



EPSOM

COLLEGE

Behaviour Policy

Principles

This policy document sets out to promote and maintain honest, considerate and dependable behaviour amongst College pupils. It reflects the founding values and principles on which are based the College's expectations of high standards of behaviour amongst its pupils. The College Rules and Expectations apply to all age groups (including those pupils who are over the age of 18) and at all times when the pupil is: at school, representing the College or wearing school uniform; travelling to and from school; associated with the College at any time and draws on statutory and non-statutory guidance published by the government. The policy has also been drawn up so as to comply with Part G: Promoting positive behaviour and relationships (Standards 15-17) of the National Minimum Standards for Boarding Schools 2022, and takes into account the non-statutory guidance given in 'Behaviour in Schools' (July 2022) and the Equality Act 2010.

The Governors and the Head intend that the College Expectations and the sanctions provided in them shall also, in appropriate circumstances, be capable of regulating the conduct of pupils when they are away from College premises and outside the jurisdiction of the College, whether online or offline; for example, during an exeat or half term and in the holidays. This will normally be where the conduct in question could have repercussions for the orderly running of the College, affects the welfare of a member or members of the College Community or a member of the public, or which brings the College into disrepute.

It is to be read in conjunction with several other College publications that deal with specific aspects of pupils' behaviour, the way in which it is managed, and associated rewards and sanctions:

Guidance for Pupils

Code of Conduct for Sport

Use of Reasonable Force to Control or Restrain Pupils

Search Policy

Child Protection and Safeguarding Policy

Anti-bullying Policy

Drugs, Alcohol and Tobacco Misuse Policy

Duties, Powers and Responsibilities of Prefects

Exclusions, Removal and Review Policy

Prevent Duty Advice

Social Media Policy

Rewards and Sanctions Policy

Promoting Positive Behaviour

Classroom Expectations

Complaints Procedure for Parents

Academic Intervention Policy

Guidance for Pupils includes (in Section 7) a definitive listing of College Expectations and Guidance. It is updated annually and issued to all pupils at the beginning of every academic year. This is included as Annex A at the end of this policy.

Annex B contains details of Rewards and Sanctions and should also be referred to.

Policy Aims

The years which pupils spend at Epsom College represent a bridge between childhood and the wider horizons of universities and chosen careers. It is during this period that pupils must prepare for entry into a changing world by growing into young people of sound judgement and integrity.

It is incumbent on all members of staff to ensure that the Behaviour Policy is implemented effectively to create a positive behaviour culture in which pupils are encouraged to reflect the values of the College.

The College has high expectations of pupils' behaviour and conduct, which is commonly understood by staff and pupils and applied consistently and fairly to help create a calm and safe environment in which pupils are safe and feel safe, and everyone is treated respectfully.

The College therefore aims to provide:

- a stimulating learning environment in which the potential of each pupil is fulfilled;
- a calm, safe and supportive environment in which the welfare of all its members is protected and pupils, in particular, are safeguarded from disruption, violence, bullying and other forms of harassment;
- to actively promote and safeguard the welfare of pupils at the College and to protect all who come into contact with the College from harm;
- a happy, friendly and purposeful environment in which every pupil is encouraged to develop self-esteem, self-discipline and a sense of responsibility for their own conduct;
- an ethos that fosters appreciation and celebration of diversity, and respect for all members of the community;
- constant guidance and reinforcement of conduct that is acceptable and expected;
- clear indications of the distinctions between conduct that is right and wrong;
- positive encouragement for, and recognition of, good behaviour, effort and achievement;
- a structured system of support for every pupil who has learning and/or behavioural needs that includes effective communication between all concerned teaching staff and other professionals;
- a published set of expectations and guidance in which boundaries between acceptable and non-acceptable behaviour are clearly defined;
- strong and effective links with parents and guardians with the aim of maintaining positive working relationships that have pupils' best interests in mind;
- a consistent and proportionate response to breaches of College Expectations and other behavioural issues that includes the application of sanctions to address serious and/or persistent behavioural problems;
- an ethos in which a sense of service to the community, consideration of and responsibility for the well-being of others, awareness of environmental issues and other aspects of responsible citizenship are all actively promoted.

Safeguarding

This policy forms part of the College's whole school approach to promoting child safeguarding and well-being, which seeks to involve everyone at the College to ensure that the best interests of pupils underpin and are at the heart of all decisions, systems, processes and policies.

Responsibility Statement

The Board of Governors have overall responsibility for all matters which are the subject of this policy. In discharging their responsibilities under this policy, the Governors expect the Leadership Team and staff to undertake the following roles:

The Leadership Team will:

- be highly visible, routinely engage with pupils, parents and staff on setting and maintaining the behaviour, culture and an environment where everyone feels safe and supported;
- play a crucial role in making sure all staff understand behavioural expectations and the importance of maintaining them;
- make sure all new staff are inducted clearly into the College's behaviour culture to ensure they understand its rules and routines and how best to support all pupils to participate in creating the culture of the school;
- consider any appropriate training which is required for staff to meet their duties and functions within the behaviour policy;
- ensure staff have adequate training on matters such as how certain special educational needs, disabilities or mental health needs may at times affect a pupil's behaviour; and
- encourage engagement with experts e.g. education psychologists, counsellors and mental health support teams to inform effective implementation and design of behaviour policies and this links to the whole school approach to mental health and well-being.

All members of staff will:

- play an important role in developing a calm and safe environment for pupils and establish clear boundaries of acceptable pupil behaviour;
- uphold the whole school approach to behaviour by teaching and modelling expected behaviour and positive relationships, as defined in this policy, so pupils can see examples of good habits and are sufficiently confident to ask for help when needed;
- challenge pupils to meet the College's expectations and maintain boundaries of acceptable conduct;
- communicate College expectations, routines, values and standards (set out in Annex A) both explicitly through teaching behaviour and in every interaction with pupils; and
- consider the impact of their own behaviour on school culture and how they can uphold the College rules and expectations in addition to those set out in the staff code of conduct.

Code of Conduct

The regular business of a school can only be carried out effectively in a disciplined and structured environment; one in which pupils accept and abide by a code of conduct that allows every participant to derive the greatest possible benefit from their time in lessons, on other school activities and during 'off-duty' and leisure periods, or when on off-site activities.

General Expectations

At all times, when under the College's authority, every pupil is expected to

- be trustworthy, truthful and reliable;
- act in accordance with the Law;
- commit themselves to the ethos of the College and abide by its published expectations and guidance to contribute towards the establishment of a stimulating educational environment in which all pupils can flourish;
- accept responsibility for their own progress in the school, with particular reference to learning and academic attainment;
- fulfil all obligations including punctual attendance at all compulsory activities;
- take full advantage of the wide range of co-curricular activities on offer;
- strive towards attainment in all areas of College life and support others in their attempts to do likewise;
- respect the rights of others, including that of privacy;
- behave rationally, and conduct themselves in an orderly and considerate manner — for example, by being prepared when necessary to wait in turn and queue patiently;
- show respect to those who carry authority, including speakers and adjudicators from outside school and all referees, umpires and other games officials;
- be smart and take pride in their appearance and demeanour;
- show courtesy to visitors, including parents of current and prospective pupils;
- show consideration for other members of the College community — for example, by respecting their belongings and avoiding undue noise and other forms of disturbance;
- use appropriate forms of communication and refrain from using foul language, gestures and other forms of offensive behaviour;
- act prudently to preserve their own health and safety — by eating sensibly, exercising regularly, carefully assessing risks and avoiding harmful substances;
- be accepting of and respect beliefs, opinions and ways of life that differ from their own and respect diversity of race, religion and culture, age, disability, gender reassignment, sex, sexual orientation, and all characteristics protected within our British Values under the Equality Act 2010;
- conserve the buildings, plant and grounds of the College — for example, by proper disposal of rubbish;
- be aware of environmental issues and help the College reduce its environmental impact;
- prepare for life beyond school by taking every opportunity to develop self-discipline, interpersonal skills, reliable and effective working practices and a willingness to serve the community;

Classroom Expectations

Teaching and learning are the principal functions of every school. During any school day there will be much interchanging of pupils and teachers, and it is therefore important that conduct in lessons complies with accepted standards that are well understood and universally applied. In addition to all the points made above, the following apply to the conduct of pupils in lessons. Many would also apply outside the classroom in other situations where instruction, coaching or training takes place.

All pupils must

- arrive in good time for every lesson, assemble as requested by the teacher, and enter the room quietly;

- arrive with the appropriate equipment as specified by departments and individual teachers at the beginning of an academic year or at the outset of a new course of lessons, or as directed by the teacher during a previous lesson;
- sit as directed by the teacher;
- start every lesson in a calm and ordered manner;
- ensure that mobile/smart phones and other electronic devices are switched off and cannot disturb the lesson (unless requested otherwise by the teacher);
- record appropriate information (prep, deadlines, advice etc.) as the lesson proceeds;
- listen to and follow instructions, which may be given verbally, in writing or by means of practical demonstration;
- raise a hand before answering or speaking and not interrupt a teacher or fellow pupil;
- treat others and their work with respect;
- handle equipment carefully and follow specific safety guidelines given by the teacher during a lesson (or as laid down by departments and individual teachers at the beginning of an academic year or at the outset of a new course of lessons);
- complete tasks during the lesson in a positive and well-ordered manner;
- leave the classroom quietly, returning all furniture and equipment to their proper places.

Recognition of Good Behaviour, Effort and Achievement¹

The conventional method by which teachers manage the behaviour of pupils is by sanctioning that which is bad and rewarding that which is good. However, an effective balance between the two must always be maintained. Consistently well-behaved pupils are entitled to expect to be praised or rewarded regularly in much the same way that persistent offenders are chastised or sanctioned. It is the College's intention that the frequency with which pupils are praised far exceeds that with which they are reprimanded.

