

Policy A4: Behaviour (girls)

Discipline (Sanctions, Rewards and Restraint)

This policy has been written having regard to Standard 12 (Promoting Positive Behaviour and Relationships) of the National Minimum Standards (NMS) for Boarding Schools (April 2015) and to Paragraph 9 Part 3 of the Education (Independent School Standards) Regulations 2014.

This policy covers:

- 4.1 Introduction
- 4.2 Code of Conduct
- 4.3 Rewards
- 4.4 Sanctions
- 4.5 Mobile Phones and Electronic Devices
- 4.6 Counter-Bullying & Cyber-Bullying
- 4.7 Substance Abuse
- 4.8 Physical Intervention
- 4.9 Searching and Confiscation
- 4.10 Records of Behaviour
- 4.11 Behaviour that is attributable to a disability

Appendix A: A guide to reasonable sanctions and who can impose them

Appendix B: Mobile Phone and Electronic Devices Policy

Appendix C: Drugs and Drug Testing

This policy should be read in conjunction with the following policies:

- Safeguarding Policy
- E-communications and E-Safety Policy
- Countering Bullying Policy
- Drugs and Drug Testing Policy

NMS Standard 12: Promoting Positive Behaviour and Relationships

12.1. The school has and consistently implements a written policy to promote good behaviour amongst pupils. This policy includes:

- measures to combat bullying, including cyberbullying, and to promote positive behaviour;
- school rules;
- disciplinary sanctions;
- when restraint, including reasonable force, is to be used and how this will be recorded and managed; and arrangements for searching pupils and their possessions.

12.2 The policy complies with relevant legislation and has regard to guidance, and is understood by staff and pupils.

4.1 Introduction

At Queen Margaret's we encourage girls to adopt the highest standards of behaviour and to respect the ethos and aims of the school. We aim to develop mutual trust, honesty and common courtesy. We believe that strong relationships, good manners and a secure learning environment play a crucial part in the development of free-thinking girls, who are motivated to become life-long learners. We develop qualities of team-work and leadership through our extensive programme of enrichment activities.

We expect girls to treat staff and each other with consideration and politeness, and to respond positively to the opportunities, demands and challenges of school life. We deliberately do not have a long list of rules.

Everyone has a right to feel secure and to be treated with respect, particularly the vulnerable. Harassment and bullying will not be tolerated. Queen Margaret's is strongly committed to promoting equal opportunity for all, regardless of age, race, religion, gender, sexual orientation, physical disability or learning difficulty.

We expect all girls to be ready to learn and to participate fully in the school curriculum and activities. They should arrive punctually, follow instructions and behave with courtesy at all times. They should care for buildings, equipment, furniture and the environment. We expect all girls to behave at all times in a manner that reflects the best interests of the whole community, whether they are inside or outside school.

4.2 Code of Conduct

Our Code of Conduct is displayed widely across the School, including in boarding houses. It asks that all members of the School should:

- show respect, care and consideration to others;
- never cause unnecessary hurt or unhappiness to anyone else;
- be polite and helpful to others at all times;
- show consideration and tolerance for the views and beliefs of others;
- work to the best of their ability at all times;
- demonstrate high standards of appearance and behaviour;
- keep the School environment clean, tidy and free of litter;
- show respect for the property of others;
- show respect for School property;
- observe the School's guidelines with regard to keeping themselves safe online.
- take responsibility for their own actions and lead by example;
- take responsibility for looking after their own physical and mental health (this includes co-operating with the School's approach to legal and illegal highs, smoking and alcohol, as set out below)

We expect all girls to follow the Code of Conduct; it should form the basis for all interactions within the School. If girls are found to excel in their observation of the Code of Conduct, such behaviour will be recognised as set out below. On the other hand any infringement of the Code is likely to be regarded as a disciplinary matter and may lead to a sanction as outlined in the table below. Conduct outside School and conduct online, may reflect on the whole School community and will be dealt with in the same way as conduct inside the School as regards rewards and sanctions.

