if they forget the textbook.
4. The student's Director of Studies will write to the parents or guardian notifying them of the detention, with a copy of the letter or email placed on the student's file and in the central discipline log kept at Reception.
5. The student must attend the detention and complete the set work under the supervision of the supervising staff member, who will collect in the work done and pass it on to the relevant tutor. If a student fails to turn up for a detention or does not make a serious attempt at the task set, the Director of Studies should be informed and, in consultation with a Vice Principal, a more serious sanction will then be imposed.

8 Withdrawal from public examinations

It is not in a student's interests to be examined when ill-prepared. Accordingly, the college reserves the right to withdraw students from public examinations where it believes the student's actions have irrevocably jeopardised their likely examination performance. This typically occurs in, but is not limited to, cases where a student has an unacceptably high level of absence or if they have failed to meet coursework deadlines or requirements. This sanction is normally applied by the Director of Studies, having gained approval from the Principal.

9 Suspension

A student may be placed under suspension while a disciplinary matter is investigated or as a sanction in its own right. As a sanction, suspension is intended to provide a firm warning to a student that poor behaviour is placing their studies at LSI in jeopardy. It also provides a cooling-off period, during which the student can reflect on their actions. The length of the suspension will vary according to the circumstances and nature of the offence but will generally be not longer than a week. Suspensions will be imposed or approved by a Vice Principal or the Principal, who will also write a letter to the parents/guardians – which might include a formal warning – and see the student on their return. The student's Director of Studies is responsible for contacting the parents/guardians before the suspension comes into effect, and arranging for appropriate work to be done at home whilst the suspension remains in force.

10 Expulsion and Removal

A distinction is made between expulsion and removal. A student is liable to expulsion for a grave breach of college discipline, for example, a serious criminal offence, involvement with drugs or some wilful act calculated to cause serious damage to the college, its community or any of its members. Multiple temporary suspensions may also lead to expulsion. Formal expulsion implies that the student's name will be expunged from the roll of the college and reference to the facts and circumstances will be made in response to every request for a reference. All outstanding fees up to and including the term of expulsion shall be payable and any deposit shall be retained by the college.

For a serious breach of school discipline that falls short of one for which expulsion is necessary, but is such that the student cannot expect to remain a member of the school community, or where a parent has treated the college, members of its staff or any member of the college community unreasonably, the college may require the removal of the student from the college. Subject to payment of all outstanding fees (the deposit being returned or credited to the account), the student will be given reasonable assistance in making a fresh start at another school.

The responsibility for considering expulsions and removals rests with the Principal, and full details of how serious disciplinary matters are investigated and adjudicated upon are outlined in the college's Expulsions, Removal and Review Policy.

11 Alternative sanctions

The giving of lines, physical work, sending out of class (other than being sent to the Director of Studies or a Vice Principal) are specifically forbidden as punishments. However, the Principal may prescribe and authorise the use of such other sanctions as comply with good educational

practice, in order to promote observance of the college's code of conduct and compliance with the college rules.

12 Liaison with parents/guardians and other agencies

The college seeks to work in partnership with parents/guardians over matters of discipline, and it is part of parents'/guardians' obligations to the college to support the college rules. The parents/guardians of students will be notified if minor sanctions are being imposed on a regular basis and in all cases where more serious sanctions are warranted. It may also be necessary in the case of some offences (e.g., truancy) for Social Services to be informed (or the Police, in situations where criminal behaviour is suspected).

13 Appeals

A student or his/her parents/guardian may request a Board Review of the Principal's decision to expel a student or require his/her removal, or a decision to suspend a student for 11 college days or more, or where suspension would prevent the student from taking a public examination. The application form for a review, and the review procedures, will be supplied to parents/guardians on request at the time of the original decision. There will be no right to a Board Review of other sanctions, but a student who feels aggrieved may ask the Principal, Vice Principal or Director of Studies to take up his/her concerns with the member of staff who imposed the sanction.

14 Roles and responsibilities

14.1 All staff members

- Promote good behaviour by rewarding it and leading by example
- Familiarise themselves with the student Code of Conduct and college rules, in order to be aware of the college's expectations of its students
- Recognise that effective classroom management is the starting point for high-quality teaching and learning in lessons
- Deal immediately and firmly with poor behaviour, whether by addressing it oneself or by referral to a Director of Studies

14.2 Directors of Studies

- Keep parents/guardians informed of day-to-day conduct, as and when necessary
- Ensure that good behaviour and achievements are recognised and rewarded

14.3 Vice Principal

- Oversees day-to-day implementation of this policy
- Conducts investigations into serious breaches of the rules
- Ensures that good behaviour and achievements are recognised and rewarded

14.4 The Principal

- Determines the college rules and the formulation of an appropriate behaviour policy
- Oversees maintenance of good order and appropriate standards of discipline within the college