The College aims to motivate its pupils and create a culture of excellence and an appropriate environment for inspirational teaching and effective learning by taking every opportunity to recognise effort, attainment and positive behaviour. Instant recognition is achieved with appreciative gestures and spoken expressions of approval, gratitude, commendation and admiration, both in the classroom and elsewhere around the College. More formal opportunities include:

- supportive comments noted on written work as part of the marking process;
- the award of merits for extra effort or attainment relating to academic work;
- the award for House or Lower School merits for worthy acts in the House or Lower School environment;
- the award of commendations for excellent pieces of work or effort that go beyond the minimum expectations of an Epsom pupil;
- the award of distinctions for particularly outstanding pieces of academic work;
- recognition in houses, in the Head's Assemblies, in Head of Lower School Assemblies, at year group assemblies and at Final Roll of pupils who have accrued a number of merits, commendations, honours and/or distinctions;
- confirmation by subject teachers of academic achievement in regular official communication to parents (interim reports, and abridged and full end-of-term reports);
- recognition in houses, in the Head's Assemblies, in Head of Lower School Assemblies, year group assemblies and at Final Roll of pupils who have been awarded colours;

¹ See "Rewards and Sanctions" - levels and hierarchy - and "Co-curricular and Pastoral" (Annex B)

- recognition in houses, in the Head's Assemblies, Head of Lower School Assemblies, year group assemblies and at Final Roll of pupils who have made a particularly commendable contribution to school activities such as music, drama, Chapel, CCF;
- recognition in housemasters' /mistresses' and Head of Lower School reports of achievement in any sphere of school activity;
- frequent informal communication between housemasters/mistresses, Head of Lower School, tutors and parents.

Praise and rewards may be given to an individual pupil, a group of pupils within a class or house year group, a whole class or house or even the entire school. In particular, every opportunity should be taken to praise pupils who have previously been associated with poor behaviour, or who have been less likely to meet standards, so that it is not always the same pupils who receive praise and rewards. Striking the right balance between rewarding pupils with consistently good behaviour and those achieving substantial improvement in their behaviour is important.

Praise and rewards can be used to help reinforce efforts to tackle one particular aspect of behaviour. For example, when there is concern about misbehaviour on journeys to and from school praise might be aimed purposely at pupils who make efforts to subdue such behaviour and act as positive ambassadors for the College.

Use of Disciplinary Sanctions²

All schools have a statutory power to discipline pupils for breaches of school expectations, failure to follow instructions or other unacceptable conduct. Legislation has confirmed and clarified the right of a school to impose disciplinary sanctions on a pupil whose conduct falls below the standard that could reasonably be expected of them.³ Use of disciplinary sanctions must be reasonable and proportionate to the circumstances of the case, and teaching staff should apply them consistently and fairly. Account may need to be taken of a pupil's age and any special educational needs, disability and religious requirements affecting the pupil.

Disciplinary measures have three main purposes:

- to impress on the perpetrator that what they have done is unacceptable;
- to deter the pupil from repeating that behaviour;
- to signal to other pupils that the behaviour is unacceptable and thereby deter them from doing it.

The application of sanctions is more likely to promote positive behaviour if pupils view the process as being fair. Teaching staff are advised to:

- make it clear during any clarification that it is always in a pupil's best interests to tell the truth, and that the pupil's candour will be reflected in any sanction that is eventually applied;
- make it clear where appropriate that a sanction is being applied to deal with a pupil's behaviour and not to stigmatise the pupil;
- avoid early escalation towards severe sanctions, reserving them for the most serious or persistent misbehaviour;
- avoid sanctions becoming cumulative and automatic, by taking into account a pupil's individual needs, age and understanding;
- wherever possible, avoid whole-group sanctions that sanction the innocent as well as the guilty;

² See "Rewards and Sanctions" - levels and hierarchy - and "Co-curricular and Pastoral" (Annex B).

³ Education and Inspection Act 2006, Section 91.

- consider using sanctions that are a logical consequence of the pupil's inappropriate behaviour (for example, if work is not completed in class the pupil might be brought back to finish it off);
- use sanctions to help the pupil and others to learn from mistakes, and recognise how they can improve their behaviour;
- when appropriate, use sanctions that put right harm caused by unacceptable behaviour;
- never issue a sanction that is humiliating or degrading;
- apply sanctions in a calm and controlled manner;
- ensure that sanctions are seen as inevitable and consistent, such that pupils should know that a sanction, when mentioned, will be used;
- attempt to link the concept of sanctions to the concept of choice, so that pupils see the connection between their own behaviour, and its impact on themselves and others, and increasingly take responsibility for their own behaviour;
- ensure that all sanctions are recorded on iSAMS.

Sanctions should not be used where low-level interventions, such as the giving of a non-verbal signal or reminding a pupil of a rule, would be all that is needed. Staff should also consider when it might be more appropriate to encourage pupils to reflect on the harmful effects of their misbehaviour, rather than impose a sanction; for example, through producing a written account of the problem, or through individual or group discussions aimed at repairing relationships.

Academic Interventions⁴

These are designed to overturn persistent low-level offences in pupils, such as poor effort in prep or poor engagement in lessons, through a carefully staged process that involves the pupil throughout. A pupil who has been identified as requiring an intervention meets with the Head of Year and agrees behavioural targets; the pupil's behaviour is then reviewed within a set time. In most cases, pupils respond positively to this bespoke process and their behaviour improves. However, should a pupil have not adhered to their agreed behaviours, they are seen by more senior members of staff and the process of agreeing behavioural targets is repeated. The final stage is for the pupil to meet with the Head who will also agree targets for future behaviour; if the pupil does not adhere to these targets, then the Head may require the pupil to take some time away from the College to review their commitment to their College career. The whole process is overseen by the Assistant Head: Sixth Form.

Approved Sanctions

Green Paper: A written sanction issued by the classroom teacher. This will usually be given for late or no homework, poor or incomplete work, persistent lateness for lessons, talking in class, having no equipment or inattention in class or for poor behaviour outside the classroom. The sanction should be issued on iSAMS and include an appropriate task that the pupil needs to complete within 48 hours of the sanction being set. The issuing teacher is responsible for following this up. If the pupil fails to meet the 48-hour deadline then the classroom teacher should escalate the Green Paper to a Departmental Detention and inform the relevant HMM or HoLS as appropriate.

Departmental Detention: Failure to complete a Green Paper, more serious misbehaviour in class, poor performance in a test, accumulation of three green papers/subject in a term (monitored by the Head of

⁴ See Academic Intervention Policy

Department) warrants a Departmental Detention. Departmental Detentions take place during P8 (5.05 - 5.55 p.m.) on Monday and Friday afternoons and are manned by members of a department.

School Detention: School Detentions are administered by the Second Master. They take place each Saturday from 6.30 - 7.30 p.m. and are supervised by members of Common Room on a rota basis. Parents are formally informed by the Housemaster/Housemistress or Head of Lower School. A pupil may be placed in School Detention for the following reasons, although the list is not exhaustive: missing Departmental Detention, non-attendance at a lesson, more serious misbehaviour in class, three Departmental Detentions/subject in a term or serious breaches of College and/or House/Lower School rules. Written work of an academic nature in support of the pupil's learning is set for the pupil to complete.

House Sanctions: A pupil may be set a House Sanction under the authority of the Housemaster/Housemistress. House Sanctions are given for more minor breaches of School or House rules and it is likely the sanction will be a community-based task - e.g. clearing up the House Brew Room - or the pupil may be set academic work to complete.

House Detention: A House detention is given for more major infringements of House or College rules (or persistent minor infringements) and is administered by the Housemaster/Housemistress. A House Detention will involve a pupil being required to remain in school after normal school hours and complete extra academic work during this time. A House detention is of one hour in duration, in exceptional circumstances and with the permission of the Second Master, a maximum of two hours.

Head of Year Detention (Lower School): A HoY Detention can be seen as an equivalent to a House Detention for the younger members of the College. It is given for a significant infringement of Lower School or College rules, or for repeated minor infringements and is positioned below the level of a Head of Lower School Detention. A HoY detention will involve a pupil being required to miss a morning or afternoon break time under the supervision of their Head of Year. Pupils will be given a reflective task to complete and have the opportunity for sensible guidance from their Head of Year.

Head of Lower School Detention: A HoLS Detention is given for more major infringements of Lower School or College rules (or persistent minor infringements) by Lower School pupils and is administered by the Head of Lower School. A HoLS Detention will involve a pupil being required to remain in school after normal school hours and complete extra academic work during this time. A HoLS Detention is one hour in duration or, in exceptional circumstances and with the permission of the Second Master, a maximum of two hours.

Disciplinary powers of prefects: College Prefects and House Prefects have limited authority to sanction pupils for minor offences in the house or around school (College Prefects only). All such sanctions must be recorded on iSAMS and are carefully monitored by the Housemaster/mistress⁵.

Other Sanctions: A pupil may be set an Activity Sanction (usually set for persistent non-attendance or poor behaviour at an activity) by the teacher in charge. Pupils may also be set a Quad Sanction (for leaving books/files etc. overnight in the quad 'lockers') by the Second Master.

Head's Detention: This takes place up to four times a term on a Saturday evening from 5.30 - 7.30 p.m. and is administered by the Second Master. Parents are formally informed and the pupil is required to see the Second Master in advance of the Detention. Pupils may be put in Head's Detention for serious academic issues - e.g,

⁵ Full details are available in "Duties, Powers and Responsibilities of Prefects" (pages 6 & 7).

plagiarism, accumulation of three School Detentions in an academic year, extreme rudeness to staff etc. - or for very serious breaches of College rules.

Exclusion (temporary or permanent): The Head may at their discretion require parents to remove or may suspend a pupil from the College if they consider that the pupil's attendance, progress or behaviour (including behaviour outside school) is seriously unsatisfactory and in the Head's reasonable opinion the removal is in the interest of the pupil, or in the College's best interests. The Second Master has the same authority in the absence of the Head⁶.

