



# **PUPIL BEHAVIOUR POLICY (REWARDS AND SANCTIONS)**

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The purpose of this policy is to provide guidance to employees and students of Benenden School (Kent) Limited and its subsidiaries (collectively 'Benenden' or 'the School')

This policy, which should be read by all pupils and parents, expands and complements the notes on pupil behaviour and disciplinary procedures as found in the Parents' Contract (signed on acceptance of a place in the School).

The aim of our Pupil Behaviour Policy is to encourage pupils to behave well, with thought and care for others, and to stay safe. Where pupils are disabled or have special educational needs, account will be taken of those circumstances and consideration will always be given to modifying any appropriate sanction. Where a pupil's behaviour may be influenced by safeguarding matters, there will be liaison with the Safeguarding team. Staff managing disciplinary issues will always be open to considering the possibility of a multi-agency assessment.

### **Management of pupil behaviour**

All members of staff have a responsibility to uphold high standards of behaviour amongst pupils and to respond appropriately should poor behaviour be witnessed. All staff will receive training on behaviour as part of their safeguarding training at induction, with teaching staff having more detailed guidance as part of their academic induction.

Tutors are a particular source of support for pupils in relation to their behaviour and should always discuss any behavioural issues with their tutees, to help them understand how to maintain good behaviour.

The First Deputy has overall responsibility for pupil behaviour, supported by the Housemasters/Housemistresses (HMs) and Heads of Lower School, Middle School and Sixth Form. Any serious concerns about pupil behaviour should be referred to the relevant HM and First Deputy.

### **Relevant policies**

The following policies, which can all be found on the staff hub [here](#), also support aspects of promoting good behaviour and responded to poor behaviour:

- Safeguarding 1 Safeguarding and Child Protection
- Safeguarding 2 Anti-Bullying
- Safeguarding 3 Online Safety
- Safeguarding 4 Physical Contact and Use of Reasonable Force
- Safeguarding 6 Child on Child Abuse
- Conducting a Search of a Pupil's Room, Possessions or Person

This policy has been written with reference to the following guidance:

- Keeping Children Safe in Education (2022)
- The Independent Schools Standards Regulations
- Behaviour in Schools (DfE 2022)
- Equality Act 2010, in respect of pupils with special educational needs or disabilities (SEND)
- National Minimum Standards for Boarding (2022)

### **Promoting Good Behaviour**

The school promotes good behaviour through educating pupils about the expectations which are placed upon them. The behaviour guidelines provide the basis of our expectations for pupil behaviour, these guidelines apply at school, and on any school educational visit, trip or sporting activity. These are publicised to pupils in House, printed in the *Student Handbook*, considered and reinforced in Prayers (School assemblies) and are the foundation of the leadership which the Grey Jumpers exercise in their role as prefects upholding good order. House staff outline the behaviour policy as part of the annual induction process and update pupils should any changes be made to the policy within the school year.

The School ethos, supported by each House's own ethos, encourages positive behaviour. Staff take every opportunity to reinforce the appropriate behaviours expected of pupils and these are discussed in PSHE lessons, Form Order, House Order and in tutor meetings. Staff are expected to be good role models and to educate pupils about how to behave.

The ethos of kindness and support which flourishes among the pupils, is adopted by those entering the school as they follow their student leaders and staff role models. Benenden has a very positive behaviour culture which is affirmed through the rewards system.

### **Appropriate Behaviour**

The following list, which is not exhaustive, outlines how we expect pupils to behave:

1. We encourage and affirm responsible and considerate behaviour at all times. You should treat one another, staff and visitors with respect and courtesy.
2. You are expected to use your common sense and to keep within the law.
3. You should aim to make the best use of your lessons by working hard, being organised and being punctual. You should show respect to each other and staff during lessons, ensuring your behaviour helps you and others to learn effectively. Prep and coursework should be completed and handed in on time.
4. Look after the school facilities and grounds when you use them. Keep your room tidy and do not damage any school property in any way. If you spot anything worrying or unsafe, please report this to a member of staff.
5. When in school, you must stay within the bounds mentioned in termly House briefings. Whilst you are free to use most of the site, you may not go to Weston Crescent, the Walled Garden or the surrounding area, near any of the ponds, the incinerator, the sewage works, the field leading down to the lake and any building sites where contractors may be working, unless accompanied by a member of staff. You may also not use the footpath which runs from Top Lax and goes behind the All-weather Pitch, accessed via the kissing gate.
6. In school you must wear the school uniform as required, and on all visits out of school you must dress appropriately to the occasion and with regard for your own safety.
7. Whenever you go out of the school grounds, you must have permission from the duty member of your House staff and sign out.
8. Your behaviour on all educational visits and trips organised by the school is expected to comply with these guidelines.

