

Boarding Behaviour Policy

| Document Control Table | | | |
|-------------------------------|---|---------------|--|
| Document Title | Policy for managing behaviour in boarding | | |
| Author and Job Title | Steve Crossley, Vice Principal/Head of Boarding | | |
| Version Number | V2 | | |
| Date Approved | 1/5/16 | | |
| Approved by | Board of Trustee's | | |
| Date of Review | As required | | |
| Document History | | | |
| Version | Date | Author | Note of Revisions |
| V1 | November 2016 | SC | Addition of substances |
| V2 | November 2016 | SC | Review of alcohol sanction |
| V3 | February 2017 | SC | Addition of promoting British Values |
| V4 | March 2018 | SC | Clarification of wording for bedtimes and sanctions and to incorporate mixed company and alcohol policies. |
| V5 | June 2018 | SC | Wording adjusted in relation to boarding places being withdrawn and job titles of staff |
| V6 | May 2019 | SC | Addition of consequences for absconding |
| V7 | Sept 2020 | SC | Annual update with corrections and minor word changes |

Boarding Behaviour Policy

Students boarding at Shaftesbury School, accommodated in the boarding complex Barton Hill House are expected to behave in accordance with the school behaviour policy and also the rules, regulations, standards and expectations specific to boarding. These can be found in the parent & student guide updated annually before the start of the academic year.

Unacceptable behaviour contrary to a cohesive home environment is not tolerated. In most cases, students will receive a sanction appropriate to the issue in keeping with the consistent parental approach adopted by all boarding staff. This may include, but is not limited to:

- The student being sent to their bedroom for a set period of time
- Removal of privileges
- Earlier bed time
- Restriction of out-time
- Restriction from excursions, trips and activities
- Isolation within boarding away from others for a set period of time
- Exclusion from boarding for a specific time period
- Withdrawal of boarding place

During any sanction boarders will not be denied food or refreshments available to all other boarders and arrangements will be made to ensure the availability of basic provision. Where appropriate boarding students following a behaviour or disciplinary incident may be asked to provide a written statement of events and may be interviewed by a member of the house staff.

Boarding staff reserve the right to search students and their property should boarding staff have reasonable suspicions that students are in possession of offensive material, weapons, drugs, alcohol, tobacco, stolen items or other items deemed potentially harmful to themselves or others in boarding. Such searches will take place in the presence of two members of boarding staff and the student and the police will be informed where necessary. This is in accordance with regularly reviewed guidance.

1

Leaving on-time, Room Tidiness and Bedtime Routine

Boarders must cooperate with the expectations as follows:

1. Leave the boarding house in the morning for school every day at the time stipulated and agreed beforehand.
2. Keep a tidy bed area. Students must follow requests to tidy their room promptly.
3. Remain in their designated bedroom after light-out time unless seeking assistance from boarding staff for reasonable requests or medical emergencies.
4. Be in bed, having taken care of pre-bedtime routine within sufficient time before the designated lights out time. Boarding students may face a sanction if out of bed or the member of staff deems their behaviour or actions to be inconsistent or disruptive.

Boarders who leave late in the morning will be given an early bedtime sanction that evening and will face further sanction for accumulating several lates in a week. Those boarders persistently not adhering to these basic expectations may face further sanction including early to bed, loss of out-time, and being withdrawn from trips.

1

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/444053/Searching_screning_confiscation_advice_Reviewed_July_2015.pdf

Returning Late after Out-time

In order to ensure appropriate care and supervision boarders must return from their out-time on-time or risk sanctions. Sanctions include, but are not limited to, restriction of out-time, early bed time or restriction of activities.

Years 7, 8, 9 must return to the boarding house straight after school, unless involved in an after school club, fixture or event that has been pre-arranged with the boarding staff. Failure to return to the house straight after school may result in out-times being withdrawn for a set period or other sanctions at the discretion of the boarding staff. Some boarders, during out-time during the week and at weekend, may be required to check-in with boarding staff at set times. This is dependent on individual circumstances.

Persistent failure to adhere to returning to the boarding house on-time and also absconding from the boarding house will result in the students' suitability for boarding being reviewed.

Alcohol, tobacco and illicit substances

Boarding staff will put in place all the necessary precautions in order to ensure the health and safety of students in relation to alcohol, tobacco and illicit substances.

Any student suspected of being intoxicated with alcohol will be immediately denied any further time out of the house until an investigation has been completed. Statements from the students, staff and any witnesses may be taken and a decision will be made following this review.

The following sanctions apply:

- 1st alcohol violation - 3 whole-weekend loss of out-time. Letter home following meeting with an appropriate member of boarding staff.
- 2nd alcohol violation – 3 weeks, weekend and mid-week, loss of out-time from boarding house. Letter home following meeting with an appropriate member of boarding staff.
- 3rd alcohol violation – Suspension from boarding pending review of suitability for boarding and meeting with parents and CEO of the Trust.

Students may also lose out-time during the week if the circumstances mean this is when the violation occurred or further violation is likely.

Attempts to smuggle alcohol in to the boarding house, consuming alcohol in the boarding house or storing alcohol in the boarding house will be considered a violation of the alcohol policy and be subject to the same sanctions listed above.