Corporal Punishment

There is no corporal punishment at Epsom College, as required by Section 131 of the School Standards and Framework Act 1998. This includes the administration of corporal punishment to a pupil during any activity, whether or not on the school premises, and applies to all staff employed by Epsom College including any acting *in loco parentis* such as unpaid volunteer supervisors. The circumstances under which physical restraint may be used are noted below and in the College's policy: "Use of Reasonable Force to Control or Restrain Pupils".

Malicious Allegations Against Staff

Where a pupil makes an accusation against a member of staff and the accusation is shown to have been deliberately invented or malicious, the Head will consider whether to take disciplinary action in accordance with this policy. Where a parent has made a deliberately invented or malicious allegation, the Head will consider whether to require that parent to withdraw their child or children from the school on the basis that they have treated the school or a member of staff unreasonably.

Recording of Sanctions for Serious Misbehaviour

The Second Master is responsible for keeping a record (a log) of all sanctions imposed on pupils for incidents of serious misbehaviour. The detail recorded will include a summary of the offence and sanction, together with all paperwork relating to the incident. This log is regularly monitored by the Second Master, together with the Head as necessary.

Physical Intervention

There are circumstances when teachers and other adults in positions of responsibility are empowered to act in a way that involves some form of physical intervention — in particular when the health and safety of pupils or anyone else is seen to be at risk, but also to prevent damage to property and possessions and in some situations to preserve good order and discipline at the College.⁷ In all cases the intervention should be reasonable and proportionate.

Guidance to teaching staff and others enabling them to conduct themselves in an appropriate manner on those rare occasions when it is deemed necessary to use some form of **force** including **physical restraint** is offered in the policy document *Use of Reasonable Force to Control or Restrain Pupils* which takes guidance from the DfE non-statutory publication "Use of Reasonable Force - July 2013" (reviewed in 2015).

Searching Pupils

Please see the College's Search Policy (also in Annex C) for the College's policy on searching and confiscation and the definition of prohibited items.

⁶ See "Exclusions, Removals and Review Policy" for full details.

⁷ Education and Inspection Act 2006, Section 93.

Further Information on Roles and Responsibilities

All **teaching staff** should be firm and fair in their application of discipline within and outside the classroom. It is their responsibility to take positive, affirmative action to ensure that the College's expectations, procedures and that which is taken to be 'best practice' are all adhered to. In addition to the common law duty of a teacher to take such care of the children in their charge as a careful parent would take of their own children, there is a statutory duty imposed on teachers to promote the general progress and well-being of individual pupils or groups or classes assigned to them, to maintain good order and discipline among the pupils and to safeguard their health and safety. (This duty includes ensuring as far as possible that pupils are free from bullying and harassment.) Teachers are encouraged to seek advice from their Head of Department or from other senior colleagues concerning the management of particularly demanding groups of pupils or of individuals.

Tutors monitor all aspects of the school career of each of their tutees, which for some will include interpretation of and compliance with features of the College's code of conduct. Through regular one-to-one conversations and more open discussions during weekly tutor periods, some of which may have been instigated by the Head of Year, tutors offer guidance to their tutees on a range of pastoral issues, including those that relate directly to behaviour. The odd nudge in a particular direction or well-timed piece of advice can change a course of action, transform the tutee's perspective on life at school or even avert a potential harm.⁸

Heads of Department⁹ are responsible for maintaining standards of behaviour and discipline within their departments that must reflect any health and safety issues associated with the teaching of particular subjects. They will offer advice and guidance to newly appointed teachers, paying particular attention to the needs of those in a first appointment. They will monitor the use of sanctions including departmental detentions and when appropriate oversee the transfer of recidivistic pupils to a school detention and ultimately to a Head's Detention.

Heads of Year are responsible for monitoring the discipline across a given year group. The Head of Year will work closely with the Second Master when setting strategies and dealing with matters of behaviour and discipline.

The Housemaster or Housemistress¹⁰ of each house is responsible for overseeing the progress through the school of all pupils in the house and for ensuring that their safety, good discipline and pastoral well-being are all properly provided for. By means of encouragement and reward, and by the application of a clearly understood and fair system of sanctions, the housemaster/mistress vigorously promotes acceptance of the code of conduct of the house and that of the College. They are the principal point of contact for colleagues and parents concerning all aspects of a pupil's behaviour and will inform the Second Master or Head of severe breaches of discipline including cases of bullying, substance misuse or sexual misconduct.

The Head of Lower School is responsible for overseeing the progress of all pupils in the Lower School and for the general discipline of these pupils. They are the principal point of contact for colleagues and parents concerning all aspects of a pupil's behaviour and will inform the Second Master or Head of severe breaches of discipline including cases of bullying, substance misuse or sexual misconduct. In addition, they will work closely with the Second Master on all matters of behaviour and discipline in the Lower School.

The Designated Safeguarding Lead (DSL) is responsible for all matters of child protection and safeguarding at the College, reporting to the Head. Where behavioural incidents may overlap with safeguarding concerns regarding a particular pupil (or pupils), the DSL will be involved in any clarifications and likely outcomes. In particular, the DSL will be involved with any instances of child on child abuse and bullying. In addition, the DSL

⁸ *Tutor's Job Description*, May 2021.

⁹ Head of Department Responsibilities: Monitoring of academic sanctions, rewards and behaviour.

¹⁰ HMM Responsibilities: House Rewards, Sanctions & Recording Incidents.

will also be consulted and, if necessary involved, where there are safeguarding concerns concerning pupils who may be involved in poor behaviour. Further detail on the responsibilities of the DSL can be found in the College's *Child Protection and Safeguarding Policy*.

Head of Equality, Diversity and Inclusion (EDI) promotes positive behaviour across the College through raising awareness about the lives of people with 'protected characteristics' as defined by the Equality Act (2010). Pupils with 'protected characteristics' are informed of various sources of support within the College. If there is an instance of wrongdoing directed towards a pupil with protected characteristics, the Second Master may involve the Head of EDI to meet with affected pupils. The Head of EDI may offer support to students who have been adversely affected by such wrongdoing and help to students who have caused such upset to reflect upon their behaviour.

The **Deputy Head (Academic)** is responsible for maintaining standards of and consistency across departments in classroom behaviour, reporting (including the application of effort and attainment grades) and the award of rewards and sanctions.

The **Second Master** is responsible for maintaining standards of pupils' behaviour and discipline throughout the College. He will inform the Head about any significant behavioural issues that arise. He will annually review, update and re-issue *Guidance for Pupils*, monitor and revise as necessary all other procedures and policy documents that relate to the welfare or conduct of pupils, and advise teaching staff and others of developments. He will manage the administration and supervision of weekly School Detentions and Head's Detentions on occasional Saturday evenings and will ensure that thorough records are kept of all incidents of serious misbehaviour.

The **Head** is responsible to the Board of Governors for ensuring appropriate standards of discipline within the College, and for the promotion of positive behaviour. They will determine the main principles behind any behaviour policy and ensure it does not conflict with other College policies. They will determine all issues of exclusion. They will ensure that parents are aware of this Behaviour Policy.

The **Governors** endorse the principles underlying the policy and require the Head to ensure appropriate standards of behaviour and discipline within the school so as to ensure there is a positive and safe environment for all pupils.

All staff are required to follow the Staff Code of Conduct policy, to implement this behaviour policy equitably to all pupils. They have an additional duty under the Counter-Terrorism and Security Act since March 2015 to prevent people being drawn into terrorism, and to identify any behaviours which should be reported to the police, and the Surrey Channel panel when this is in place.

Parents are advised of this policy and are expected to support the school in its implementation.

Pupils must abide by the requirements of this policy as outlined in the Guidance for Pupils.

In addition:

- Every pupil will be made aware of the College's behaviour standards, expectations, pastoral support and the College's approach to a failure to meet required standards. Pupils will be taught they have a duty to follow the College Behaviour Policy and uphold the College rules and expectations and should contribute to the school culture.
- Pupils should be asked about their experience of behaviour and asked to provide feedback on the College's behaviour culture. Every pupil will be supported to achieve the behaviour standards, including an induction process that familiarises them with the expectations of behaviour which are held within the College.

Annex A:

College Expectations and Regulations

Every pupil is subject to the following expectations when he or she is in College and when he or she is under the College's authority (that is, travelling to and from College, on a College-based activity or dressed in College uniform). All pupils are reminded that they have agreed to abide by these expectations when they signed the *Offer of Place* confirmation form before joining the College.

A high standard of conduct is expected from all pupils, both in school and in public away from the College. Honesty, decency, good manners and language, neatness of appearance, consideration for the wellbeing, rights and health and safety of others, but above all, sound common sense, are the underlying principles on which the following expectations are based.

7.1 Attendance and Registration of pupils

- a) All pupils must be present at School assemblies, Chapel services, school meals, academic classes, and their activities unless granted special leave.
- b) Day pupils report at 8.20 a.m. each morning or at a time laid down by the housemaster/mistress. Those arriving late must immediately report to Main School Reception and inform the housemaster/mistress or Matron. They must not leave before 6.00 p.m. (Monday–Friday) or 3.00 p.m. (Saturday) unless given special leave by the housemaster/mistress. In the Lower School, pupils arriving late should report to the Lower School Receptionist. Lower School pupils may leave at 5.00pm (Mon–Fri), or after their prep session at 6.00pm. There is no Saturday school for the Lower School, but they will all be involved in sports matches, or training, in the morning, at which attendance is expected.
- c) All pupils are to attend twice-daily registration in houses at 8.20am and 1.40pm. (On Saturday afternoon the afternoon registration is at 3.00 p.m.) A Roll is also carried out in all houses at 6.00 pm (Mon – Fri). Lower School pupils attend Registration by form in the Lower School at 8.20am, and by class from 1.00-1.05pm (Mon-Fri).
- d) All pupils attend Chapel unless they are practising members of another faith. Special prayer meetings are held on Saturday mornings for those who belong to either Hindu or Muslim faiths.
- e) In the case of day pupils who are 'off games', parents are required to send a note, telephone or e-mail the housemaster/mistress, or the Head of Lower School's PA, by 8.20am, as appropriate.
- f) Pupils living abroad are expected to attend on all days of every term. Permission to leave early before the end of term or at Half-Term must be obtained from the Head.