### Inappropriate Behaviour

The following list, which is not exhaustive, outlines potential areas of poor behaviour:

1. Child on Child abuse is not tolerated in any form and you should be aware of the Anti-bullying and Child on Child abuse Policies which help you understand what to do if you come across bullying at any point. Bullying includes any physical, verbal or emotional harm you cause to another person. You must not cause physical harm to another pupil: this is likely to result in a temporary or permanent exclusion.
2. Discrimination in any form, whether on the grounds of race, ethnicity, gender identity, sexuality, disability or anything else is not acceptable.
3. Relationships which are inappropriate in a school context are not permitted. This means that whilst pupils may have partners within the school community, and partners beyond it, no physical expression of such relationships is allowed in School (see Relationships Policy).
4. You must use the internet and electronic or virtual media including your personal mobile technology responsibly and comply with the Acceptable Use of ICT Agreement which you have signed.
5. It is not permitted to smoke or vape anywhere at school or on school visits. You must not possess cigarettes, tobacco related products, e-cigarettes, any form of vape device, any psychoactive substances (sometimes named Legal Highs), at any time in school or on school visits.
6. Similarly, alcohol must not be brought into school or drunk in school or on school visits or trips. There are some specific exceptions to the consumption of alcohol by members of the Sixth Form under formal staff supervision ([Alcohol, Illegal and Controlled drugs Policy](#)).
7. You may only take controlled drugs if these have been prescribed to you and may only take them under staff supervision. These must be kept securely by House or Medical Centre and you must not have them in your possession, if you do this will be treated as a disciplinary issue and is likely to result in a sanction.
8. You must not use or possess illegal substances (drugs) at any time; such use or possession is likely to result in permanent exclusion.
9. You must not engage in body piercing or tattooing in school.
10. You must not do anything inside or out of school which brings the school's name into disrepute. This is to be interpreted as widely as possible and also includes all forms of electronic media, for example communication through websites or mobile technologies. Do not communicate with any journalists without the permission and guidance of the Headmistress, First Deputy or Director of Marketing and Communications.
11. You must not make a malicious allegation, spread rumours about or tell lies about a member of the school community. To do so would result in serious disciplinary action.
12. If you are aware of rule-breaking within School, or have been present during rule-breaking, but do not raise this with a member of staff you could be considered to be complicit in the rule-breaking and be subject to sanctions.

Breaking these guidelines is likely to result in a sanction being applied. If you find it difficult for any reason to keep to these guidelines and/or you find yourself in trouble for having broken the guidelines, you should seek support from someone in school.

Older pupils, especially those in the Sixth Form, Grey Jumpers and those with other positions of responsibility, have a duty to be good role models and promote good behaviour in school. They should lead by example and should never underestimate the influence they have on younger pupils.

### Reward and Sanctions

#### Rewards

Benenden's reward system is noted through **Pink Slips** which are awarded electronically, with a verbal communication. The system is designed to promote communication between the member of staff, the tutor and the House staff and to increase a student's self-esteem by recognising their achievements in a wide range of areas from academic to pastoral. Each Department should include a policy in their Handbook about their criteria for awarding the slips within the Department.

Guidelines for when to give Pink Slips are best understood from looking at the list of reasons given on the Pink Slip. These are as follows: conspicuous effort; excellent prep; excellent work or performance in lesson; excellent test; initiative; noticeable/encouraging improvement (in.....); positive contribution in class; boarding house award, special helpfulness, and other.

As an approximate guide to quantity, a teacher might expect to issue as many Pink Slips as there are pupils in the class, per term. It is essential that pupils perceive the issue of Pink Slips as being applied fairly and consistently within a Department and indeed across the School.

