



HUNTCLIFF
SCHOOOL

BEHAVIOUR POLICY

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Huntcliff School Behaviour Policy

This policy aims to:

- Provide a consistent approach to behaviour management
- Define what we consider to be unacceptable behaviour, including bullying
- Outline how students are expected to behave
- Summarise the roles and responsibilities of different people in the school community with regards to behaviour management
- Outline our system of rewards and sanctions

This Behaviour Policy applies to incidents inside and outside of school and is written in line with statutory guidance including -

- Behaviour in Schools (Dfe, updated 19 February 2024)
- Suspension and Permanent Exclusion Guidance (Dfe, updated August 2024)
- Searching, Screening and Confiscation (Dfe, updated July 2023)
- Use of Reasonable Force (Dfe, updated February 2025)
- Keeping Children Safe in Education (Dfe 2025)
- Education and Inspections Act (2006)
- The Equality Act (2010).

Our Aims and Values

At Huntcliff School our core values of Be Ready, Be Respectful, Be Responsible are underpinned by the 3R's: Routines, Respect and Relationships. These guide and support our students in developing the characteristics that will enable them to be effective learners who are happy, successful and contribute to the school and local community.

Key Principles

- Every student understands they have the right to feel safe, valued and respected, and learn free from the disruption of others.
- All students, staff and visitors are free from any form of discrimination.
- The behaviour policy is understood by students and staff with appropriate training and updates.
- Staff: teachers and support staff and volunteers always set an excellent example to students
- Rewards, sanctions, and reasonable force are used consistently by staff, in line with the behaviour policy.
- Students are helped to take responsibility for their actions.
- Families are involved in behaviour incidents to foster good relationships between the school and students' home life.

Social, emotional and mental health (SEMH) needs

To help reduce the likelihood of behavioural issues related to SEMH needs, the school aims to create a safe and calm environment in which positive mental health and wellbeing are promoted, and students are taught to be resilient. The school promotes resilience as part of a whole-school approach using the following methods:

Culture, ethos and environment – the health and wellbeing of students and staff is promoted through the informal curriculum, including leadership practice, policies, values and attitudes, alongside the social and physical environment.

Teaching – the curriculum is used to develop students' knowledge about health and wellbeing.

Community engagement – the school proactively engages with parents/carers, outside agencies and the wider community to promote consistent support for students' health and wellbeing.

All staff are aware that potentially traumatic adverse childhood experiences, including abuse and neglect, can potentially impact on a student's mental health, behaviour, and education. Where vulnerable students or groups are identified, provision will be considered and made where appropriate to support and promote their positive mental health.

Definitions

Poor behaviour This is defined as anything that does not meet the expectations that students are Ready, Respectful, and Responsible in school: • Disruption in lessons, in corridors, between lessons, and at break and lunchtimes • Non-completion of classwork or homework • Poor attitude • Incorrect uniform.	Serious misbehaviour includes but is not limited to: • Repeated breaches of the school's expectations • Refusing to follow instructions • Swearing • Raising your voice • Arguing back to a member of staff • Any form of bullying • Sexual assault • Vandalism • Theft • Fighting • Smoking • Racist, sexist, homophobic or discriminatory behaviour • Possession of prohibited items. These include: • Knives and weapons • Alcohol • Illegal drugs • Substances identified as 'legal highs' • Stolen items
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	• Tobacco and cigarette papers, vapes, lighters, matches • Fireworks • Pornographic images • Other potentially harmful materials which cannot immediately be identified • Any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to the property of, any person (including the student).
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The Headteacher and other authorised senior 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. At Huntcliff School other authorised senior staff include the Deputy Headteacher and Assistant Headteachers may use common law to search students with their consent for any item.

They may:

- Ask any student to turn out their pockets
- Search a student's bag
- Require a student to remove outer clothing including hats, scarves, boots and coats

A student's possessions will only be searched in the presence of the student, another member of staff and a member of the Senior Leadership Team, unless there is a risk that serious harm will be caused to a person if the search is not done immediately, and where it is not practicable to summon another member of staff.