4.3 Rewards

Girls at QM should be given opportunities to succeed and their success should be celebrated. Verbal praise and the display or publication of good work via noticeboards and/or the website are ways of noting achievements and increasing girls' self-esteem. A simple thank you for good behaviour is always valued. The school rewards system is used both during the school day and in boarding time.

- Verbal encouragement and appreciation of a girl's positive contribution to a lesson or to the wider life of the school is a key aspect of the rewards structure. This includes the celebration of girls' achievements in assemblies.
- For good work of a more 'everyday' nature, one or two House points may be recorded with a stamp in a girl's planner. Tutors record House points awarded in iSAMS. When 10 house points have been recorded the girl will be issued with a commendation.
- A Commendation, which is equivalent to 10 house points in value, may be awarded by any member of staff for excellent work in their subject area, or for excellence within the wider context of the school. Such commendations are usually presented by the Head in assembly.
- Throughout the course of the year house staff and teachers will take the opportunity to celebrate positive contributions to school life made by girls in a wide range of ways. An example would be a 'treat' because they have won 'Dazzling Dorms' or the 'Beautiful Cottages' award.
- Individual achievements are celebrated at Mark Reading at the end of each term and finally at Speech Day.

4.4 Sanctions

High standards are expected of QM girls and generally they meet that expectation. Most girls respond positively to a simple conversation. A positive response is indicated by the girl accepting responsibility and apologising for inappropriate behaviour. It is important to express disapproval of behaviour not of an individual. The first and obvious sanction is a Verbal Warning.

The underlying ideology is to guide girls in a supportive and encouraging environment, recognising that girls will make mistakes and providing them with the opportunity and support to learn from those mistakes. Appendix A Part 1 to this policy sets out the range of sanctions that can be imposed for inappropriate behaviour and who can impose them. Appendix A Part 2 sets out guidance to assist those authorised to impose such sanctions in determining the level of sanction to be imposed. It should be noted that the guidance in Part 2 of Appendix A is not intended to be prescriptive or exhaustive but indicative of an appropriate level of response, thus enabling a reflective response to the behaviour in the context in which it occurred.

Girls who display persistent inappropriate behaviour may move through the levels in the Guide. It is possible therefore that a girl may reach the highest level of sanction by continually committing minor misdemeanours; demonstrating that she is not learning from and adjusting her behaviour. Equally, a girl may find herself being dealt with at the highest level on the Guide immediately by being involved in a very serious incident.

Sanctions will be applied fairly and proportionately, following investigation. Sanctions may undergo reasonable change from time to time but will never include any form of humiliation or sarcasm. QM prohibits the use of corporal punishment.

Community Service

Within the school community the use of Community Service is often used to show girls how their behaviour has impacted upon the community.

Some examples of this include:

Early Morning Wake Up (times are variable depending upon age), House duties - tidying up etc. A girl may be put on Boarding Report, which may include signing in regularly with staff and/or Gated - which may include missing trips and activities. It is essential that Community Service has a positive impact on the Community which has been affected and is aligned with the nature of the misdemeanour.

Pastoral Guidance/Detention

Pastoral guidance will be provided to girls throughout the entire disciplinary process. This can range from 'informal guidance' through to a more formal detention. Where appropriate girls will be given educational guidance to avoid a repeat of the behaviour which led to the sanction. This could take the form of medical advice, e-safety advice, or any other guidance which is considered appropriate. A Pastoral Report may be issued to monitor behaviour and to support a girl to manage herself appropriately.

School based detentions, which in the main are for academic infringements, will be scheduled on Saturday Mornings at 8:15 - 9:00 with a Head of Department.

Housemistress's detentions and guidance will be scheduled in Wenlock on Friday from 7:00pm - 7:45pm.

Director of Boarding Detentions will be scheduled in Wenlock Library on Friday from 7:00pm - 8:15pm.

Senior Deputy Head Detentions will be scheduled on Friday from 7:00pm - 9:00pm.