7.2 Bounds and leave-out – Senior School only

- a) All pupils are required to seek permission from the HMM/Tutor/Matron before leaving the College grounds during the school day and should also sign in/out on the Gate List. In addition, all boarders should seek permission and sign in/out when out of the House after 7.00 pm in the evening during the school week. Weekend rules for full boarders are published separately, but they too must sign in/out **and** seek permission from the HMM/Deputy HMM (on weekend duty) when leaving the school grounds, or on any occasion that would preclude them from attending a roll call. Pupils leaving are to return by 6.00 p.m. at the latest.
- b) Town Leaves: During the week (Monday – Saturday 3.00pm): In exceptional circumstances, senior pupils (i.e. 6th Form) may be granted a town leave at the discretion of the HMM. Separate rules apply for full boarders at the weekend.

- c) Boarders wishing to make a mid-week home visit, whether or not that involves an overnight stay, must have obtained permission from the Second Master and housemaster/mistress, who will require time to confirm the arrangement in advance with parents.
- d) Permission from the housemaster/mistress is needed before pupils under the College's jurisdiction are allowed to visit a private house or attend a party. Boarders are not normally allowed to attend private midweek parties and other celebrations, apart from those hosted by their own parents.
- e) Public houses and bars are all out of bounds. This applies also to day pupils who leave the College at the end of the school day to return later for an evening function. A pupil who arrives suspected of having consumed alcohol, even if at home, may be refused permission to attend a College function or activity.
- f) Pupils must inform the housemaster/mistress if they are going on an official College visit. Pupils on College trips away for study or pleasure must comply with College off-site regulations.
- g) Visitors to the College should report to Main Reception, Lower School Reception, or the Headmaster's PA to be officially signed in. They should be accompanied at all times by another adult or a designated pupil if on a tour of the College. All visitors to the Houses, including parents and guardians, require permission from the housemaster/mistress, matron or tutor on duty to enter a house and should generally be accompanied unless with their own son/daughter.
- h) The particular rules posted in or beside laboratories, the Sports Centre, the Library, the Swimming Pool, the Design Technology Centre, the Tuck Shop, the Music School, shooting ranges and Astroturf pitches must be strictly obeyed. Laboratories, the Design Technology Centre, the athletic facilities of the Sports Centre, the Fitness Suite, the Swimming Pool, the CCF Confidence Course and shooting ranges are out of bounds unless a teacher is present.
- i) The area beyond Main School, extending in front of the terrace that comprises White and Crawford houses is out of bounds to boys except when special permission has been given.
- j) No pupils other than a College Prefect conducting school business in a same-gender house may enter another house without that housemaster/mistress's or Matron's specific permission.
- k) However, on **Saturday evenings** this restriction is lifted as follows to give full boarders from different houses opportunities to mix socially. All such visitors to a house must be 'signed-in', and in some cases permission from the 'host' housemaster/mistress may be required before visitors can be admitted. All visitors must remain in 'public' areas, as defined by the host housemaster/mistress, and may not under any circumstances enter studies and other 'private' parts of the house. Unless specific permission has been obtained in advance from the pupil's own housemaster/mistress, Middle and Upper Fourth Form pupils should be back in their own houses by 9.30 p.m.; Fifth and Sixth Form pupils by 10.00 p.m. However, the host housemaster/mistress may require visitors to leave at earlier times.
- l) The kitchens and all domestic quarters are out of bounds to pupils.
- m) Wilson Pitch, First Side Cricket and the cricket nets areas are not to be used as routes to and from any part of College. Only College Prefects may walk on the College Lawns. Pupils must not congregate where they obstruct footpaths or walkways such as Wilson Steps, or where it is dangerous, as on the College drives in front of Main School. The Mermaid and Tuck Shop may be used for casual meetings after supper.
- n) Exeats and Half-Terms are to enable pupils to visit parents or official guardians. Any other arrangements must be sanctioned by the housemaster/mistress.

7.3 Personal relationships

Personal relationships are one particularly significant area in which values need to be made clear. All need to understand that, while some pupils may have boy friends or girl friends, school is not a place for sexual intimacy. We are concerned here about freedom and we hope that life at the College will foster a wide range of friendship, activity and intellectual discovery, rather than exclusive relationships. Sexual intimacy at this stage can, and often does, involve pressure or occasional exploitation of one party or the other. Such situations can, and often do, get in the way of the aims of school life. In relationships, we urge you to remember to think of the other person.

Our guidelines at the College for this are as follows.

- a) There should be no overt affection. It is embarrassing for all, young and old, who encounter it. Pupils should expect a member of staff to put an immediate stop to such behaviour.
- b) Sexual intimacy is an altogether more serious matter. Pupils found to have been involved in any form of sexual intercourse or in any other intimate sexual act may forfeit their right to remain at school.
- c) It is absolutely wrong to engage in verbal exchanges of a sexual nature.
- d) These rules and guidelines apply on all College trips, both during term time and in the holidays.

While it is impossible to give exact rules for every situation, these are as clear as we can make them. They are intended to help; please observe them.

7.4 Bullying

The College defines bullying as **the deliberate action or conduct that causes pain or distress to another individual or group, either physically, emotionally or both.**

Bullying, which is usually but not necessarily repeated over a period of time, can be the action or conduct of an individual or group. By using force, threats or ridicule to cause hurt a bully sets out to persecute or intimidate his/her victims, usually with the aim of acquiring status and control, but sometimes also for material gain. Bullying can be physical, verbal or — as with cyberbullying and social exclusion — indirect, but common to all kinds is an awareness the bully should have **that his/her action or conduct is unwelcome and causes another to suffer**. Invariably a bully sets out to exploit another's apparent vulnerability, which may relate to differences — actual or perceived — such as age, standing, strength, gender, race, religion or sexual orientation. Bullying is a form of abuse and is generally difficult for victims to defend themselves against. It undermines self-esteem and can induce feelings of helplessness, subjugation and isolation. Severe and protracted bullying can have lasting effects on a victim's social and emotional development.

- a) All forms of bullying or harassment of any person(s) by pupils at Epsom College are categorically forbidden. This rule applies at all times and in all places.
- b) Pupils must never send or forward any offensive or threatening message.

See also 'Cyberbullying' in Section 3.

Please see the College's Anti-Bullying Policy for further information and guidance.

7.5 Health and safety

- a) Pupils are absolutely forbidden to tamper with or otherwise misuse fire extinguishers and all other fixtures and fittings relating to the safety and security of members of the College community.

- b) No alcoholic drinks may be brought on to the College campus except with the permission of the housemaster/mistress. Alcohol may not be purchased from shops. Consumption of a limited amount of alcohol by sixth formers at social events is permitted under staff supervision.
- c) No pupils may possess cigarettes, e-cigarettes, 'vaping' materials or tobacco. The use of any of these items is absolutely forbidden. It is now against the law to smoke at a place of work, which would include any College building. The College has declared its campus to be a non-smoking area.
- d) Pupils may not possess or take illegal drugs, or substances commonly referred to as "legal highs" or solvents. There is an extensive programme of drug education through PSD lessons and lectures. A pupil suspected in any way of involvement with drugs may be asked to take a urine test. Those selling drugs, distributing them or encouraging others to use them will be required to leave. Anyone possessing or testing positive for drugs will forfeit the right to remain at the College and will be required to leave unless the Head considers that there are relevant mitigating circumstances and if the pupil agrees to submit to a regime of random testing for the remainder of his or her career at Epsom. Pupils who test positive a second time will be required to leave.
- e) Pupils are absolutely forbidden to have in their possession at any time dangerous weapons, ammunition, knives, explosives, fireworks, laser pens (and equivalents) and replica weapons.
- f) No pupil may keep prescribed or 'household' medication at school without the permission of the housemaster/mistress and staff at the Medical Centre, who will want to ensure that such medication can be kept securely and safely. In most cases parents will notify the school, but any pupil who seeks medical advice without his or her parents' knowledge, and as a result of which medication is prescribed or otherwise obtained, must notify the School Medical Officers before that medication is brought to school.
- g) Pupils may not bring their own food and drink into the Dining Hall without the approval of the Catering Manager.
- h) No pupil may sail, fly or ride without permission of parents and the housemaster/mistress.
- i) Pupils must not tamper with electric fittings. No electrical apparatus with heating elements (e.g, kettles, toasters, rice cookers, sandwich makers etc) may be used in studies; these should only be used in brew rooms or kitchen areas. Extension leads and sockets must be installed and connected safely and are not to be overloaded. Connecting leads must not trail across floors.
- j) Girls must be prepared to tie back long hair when undertaking practical work in design technology and science subjects and while participating in certain other activities.
- k) Requests to use refrigerators can be made to the housemaster/mistress, but in each case the pupil will be responsible for ensuring that the refrigerator is kept in good condition and for removing it from the College when the pupil leaves. (Failure to remove a refrigerator will incur a disposal charge, currently £75.) Pupils may not have television sets. All electrical equipment must first be approved by the College electrician.
- l) The use of matches, candles, joss sticks or any naked flame is forbidden everywhere in the College.
- m) Personal music devices may not be played or worn on the head out of doors, either within the grounds or outside College.
- n) Mobile/smart phones may be carried **but not used** while moving around the school campus. For health reasons, the use of these devices should be kept to an absolute minimum in accordance with guidance issued by the Department of Health.
- o) No unofficial ball games or snowballing may take place near any College building. Throwing snowballs at cars, in or out of the College grounds, is strictly forbidden.