Pupils and tutors will receive Pink Slips electronically. The tutor will discuss the slip with their tutee. A consolidated record is available through iSAMS. Once three have been awarded in one term, the pupil is called to receive a simple commendation from the Headmistress at a ceremony known as Pink Slippers. Certificates of Achievement will be awarded in Mark Reading at the end of every term to the pupils who have the greatest number of Pink Slips.

Outstanding pieces of work may be sent by staff to the Headmistress for consideration. She may decide to award a Head's Commendation. This is a special award for a student who has produced outstanding work. The Head of Department should approve your proposal to make such an award and the Headmistress should then be notified. She will see both the work and the pupil and congratulations and a certificate will be given at a Monday Prayers (assembly).

In addition, Grey Jumpers may also award **Pink Slips** for good and helpful behaviour which sets an example to others. Such requests are communicated to the First Deputy who enters records them on iSAMS.

### Behaviour and Performance Issues

#### Concerns about a pupil's academic performance: Pupils of Concern slips

Where a pupil's work falls below the standard that you would expect of them a **Pupils of Concern** slip should be used. These PoC slips are for issues concerning **ATTAINMENT**. It is important to follow up on this, ideally via a discussion with the pupil in the first instance. Early identification of an emerging

problem allows us to intervene sooner and help support pupils to meet their full potential. The slip should state the problem and what is being done by the class teacher to try to address the problem.

Pupils of Concern slips are **NOT** seen by the student but go to the student's tutor, Hm, Head of Lower School/Middle School/Sixth Form and the Academic Office to alert them of a problem. These are reviewed by the Deputy Head Academic in conjunction with the relevant staff to assess action being taken to support the student. In addition, the pupil should be raised at the next departmental meeting via the Pupils of Concern agenda item.

### Sanctions for Poor Behaviour

The School rejects the use of corporal punishment as a sanction for any type of poor behaviour. The sanctions for behaviour of increasing concern are listed here. Where a pupil may have a Special Educational Need or Disability, their behaviour should be considered in relation to this, to see whether the potential for poor behaviour could be planned out within the class or House setting. This does not mean that sanctions cannot be given to pupils with SEND, though the particular nature of an individual's SEND should inform the appropriateness of certain sanctions. If staff have any concerns in this area they can consult the First Deputy or SENDCo for advice.

There are two levels of sanctions for poor behaviour which you can use via iSAMs.

- 1) **Notification Slips** are available to staff for use as an early warning of concerns about an aspect of behaviour or attitude to learning. Examples are given in a table at the end of this document. The slips go to the tutor, Head of Lower School/Middle School/Sixth Form, Hm and the pupil.

On receipt of **three** such notifications, a pupil will automatically be given a Blue Slip. They should be discussed with pupils in the same way as Blue Slips but there is no need for them to be recorded on reports.

- 2) **Blue Slips** are also given for poor behaviour, but where it is more serious than a notification slip would merit, or for accumulation of three notification slips. Tutors will discuss the reasons with tutees; three Blue Slips will usually lead to further measures, such as and most commonly Detention.

Grey Jumpers may request a **Blue Slip** to a pupil for poor or unacceptable behaviour (such as talking in Prayers, behaving thoughtlessly in the Dining Room or House). These are treated in the same way as other Blue Slips and three within a term will usually result in the pupil being put in detention.

#### Staff action for Notification Slips and Blue Slips

1. Speak to the pupil before issuing the slip. Choose your moment: it is usually unhelpful to discuss these issues in public.
2. If there is no mitigating circumstance from the discussion, issue the slip as soon as possible after the lesson/incident.
3. Ensure that the planning of future lessons considers how to help pupils avoid the behaviours that led to the slip and hold pupils to account in terms of making sure that any outstanding work is completed.

Tutor action for Blue Slips

1. Discuss slip with student and take any other appropriate action
2. Inform Hm/Head of Lower School/Middle School/Sixth Form of the outcome of the discussion with the pupil
3. Make sure that slips are recorded in Reports, where appropriate.