Temporary or permanent exclusion (Including internal suspension)

All parents, girls and staff should be aware of the more serious sanctions, including temporary or permanent exclusion from the school, which the Head may impose for serious breaches of the Code of Conduct, including any criminal behaviour.

Temporary, permanent or internal exclusions or suspensions will be applied at the Head's discretion, after a thorough and fair investigation.

4.5 Mobile Phones and Electronic Devices

Appendix B to this Policy sets out the School's basic expectations in respect of the use of mobile phones and electronic devices and sets out guideline times when girls can normally expect to be allowed to use mobile phones and other electronic devices.

4.6 Counter-Bullying & Cyber-Bullying

The School maintains a policy to counter bullying (Policy A8) which is to be read with and sits alongside this policy. The policy also outlines the School's approach to on-line safety and Cyber-Bullying.

4.7 Substance Abuse

The Governors and Head intend Queen Margaret's to be and remain an environment free from illegal drugs and the 'culture' of drugs. Any breach of this policy is treated as a very serious breach of school discipline. Further details of the School's approach in this area is set out in Appendix C.

Legal Highs Legal highs are substances used like illegal drugs but which are not covered by current misuse of drugs laws. This means that in society at large they are legal to possess or use. This does not mean that they are safe or in any way approved. Such drugs are also referred to as club drugs or new psychoactive substances (NPS). They can carry serious health risks. The possession or supply of such drugs will result in a major sanction

4.8 Searching

The school has the power to and will initiate searches of person, belongings, accommodation etc. if the Head is satisfied that there are reasonable grounds for suspecting the possession of prohibited items as set out in DfE guidance, "*Searching, screening and confiscation, Advice for headteachers, school staff and governing bodies January 2018*". The search will be conducted by a senior member of staff with another member of staff as a witness. At least one member of staff will be female. Whenever possible, the girl in question will be informed that the search is about to take place and be asked to be present. There may be occasions where drug testing may be applicable as set out in Appendix C.

4.9 Physical Intervention

The School prohibits the use of corporal punishment. It is very rare that physical intervention will need to be used at QM but there may be circumstances when it may be necessary to use some form of physical restraint or other physical intervention so advice on how it may be safely applied is given to staff. Staff members will keep to the School's policy relating to physical intervention, will always seek to defuse situations and will avoid physical intervention whenever possible. Where physical intervention is necessary staff will only use the minimum force necessary and for the shortest time. Girls should, however be aware that staff members lawfully can, and will, if necessary, intervene to prevent a pupil from:

- Committing a criminal offence
- Injuring herself or others
- Causing damage to property
- Engaging in behaviour prejudicial to good order and to maintain discipline

All members of staff, provided they have been authorised by the Head to have control or charge of girls, may intervene in this way.

Examples of the first three categories are:

- a girl attacks another girl or a member of staff
- a girl steps onto a busy road, putting herself in danger
- a girl is engaged in or is on the verge of committing deliberate damage or vandalism to property
- a girl is causing or at risk of causing injury or damage by accident, by rough play or by misuse of dangerous materials or objects
- a girl is running in a corridor or on a stairway in a way in which she might have or cause an accident likely to injure herself or others

Examples of situations which fall into the fourth category are:

- a girl is persistent in refusing to obey an order to leave a classroom
- a girl is behaving in a way which is seriously disrupting a lesson or School event

Physical intervention can take several forms. It might involve members of staff:

- physically interposing between girls
- blocking a girl's path
- holding
- pushing
- pulling
- leading a girl by the hand or arm
- shepherding a girl away by placing a hand in the centre of her back or (in extreme circumstances) using more restrictive holds

Reporting Incidents

A detailed written report of any occasion when physical intervention is used will be made as soon as possible after the incident. This report will include:

- the name of the girl involved and where the incident took place
- the names of any other members of staff or girls who witnessed the incident
- the reason force was necessary
- how the incident began and progressed, including details of the girl's behaviour, what was said by each of the parties, the steps taken to defuse or calm the situation, the degree of force used, how it was applied and for how long
- the girl's response and the outcome of the incident
- details of any injury suffered by anyone involved and any damage to property

The report will be submitted to the Head and Senior Deputy Head. When a pupil has been restrained by a member of staff the Head or Senior Deputy Head will contact the parents and give them a report of the incident and an opportunity for discussion.

