

## D.4 Behaviour Policy

This policy should be read in conjunction with the College Rewards and Sanctions Policy (Manual Section D.5) Anti-Bullying Policy (Manual Section D.6).

### Rationale

It is a primary aim of the College that every member of the College community feels valued and respected, and that each individual is treated fairly. College values are built on mutual trust and respect for all.

This behaviour policy is:

- Designed to support the way in which all members of the College can live together in a supportive and safe way
- To promote good behaviour, self-discipline and respect rather than merely deter anti-social behaviour
- To prevent bullying
- Ensure that students complete assigned work
- Regulate the conduct of students

The College acknowledges its legal duties under the Equality Act 2010 to safeguard students with special educational needs (SEN). For further information see Manual Section D.2 Student Equal Opportunities.

It is expected that all students follow the rules set out by the College and that all staff apply this policy in a fair, consistent and proportionate way. This policy will be published on the college website and as of March 2016 students will be required to read and sign the college rules on arrival.

### Behaviour Management

#### Promoting Good Behaviour

The following strategies reflect the College's rationale to promote positive behaviour amongst the students:

- We encourage students to take responsibility for their own learning and behaviour and how their actions affect others
- We encourage students to understand the value of education
- We use peer and self assessment techniques to increase students' involvement in their learning and good behaviour
- We highlight and praise positive aspects of students' behaviour
- We recognise patterns and triggers which may lead to inappropriate behavioural responses and take appropriate action to pre-empt problems.
- We encourage and support students to consider the impact of their behaviour on others, themselves and their environment
- We support students with behavioural difficulties to identify and agree on ways in which they might change or manage their behaviour
- We support students in a manner which is likely to make them feel valued and respected

Section D.4	Page 1 of 8	Version: February 15
Updated	LMA	December 16
Review	Reviewed by: LMA	
Next Review Due		December 2018

# Bishopstrow College – Policy Manual

- We encourage and support students to regularly review their own behaviour, attitude and achievements
- We will work together with outside agencies to provide additional support to students who require help managing their behaviour.
- We encourage older students to set an example to the rest

## Expectations for Students

Students are expected to behave with good sense and good manners in every situation, whether or not it is covered by a written rule or regulation. The following virtues outline the expectations that the College sets for its students to ensure a safe and inclusive environment (See Rewards and Sanctions Policy):

**POLITE** – Are you respectful to all staff and other students?

**HARD WORKING** – Do you try your best during lessons, activities and sport?

**ORGANISED** – Are you punctual and ready to start, with all materials needed?

**TEAM PLAYER** – Do you co-operate with other students?

**KIND** – Do you look after other students and make sure no one is left out?

## Classroom behaviour

Students should:

- Be dressed in the correct uniform
- Arrive promptly for assembly at 8:40am
- Arrive promptly for lessons throughout the day
- Line up outside the classroom at the start of lessons.
- Be ready and organised with their books for every lesson
- Greet their teacher in an appropriate manner
- Not call out during lessons (unless required to do so)
- To say 'please' and 'thank you' to peers and adults
- Leave the classroom neat and tidy after each lesson
- Ensure bags and belongings do not obstruct movements
- Respect the property of others. Do not interfere with any equipment, books, or another's personal property. Property may only be borrowed with consent.

## Break, Breakfast, Lunch & Dinner

Students should:

- WALK not run when moving around the College buildings or on the paths
- Stand back to make way for adults
- Students should open doors for adults and for fellow students where appropriate.
- Students must not use their electronics during the working day, unless they have a teacher's permission.
- Arrive promptly in the dining room for break and meal times
- Show good table manners
- Sit in the next empty seat

Section D.4	Page 2 of 8	Version: February 15
Updated	LMA	December 16
Review	Reviewed by: LMA	
Next Review Due		December 2018

# Bishopstrow College – Policy Manual

Eating is not allowed anywhere in the College other than the Dining Room or the Common Room at any time.

## Health & Safety

Students are expected to treat the facilities of the College with respect so that the community as a whole may benefit from them. Any damage to College property must be reported immediately to a member of staff.

Students are also expected to treat each other's property with respect and are not to use or touch an item that does not belong to them without permission from the owner.

Students are required to keep their personal items tidy and not to leave bags or clothing on the floor where they could block exits or cause a trip hazard.

Students are expected to know and observe safety and fire regulations. No student may have or use fireworks, firearms, knives or other dangerous implements that could be a risk to either themselves or others or damage college property.

## Accidents, Illness & Medications

All accidents must be reported to a member of staff at once, and students must observe College procedures in the case of illness

Students must hand in all medications to a member of staff on arrival and are not permitted to have medications in their possession unless authorised by the Head of Boarding.