**Following up on slips**

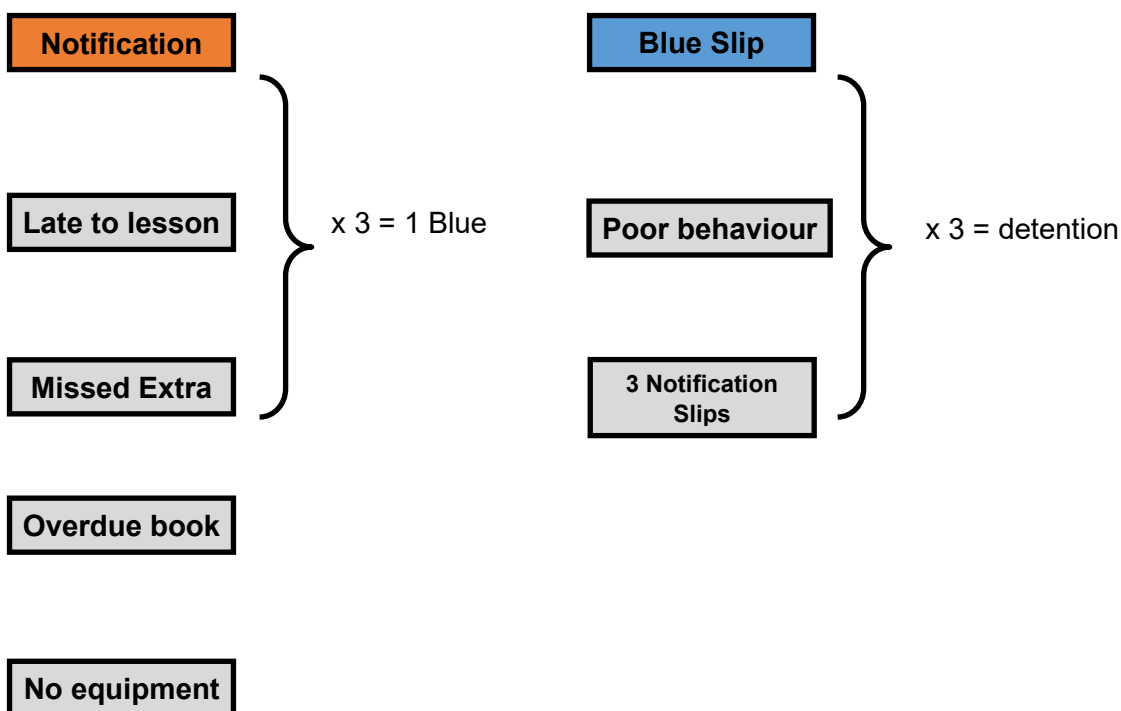
The school operates two complementary systems to support and monitor pupils: a pastoral system involving tutors and Hms and an academic system that involves Heads of Year and the Academic office.

In the case of Notification Slips and Blue Slips, the first member of staff to speak to a pupil about a slip they have received should be their tutor. The tutor should make a record in their tutor notes about the outcome of any discussions and should liaise with the member of staff who issued the slip in order to resolve/improve the situation. Where the slip was given primarily for a behavioural issue Hms will monitor the situation and may ask the tutor for updates. If a situation is not improving the tutor may pass the problem on to their Hm. Where the slip was given primarily for an academic issue, Heads of Year will monitor the situation and may ask the tutor for updates. If a situation is not improving the tutor may pass the problem on to the Head of Year.

In the case of Pupils of Concern slips, the tutor is again the first port of call and they should liaise with the issuing teacher to resolve/improve the situation. The relevant Head of Lower School/Middle School/Sixth will monitor the situation and support the tutor in finding a resolution.

**Notification Slips** and **Blue Slips** are for **organisational** or **behavioural** issues and form part of the school's sanction system. This means that sufficient numbers of Notification and/or Blue Slips will result in a pupil being placed in detention and / or being put on report.

When these slips are issued copies go to: Tutor, Hm **and** the pupil



## PUPIL BEHAVIOUR POLICY (REWARDS AND SANCTIONS)



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If you are unsure regarding which slip to issue in a given situation the following examples may be helpful:

Example of issue	Appropriate sanction
Pupil forgets equipment – first time	Verbal warning
Pupil forgets equipment – second time	Conversation and Notification Slip
Pupil late to lesson – first time	Verbal warning
Pupil late to lesson – second time	Conversation and Notification Slip
Pupil's work below usual standard – first time	Conversation with pupil
Pupil's work remains below usual standard	Pupil of Concern Slip and conversation with tutor
Pupil has not done their prep – first time	Conversation (and Notification Slip if warranted)
Pupil has not done their prep – second time	Conversation and Blue Slip
Prep plagiarised	Conversation and Blue Slip
Pupil rude to member of staff	Conversation and Blue Slip

Generally, the first time a minor infringement occurs, give a verbal warning and ask for an explanation – there may be a very good reason. If there is not, and the infringement happens again, give a Notification Slip. Three of these equal a Blue Slip.