4.10 Records of Behaviour

The school's database (iSAMS) is used to record all good and bad behaviours. A termly review of major sanctions is undertaken by the Senior Deputy Head and the Director of Boarding in order to identify trends and ensure that sanctions are being applied fairly and even-handedly. A report is made to the Governors' Pastoral Committee. Tutors are encouraged to scrutinise their tutees behaviour records on at least four occasions each term to ensure that good behaviour is being rewarded and that pupils are supported to address bad behaviour.

4.11 Behaviour that is attributable to a disability

The School will make reasonable adjustments for managing behaviour that is attributable in whole or in part to a girl's disability. Where sanctions are being considered the School will ensure that such issues are reflected upon and the girl is given appropriate support and guidance.

Lars Fox Senior Deputy Head

Date Agreed by Board: October 2018

Policy last amended: November 2019

Review Date: September 2020

Appendix A - guidance for all staff.

Part 1 Summary

Minor	Medium	Major
May be issued by all staff	Issued by Senior Tutors, DOB and SDH.	Issued by Senior Deputy Head/Head
Verbal Guidance - on ISAMS Order Marks - on ISAMS	1st Return = Detention with Teaching or House Staff 2nd Return = Detention with DOB 3rd Return = Detention with SDH	temporary and permanent exclusion (Including Internal suspension)
Community Service as appropriate for the minor infringement. Please refer to Part 2 for guidance.	3 order marks = 1st Return Community Service for medium infringement. Please refer to Part 2 for guidance Detention and Pastoral Report may be issued.	Investigation carried out to ensure a fair and thorough understanding of the circumstances.

Appendix A Part 2 Guidance

This guidance is not intended to be exhaustive, but rather indicative.

BEHAVIOUR	Minor	Medium	Major
	Verbal warning + Order Marks + Any of the items below	<u>1st, 2nd or third return</u> Order Marks + Community Service + Detention + Contact home + Report + Gating	Temporary or permanent exclusion SDH/Head (this may include Gating, Report, Community Service, educational session with HWBC)
A re-occurrence of minor or medium incidents will lead to an escalation through the policy			
Breaking the school code of conduct			
Lateness at registration	Verbal Warning	Early register	<ul style="list-style-type: none"> • possession or abuse of drugs, tobacco, alcohol or legal highs. • theft, including damage to property • sexual harassment or misconduct • making malicious accusations against any member of the school community • misuse of digital technology or information • persistent disruptive behaviour • putting anyone's safety at risk, including physical assault, threatening behaviour or fighting • discrimination with respect to age, race, religion, gender, sexual orientation, physical disability or learning difficulty
Failure to hand in phone on time	24hr loss of phone	48hr loss of phone, up to two weeks loss of phone.	
Multiple phones	24 hour loss of both phones and confiscation of 2 nd phone until next holiday when it should be given to parent	48hr loss of phone, up to two weeks loss of phone	
Use of phone at inappropriate time	24 hour loss of phone	48hr loss of phone - longer term loss of phone.	
Failure to sign in and out correctly when going off site.	Gated - Unable to go off site for 48 hours	Gated - Unable to go off site 1 - 2 weeks.	
Failure to sign in and out correctly	Signing in and out at house study at breaks and lunches for 1 day	Signing in at House Study at regular intervals for between 1 and 2 weeks.	
Not ready and settled in bed at correct time	Early registration in the house study, in full school uniform between 7:00am - 7:30am depending on circumstances.		
Noisy/disruptive after lights out	Early registration in the house study, in full school uniform between 7:00am - 7:30am depending on circumstances.		
Late for prep	Add time onto the end of prep.	Additional 30 - 60 mins prep on the same evening	