- p) Skateboarding is allowed in the Sports Hall car park but not on any of the main School drives, nor in the Quad. Skateboarders should wear helmets and protective clothing and never skateboard in the dark.
- q) Doorways must not be obstructed and posters not placed on windows or beside doors. (See Section 7.11 (d).)
- r) Regulations that apply to pupils' use of cars and other vehicles are set out in Section 7.9.
- s) Pupils are not normally allowed to keep pets at school. Certain exceptions may be allowed but the permission of the housemaster/mistress must always be sought in advance.
- t) The possession of, or use of, drones at school is strictly forbidden. The only exception to this would be if a pupil had the express permission of their housemaster/housemistress to have a drone in school for an educational reason AND when using a drone is accompanied at all times by a member of staff qualified to operate a drone in a school setting.

7.6 Dress and appearance

- a) Full school uniform is worn at school by all pupils during the working day (until 6.00 p.m. on weekdays and 3.00 p.m. on Saturday).
- b) The uniform and clothing list issued to parents at the time of a pupil's entry to the school forms part of College Rules. Extracts from the current uniform and clothing lists are reproduced at the end of this document. (See Section 9.)
- c) Pupils are encouraged to wear full school uniform must be worn on journeys to and from school each day and certainly if they are leaving College grounds during the working day. However, when travelling home in the evening, pupils should wear either school uniform or college games kit. Pupils using College or public transport are also encouraged to wear leggings or tracksuit bottoms. Pupils should arrive in the morning looking smart, and should certainly be in full school uniform for Registration at 8.20am in Houses.
- d) During spells of exceptionally warm weather the Head may issue 'shortsleeve order': both boys and girls may dispense with jackets. Long shirtsleeves should be rolled up. Boys who opt to wear a jacket for any reason must also wear a tie.
- e) Boarders and other pupils who remain at school are permitted to wear clean casual dress ('mufti') after 6.00 p.m. on weekdays and after 3.00 p.m. on Saturday as well as all day on Sunday. Mufti, which can include shorts, should not be immodest or cause offence in any manner. Underwear should not be visible. Clean items of school games clothing may be worn as mufti. Day pupils leaving just after 6.00 p.m. on weekdays must remain in school uniform until they have completed their journey home. (See Paragraph (c).)
- f) A smarter form of casual dress ('smart mufti'), which would **not** include games clothing, shorts, tee shirts and anything scruffy, may be worn on certain official trips, such as evening theatre visits, and on certain other occasions as directed by the teacher in charge. Certain other restrictions (such as 'no jeans') may be imposed. The Upper Sixth may wear smart mufti in school during their final term once study leave has begun. However, normal uniform must be worn for examinations and on other formal school occasions.
- g) All clothing must be clean, sensible, unspectacular, neat and in a proper state of repair. Shirts should be tucked in. Top buttons must be fastened on shirts when a tie is worn. Otherwise a 'one-button-undone' rule applies — to girls at all times and to boys when 'shortsleeve order' is in operation. Trousers are to be worn properly and at the correct height, which may require the use of a suitable belt of discreet appearance. Track suit tops and 'hoodies' may not be worn under blazers or jackets.

- h) Hair must be of tidy appearance, uniformly of a natural colour and appropriate length. Two tone colouring, extensive highlighting and decorative braiding are not allowed. Any hair accessories should be in line with the college uniform colours, black or navy blue. Extreme, radical styles such as shaved heads or tram lines are not acceptable. Cultural variations, where appropriate, may be accepted but only with the agreement of the housemaster/mistress or Head of Lower School. Facial hair is not permitted: sideburns should not extend below the ear lobes.
- i) All pupils in the Senior School should wear white shirts on Saturdays and on all formal occasions.
- j) In the Senior School, Colours ties may be worn throughout the week. Representative ties (i.e. County, Divisional or National), but not club ties, may only be worn on Saturdays. Occasionally, in recognition of outstanding success by a team or other group of pupils in a national competition, the Headmaster may grant permission for a specially commissioned tie to be worn on Saturdays.
- k) Members of sports teams granted special permission to change early must dress in official College games kit including track suit or blazer. Shorts, skorts and games skirts must be covered in lessons and at lunch but may be worn at tea.
- l) Discreet items of jewellery (a simple neck chain, ring, single lapel emblem from a recognized charity and a single bracelet) are permitted, in addition, for girls in the Senior School, to an official College brooch denoting house, colours or prefectorial appointment. No ostentatious jewellery may be worn, and all jewellery must be removed before games and certain other activities. Girls with pierced ears may wear one pair of earrings or ear studs in the lower lobes. No other rings or studs may be worn by pupils at any time, including when wearing mufti.
- m) Pupils in the Lower School and M4 year are not permitted to wear make-up. Pupils in the years year groups U4 – U6 must adhere to the following guidelines: Make-up must be subtle in appearance. General face make-up must look natural to the observer, (no harsh eyebrow filling, bronzer, fake tan, etc.). False eyelashes are not appropriate for school. False nails and nail varnish are not allowed.
- n) Girls should be aware of the long-term effect stiletto heels can have on their posture and of the damage they can inflict on floor surfaces; for example in the Sports Centre, Big School, Chapel and the Drama Studio. It is for these reasons that stiletto and ‘kitten’ heels are not permitted as part of school uniform. Girls’ shoes must be polishable and have a heel height, measured vertically at the back of the shoe, of no more than 3 cm (juniors) or 5 cm (Sixth Form). Flat-soled ‘pumps’ are acceptable provided they are neat and tidy in appearance and have a firm sole. Indoor ballet pumps may not be worn as everyday school shoes.

7.7 Games

- a) Everyone must dress correctly for games according to the lists published by the Director of Sport or teachers in charge acting on his/her behalf. All games clothing must bear the owner’s name and house.
- b) Boots and shoes with spikes or studs may not be worn on College drives.
- c) An ‘off-games’ leave must be countersigned by the housemaster/mistress, or appropriate member of staff in the Lower School for 3rd Form and L4 pupils, and presented to the teacher in charge as required by him or her.
- d) Casual games may not take place on regular pitches other than the Chud pitches and Wilson Pitch. No one may cross the main pitches or nets areas when going to and from games.
- e) Golf clubs and athletics throwing equipment may only be used under the conditions laid down by the teachers in charge.

7.8 Money, valuables and other possessions

Anything of value (e.g. wallet, purse, watch, jewellery, mobile/smart phone, spectacles, sum of money) that is found around the campus, on a school coach, etc. should be handed in to Main Reception. It follows that when a pupil loses something of value, Main Reception should be his/her first port of call. Successful claimants will be asked to sign for the possessions they retrieve.

All other possessions found around the campus, including clothing, games kit, books, files and notebooks, will be returned to houses or to the Lower School, as appropriate. All such items need to be clearly labelled with the pupil's name **and house**. The key to the successful return of a mislaid item to its owner is establishing an association with the owner's house or Lower School: **the house initial is essential**. Articles of games clothing and equipment left on the playing fields and later picked up are often kept in the ball store for a while before being brought up to the main school area.

- a) No pupil should lend money or other valuables to another. It follows that pupils should not ask to borrow money from each other.
- b) Money not immediately needed by Senior School pupils must be deposited with the housemaster/mistress.
- c) Valuables are to be kept in a safe place such as a secure locker or safe in the house.
- d) Betting and gambling in any form and by any means (including between pupils, through outside agencies such as 'bookies' or betting shops, and on the internet) are not permitted.
- e) No one may buy property or sell it to another pupil.
- f) Fund-raising activities, whether charitable or not, and the levying of subscriptions of any kind may only be undertaken with permission of the housemaster/mistress or the Head of Lower School.
- g) Damage to and loss of property, whether personal or belonging to the College, must be reported to the housemaster/mistress, Head of Lower School or Head of Department immediately.

7.9 Transport

- a) No pupil may keep a car, motor cycle or moped at or near the College without the Head's permission.
- b) A member of the Upper Sixth Form who wishes to drive between home and school should apply direct to the Head, whose written permission, countersigned by parents and the housemaster/mistress, must be obtained **before** a car is driven to (and kept at) school. All pupils' cars must display an Epsom College sticker.
- c) Such permission, if granted, only applies to journeys between home and school. In exceptional circumstances the housemaster/mistress, if asked well in advance, may be prepared to extend permission to cover other types of journey (e.g. travelling to an away match).
- d) No pupil may travel in a car driven by another pupil without the written consent of his or her parents and the driver's parents. The names of approved passengers will be included in the document confirming that the driver has the Head's permission.
- e) The gate by which a pupil's vehicle should enter and leave the College campus and the place where the vehicle is to be parked will both be specified by the housemaster/mistress, with details recorded on the document confirming that the driver has the Head's permission. A direct route, approved by the housemaster/mistress, must be taken between the two. No pupil may drive anywhere else on the campus, a restriction that prohibits journeys to other houses to drop off or pick up passengers.

- f) A 10 mph speed limit applies throughout the College campus. Drivers should regard all drives and roads in the campus as footways along which vehicles may travel: **in all circumstances pedestrians have right of way**.
- g) Members of the Lower Sixth are normally allowed to drive to school from the commencement of the Upper Sixth's study leave in the Summer Term. The Head's permission can be sought in advance.
- h) Pupils taking driving lessons in term time must first obtain permission from the housemaster/mistress.
- i) Pupils wishing to keep a bicycle at the College must obtain permission from the housemaster/mistress or the Head of Lower School. No one may use a bicycle on journeys in and around the school grounds.

7.10 Public examinations

As an officially recognised examination centre, the College has a clear-cut duty to conduct all public examinations according to regulations published by the awarding bodies (examination boards). A full set of regulations produced on behalf of all boards will be posted outside and in every examination room. All examination candidates are expected to know these regulations and to comply with them.