Bullying

Bullying is not tolerated at Huntcliff School. Bullying is defined as the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power. Bullying is, therefore defined as:

- Deliberately hurtful
- Repeated, often over a period of time
- Difficult to defend against

Bullying can take many forms, including:

- Verbal (e.g. name-calling, threats, discriminatory language)
- Physical (e.g. hitting, pushing, damaging belongings)
- Social/Relational (e.g. exclusion, spreading rumours)

- Online (e.g. abusive messages, sharing inappropriate images)

The anti-bullying coordinator is the Assistant Headteacher for Attendance & Well-being.

Students and parents/carers can report bullying in school and reports will be dealt with accordingly.

Bullying is different from one-off fallouts or isolated poor behaviour. All incidents will be investigated, but not all unkindness is bullying.

Preventing Bullying

The school will:

- Create and promote an inclusive environment with mutual respect, consideration, and care for others.
- Recognise that bullying can be perpetrated or experienced by any member of the school community, including adults and children (child on child abuse).
- Openly discuss differences between people that could motivate bullying, such as: religion, ethnicity, disability, gender, sexuality, or appearance related difference.
- Also, children with different family situations, such as looked after children or those with caring responsibilities.
- Challenge practice and language which does not uphold the values of tolerance, non-discrimination, and respect towards others.
- Support the prevention of cyberbullying by educating students and parents/carers to use technology, especially mobile phones, and social media positively and responsibly.
- Work with staff, the wider school community, and outside agencies to prevent and tackle concerns including all forms of prejudice-driven bullying.
- Create "safe spaces" where required for vulnerable children and young people.

School is continually reviewing its anti-bullying strategies to monitor effectiveness.

Roles and Responsibilities

All members of our school have certain responsibilities to support, develop and create a positive culture and climate that supports effective learning, respect for all and a safe environment. Staff training will be provided which is appropriate to the role of each staff member.

The Trust Board	• The Trust Board is responsible for reviewing the behaviour policy and its impact to achieving the Trust aims and objectives
The CEO	• The CEO is responsible for consulting with the Executive team and Headteachers and keeping the policy under review, that

	expectations and systems are in place and understood by all stakeholders
The Local Governance Committee	• The Local Governance Committee is responsible for monitoring and approving this behaviour policy, its effectiveness and holding the Headteacher to account for its implementation
The Headteacher and Senior Leadership Team	• Senior leaders are highly visible and engage with students, staff and parents/carers • The policy is communicated with all staff, fully embedded and adhered to • The school's environment encourages positive behaviour • Staff deal effectively with poor behaviour and monitor how staff implement this policy to ensure rewards and sanctions are applied consistently • Keep behaviour records • Establishing high expectations of conduct and behaviour and implementing measures to achieve this
Staff	• Be responsible for consistently applying the policy process and procedures • Have high expectations of students and praise students doing the right thing • Lead by example and model enthusiasm for learning • Model the positive behaviour expected by students • Model consistent and respectful behaviour, knowing the children and their needs • Establish class routines, welcome, starter, engaging lessons, feedback and praise • Meet the educational, social and behavioural needs of the students • Give feedback to parents/carers about their child's success and behaviour • Being responsible and accountable for the progress and development of the students in their classes • Not tolerating disruption and taking proportionate action to restore acceptable standards of behaviour
Students	• Be ready to learn • Respect themselves and others • Conduct themselves so that they and others are safe. Work hard all the time and take responsibility for their actions • Support and care for each other and to treat others fairly and with respect • Respect each other's property and work • Listen to others, respect their opinions

	• Behave in a way that allows other students to learn. Follow all staff instructions • Follow the school rules • Report concerns which could negatively impact themselves or other students
Parents/Carers	• To support the school by ensuring that their child is ready to learn. • Be aware of, support and promote the school's values and expectations • Ensure students arrive on time each day, in full school uniform and with the correct equipment • Communicate with the school any necessary information that will help to support the education of your child • Build good relationships with the school, working together to improve behaviour difficulties • Support the school in having high expectations for behaviour, engagement and conduct • Support the school's approach to independent study (homework)

Management of Poor Behaviour

The Education and Inspections Act 2006 introduced a statutory power for teachers and other school staff to discipline students. Subject to the school's Behaviour Policy, a teacher may discipline a student for any misbehaviour when the student is:

- Taking part in a school-organised or school-based activity.
- Breaching Huntcliff School expectations during social times, or when moving around the site during lesson transitions.
- Travelling to or from school.
- Wearing Huntcliff School uniform
- Misbehaving at any time, whether or not the conditions above apply, in a way that could have repercussions for the orderly running of the school; or posing a threat to another student or member of the public and in doing so adversely affecting the reputation of the school.
- Identifiable as a student from Huntcliff School in any way not listed.