Disruptive in prep	Add time onto the end of prep.	Additional 60 mins prep on Thursday or Friday	<ul style="list-style-type: none"> bringing the school into disrepute
Unacceptable behaviour to the school community.	Warning and discussion about future consequences In house duties – laundry, Le Café or Hogwarts 1 night	In house duties – laundry, Le Café or Hogwarts 2 nights Signing in at House Study at regular intervals for 1 or 2 evenings. Move dorms for a period of time.	
Failure to turn up for evening duties	Warning	Do duty alone for 2 nights - 2 weeks.	
Untidiness	Report back at nearest break time to tidy area and not allowed to leave until staff are satisfied with it	Tidy own areas, Hogwarts and Prep rooms 1 night. On duty for one- two week.	
Rudeness/disruptive to a lesson	Verbal guidance by teacher. Keep behind to speak to the girl.	Report card.	
Damaging property	Verbal guidance and seek to mend broken item	seek to fix or pay for item to be fixed.	
Stealing other girl's belongings	Verbal guidance around appropriate way to borrow property.	Order mark and detention. Informing parents, boarding report, detention. Police involvement.	
Late to a lesson	Verbal Guidance Keep behind the same number of minutes - at break time.	Order marks and Detention. Punctuality report. Parents informed and monitored. Detention.	
Prep not completed	Verbal Guidance. Prep completed within 24 hours.	Order marks and detention to do work. Prep report. Planner checked daily by tutor/house staff for prep completion.	
Inappropriate dress/not adhering to the school dress code	Verbal Guidance	Detention, Contact home	

Being prepared for a lesson - equipment, calculator, pencil case, books and planner	Verbal Guidance	Order marks and Detention. Report. Parents informed and monitored. Detention.	
Adhering to the House Curfew	Verbal Guidance	Gating, detention, contact home.	

Appendix B: Mobile Phone and Electronic Devices

1.1 Rationale

This policy aims to provide clarity and guidance over the school's expectations with regard to mobile devices. This covers mobile phones, tablets and laptops. It is acknowledged that such devices are a key feature of the modern world and provide significant support to the girls' educational journey and enable them to maintain close contact with family and friends outside School. It is also noted however that there is increasing evidence that the use of mobile devices late in the evening and excessive use generally can be harmful to sleeping patterns and can have detrimental effects on relationship building mental health and educational achievement.

With that in mind Queen Margaret's is committed to supporting the NHS guidelines on not using 'screens' 60 minutes prior to going to bed and to the concept that girls should not have electronic devices with them in their rooms overnight.

1.2 Expectations

It is expected that girls will use any mobile device in a manner which is respectful to themselves and their peers. Girls should at all times be thoughtful when making video calls and taking photos, having regard to others around them and the activities being undertaken.

Girls should always ask for permission to photograph another and ask for their permission to post the image anywhere. Girls should be mature when handling images and not share an image which would be perceived as being embarrassing or disrespectful to the person in the image. Girls may have their phone or device confiscated by a member of staff if misuse is suspected or if she does not comply with the access guidelines set out below

1.3 Access to mobile devices

Girls in different year groups have access to mobile devices to account for age and maturity. Whilst the guidelines is given as a guideline, it is possible that a House Mistress will deviate from these guidelines for individual circumstances or to manage individual situations.

Year I

No devices allowed in the school day. Laptops allowed for educational purposes as and when required.

17:30 - 18:30 - mobile phone access. There is some flexibility for girls who have been involved with clubs at school and the international girls.

Year II

No devices allowed in the school day. Laptops allowed for educational purposes as and when required.

17:30 - 19:15 - mobile phone access. There is some flexibility for girls who have been involved with clubs at school and the international girls.

Year III

No devices allowed in the school day, Laptops allowed for educational purposes.

17:30 - 19:30 Monday - Friday (20:15 in consultation with House Staff.) The weekend is flexible depending on fixtures and activities. This can become flexible throughout the year in preparation for transition to the next year group.