For more serious offences e.g., rudeness, deliberate unkindness, cheating etc., a Blue Slip should be the default.

### House offences

Alongside work-related issues, pupils may receive sanctions for breaking House rules and routines. The following tables outline common examples of infractions and the related sanction:

Misdemeanor	LS Houses
Lack of punctuality for roll call / House Order	Verbal warning followed by notification slip, then blue slip
Lack of punctuality for mobile/laptop hand ins	Warning, then confiscate phone for 24 hours
Lack of punctuality getting ready for side lights	Verbal warning followed by notification slip, then blue slip
Forgetting meds	Verbal warning
Making too much noise in the dormitory after lights out	Verbal warning followed by notification slip, then blue slip. Detention if making a disturbance more than 30 minutes after lights out
Making too much noise during prep hour	Verbal warning followed by notification slip, then blue slip
Untidiness in the dormitory	Verbal warning, dormitory inspection if no improvement. Laptop withheld if appropriate
Poor manners	Verbal warning, followed by blue slip/detention if serious (swearing etc.)
Leaving lights on in dormitory	Note on door and lose dormitory award points
Not handing in meds	Verbal warning
Not signing out in the evening	Verbal warning, blue slip if persistent
Having a second device	Detention
Kitchen mess	Kitchen locked for a period of time
Not changing sheets/ doing laundry	Verbal discussion / warning
Having cutlery / plates in dormitory	Verbal warning, blue slip if persistent / reduced dormitory points





### **Morning Detention**

Morning detentions are penalties incurred for bad behaviour, including going out of bounds without permission, being disruptive in class and repeated failure to do preps. It will also be used as a sanction for unkind behaviour between pupils, including any form of child on child abuse.

Morning detentions may be used as a penalty for any inappropriate use of electronic technology, such as sending inappropriate emails or making unpleasant comments on social networking platforms. Staff may request a detention for a pupil for a series of minor incidents (most commonly, the accumulation of three or more Blue Slips). Only in exceptional circumstances may a detention be given for an offence without Blue Slips having been issued as part of the formal warning process. All requests for detention should be made to the First Deputy and not imposed by individual members of staff.

Morning detentions are held by a member of SMT on Saturday mornings from 7.45am for 45 minutes. Pupils complete set work under supervision. For weeks where the Saturday morning is not possible, such as exeats and half terms, the detention will instead be held on a Wednesday or Thursday morning so that the time between a sanction being set and then completed is kept as short as is practical.

The First Deputy's office notifies the House teams on Thursday of who is in detention that weekend and they then inform the pupils. For Wednesday/Thursday detentions these actions will happen earlier in the week.

### **Evening Detention**

Evening detentions take place from 6.30pm-8.30pm on Saturday evenings. They are given for more serious examples of the offences above and can be given for other offences such as, but not limited to:

- Missing Saturday morning detention for reasons which were avoidable, e.g. sleeping in.
- A repeat offence for which a morning detention has already been given within the same term.
- Issues of Health and Safety, e.g. abandoning someone who may need medical assistance.
- Any other offences which are not serious enough to result in gating.

Evening Detentions are authorised by the First Deputy and supervised by a member of SMT and involves a task to focus pupils on positive behaviours and how to avoid negative behaviours.

### **Contacting Parents about Poor Behaviour**

The Housemaster/mistress will make parents aware of any poor behaviour and consequent sanctions where these are a concern. Hms will always use their discretion in this and it is recognised that parents (unless they have specifically requested otherwise) do not need to be informed of every transgression.

It is recognised that a small number of pupils may experience difficulty in maintaining the standard of behaviour expected of them. In such circumstances the First Deputy will work closely with other members of staff including the Deputy Head Boarding and Pastoral, House staff, SENDCO, outside agencies and parents to provide the support and disciplinary structure necessary for the student to succeed.