All staff have the right to impose a range of sanctions in accordance with the policy although only the Headteacher can suspend or expel a student.

The Department of Education (GOV.UK) states that the rules for detention are: 'Schools don't have to give parents/carers notice of after-school detentions or tell them why a detention has been given.' At Huntcliff School, we will always contact parents/carers via Class Charts at the point of issuing an after-school detention.

Rewards, Sanctions and Consequences

The establishment and maintenance of good order allows effective learning to take place and promotes a positive and safe ethos in school. Sanctions help to underpin the boundaries of acceptable behaviour, but they must not be seen in isolation. They are part of the Behaviour Policy which seeks to reward and encourage high standards of conduct and achievement.

The behaviour management system and procedures are designed to offer any student failing to meet the required expectations opportunities to rectify their behaviour and maximise learning. Teachers will use a range of strategies to ensure positive behaviour such as reminding students of expectations, using eye contact or standing next to students to keep them focused.

We promote our code of conduct, school rules and expected standards through staff training, the school website, school assemblies, around the school building and in every classroom. Staff are a constant presence around the school, in between classes, break times and lunch times to check that students are respectful and behaving appropriately.

Rewards

At Huntcliff School, we pride ourselves on a highly effective reward system that acknowledges and celebrates good behaviour, achievements and successes of all our students. Students will be recognised for their:

- academic achievements,
- good and improved progress,
- contribution to the school and local community,
- good and improved behaviour,
- good and improved attendance.

To acknowledge and celebrate students' work, contributions and positive behaviour we will use ClassCharts to log these as well as:

- Positive attendance certificates (termly and annually).
- Verbal praise/encouragement during lessons, registration or whenever appropriate.
- Display work - in class and around school.
- Phone calls home.
- Positive postcards sent to parents/carers.
- Wednesday Wow
- Achievement assemblies at the end of each term by your subject teacher/form tutor/Pastoral Manager.
- Positive points which can be logged electronically on Class Charts.
- Star of the Week nomination by your form tutor.
- Pastoral star of the week nominations by Pastoral Managers

- Proud work recognition by SLT.

Examples of work / contributions that will be acknowledged:

Resilience	• Persisting in order to overcome a problem • Revisiting / revising a previous piece of work • Seeking help when struggling • Half termly most improved in attitude to learning • Excellent sustained effort.
Scholarship	• Achievement in a competition • All expected targets achieved for a term • Extra-curricular extension work • Outstanding /excellent homework • Outstanding class contribution • Knowledge from outside of the curriculum • Bringing in a book, article on a topic to add to the lesson • Completing work independently to plug gaps in knowledge
Progress	• Wider Reading • Improving relative to a previous assessment • Progress on a specific subject skill • Opting to redo and improve on last assessment • Opting to complete additional exam questions • Making More than Expected Progress in an assessment • Making significant improvements on the last assessment
Compassion	• Helping others • Acts of kindness • Opting to complete community service • Showing respect for a different viewpoint • Assisting with a charity event
Teamwork	• Contributing to paired / group work • Contributing to the whole class • Helped others with a difficulty

Student code of conduct

At Huntcliff School we recognise that each member of our school community has a right to be treated with respect and to work in a calm and safe environment. To achieve this aim, we expect our students to:

Be Ready	Be Respectful	Be Responsible	Attendance
Come prepared each day wearing the correct uniform and bringing the necessary equipment Bring the correct equipment (pens, pencil, ruler, scientific calculator, and a bag large enough to carry an A4 file) Tutors will carry out an equipment check each morning Follow the school uniform code Not bringing valuable items to school Not bringing to school anything which could injure/harm another student. This includes knives or weapons, alcohol, illegal drugs, substances identified as 'legal highs, stolen items, tobacco and cigarette papers, vapes, lighters, matches, fireworks, pornographic images, and any article that could be used to commit an offence, cause personal injury or damage to property If you bring a mobile phone to school, it MUST be switched off and in your bag. You must not use it at all whilst on site. If you need to make a call for any reason, please see your Pastoral Manager or member of the Admin Team	Show respect for others Work sensibly in lessons and not disrupt the learning of others To not shout out during lessons, or shout to one another in the school building Be polite and respectful at all times to staff, students, school visitors Be considerate of your peers, the extended community and members of the public Rude, derogatory, racist or defamatory language will not be tolerated. Disobeying staff is not tolerated	Show consideration for others by moving around the school quietly and safely Walk around the building quietly, calmly and to not run Follow the one-way system in the school Open doors for others Enter and leave school by the correct doors.	Attend school regularly and arrive in plenty of time for the start of lessons Be punctual for registration and lessons. If you arrive late this will be recorded in the register. Bring a parental note to school following an absence to be handed to the office. Seeking permission from school if you are taking a holiday during term time. Make certain you sign out at the office if you are leaving the school premises for a medical appointment.

Classroom Expectations

Classroom expectations are important so that staff and students can work successfully, safely, and enjoy their learning. Our classroom expectations are underpinned by strong classroom routines:

Students ready to learn at the start of each lesson:	During the lesson:	At the end of the lesson students:
Teachers should meet and greet students welcoming them to their lesson. Enter the classroom quickly and quietly, stand behind chair in silence.	Work hard on the assigned tasks and start them immediately. Remain silent when the teacher is talking. Remain seated in the seat assigned to you by the teacher.	Only pack away your books and equipment when instructed by the teacher. Return all loaned equipment and ensure the classroom is tidy. Stand behind your desks before the teacher dismisses small

Students have books and equipment out. Answer register politely with 'yes miss' and 'yes sir' Complete the recall / review / recap task immediately.	Do not shout out. You must raise your hand to ask a question. Keep mobile phones switched off and in your bag. Eating and chewing are not allowed. If you want to drink water from your own bottle, you may do this at the start or end of the lesson, but bottles need to be put away during the lesson.	groups in a calm and purposeful way. Move quickly, calmly and quietly to your next lesson following the one-way system.
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If students fail to follow the code of conduct or expectations, the school has a 4-stage sanction process.
The school 4-stage sanction process is outlined below:

Stage	Detail when to apply	Sanction	Record
D1	Student breaks code of conduct or expectations	• Verbal Warning	• Class Charts
D2	Student further breaks code of conduct or expectations despite warning	• 30-minute subject detention	• Class Charts
D3	Student further breaks code of conduct or expectations	• Student removed to reflection room for 5 lessons (rolling) • A 1-hour detention	• Class Charts • Parent/carer contacted via Class Charts
D4	Persistent disruption	• Student removed from lessons for a full school day, with SLT • 90min detention on the same day as the lesson removal, or possible suspension	• Class Charts • Parent/carer contacted to discuss
*The higher of 3 sanctions may be recorded			

If student fails to comply with D1-3 Sanctions:

Student late or fails to attend subject detention:	Detention moves to 60-minute school detention
Student late or fails to attend school detention:	Detention moves to 90-minute SLT detention
Fails to comply with reflection rules:	D4 Isolation or Suspension

Behaviour Codes on Class Charts

Behaviour Codes	Possible Causes
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Uniform / Lack of equipment	• Lack of Correct Equipment • Incorrect Uniform
D1	• Not following instructions • Disruption • Failure to complete satisfactory work
D2	• Persistent disruption • Failure to work appropriately • Failure to complete satisfactory work • Swearing • Not following instructions • Poor conduct • Repeatedly incorrect/missing PE kit
D3	• Repeated disruption following D2 warning • Failure and refusal to work • Constantly not following instructions. • Serious incident
D4 Isolation	• Serious incident • Repeatedly failing to attend detentions

Sanctions

Sanctions will occur if students fail to meet the school expectations, rules and code of conduct. The school will use one or more of the following sanctions in response to unacceptable behaviour:

- A verbal reprimand
- Sending the student to complete work in another class
- Detention at break or lunchtime, or after school
- Referring the student to a senior member of staff
- Contact with parents/carers
- Putting a student 'on daily / weekly report'
- Agreeing a behaviour contract
- Student sent to the reflection room (ref stages) and / or if they are disruptive, and expected to complete set curriculum work

At Huntcliff school, we work hard to ensure that discipline is consistent and behaviour expectations and sanctions are clear to all, applied consistently, fairly and without discrimination, considering SEN needs and disabilities as well as the additional challenges some vulnerable students may face. We encourage parents / carers to communicate with the school any concerns so that we can offer any reasonable support necessary for the child.