Some of the more important points (taken from the regulations issued to cover examinations held in the academic year 2021-22) are reproduced here. Although these are not strictly the College's own rules, all pupils must of course abide by them.

- a) Candidates must not become involved in any unfair or dishonest practice in any part of the examination procedure.
- b) Sitting an examination in the name of another candidate, or allowing another person to sit an examination in your name, is gross misconduct and may amount to a criminal offence.
- c) Candidates must not take into the examination room any unauthorised material or equipment that might give an unfair advantage such as notes, calculator cases/instruction leaflets, bags, personal stereos, reading pens, electronic or radio communication devices **including mobile/smart phones and other electronic devices**, or any other product that can capture a digital image or has other text/digital facilities. Any pencil cases taken into the examination room must be transparent.
- d) Possession of unauthorised material is breaking the rules, even if there is no intention to use the material, and will be subject to penalty and possible disqualification.
- e) Candidates must not talk to or otherwise communicate with or disturb other candidates once an examination has started. Candidates may not borrow anything from each other.
- f) The College is obliged to report to the awarding body all cases of irregularity or misconduct connected with the submission of controlled assessments, coursework (see below) or those that occur in the examination room.
- g) If the awarding body is satisfied that a candidate is involved in any irregularity, misconduct or dishonesty, his or her results may be cancelled. For involvement in serious offences, the candidate may also be disqualified from the current examination and debarred from future examinations of other awarding bodies.

Coursework and portfolios

Additional guidance is published by the awarding bodies on the completion of coursework. Your teacher will explain any regulations that apply to a particular piece of coursework before you commence work. Later, at the time you submit any coursework for marking you will be asked to sign an authentication statement confirming that you have read and followed these regulations.

Included in the regulations are two simple statements:

- **The work which you submit for assessment must be your own.**
- **You must not copy from someone else or allow another candidate to copy from you.**

Coursework provides you with an opportunity to do some independent research into a topic. The research you do may involve looking for information in published sources such as textbooks, encyclopaedias, newspapers and journals, and of course the internet. Using information from such sources as the basis for your coursework is a great way to demonstrate your knowledge and understanding of a subject, but you must take care how you use this material — you cannot simply copy it and claim it as your own work. Your teacher will explain how you should indicate material that you are quoting from another source, how to reference this material and how to draw up a bibliography at the end of your work.

If you copy the words or ideas of others and don't show your sources in references and a bibliography, you will be committing plagiarism, which means taking someone else's words, thoughts or ideas and trying to pass them off as your own. It is a form of cheating and is taken very seriously.

Some further advice:

- a) Take care of your work and keep it safe. Make use of the College network to store all work in progress, but keep your password secure. If you do have to use a USB 'flash' drive to transfer your work from one computer to another, delete your work from the flash drive as soon as possible. You are expected to take every precaution to ensure that others cannot copy your work.
- b) Don't leave any printed copies of your work lying around where others can find them. When printing, make sure that you collect all pages from the printer and destroy those you don't need.
- c) You must meet the deadlines that your teacher gives you for submitting drafts and final pieces of work. Your teacher is there to guide and assist you — presenting your work as it progresses will allow you and your teacher time to sort out any problems before it is too late.
- d) If you receive help and guidance from someone other than your teacher, tell your teacher who will record the nature of the assistance given to you.
- e) Don't be tempted to use essays from online essay banks — you will be running the risk of being caught out. Sophisticated electronic tools are able to detect this sort of copying.

7.11 General

- a) All parts of the College premises must be kept tidy and free from litter.
- b) Pupils may not eat or drink out of doors, except on the areas outside The Mermaid. Chewing gum is not allowed anywhere in the College.
- c) Cutlery, crockery and food, other than a single item of fresh fruit, may not be taken out of the Dining Hall.
- d) Posters may not be displayed in any part of the College without the permission of the member of staff having responsibility for that area. Posters should only be pinned on proper noticeboards and each design must be approved by (and preferably bear the signature of) a member of staff.

- e) Pupils may not order pizzas and other kinds of 'fast-food' to be delivered in the College grounds, except at weekends between 3.00 p.m. on Saturday and 7.30 p.m. on Sunday. In extraordinary circumstances (such as an away team arriving back late and missing supper) Senior School pupils may be allowed to order food to be delivered, but in all such cases permission must first be obtained from the housemaster/mistress.
- f) Mobile/smart phones may not be used during any school activity or in any situation where others might be distracted or disturbed by noise or the light from a display. This would preclude, for example, speaking into a phone, or using one to send text or pictures, while sitting as a member of the audience before, during the interval of, or immediately after a concert or play. Pupils must accept responsibility for turning off their mobile phones during lessons, assemblies, Chapel services, concerts and other performances and on any other occasion when a ringing phone would cause a disturbance.
- g) Cameras, including phone or tablet cameras, and all other means of recording images and sound, may not be used in lessons, assemblies and other official school meetings and events without permission from the supervising member of staff. In less formal settings, e.g. in the house and around the grounds, such permission may not be needed, on the clear understanding that no photograph, video or sound recording should be taken of any member of the College community, anywhere on the campus, against his or her wishes. Anyone who ignores this condition forfeits the right to keep his or her camera or other recording equipment at school.
- h) Pupils may not bring into school indecent images or any other equally offensive material in any form, including material stored in electronic devices. The downloading, storing or transmitting of such material, while at school, is strictly forbidden and, indeed, may be illegal.
- i) Pupils who make use of the College's ICT facilities, which includes gaining access to the internet and communicating via e-mail, must first sign a copy of the ICT Agreement drawn up by the Director of Transformation and IT, and must at all times abide by the conditions stipulated in the agreement.
- j) Pupils should not send mass-distribution e-mails (i.e. to the whole of one or more year-groups) via the College network. If you do think you have a legitimate need to communicate with a large number of pupils en masse you must first seek permission from a member of staff (who may well offer to send the e-mail on your behalf). Examples are (i) YE companies asking the teacher i/c for permission to make a sales pitch and (ii) individual pupils who lose a bag of books and files that has obviously been picked up by mistake. In this instance, where the bag is in all probability lying around in the wrong house, your housemaster/mistress may take the view that a mass-distribution e-mail offers the best chance of a quick retrieval.
- k) Pupils are not allowed to gamble by any means; this includes the use of the internet (or smart phones) to access online betting sites.

7.12 Use of the Internet

Over the last few years the use of the Internet has increased considerably. We all now use the Internet as a matter of course for accessing our e-mails and obtaining key pieces of information. The IT provision here at Epsom is extensive, but we have to make sure that the benefits to pupils from access to the internet, in the form of information resources and opportunities for collaboration, exceed any disadvantage. We need to make sure that the speed of access is maintained at a sensible level for all users.

As the use of the Internet by all users within the College continues to grow, in order to maintain access at key times of the day for genuine academic use, pupil access will be filtered and times for use will be restricted as follows:

1. Wireless Access through pupil owned laptops and mobile devices:

School Filter: Available for work, excluding sites relating to entertainment, gaming and leisure use:

Monday – Friday	0800 - 1700	Applied to all pupils
Saturday	0800 - 1700	Applied to all pupils

Open Filter: Allows for appropriate leisure use outside of the main school day:

Monday – Saturday	0700 – 0800	Applied to all pupils
Monday – Friday	1700 - 2300	Applied to all pupils
Saturday	1200 - 2400	Applied to all pupils
Sunday	0700 - 2300	Applied to all pupils

2. College PCs:

a) House PCs used by pupils:

School Filter:

Same timings as with Wireless Access

b) PCs in Academic Areas:

Same timings as with Wireless Access

All pupils are reminded that use of the Internet at Epsom College which is not allowed includes:

* Accessing offensive or inappropriate sites.

* Use of the Internet for leisure purposes during designated study or prep times. This may include the use of online radio or videos, gaming, online media etc or viewing downloaded material.

All pupils should realise that failure to comply with the College's rules and policies on the use of the Internet may lose the right to be able to access the Internet for a period of time. Serious offences may lead to other College sanctions being imposed.

The College reserves the right to amend these rules from time to time.

Significant amendments will be notified to parents and take effect immediately.

Annex B:

REWARDS AND SANCTIONS

Rewards:

The College aims to motivate pupils, create a culture of excellence and an appropriate environment for inspirational teaching and effective learning. Towards this end, every opportunity is taken to recognize effort, attainment and positive behaviour. Contributions to the success of the College or House outside the classroom are recognised through the awarding of House merits and colours.

Pupils who are awarded the highest number of rewards are further recognised in Headmaster's Assemblies or in Final Roll.

All rewards, with the exception of colours, are entered on iSAMS by the awarding teacher:

Level 1: Verbal	Verbal commendation for good work in class or general good behaviour	Verbal feedback given directly to student. This may also be passed onto HMM
Level 2: Merit	Awarded for a good piece of prep or classwork, a high mark in a test or excellent participation in class. This can also be awarded for good conduct around the College or within the House (House Merit).	Focus here on improvement and effort rather than just achievement.
Level 3: Commendation	Awarded for excellent pieces of work or effort that goes beyond the minimum expectations of an Epsom pupil;	The commendation can be used to recognise significant achievement in an assessment, impressive coursework produced, consistent high effort across a number of lesson or prep tasks. Could be used to distinguish between a Sixth Form student achieving 90% in an assessment and a more junior pupil.
Level 4: Head's Distinction	For an outstanding piece of work or project in which the student has gone well above and beyond the expected remit. This may also be awarded for consistently excellent standards in a specific subject area due to sustained high level of effort (through a term) or due to outstanding contribution to the life of an academic department or aspect of school experience e.g. chairing a society or academic blog.	The endeavour must demonstrate a break from the 'norm' and display an outstanding amount of effort from the student or a consistently high level of response throughout a term. It is anticipated that only around 10 Distinctions may be issued by a department per term.