## Out of Bounds

The following areas are out of bounds to students unless they have specific permission from an accompanying member of staff:

- Front Drive
- Garden Sheds and workshops
- Any area which is out of view of the main house
- Laundry Room
- Computer Server Room
- Staff Kitchen
- Staff Accommodation
- Kitchen
- College Office
- Director of Studies Office, Assistant Director of Studies office, Boarding office , Head of Maintenance office
- Staff Room
- Any area with a 'No Entry' sign displayed
- Staff toilets
- The classroom block before 8.45am and during break times and free time unless supervised by a member of staff.
- Sick Bay

Section D.4	Page 3 of 8	Version: February 15
Updated	LMA	December 16
Review	Reviewed by: LMA	
Next Review Due		December 2018

# Bishopstrow College – Policy Manual

## On Trips and In the Community

Students are expected to:

- Listen to instructions and respond to requests
- Behave sensibly at all times
- Not leave litter. Use bins provided
- Be aware of others, especially when walking in the street. Do not obstruct pavements.
- Be polite and well mannered
- Take responsibility for their belongings

## Warminster

Middle and Senior students may, at the discretion of the Principal, be allowed into Warminster in the company of other students. No student under the age of 13 will be allowed out without adult supervision.

The following are out of bounds to students in Warminster: The Park, Betting Shops, Pubs and bars and off licences.

## Money

Students should hand in all pocket money on arrival to the College and should not have more than £20 in cash in their possession. Students are responsible for collecting their pocket money every Wednesday. Students can hand in any excess pocket money to the office at any time.

Students are forbidden from lending each other sums of money.

## Appropriate Behaviour and Contact between Students

As a college we seek to encourage normal friendships between boys and girls. We strongly discourage any romantic relationships between students.

All students and staff should expect to feel comfortable, safe and relaxed in the school environment. Students engaging in inappropriate contact jeopardise this and detract from the purposeful and businesslike learning environment which the College strives to promote.

Inappropriate contact includes the following type of behaviour but this should not be seen as an exclusive list – any behaviour that disrespects the College environment and/or makes others feel uncomfortable or embarrassed is unacceptable:

- Holding hands
- Hugging
- Kissing
- Touching inappropriate areas of others' bodies

If staff are subjected to students displaying inappropriate behaviour it is their responsibility to tell the students to stop whatever they are doing. This should then be reported to the Director of Studies, Head of Boarding and the Principal so that they can have an overview of the student's behaviour and then decide on a suitable sanction.

Section D.4	Page 4 of 8	Version: February 15
Updated	LMA	December 16
Review	Reviewed by: LMA	
Next Review Due		December 2018

# Bishopstrow College – Policy Manual

There are, of course, occasions when a hug or holding hands can be necessary to console someone who is upset, frightened, hurt or disturbed in some other emotional or physical sense or as a sign of affection among platonic friends. The interpretation of this should be at the discretion of staff.

Boarding houses and corridors are out of bounds to the opposite sex of that house or corridor. If students are caught in a house or corridor which is out of bounds to them then they can expect a suspension. If they are found in a room belonging to a student of the opposite sex then it is likely to result in a permanent exclusion, at the discretion of the Principal.

Students engaging in any form of sexual activity should expect a permanent exclusion.

Students are forbidden from buying expensive gifts (i.e. anything costing £20 or more) or unsuitable gifts (e.g. a 16 year old student buying a DVD or game rated '15' for a 14 year old student) for each other as we believe these to be inappropriate.

## Alcohol

Students are prohibited from:

- bringing alcohol onto college premises or being in possession of alcohol or obtaining/supplying alcohol to another, or being impaired by alcohol while on college premises or in the care of the College; and/or
- bringing the College into disrepute for any reason associated with alcohol, whether or not the student is in the care of the College at the time.
- being in a Public House, unless in the company of an adult guardian or parent.

Every complaint, report or observation in relation to alcohol will be followed up and investigated. A student may be asked to give a sample of breath or be asked to consent to a property search.

## Smoking

Students are not allowed to smoke at any time whilst the College is in session and/or if they are under the College's duty of care. Students are still under the College's duty of care when offsite and so College rules apply.

Smoking means the use of tobacco or nicotine products in any form and includes purchasing, possessing and supplying tobacco or nicotine inhaling products (e.g. e-juice – including nicotine free, fruit flavours), papers, lighter fluid, lighters, matches and e cigarettes.

Sanctions will apply, not only to those found smoking, but also to those found in the company of smokers.

The health dangers of smoking are clearly established and carefully communicated in College in the PSHE programme, as well as being part of the syllabus in IGCSE Science. If anyone is addicted to tobacco and would like help, the College offers confidential opportunities for personal advice and support.