The school recognises that if individual student's disruptive behaviour is due to complex needs, we will ensure the student receives a personalised approach to support them.

We promote our code of conduct, school rules and expected standards through staff training, the school website, school assemblies, around the school building and in every classroom. Staff are a constant presence around the school, in-between classes, break times and lunch times to check that students are respectful and behaving appropriately.

Mobile Phones

Mobile phones must be switched off and in bags. If a student is seen using their phone during school time/in the school building, or a phone is heard, the phone will be removed and kept in the school office. On the first offence, the student may collect the phone at the end of the school day. On any subsequent offences, a parent/carer must come to the office to collect the phone.

The school takes seriously instances where a mobile phone has been used to film, photograph or record staff or students without their permission. In such cases the mobile phone will be confiscated, and the student's parent/carer contacted for a meeting.

The Education Act 2011 allows for staff seizing an electronic device to examine any data or files on the device if they think there is good reason to do so. DFE guidance also states that there is no need to have parental consent to search through a young person's mobile phone. These data or files may be erased before returning the item if they believe there is good reason to do this. In addition, where necessary the police may be informed.

Managing behaviour at break and lunch times

Students failing to behave appropriately may receive: a warning, detention, removal from social area to designated area for the remainder of the social time or the remainder of the day depending on the behaviour.

Removal from classrooms

Removal will occur when there is a need to:

- Restore order and calm following any unreasonable high-level disruption
- Enable disruptive students to be taken to reflection or removal to another classroom where education can be continued in a managed environment

Reflection, is supervised by trained staff, is a suitable place to learn, and has equipment and learning resources to ensure learning continues. Students will only be removed from classrooms for prolonged periods of time when directed by the Headteacher or Senior Leadership team.

Students will complete a reflection exercise when they arrive and then continue with their studies in silence.

Detentions

Detentions are supervised by assigned staff in an assigned room. Students must bring their own work to complete during the detention and will work in silence. If students are absent on the day of the detention, it will be rescheduled to complete on the first day of their return to school.

Students will be placed in detention at social times (break time and/or lunchtime) if staff deem students have poor behaviour, if they are out of bounds at social times, or to de-escalate a situation.

Detentions after school are generally scheduled at least 24 hours after being issued. Uncooperative behaviour during detentions will result in a further sanction being issued.

Further failure to meet expectations could result in Internal or External Suspensions.

If appropriate, restorative activities can be arranged in school. This may involve 3 lunch times picking up litter or helping in the dining hall cleaning tables/trays. Restorative activities can be used as an alternative to school detention.

Other Sanctions

Where a student's behaviour is a serious concern, this may result in:

- Withdrawal from lessons
- Break, lunch and/or after school detention
- Internal Suspension
- Behaviour contract
- SLT Behaviour Review meeting with the student and student's parents / carer
- Convene a Governors' Behaviour Review Panel

Behaviour Contract and Behaviour Support Plan

Behaviour contracts (BCs) and Behaviour Support Plans (BSPs) may be used to identify precise and realistic behaviour outcomes and usually operate for a period of approximately twelve weeks, but this may be longer where appropriate. They are usually reviewed every 4 weeks.

Behaviour contracts and Behaviour Support Plans may be used for students who have had several exclusions, internal or fixed term, or who have been identified as being 'at risk' of failure at school through disaffection. These are given for students who do not have SEN.

School will interact with Parents/carers to discuss and share the Behaviour Contracts and Support Plans and aim to provide updates every 4 weeks and discuss their child's progress.

Investigating Behaviour Breaches

Behaviour concerns will be investigated where required, looking at all available views. This could include collecting the voice of staff/students and exploring CCTV if available/appropriate. Students may be asked

for a verbal account in minor situations. In serious incidents, those involved will likely be asked to provide a written statement of their account. More broader statements (e.g. from witnesses) will be collected if appropriate/relevant. Behaviour decisions will be based upon the balance of probabilities, not beyond reasonable doubt.