Sanctions:

It is the policy of the College that the use of disciplinary sanctions must be reasonable and proportionate to the circumstances of each incident, and teaching staff should apply them consistently and fairly. Account may need to be taken of a pupil's age and any special educational needs, disability and religious requirements affecting the pupil. It should be noted that a more serious offence, or repetition of any offence at any level within a short space of time, may lead to the next level sanction being imposed.

All sanctions must be recorded through iSAMS. Behavioural issues serious enough to warrant urgent action should be communicated directly to the Second Master, Head of Lower School and Housemaster/Housemistress as appropriate.

	<i>Academic</i>	<i>Behavioural</i>
Level 1: Verbal	<p>Examples: late for lesson, gratuitous talking, having no equipment, inattention.</p> <p>Sanction: direct admonishment, "see me".</p> <p>Recorded: Personal recording.</p>	<p>Examples: disruptive in lunch queue, wrong uniform, late for roll, noisy in Quiet Hour, chewing gum.</p> <p>Sanction: stop & listen, "see me".</p> <p>Recorded: Personal Recording</p>
Level 2: Green Paper	<p>Examples: Failure to produce prep; prep, or other work, is of a poor overall standard.</p> <p>Sanction: "green paper" (30 minutes of work e.g. submit or redraft the prep).</p> <p>Issued & Recorded on iSAMS by teacher. Completed within 48 hours.</p>	<p>Examples: poor behaviour in lessons leading to disruption, persistently poor organisation (equipment lacking, timekeeping etc.), poor behaviour outside the classroom.</p> <p>Sanction: "green paper" (30 minutes of work such as writing a short - half to one page - summary on an academic article or to produce a useful revision resource).</p> <p>Issued & Recorded by teacher on iSAMS; Completed within 48 hours.</p>
Level 3: Departmental Detention	<p>Examples: no green paper, serious misbehaviour in lesson (e.g. poor language), accumulation of 3 green papers/subject in a term.</p> <p>Sanction: Departmental detention.</p>	<p>Examples: no green paper (after 48 hours), accumulation of 3 green papers.</p> <p>Sanction: 1 hour House or HoLS detention.</p>

	Recorded by HoD; HMM/HoLS and tutor informed.	Recorded by HMM/HoLS, and notification to parents.
Level 4: School Detention	<p>Examples: missing departmental detention, non-attendance at a lesson, “fully booked” for Level 3 sanction, very serious misbehaviour, 3 departmental detentions/subject in a term.</p> <p>Sanction: School detention.</p> <p>Recorded: by HoD. HoLS/HMM to inform parents. Probable intervention by HoY.</p>	<p>Examples: repeated offences in levels 1, 2 & 3; serious breaches of house and/or school rules.</p> <p>Sanction: at Second Master/HMM discretion, but probable School or HMM detention.</p> <p>Recorded: by HoLS or HMM; Second Master & parents informed.</p>
Level 5: Head’s Detention	<p>Examples: non-attendance at school detention, very serious academic issue e.g. plagiarism, accumulation of 3 school detentions in an academic year.</p> <p>Sanction: Head's detention.</p> <p>Recorded: by SM and formal letter to parents. Seen by SM/DH (Academic).</p>	As above
Level 6; Exclusion	<p>Examples: repeated academic shortcomings and failure to respond to measures taken earlier.</p> <p>Sanction: Seen by Head, temporary and/or permanent exclusion.</p> <p>Recorded: HoLS/HMM, SM, Head & parents</p>	<p>Examples: extremely serious breaches of school discipline¹.</p> <p>Sanction: temporary and/or permanent exclusion.</p> <p>Recorded: HoLS/HMM, SM, Head & parents</p>

Moving from level to level:

- 3 "green papers" per subject (term) = Departmental Detention: (responsibility of teacher and HoD - recorded)

¹ See "Exclusions, Removal and Review Policy: 2. Misconduct" for examples of serious breaches of school discipline.

- 3 departmental detentions per subject (term) = School Detention: (responsibility of HoD, DH (Academic) and Second Master)
- 3 school detentions (academic year) = Head's detention: (responsibility of Second Master)

Hierarchy for Head's Detention:

- 1st – seen by Second Master or DH (Academic) – recorded.
- 2nd – seen by Head with HoLS/HMM and Second Master; Head to write to parents.
- 3rd – seen by Head with parents; possible temporary exclusion and discussion regarding the future of the pupil at the school.

CO-CURRICULAR AND PASTORAL – SENIOR SCHOOL

House Rewards and Sanctions

Merits

House Merits are awarded to pupils who have made a positive contribution within the house environment and are given at the discretion of the Housemaster/Housemistress, tutor or matron. Examples might be as follows: a strong and positive contribution to a house competition or activity, showing good leadership within the house environment, keeping study/dorm areas within the house in a neat and tidy state etc.

Colours

House Colours are awarded to those who have made a particularly strong contribution to a house competition or activity; for example, being a member of a winning team, a particularly impressive personal performance, leading a team or activity to success. House Colours are in the form of a badge, embroidered with the House crest, which can be sewn on to an item of games kit.

House Sanctions

A House sanction is given for a minor infringement of House or College rules, and may be given by the Housemaster/Housemistress, tutor or matron. The sanction will usually be community-based and could involve tidying up an area of the House (e.g. brew room), or an academic-based written sanction (e.g. writing out revision notes for a particular topic). The sanction should take no longer than one hour to complete.

House Detention

A House detention is given for more major infringements of House or College rules (or persistent minor infringements), and is administered by the Housemaster/Housemistress. A House detention will involve a pupil being required to remain in school after normal school hours (i.e. after 6.00 p.m. Monday - Friday for day pupils, or after 3.00 p.m. on Saturday for all pupils) and complete academic work during this time, supervised by the HMM/tutor/matron in the House. Parents will be informed by the HMM. A House detention should be one hour or, in exceptional circumstances and with the permission of the Second Master, a maximum of two hours.

Some examples of when a House detention might be appropriate as a sanction are as follows: disruptive behaviour within the House, persistently poor attendance at registration, persistent lateness to school, missing House or activity commitments, breaking bounds etc.

Co-curricular Rewards and Sanctions

Rewards

Co-curricular rewards are awarded by the teacher in charge of any co-curricular activity for a particularly positive contribution to that activity. Examples might include: demonstrating improvement in a particular skill, assisting with the running of an activity, showing good leadership etc.

Sanctions

A Co-curricular sanction is given for either non-attendance at a co-curricular activity or, more usually, for poor behaviour during the course of an activity. The sanction may be a community-based task (e.g. helping to clear up after an activity) or a written sanction which should be academic in nature.

Annex C: Search Policy

1) Introduction

Epsom College is committed to safeguarding and promoting the welfare of the members of its community. Accordingly there may be occasions when it becomes necessary to search the person, the belongings or the room of a pupil. This policy sets out the circumstances in which such searches can be carried out and the means by which it should be done, in accordance with the Education and Inspections Act 2006 and DFE Guidance for Schools on Screening, Searching and Confiscation (September 2022).

The people in the school who are authorised to carry out any such search are the Housemaster/mistress, Head of Lower School, House Tutor or Matron of the pupil(s) concerned or members of the College's Senior Leadership Team (for example, the DSL). In exceptional circumstances the Second Master may authorise others to carry out such a search.

This policy would apply on authorised school trips where school rules are in force.

In all circumstances the consent of the pupil to any search should be requested. A second adult witness should always be present.

Incident reports must be submitted to the Second Master about any such search, listing all the main details. Affected pupils' parents should always be contacted after any search, regardless of the outcome.

In the general course of school life, given pupils' good conduct overall and taking into account the very good relationships between pupils and staff, it is unlikely that searching pupils will be necessary. There are however some occasions when it might be; at those times, this policy should be followed.

A search can demonstrate innocence as much as guilt. This should always be made clear to the pupil.

2) Establishing Grounds for a Search

Authorised staff can only undertake a search without consent if they have reasonable grounds for suspecting that a pupil may have in his or her possession a prohibited or banned item.

The member of staff must decide in each particular case what constitutes reasonable grounds for suspicion. For example, they may have heard other pupils talking about the item or they might notice a pupil behaving in a way that causes them to be suspicious.

In the exceptional circumstances when it is necessary to conduct a search of a pupil of the opposite sex or in the absence of a witness, the member of staff conducting the search should bear in mind that a pupil's expectation of privacy increases as they get older.

This policy allows authorised staff to search regardless of whether the pupil is found after the search to have that item. This includes circumstances where staff suspect a pupil of having items such as illegal drugs or stolen property which are later found not to be illegal or stolen.

College staff can view CCTV footage in order to make a decision as to whether to conduct a search for an item.

3) Types of Search

Essentially there are two types of search: those with consent and those without consent.

a) Searching with Consent

- College staff can search pupils with their consent for any item which is banned by the school rules;
- The College is not required to have formal written consent from the pupil for this sort of search – it is enough for the member of staff to ask the pupil for him/her to turn out his/her pockets or if the member of staff can look in his/her room, desk or bag;
- If the pupil refuses to comply, this is not necessarily an admission of guilt; however the matter should be referred to a senior member of staff if appropriate;

b) Searching without consent

- Items that can be searched for under these powers include knives, weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers (and including e-cigarettes or vaping materials), 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 pupil);
- Authorised staff can also search for any item banned by the school rules which has been identified in the rules as an item which may be searched for;
- These items together are all referred to as **prohibited items**;
- The search should always be carried out in the presence of another adult witness, if at all possible a member of staff of the same sex of the child.

4) Confiscation

Authorised staff can seize any prohibited item found as a result of a search. They can also seize any item, however found, which they consider harmful or detrimental to school discipline.