Section D.4	Page 5 of 8	Version: February 15
Updated	LMA	December 16
Review	Reviewed by: LMA	
Next Review Due		December 2018

# Bishopstrow College – Policy Manual

## **Drugs** (See also Policy Manual D.14)

Any student found in possession, or in the company of others in possession, of illegal drugs and substances is liable to face permanent exclusion.

## **ICT** (See Also E Safety Policy Manual Section D.8)

The College's ICT facilities are for educational purposes only. Any abuse of these facilities - e.g. the sending of obscene e-mail messages or visiting inappropriate web sites - will result in sanctions for any students involved.

## **Electronics**

Students are allowed to bring 3 electronic items (e.g. iPad, laptop, phones) to the College, however we recognise that there is a potential for the misuse of electronic items by students and therefore the College has strict rules in place to avoid abuse.

- Students must declare all electronic items to the boarding staff so that a log can be kept
- Electronic items must be named
- Students wishing to use electronic items in the College must agree to abide by college rules
- Students must store all electronic items on their electronics shelf overnight - no electronics are to be used after lights out
- Students are banned from using or bringing to the College any electronic device that may alter the College computing equipment or network.
- Electronic items are not to be used during the school day unless permission is given by a teacher.

Failure to use electronics in accordance with College rules may result in confiscation of the student's electronics.

## **Mobile phones**

We encourage students to keep in close contact with their parents and families for many the easiest method is by mobile phone.

- Students can only use mobile phones before breakfast or after dinner during the college week
- Phones are not to be brought into class or activity
- Students must not use 'personal hotspots' to access the internet

## **Laptops/tablets**

- Students may use laptops during lessons when agreed/ allowed by a teacher
- Students bringing laptops and/or tablets to the College must sign the College's Acceptable Use Agreement

Section D.4	Page 6 of 8	Version: February 15
Updated	LMA	December 16
Review	Reviewed by: LMA	
Next Review Due		December 2018

# Bishopstrow College – Policy Manual

## Cameras/ Camera phones

- Students must not use cameras in bedrooms or bathrooms – this also applies to the camera function on mobile phones.
- Cameras can only be used in free time and must not be used in class unless this has been approved by the teacher
- Students can only post photos online if they have consent from all the people in the picture.

## Banned and Prohibited Items

The list of banned and prohibited items is published in the Student handbook (and in Appendix 1 below). Refer to Manual Section D.13 for the College's Searching and Confiscation policy.

## Malicious Accusations

Any student found to have made malicious accusations (either verbally or in writing) against a member of the College staff or student body should expect to be either suspended or permanently excluded.

This policy has been updated in accordance with current DfE guidance: *Behaviour and Discipline in Schools: Advice for headteachers and school staff (2014)* and *Searching, Screening and Confiscation: Advice for headteachers, school staff and governing bodies (2014)*

## Appendix 1

The College reserves the right to search a student or their possessions for any of the items listed below.

### List of banned items:

Students must not bring the following items into the College, and should expect to receive sanctions if found in possession (see Manual Section D.13 Searching & Confiscation policy) of any of the following:

- Chewing gum
- Hair dye
- Cigarette lighters, lighter fluid or matches
- Inappropriate DVDs or Games e.g. rated 18 or rated 15 found in the possession of students aged 17/14 or younger
- Posters/pictures (including electronic images) which have explicit nudity/ language/ violence, weaponry or drug subject matter
- Permanent marker pens

Section D.4	Page 7 of 8	Version: February 15
Updated	LMA	December 16
Review	Reviewed by: LMA	
Next Review Due		December 2018

# Bishopstrow College – Policy Manual

- Medication - unless the Head of Boarding has permitted the student to self-medicate
- Superglue
- Wireless routers, dongles or any device used to alter College computing equipment
- Laser pointers
- Clothes, hats, bags, etc. with logos or slogans which are offensive or which advertise drugs or alcohol
- Caffeinated and sports drinks such as Red Bull and PowerAde
- Plug Adaptors that do not meet HSE guidance.
- Electrical goods such as heaters, electric blankets, rice cookers
- Mini Segways/ self balancing Hover Boards

## List of prohibited items:

Students found in possession (see Manual Section D.13 Searching & Confiscation policy) of any of the following items should expect suspension or a permanent exclusion

- Knives or weapons including Swiss army or pen knives
- Alcohol
- Illegal drugs or 'legal highs'
- Stolen items
- Tobacco or nicotine inhaling products (including e-cigarettes and e-juice/liquid e.g. vaping paraphernalia) and cigarette papers. Nicotine free e cigarettes are also prohibited.
- Fireworks
- Pornographic images
- Any article that the 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)

Section D.4	Page 8 of 8	Version: February 15
Updated	LMA	December 16
Review	Reviewed by: LMA	
Next Review Due		December 2018