



Pupil Disciplinary Sanctions Policy – DCP 018

Policy Owner: Sue Monk

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Introduction

In order to promote good behaviour within its schools, the Drapers' Multi-Academy Trust (MAT) believes that recognition and rewards are the best approach. Equally, the MAT recognises that there are occasions when proportionate disciplinary sanctions must be applied.

This policy sets out the nature of the sanctions and when and where they may be used.

Scope

This policy applies to all directors, governors, staff and pupils of the Drapers' Multi-Academy Trust. It also applies to parents and carers of pupils at schools within the MAT, who formally confirm that they will abide by our policies when their children join our schools.

Each school within the MAT must ensure that the contents of this policy are communicated to all staff. This communication must be evidenced in writing and refreshed on an annual basis. All parents must formally accept this policy when their children join a MAT school and this acceptance must be evidenced in writing through the Home-School Agreement.

Each school within the MAT must publish this policy on its website.

Definitions

Behaviour	The way someone conducts themselves towards other people. Good behaviour involves politeness, respect, manners, discipline, and an acceptance of the customs and rules of the school. Bad behaviour is the reverse of this.
Child	Anyone under the age of 18.
COO	Chief Operating Officer
LGB	Local Governing Body, with delegated powers of governance from the board of the MAT.
MAT	Drapers' Multi-Academy Trust.
Parent	Those having parental responsibility for the care of a Child (including Carers).
Pupil	Anyone enrolled at a MAT school (including students in Years 12 and 13).
Staff	Anyone employed by the MAT.



Policy

1. The Principal has the responsibility to ensure that the requirements of this policy are applied within his/her school.

Disciplinary Powers

2. All teachers have the statutory authority to discipline pupils whose behaviour is unacceptable, who break the school rules or who fail to follow a reasonable instruction.
3. This power also extends to all paid staff who have responsibility for pupils (including teaching assistants). The Principal may, at his or her discretion, extend this power to other paid members of staff.
4. Teachers can discipline pupils at any time the pupil is in school or elsewhere under the charge of a teacher, including school visits.
5. Teachers may also discipline pupils outside the school boundaries when the pupils are travelling to or from the school, are identifiable as being a member of the school (e.g. by virtue of wearing school uniform, or are in some way at risk of bringing the school into disrepute or harming another pupil).
6. If a teacher witnesses non-criminal misconduct by a pupil outside the school (i.e. it would be punishable if witnessed inside the school), but where the incident is not covered by Section 5, the teacher must report the matter to the Principal who will determine the appropriate action to be taken. All disciplinary sanctions must be applied within the school or where the pupil is under the lawful control of a member of staff.
7. Criminal behaviour must always be reported to the Police.
8. Teachers have the power to impose detention outside school hours.
9. Teachers can confiscate pupils' property. It is for the Principal to determine when confiscated items will be returned.
10. Teachers can discipline pupils whose conduct falls below the standards required by the MAT policies and the school rules. In such cases, the decision to punish must be made on the school premises or while the pupil is under the charge of a member of staff. Any punishment must be reasonable and proportionate (taking into account the pupil's age, special educational needs, disabilities and religious requirements) and not breach any applicable legislation.
11. Corporal punishment is illegal in all circumstances.

Sanctions

12. Disciplinary sanctions may include any of the following, taking into account the severity of the offence and the age of the pupil:
 - i. A verbal reprimand

- ii. Extra work or repeating unsatisfactory work until it meets required standards.
 - iii. The setting of tasks as a punishment.
 - iv. Loss of privileges.
 - v. Missing break time.
 - vi. Detention during lunchtime and after school. Parents will be informed of all after school detentions where relevant.
 - vii. School based community service.
 - viii. Regular reporting and other behaviour checks.
 - ix. Working in isolation or in some way separated from the normal class.
 - x. Internal exclusion.
 - xi. Fixed Term External Exclusion.
 - xii. Permanent External Exclusion.
13. Teachers may confiscate any items that they consider are being used for improper or disruptive purposes. Such items include mobile phones. The following items are subject to immediate confiscations:
- i. Firearms, knives and other weapons. These will automatically be handed to the police.
 - ii. Alcohol
 - iii. Illegal drugs. These will automatically be handed to the police.
 - iv. Stolen items. These will be returned to the owner where practicable. It is for the Principal to decide whether the police should be informed.
 - v. Tobacco and cigarette papers.
 - vi. Fireworks
 - vii. Pornography. Extreme examples will be handed to the police.
 - viii. Any article that has been, or is likely to be, used to commit an offence, cause personal injury, or damage to property.
 - ix. Any items banned by the school rules, which has been identified as an item that may be searched for.

Reasonable Force

14. Staff have the power to use reasonable force to prevent pupils committing an offence, injuring themselves or others and damaging property.



15. Government guidance is available as to what constitutes reasonable force and it is the responsibility of the Principal to provide suitable guidance to all members of staff on this matter. The directors and the governors of the MAT will support all members of staff who act in good faith and use what they believe to be proportionate and reasonable force under the circumstances.

Use of Isolation

16. Disruptive pupils may be placed in supervised isolation as appropriate to their age. This is partially for disciplinary purposes, partly to support and protect other pupils, and partly to help the disruptive pupil change his or her behaviour. The use and management of isolation is at the discretion of the Principal.

Exclusion

17. The approach of the MAT is to try to avoid exclusion wherever possible. However, MAT schools will not hesitate to use fixed term or permanent exclusion as a punishment where the circumstances warrant it. Persistent misbehaviour and threatened or actual violence to members of staff or other pupils could result in some form of exclusion.

Disputes

18. Any parent who has a concern or complaint regarding the application of this policy should follow the procedures set out in the Complaints Policy – DCP 002.

Review

20. The policy owner must keep up to date with relevant legislation and government guidance and update this policy whenever necessary. The board of the MAT must approve the revised version.
21. The policy owner must review the policy at the end of July each year and either submit a revised policy for board approval or confirm in writing to the COO that the current version of this policy is still fit for purpose.
22. The COO must submit a list of all confirmed policies to the board at the first meeting of each new academic year.
23. The MAT board must formally review and re-approve this policy every five years.