- Ensures parents are aware of the college rules and this behaviour policy
- Ensures that guidance on behaviour management strategies is incorporated into staff induction and general in-service training
- Chairs disciplinary meetings relating to expulsions and removals

14.5 Members of the LSI Governing Body

- Are familiar with the contents of this policy
- Are available for a Review when requested and carry out the duties therein fairly and with regard to natural justice, having regard to the college's policy on expulsion, removal and review

The Principal is responsible for ensuring that this policy is implemented. Day-to-day implementation of the policy is delegated to the Vice Principals, who keep the Principal informed on a regular basis and consult him on any case that may result in expulsion. The decision to expel or require the removal of a student is always taken by the Principal.

15 Malicious allegations against staff

Where a student makes an accusation against a member of staff and the accusation is shown to have been deliberately invented or malicious*, disciplinary action will be taken in accordance with this policy. This is likely to be considered a serious breach of discipline for which the procedures in the expulsion, removal and review policy will apply.

Where a parent/guardian has made a deliberately invented or malicious allegation, the Principal will consider whether to require that parent to remove their child or children from the college on the basis that they have treated the college or a member of staff unreasonably and compromised the requirement for mutual trust and confidence.

**In accordance with the DfE's guidance Keeping Children Safe in Education (2019), the college will consider a malicious allegation to be one where there is sufficient evidence to disprove the allegation and there has been a deliberate attempt to deceive.*

16 Use of reasonable force

Any use of force by staff will be reasonable, proportionate and lawful. Reasonable force will be used in accordance with the DfE's guidance Use of Reasonable Force (July 2013) and to prevent a student from doing – or continuing to do – any of the following:

- committing a criminal offence
- injuring themselves or others
- causing damage to property, including their own
- engaging in any behaviour prejudicial to good order and discipline at the college, or among any of its students, whether that behaviour occurs in a classroom or elsewhere

In deciding whether reasonable force is required, the needs of individual students will be considered and reasonable adjustments will be made for students with special educational needs or disabilities.

Where reasonable force is used by staff, this is recorded in writing and reported immediately to the Principal. The student's parents/guardian will always be informed about serious incidents involving the use of force.

Staff members are given advice regarding the use of reasonable restraint and physical intervention during Child Protection training.

17 Searching students

All schools have a general power to impose reasonable and proportionate disciplinary measures which enable a member of staff to confiscate, retain or dispose of a student's property as a disciplinary penalty where it is reasonable to do so. The college's policy on searching and confiscation has regard to guidance published by the DfE, Searching, Screening and Confiscation (2014).

17.1 Consent

The college staff may search a student or his or her possessions for any item if they consent. This can include, for example, looking in a student's bag and requesting they turn out his or her pockets. There is no requirement for a student to give formal written consent for this. It is enough that a request has been made and acceded to.

If the student refuses, sanctions will be applied in accordance with this policy.

17.2 Searches without consent

The Principal, or staff authorised by the Principal, have a statutory power to search students or their possessions, without consent, where there are reasonable grounds for suspecting that student may have a prohibited item. Such items include:

- knives or weapons, alcohol, illegal drugs and stolen items;
- tobacco and cigarette papers, fireworks and 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 the property of, any person (including the student); or
- any item banned by the college rules.

If staff believe a student is in possession of a prohibited item, it may be appropriate for a member of staff to carry out a search of outer clothing, of college property (a student's locker) and of personal property (bag or pencil case). Searches will be conducted in such a manner as to minimise embarrassment or distress. Any search of a student or their possessions will be carried out in the presence of the student and another member of staff. Where a student is searched, the searcher and the second member of staff present will be the same gender as the student. Where it is reasonably believed that serious harm may be caused if the search is not carried out immediately and it is not practicable to summon another member of staff, a member of staff may carry out a search of a student of the opposite sex and/or in the absence of a witness.

Where the Principal, or staff authorised by the Principal, find anything which they have reasonable grounds for suspecting is a prohibited item, they may seize, retain and dispose of that item as appropriate in accordance with the DfE guidance.

18 Records

Records are kept of detentions and permanent and temporary exclusions, with the name of the student concerned, the reason for the sanction including relevant dates, and the name of the person administering the sanction. These records are kept in a file maintained by the Vice Principal (Pastoral) and also in the student's file. The central file is reviewed regularly by the Vice Principal (Pastoral) so that patterns in behaviour can be identified and managed appropriately.

19 Child protection

On occasion, disciplinary issues may be connected to child protection concerns. Child protection issues must be reported to the Designated Safeguarding Lead (DSL). See the college's Safeguarding Policy for further details.

Reviewed by Seán P Buckley: June 2023

Next review: August 2024