### **Gating**

Gating is a more serious punishment than detention and is always combined with attendance at both morning and evening detentions. It is given after discussion between the First Deputy, the Hm and the pupil concerned for offences such as drinking alcohol, smoking or vaping but it may also be used at the discretion of the First Deputy in different situations where a single or double detention may not be sufficient punishment.

When a pupil is gated, they may not leave the school premises for the duration of the gating unless on a staff supervised curricular activity or medical appointment. Pupils may not usually represent the school at away matches or go out of school on optional trips or attend other activities off site. The gating card is issued the day after the sanction is confirmed. For the duration of the gating, the pupil is required to sign in regularly with a combination of the Duty Hm and their own Hm every hour at weekends and at various points during the week.

In exceptional circumstances, pupils may also be required to attend weekday evening detentions or miss organised activities, as deemed appropriate by the First Deputy.

### **Internal Suspension**

Some offences may be deemed serious enough to warrant a punishment greater than a gating, but it may not be practical for a student to return home for a period of temporary suspension. In such cases pupils may receive an 'internal suspension'. This will take the form of the student leaving their boarding accommodation, and the company of their peer group during the day, for a number of days, and to either attend lessons as usual or, for more serious offences, spend time in a Deputy Head's office instead of attending lessons. During this time the student will be encouraged to use their time purposefully but will not be permitted to socialise with other pupils, or join in with school lessons and activities, or enjoy use of their mobile phone (other than to call home at a time determined by House staff) or tablet. They may use a computer, but only for the purposes of work.

### **Temporary Exclusion 'suspension'**

Where a pupil has either persistently offended or has committed an offence which is serious enough to warrant a period of exclusion from School, they will normally be excluded for a period of up to one week in the first instance. Parents will be invited to come in to speak with the Headmistress about the behaviour and to then take their daughter home for the period of the suspension. Where a pupil is subject to temporary exclusion, it is the pupil's responsibility to contact their teachers in order to make up missed work in their own time at home. It is likely that any further poor behaviour will result in the pupil being permanently excluded. Exclusions are always discussed with parents or guardians.

Pupils will meet with the Headmistress or the First Deputy on return from internal suspension or temporary exclusion.

In any case of misbehaviour, where it is clear that a student is having significant difficulty, support is available from their tutor, House staff, Medical and Counselling staff or other sources. This applies particularly to pupils with special educational needs and/or disabilities.

Whenever a pupil receives a detention, gating or suspension there should also be a dialogue between the pupil and an appropriate member of staff (HM, SMT, School Nurse) to establish the behaviours that led to the sanction and how they can be avoided in future. Where bullying or discrimination are involved pupils may be asked to attend a mediation session with affected pupils.

### Permanent Exclusion

Where a permanent exclusion is being considered, such as for a drug offence, repeated alcohol or vaping offences, or severe peer on peer abuse, it is likely that the parents will be given the option of withdrawing their daughter. The process for exclusion is outlined in the [Exclusions Policy](#). An appeal against any decisions reached may be initiated using the School's Complaints Procedure, which is found in the Parents' Information Handbook and on the portal.

### Record Keeping

Records of all pink and blue slips received are held on iSAMS. A record of all School Sanctions including Gatings, Detentions and Exclusions is held by the First Deputy. The Chairman of Council reviews the log of School Sanctions on a termly basis.

### Smoking, Alcohol and Illegal/Controlled Substance Offences

The School has specific sanctions for smoking and alcohol offences and the use of illegal substances (see the [Alcohol, Illegal and Controlled Drugs Policy](#)). There are occasions where sixth formers, with parental permission, will be offered alcohol with food at events, the following guidance refers to situations where pupils are

The sanctions for smoking, alcohol and illegal/controlled substances are outlined below.

### Smoking / Vaping

Where a pupil smells of cigarette smoke, is in possession of cigarettes, tobacco products, any form of vape device, e-cigarettes or any other lookalike-controlled substance, the following sanctions will be applied.