A £75 fee may be charged for additional cleaning and/or staff supervision in the event of an alcohol violation. This amount will be deducted from the students disbursement account.

Boarding staff are constantly assessing and observing students to ensure their safety in relation to illicit substances. The use and storage of illicit substances or related paraphernalia in boarding is strictly prohibited and will result in the student's suitability for boarding being reviewed.

Students found to be using tobacco products may be referred to health support agencies and items found in boarding will be disposed of and additional sanctions may be imposed. The use of tobacco

products is forbidden in the boarding house and such actions will result in the student's suitability for boarding being reviewed.

We will work closely with the local police, Safer Schools Team and other agencies to ensure the appropriate care and support of boarders in relation to alcohol, tobacco and illicit substances and may refer to any of these outside agencies as necessary.

Promoting positive behaviour and relationships

The boarding staff are committed to promoting positive behaviour throughout the boarding programme and adopts all school-based policies related to behaviour, bullying and cyberbullying in addition to the expectations within the boarding programme itself. The expectations of tolerance, respect, and positive attitude and good behaviour and constantly reiterated and enforced in addition to the values and virtues associated with British Values.

Mixed Company

Barton Hill House's priority is to ensure the safety and well-being of all students at all times. The boarding house adopts a very robust and serious policy for students in order to safeguard them from harm and ensure they are housed appropriately in single sex rooms and dorms regardless of sexual orientation or relationship status.

Barton Hill House staff will put in place all the necessary precautions in order to ensure the health and safety of students in relation to ensuring boys and girls are housed appropriately. Visiting a room, corridor or dorm space of a member of the opposite sex is strictly prohibited. A student should not invite, encourage or facilitate students of the opposite sex in to the corridors, rooms, lavatories and stairwells throughout the boarding house and if found to have done so will be in breach of this policy.

If a student discovers a member of the opposite sex in their room, uninvited and/or without prior knowledge, they must ensure that they leave the room immediately and inform a member of staff.

Any student suspected of having violated this policy will be immediately denied any further time out of the boarding house until a full investigation has been completed. Statements from the students and staff and any witnesses will be reviewed and a decision made following this review.

Consequences for students who have violated the mixed company policy are listed below:

- 1st mixed company violation - 3 whole-weekend loss of out-time. Letter home following meeting with an appropriate member of staff. If residing in Sixth Form Block the student will also lose the privilege of visiting the Sixth Form Block for this time and they will also lose their single room in the Sixth Form Block for the rest of the academic year. A decision on whether they are permitted to have a single room the following year will be taken.
- 2nd mixed company violation - one half-term loss of out-time and weekend suspension from boarding house. Letter home following meeting with an appropriate member of staff. If in Sixth Form, the student will also lose the privilege of visiting the Sixth Form Block for this time.
- 3rd mixed company violation – Suspension from boarding pending review of suitability for boarding and meeting with parents and CEO of the Trust.

Students who are housed in the Sixth Form Block must abide by this policy. A student deemed to be in violation of this policy will lose their room in the Sixth Form Block for the rest of the year and be rehoused in the old house. There will be no refund for those students in this house who have lost their single room due to violation of the mixed company policy.

Behaviour logs and suitability for boarding

Behaviour incidents are logged on the internal boarding management system and/or the discipline log. The Executive Headteacher reviews all disciplinary measures half-termly to ensure oversight and is in constant dialogue with the Vice Principal/Head of Boarding about the behaviour, safety and wellbeing of the boarders. Parents will not always be contacted following each individual behaviour incident unless deemed necessary by the Vice Principal/Head of Boarding or other boarding staff.

A boarding place will be withdrawn, following a review of suitability for boarding by the Executive Headteacher and Vice Principal/Head of Boarding, if they both feel that a student is no longer benefitting from the boarding experience, has been involved in disciplinary issue of a serious nature and/or poses a threat to the experience, safety and security of other boarders. A withdrawal of a boarding place does not necessarily mean an exclusion from school.

Boarders may speak to the staff who gave sanctions to discuss their actions and to discuss ways of improving their cooperation with the boarding house expectations. Behaviour expectations and standards are under constant review and this policy is in addition to all school-based behaviour, safety and safeguarding policies.

Absconding from boarding

The safety and the security of the boarders within the boarding house is paramount and we take multiple steps to ensure the perimeter fencing and grounds are safe from intruders and that boarders are prevented from absconding. The use of CCTV externally is to aid the boarding staff in maintaining a secure perimeter.

Boarders who deliberately abscond from boarding during a period of time when they are not permitted any out-time (such as grounding or just during the course of day-to-day schedule) or at any other time will be sanctioned as follows:

1. Meeting with the most senior member of staff on duty
2. The following weekend, the boarder will be suspended from boarding and sent home or to appropriate guardian.
3. Reintegration meeting with the Vice Principal/Head of Boarding to discuss the suitability for boarding resulting from an absconsion.

A boarder who is informed that they have no out-time will be deemed to have absconded if they go out during this time and this includes through the main front door, fire exists or any other means.

Boarding students will have their suitability for boarding reviewed in the event of another instance of absconding from the boarding house. This also applies to students who re-enter the boarding house grounds through any other means than the front main entrance.

If a student is deemed to be missing having absconded, the missing child policy will come in to effect.