Broader Behaviour Sanctions

Based upon the behaviours presented, including repeated poor behaviour, or serious behaviours or incidents, wider sanctions may be required. This can include but is not limited to:

- School Detention (taking place at after school)
- Internal suspension (D4)
- Behaviour contracts
- Behaviour review meeting with student, parent/carers and a member of the Pastoral or Senior Leadership Team
- Hold a formal behaviour panel with governors
- Issue a fixed-term external suspension
- Permanent exclusion

Management of behaviour outside of school including on school buses

Teachers have the power to discipline students for misbehaving outside of the school gates. (Education and Inspections Act 2006). Non-criminal behaviour that is witnessed by a member of staff or reported to the school will be dealt with as if the event had happened in school. This includes travel to and from school on the school buses. Huntcliff School expects the same standard of behaviour on the school bus as we would in a classroom. If students do not meet these basic expectations, then sanctions will be imposed in school and their right to travel on the school bus could be withdrawn for either a fixed time or permanently by Huntcliff School or the bus operator.

Teachers may discipline students for:

- Misbehaviour on any school organised or school related activities including trips & visits.
- Misbehaviour while travelling to and from school
- Misbehaviour in any other way whilst identifiable as a member/student at the school (i.e. wearing uniform), or misbehaviour that could have repercussions for the orderly running of the school
- Misbehaviour that poses a threat to another student or a member of the public
- Misbehaviour that could adversely affect the reputation of the school.

In all cases, the teacher can ordinarily only discipline the student on the school premises, but this can take place elsewhere, for example when the student is under the lawful control of another staff member.

Physical restraint

In some circumstances, staff may use reasonable force to restrain a student to prevent them:

- Causing disorder

- Hurting themselves or others or creating a situation which places themselves in danger.
- Damaging property

Physical restraint must never be used solely to enforce compliance with instructions or as a disciplinary sanction.

Incidents of physical restraint must:

- Always be used as a last resort
- Be applied using the minimum amount of force and for the minimum amount of time possible to achieve the aim.
- Be used in a way that maintains the safety and dignity of all concerned
- Never be used as a form of punishment
- Be recorded and reported to parents/carers as soon as practically possible

Recorded restraint information will be used to inform practice of safeguarding students including interventions/therapeutic support offer, staff training, and the review/refining of the school behaviour policy. The Local Governance committee will review and monitor restraint information.

Restraint methods include:

1. **Guiding or Shepherding** – Gentle physical prompts or steering, such as guiding a student by the elbow or hand to help them move away from danger.
2. **Blocking or Standing in the Way** – Placing an adult between students, or between a student and danger
3. **Holding** – Using a safe “hold” to prevent a child from hurting themselves or others.
4. **Leading by the Arm** – Taking a child’s arm and guiding them to a safer space.
5. **Escorting by Two Staff** – Sometimes called a “two-person hold,” where two staff escort a student to remove them from a situation.

The following methods of restraint are not permitted at Huntcliff School, unless specified in an individual student risk assessment and plan, and only by staff specifically trained:

- Prone restraint (holding a student face-down on the floor)
- Supine restraint (face-up)
- Any hold or action that restricts breathing or places pressure on the neck, chest, or joints
- Any hold intended to cause pain or discomfort (pain compliance techniques)
- Mechanical restraint (handcuffs, straps, ties, etc)
- Seclusion (locking a student alone in a room)

These actions are expressly forbidden except where explicitly detailed in an agreed positive handling plan, based on risk assessment and best practice. Reasonable adjustments will always be made for students with SEND, and restraint will never be used in a way that discriminates or fails to make reasonable adjustments for disability.

All staff who may need to use physical restraint must be restraint trained via external trained approved training providers. Only restraint techniques taught and approved within that training will be used.

Students and staff involved in restraint will be offered appropriate support/debrief following the incident, including time to recover and talk through what happened.