#### First Offence

- Interview with the First Deputy
- Letter home (including written warning about random staff searches of property and areas)
- One week's gating

#### Second Offence

- Interview with the First Deputy
- Letter home (including written warning about random staff searches of property and areas)
- Two week's gating

A third offence of smoking is likely to result in temporary exclusion, with any subsequent offences likely to result in permanent exclusion.

This list refers to smoking/vaping **outside** the school buildings. Smoking **inside** buildings is illegal and a more serious offence because of the fire hazard it creates. Vaping inside a building infringes on the ability of other pupils to enjoy the shared space in the boarding house. Anyone caught smoking/vaping inside the buildings will go straight to a second offence and a repeat offence is likely to involve temporary exclusion, with any subsequent offences likely to result in permanent exclusion.

When a pupil has been caught smoking/vaping, they are recommended to contact the Medical Centre who can advise on the health risks of these activities and also to give support for those wishing to stop smoking/vaping.

### Alcohol

Pupils found to be in **possession** of alcohol can usually expect to be sanctioned as follows:

#### First Offence

- Interview with the First Deputy
- Letter home (including written warning about random staff searches of property and areas)
- One week's gating

#### Second Offence

- Interview with the First Deputy
- Letter home (including written warning about random staff searches of property and areas)
- Two week's gating

A third offence of being in possession of alcohol is likely to result in temporary exclusion, with any subsequent offences likely to result in permanent exclusion.

Pupils found **drinking** (outside of a School sanctioned event for Sixth Form) **or drunk** will normally be sanctioned as follows, but the school reserves the right to consider temporary exclusion in the case of a pupil who repeatedly drinks or is found on at least one occasion to be drunk to the point of being incapacitated or who contravenes the Alcohol Policy when on a school trip, where the staff do not have the support of the Medical Centre:

#### First Offence

- Interview with the First Deputy
- Letter home (including written warning about random staff searches of property and areas)
- Two week's gating

#### Second Offence

- Temporary exclusion

A third offence of drinking or being drunk is likely to result in permanent exclusion.

Pupils who are found drinking are likely to be excluded from the next social event for their year group.

Supplying drinks to other pupils is also a serious offence will result in two weeks' gating. When a pupil has been caught drinking unwisely, they are recommended to contact the Medical Centre who can advise on the health risks associated with drinking and also to give support for those who are concerned about their drinking habits.

Offences concerning smoking/vaping and alcohol are considered very serious. These sanctions apply on all educational visits as well as at school. Pupils who have been sanctioned for either of these offences should be aware that they may be subject to random searches of their property and area with an adult present in addition to the member of staff conducting the search. Offences 'carry' for the duration of a student's time in: a) IV/UIV; b) LV, V, UV; and c) VI. Generally, at the end of the IUV and of the UV pupils are given a fresh start.

### Medication

All medication must be stored appropriately and in line with School guidance.

### Illegal and Controlled Substances

Illegal and controlled substances can cause serious damage to pupils' health. If there is a concern that a pupil has taken an illegal or controlled substance at school or returns from time out of school appearing to be under the influence of an illegal substance, the pupil will be asked to undertake a substance test.

The following guidelines will be used for the test:

1. A pupil will be accompanied to an appropriate place by the Deputy Head Boarding and Pastoral (or the Senior Matron, if the Deputy Head Boarding and Pastoral is unavailable). Wherever possible, they will be accompanied by another responsible adult of the pupil's choice, assuming that they can be contacted within a reasonable time frame. This is likely to be a member of the House team.
2. The pupil is interviewed, and an appropriate drug testing company is contacted and an appropriate test would be determined. They will provide a call out service. Once in school, they arrange the collection of a urine or hair follicle sample, ensuring it is not tampered with. A member of staff should stay with the student until a member of staff from the drug testing company arrives and will be needed to identify the student to the collector. The sample is sent for analysis ensuring chain of custody. The Deputy Head Boarding and Pastoral will be informed of the result by telephone and this will be confirmed by letter and appropriate action will be considered in line with school procedures, primarily as outlined in this policy.
3. Staff, pupils and parents should also understand the school's procedures in relation to the misuse of illegal or controlled substances as outlined in the [Alcohol, Illegal and Controlled Drugs Policy](#)

### All staff, pupils and parents should be aware that:

- Any pupil found in possession of illegal or controlled substances, under the influence of illegal or controlled substances, passing illegal or controlled substances to other pupils, or having taken illegal or controlled substances in school must expect to be permanently excluded.
- In the event of a pupil being allowed to remain at school after an illegal or controlled substance offence, a condition will be that the individual submit to random testing.
- The school reserves the right to test any pupil suspected of illegal or controlled substance misuse.
- It is school policy to inform Kent safeguarding of our concerns in these instances. Where appropriate the school will liaise with the police, based on criteria that will be agreed with the police on a regular basis
- Parents will be informed if the school becomes aware that illegal or controlled substance misuse has occurred in the holidays or weekends away from school.