5) Searching a Pupil's Person

- An authorised member of staff carrying out an inspection must be the same sex as the pupil being searched, ideally as should the second adult witness present during the search;
- There is a limited exception to the above rule. An authorised person can carry out a search of a pupil of the opposite sex without a witness present if they reasonably believe that there is a risk that serious harm will be caused to a person if you they do not conduct the search immediately and where it is not reasonably practicable to summon another member of staff;
- If a pupil is suspected of carrying a prohibited item he/she should be asked by an authorised member of staff, in the presence of a second adult witness, to turn out his/her pockets;
- Staff should not touch pupils, but are allowed to ask them to remove any outer clothing in order to conduct the search (outer clothing refers to any item which is not immediately touching the skin);
- In the case of initial refusal to co-operate, the Second Master or a member of the Senior Leadership Team (who would then lead the investigation) should contact parents/guardians, declare and justify suspicions, and ask them to persuade the pupil to submit to the request;
- In the case of continuing refusal to co-operate, and if appropriate, suspend and isolate the pupil in school and call the parents/guardians to attend. In the case of items of considerable value advise parents and pupil that the pupil and any personal belongings under suspicion of containing

incriminating items might be removed to the police station;

- In the case of continuing refusal to co-operate, a member of Senior Leadership Team might either take the pupil to the police, accompanied by parents, or send the pupil home, suspended pending further investigations;
- The power to search without consent enables a personal search, involving removal of outer clothing and searching of pockets; but not an intimate search going further than that, which only a person with more extensive powers (e.g. a police officer) can do.

6) Strip searching

- A strip search is a search involving the removal of more than outer clothing. Strip searches on school premises can only be carried out by police officers under the Police and Criminal Evidence Act 1984 (PACE) Code A and in accordance with the Police and Criminal Evidence Act 1984 (PACE) Code C. While the decision to undertake the strip search itself and its conduct are police matters, college staff retain a duty of care to the pupil(s) involved and should advocate for pupil wellbeing at all times.
- Before calling police into school, staff should assess and balance the risk of a potential strip search on the pupil's mental and physical wellbeing and the risk of not recovering the suspected item. Staff should consider whether introducing the potential for a strip search through police involvement is absolutely necessary, and should always ensure that other appropriate, less invasive approaches have been exhausted. Once the police are on school premises, the decision on whether to conduct a strip search lies solely with them, and the role of the school is to advocate for the safety and wellbeing of the pupil(s) involved.
- Unless there is an immediate risk of harm and where reasonably possible, staff should inform a parent of the pupil suspected of concealing an item in advance of the search, even if the parent is not acting as the appropriate adult. Parents should always be informed by a staff member once a strip search has taken place. Schools should keep records of strip searches that have been conducted on school premises and monitor them for any trends that emerge.

7) Searches of a Pupil's Personal Property

- There may be circumstances in which staff wish to search a pupil's personal property, such as a bag, mobile phone or locked tuck box, drawer, cupboard or car;
- For searches involving a low value item it is more appropriate to ask pupils to search their own property to see if the item has been misplaced;
- The College reserves the right, where there is reasonable suspicion of a disciplinary offence, to inspect and monitor the use of computers, mobile phones and other electronic devices and may confiscate these if they have been used inappropriately. In situations such as these the DSL should be informed and involved in the process;
- In the case of initial refusal to co-operate, the Second Master or a member of the Senior Leadership should contact parents/guardians, declare and justify suspicions, and ask them to persuade the pupil to submit to the request;
- In the case of continuing refusal to co-operate, and if appropriate, suspend and isolate the pupil in school and call the parents/guardians to attend. If appropriate, and when the concern relates to items of considerable value advise parents and pupil that the pupil and any personal belongings

under suspicion of containing incriminating items might be removed to the police station.;

- In the case of continuing refusal to co-operate, the Second Master or a member of Senior Leadership Team might either take the pupil to the police, accompanied by parents, or send the pupil home, suspended pending further investigations.
- If a pupil does not consent to a search, then it is only possible to search for those **prohibited items** listed earlier in this policy;
- Any such search must be witnessed by a second adult and, ideally, the pupil;
- Proper records should be kept;
- If there is suspicion about the contents of items of post that have been received by a pupil, the pupil should be asked to open the post in the presence of their Housemaster/mistress or Matron.

8) Searches of School Property

- Those authorised to carry out searches may search school property, such as a pupil's locker or desk, if they believe illegal drugs or weapons or stolen property to be stored there;
- Prior consent can be sought, but individuals should be made aware that the school may still proceed with a search even if consent is refused. The decision to go ahead in such circumstances would have to take into account the likelihood of an offence having been committed;
- A second adult witness should always be present and, if possible, the pupil concerned;
- For less serious items, the same rules apply as above, but the extent and nature of the search should be proportionate to the value of the item sought and the likelihood of the item being found;
- Great care must be taken to avoid persistent targeting of individuals where allegations of victimisation or discrimination might arise;
- Forcible entry into locked school property is only justified in extreme circumstances and would also need the authorisation of the Second Master or another member of the Senior Leadership Team;
- Parents or guardians only need to be informed of the search if prohibited items have been discovered;
- If an illegal item is found as a result of the search (e.g. drugs, a knife, a firearm), it should be handed to the Second Master who will contact the police.

9) School Trips

This policy on searches of pupils and their belongings applies at all times, irrespective of whether the pupil is at the school or on a non-residential, or residential, trip, outside Epsom College.

There may therefore be occasion to carry out a search on a school trip. If this occasion arises, the adult in charge of the trip should make an effort to contact the Second Master or a member of the Senior Leadership Team to obtain authorisation. If this proves impossible, and the circumstances are such as to make a search necessary, the adult in charge is empowered to carry out such a search, following all the above procedures. A second adult should act as a witness. Full notes must be kept and an incident report

and submitted to the Second Master on their return to the College.

10) Procedure to Follow after the Search

A written incident report must be made of any search setting out the main details of the search, including the date, time, people present and the outcome.

Whether or not any items have been found as a result of any search, the college will consider whether the reasons for the search, the search itself, or the outcome of the search give cause to suspect that the pupil is suffering, or is likely to suffer harm, and/or whether any specific support is needed. Where this may be the case, staff should follow the College's child protection policy and speak to the DSL (or deputy) as set out in Part 1 of Keeping Children Safe in Education. They will consider if pastoral support, an early help intervention or a referral to children's social care is appropriate. If any prohibited items are found during the search, the member of staff should follow the guidance set out below.

The affected pupil's parents must also be contacted after any search, regardless of the outcome, but the College is not required to inform parents before a search takes place or to seek their consent to search their child.

Complaints about screening or searching should be dealt with by following the College's normal Complaints Procedure.

11) Dealing with any Items Confiscated during a Search

If an illegal item is found as a result of the search it should be handed to the police.

In other cases the following procedures should be followed:

- An authorised person carrying out a search can seize anything they have reasonable grounds for suspecting is a prohibited item or is evidence in relation to an offence;
- Where a person conducting a search finds alcohol, tobacco or cigarette papers or fireworks they should dispose of it and not return it to the pupil;
- Where they find controlled drugs, these must be delivered to the police as soon as possible but may be disposed of if the person thinks there is a good reason to do so;
- Where they find other substances which are not believed to be controlled drugs these can be confiscated where a member of staff believes them to be harmful or detrimental to good order and discipline. This would include, for example, so called 'legal highs'. Where staff suspect a substance may be controlled they should treat them as controlled drugs as outlined above;
- Where they find stolen items, these must be delivered to the police as soon as reasonably practicable – but may be returned to the owner (or may be retained or disposed of if returning them to their owner is not practicable) if the person thinks that there is a good reason to do so;
- If a member of staff finds a pornographic image, they may dispose of the image unless its possession constitutes a specified offence (i.e. it is extreme or child pornography) in which case it must be delivered to the police as soon as reasonably practicable. Images found on a mobile phone or other electronic device can be deleted unless it is necessary to pass them to the police. The DSL should be informed and involved at all stages of the process;
- Where an electronic device is found that is prohibited under school rules, or reasonably suspected to have been, or is likely to be, used to commit an offence or cause personal injury or damage to property, authorised staff can examine data or files on the device where there is good

reason to do so. If the member of staff suspects it contains evidence in relation to an offence, they must give it to the police as soon as reasonably practical.

- Where an article that has been (or could be) used to commit an offence or to cause personal injury or damage to property is found it may be delivered to the police or returned to the owner. It may also be retained or disposed of;
- Where a member of staff finds an item which is banned under the school rules they should take into account all relevant circumstances and use their professional judgement to decide whether to return it to its owner, retain it or dispose of it;
- Any weapons or items which are evidence of an offence must be passed to the police as soon as possible.

In determining what is a 'good reason' for not delivering controlled drugs or stolen items to the police, the member of staff should take into account all relevant circumstances and use their professional judgement to determine whether they can safely dispose of a seized article. Where staff are unsure as to the legal status of a substance and have reason to believe it may be a controlled drug they should treat it as such.

With regard to stolen items, it would not be reasonable or desirable to involve the police in dealing with low value items such as pencil cases. However, College staff may judge it appropriate to contact the police if the items are valuable (iPods/laptops) or illegal (alcohol/fireworks).

Where the person conducting the search finds an electronic device they may examine any data or files on the device if they think there is a good reason to do so. Following an examination, if the person has decided to return the device to the owner, or to retain or dispose of it, they may erase any data or files, if they think there is a good reason to do so.

The member of staff must have regard to the following guidance issued by the Secretary of State when determining what is a "good reason" for examining or erasing the contents of an electronic device: *In determining a 'good reason' to examine or erase the data or files the staff member must reasonably suspect that the data or file on the device in question has been, or could be, used to cause harm, to disrupt teaching or break the school rules.*

If inappropriate material is found on the device the DSL should be informed and it will then be up to the DSL (having usually sought advice from outside agencies) to decide whether they should delete that material, retain it as evidence (of a criminal offence or a breach of College discipline) or whether the material is of such seriousness that it requires the involvement of the police.