Year IV

Mobile phones are not allowed in the school day. Laptops allowed for educational purposes.
17:30 - 21:00 - Lap tops and mobile phones handed in.

Year V

Girls are allowed to have mobile phones and devices within the school day, providing they are using them in a mature and responsible manner as outlined in this document.
Mobile Devices and laptops to be locked in the girl's study room at 21:45.

LVI and UVI

Girls are allowed to have mobile phones and devices within the school day, providing they are using them in a mature and responsible manner as outlined in this document.
Girls are encouraged by House Staff to not be on their screens 60 mins before bedtime. House Staff may intervene if they feel that a girl's use of her 'screen' is having a detrimental effect on her.

There is flexibility across all of the houses for girls to have their devices at different times at weekends, depending upon their activities.

Appendix C Drugs and Drug Testing

Definition

The definition of a drug used by the DfE in “Drugs guidance for Schools” is: “A substance people take to change the way they feel, think or behave”. This includes:

- All illegal drugs (those controlled by the Misuse of Drugs Act 1971)
- All legal drugs, including alcohol, tobacco, volatile substances, and legal and illegal highs
- All over-the-counter drugs and prescription drugs

Drugs and Drug Testing Policy in action at QM

We are committed to promoting a healthy, safe environment at QM, in which good citizenship and respect for the Law can flourish. We believe that it is important to deliver a clear, consistent moral framework that promotes the integrity of our community, and gives all of our pupils the understanding and self-confidence to reject illegal drugs and substances.

Education Programme

We have extensive health education components in our SMSC and PSHE curriculum. This covers the potential short-term and long-term risks to health from drug and substance abuse. They also include an ethical dimension, designed to instil an understanding of the importance of complying with Criminal Law. Our programmes involve pupils of all ages and continue throughout their time at the school. Education on these issues extends across the curriculum, involving English, Science and Drama lessons. We also have Assemblies on the topics, and talks from persons and bodies from outside the school to cover the serious risks from abuse of illegal substances, alcohol and tobacco.

Pastoral Support

Our Health and Wellbeing Centre also plays an active role in promoting greater awareness about the risks involved in the misuse of substances. Girls can discuss their individual worries about drugs or substances with their Tutor, Housemaster/mistress or any member of the Pastoral Team. They can also refer themselves to the Medical Staff and to the School Counsellor for individual guidance, without fearing sanctions or adverse report. We are very conscious of the importance of working together with parents and guardians in order to promote the well-being of the girls.

External Support

If a girl comes forward and voluntarily identifies herself as a drug user and asks for help, or if her parents or friends ask for help on her behalf, we may depending upon the circumstances and at the discretion of the Head offer her the opportunity to reform her habit with the support of a drug testing programme and Counselling at the parents' expense.

Drug Testing

Girls who are identified as potential drug abuser will be required to undergo drug testing by a local registered clinic or hospital. Testing will be arranged by the Senior Deputy Head in conjunction with the School's Centre for Health and Wellbeing. Full details of the arrangements will be sent to parent or guardian. If a girl fails her first drug test (so confirming usage of a banned drug or substance), she will only be allowed to remain at the school on the condition that she submits to regular drug testing throughout her remaining time at school, and on the clear

understanding that she will be permanently excluded immediately on failure of a subsequent drug test, or if there is evidence that a sample has been tampered with in any way.

Investigation

We will always investigate rumours about involvements in illegal drugs and substances, including questioning a girl, searching her room and personal possessions. We will inform parents and guardians as a matter of urgency and invite them into the school to discuss the matter.

Sanctions

The normal sanction for possession or involvement with drugs is permanent exclusion. Alternative sanctions, when there are mitigating circumstances, such as a girl being put under irrefutable pressure from someone else to take or store drugs, could involve suspension and a final warning. Any girl found in possession of or offering drugs (for financial gain or not) to another girl will be permanently excluded and, following consultation between the Head and Chairman of Governors, the matter may be referred to the police.