These sanctions are designed to protect the individual and the school community. The school will be helpful to any individual seeking advice and guidance in this area, within the constraints of the law and our responsibility to maintain good discipline.

In addition to our own PSHE programme, Kent NHS provide a 'School Health' service which can be contacted on 03001234496 or emailed at [nem-tr.kentchildrenandyoungpeoplehealthservices@nhs.net](mailto:nem-tr.kentchildrenandyoungpeoplehealthservices@nhs.net)

### Searches for illegal or harmful items

Please refer to the Conducting a Search of a Pupil's Room, Possessions or Person for more detail. When there is reasonable suspicion that a pupil, or group of pupils, are in possession of cigarettes, vape equipment, alcohol, illegal or controlled substances, stolen property or any item that may cause personal injury, including matches, cigarette lighters, sharps being used for self-harm and medication which is not locked away, the school reserves the right to search the area and belongings of those individuals. Mobile devices and laptops will be confiscated if they contain, or are suspected to contain, illegal images such as pornography.

It is likely that little or no notice will be given of such searches. However, efforts will be made to conduct such searches with due regard to the personal distress and embarrassment which may be caused to the pupil/pupils. The search will normally be conducted with the consent of the pupil/pupils and in her/their presence, unless there is a risk that serious harm might be caused if the search does not take place immediately. There will always be at least two adults present, at least one of whom will be female. Members of the Safeguarding Team, the Deputy Heads and Hms are sanctioned by the Headmistress to search pupil belongings. For further details please see the Conducting a Search of a Pupil's room, possessions or person policy.

Whilst staff do not conduct personal body searches for the items mentioned above, it is appropriate for staff to ask the pupil to hand over any such substance or item. Once confiscated, items will be dealt with in one of the following ways:

- Alcohol, cigarettes, vape pens and lighters and self-harm sharps will be disposed of
- Medication will be either returned to the parents of the pupils concerned or disposed of on their instruction
- Controlled drugs will either be handed to the police or disposed of
- Other substances such as 'legal highs' will be disposed of
- Stolen items will be returned to their owner or handed to the police
- Pornographic images will either be deleted or saved as evidence and handed to the police. The device on which they are held will be returned to the owner once the issue has been dealt with.

Where a pupil refuses to cooperate with a search and/or refuses to turn out their pockets or hand over a bag to be searched, parents will be contacted to seek their permission. A refusal to cooperate may result in a sanction being given in lieu of cooperation.

Where there is good reason to suspect the possession of illegal or controlled substances the police may be called. The police are sometimes accompanied by sniffer dogs on such occasions.

The following guidance from the Department for Education will be followed: Searching, Screening and Confiscation Advice for schools July 2022

If illegal or controlled substances are found, staff should ensure the following:

- A second adult witness is present throughout.
- Seal the sample in a plastic bag and include details of the date and time of the seizure/find and the name of the witness present.
- Store it in a secure location, such as a safe or other lockable container with access limited to senior members of staff.
- Notify the Head who will notify the police without delay (they will collect it, and then store or dispose of it in line with locally agreed protocols.) The law does not require a school to divulge to the police the name of the pupil from whom the drugs were taken but it is advisable to do so.
- Record full details of the incident, including the police incident reference number.

**Appeals** against any action taken by the school may be initiated using the [Complaints Procedures for Parents](#).

This Policy is drafted having regard for **Behaviour and discipline in schools** (DoE January 2016). This policy acknowledges the school's legal duties under the Equality Act 2010, in respect of safeguarding and in respect of pupils with special educational needs or disabilities (SEND).

**All staff must comply with this policy. Any breach will be regarded as a disciplinary matter.**