Suspensions and Permanent Exclusion

'Good discipline in schools is essential to ensure that all students can benefit from the opportunities provided by education. The Government supports head teachers in using suspension as a sanction where it is warranted.' (DfE 'Exclusion from maintained schools, Academies and Student Referral Units in England 2023') Suspensions will only be used as a last resort and issued by the Headteacher or Deputy Head in their absence. Only the Headteacher can permanently exclude.

A student can be suspended for failing to meet the school's behaviour expectations. This can include (but is not limited to):

- Persistent refusal
- Non-compliance
- Verbal/physical aggression towards a member of staff/student
- Physical violence towards a member of staff/student
- Dangerous behaviour that puts student/other students/staff at risk of harm or injury
- Bullying of staff/student
- Possession of materials as described about or prohibited by school policy
- Child on Child Abuse

The school may bypass sanction steps should a student's behaviour warrant such action. It may be appropriate to move a student to a higher step if behaviour is escalating or of such a serious nature. This may mean recommending a student is permanently excluded from School in response to a single, serious breach of the school rules. For example, supplying drugs or carrying a weapon on the school premises would result in an immediate recommendation of permanent exclusion.

Before deciding to suspend or permanently exclude a student, the Headteacher will consider the student's views considering their age and understanding. Where appropriate, the school will provide support to help the student express their views. These views will be recorded and considered as part of the decision-making process.

Suspensions (Fixed Term)

- A student can be suspended for up to 45 days within an academic year.
- Following a suspension, the parent/carer will be required to attend a reintegration meeting where a plan for reducing the likelihood of further suspensions will be discussed, alongside wider support strategies.
- If a student is suspended for 15 days or more in a term, a Local Governing Behaviour Committee Meeting will take place to discuss the student's behaviour.
- Huntcliff School may decide to hold a governing behaviour panel at any time, where behaviours warrant particular concern.
- Parents/carers cannot appeal a suspension equal to or below 15 days but can make written representation to the governing body to consider.

Permanent Exclusion

The decision to exclude a student permanently is a serious one. There are two main types of situations in which permanent exclusion may be considered. The first is a final, formal step in a concerted process for dealing with disciplinary offences following the use of a wide range of other strategies, which have been used without success. It is an acknowledgement that all available strategies have been exhausted and is used as a last resort. This would include persistent and defiant misbehaviour including bullying (which could include racist or homophobic bullying), persistent and serious disruption of teaching and learning across the school or possession and/or use of an illegal drug on school premises.

The second is where there are exceptional circumstances and it is not appropriate to implement other strategies and where it could be appropriate to permanently exclude a student for a first or 'one off' offence. These might include:

- Serious actual or threatened violence against another student or a member of staff.
- Sexual abuse or assault.
- Supplying an illegal drug (on or off the premises)
- Possession or use of an illegal drug (see Drug Related Exclusions).
- Carrying an offensive weapon.
- Arson.

Huntcliff School will consider police involvement for any of the above offences.

Offensive weapons are defined in the Prevention of Crime Act 1953 as "any article made or adapted for causing injury to the person; or intended by the person having it with him for such use by him." Please note: any person found in possession of an illegal weapon (e.g. knife) must be reported to the Police.

The Headteacher and authorised staff have the statutory power to search students without consent when they have reasonable grounds for suspecting that serious harm will be caused to a person if the search is not conducted immediately. This extends to instances where a member of staff has lawful control or charge of a student.

These instances are not exhaustive but indicate the severity of such offences and the fact that such behaviour seriously affects the discipline and wellbeing of the school community.

If the Headteacher is satisfied that, on the balance of probabilities, the student did what he or she is alleged to have done, exclusion will be the outcome.

Exercise of discretion

In reaching a decision, the Headteacher will always look at each case on its own merits. While it is important to ensure that decisions are both fair and consistent it is also true that the circumstances of each case will be different and therefore it will inevitably be the case that students will receive different sanctions and differing exclusions for what may seem to be similar offences.

In considering whether permanent exclusion is the most appropriate sanction, the Headteacher will consider:

a) The gravity of the incident, or series of incidents, and whether it constitutes a serious breach of the School's Behaviour Policy and

b) The effect that the student remaining in the school would have on the education and welfare of other students and staff.

In line with its statutory duty, these same two tests of appropriateness will form the basis of the deliberations of the Pupil Disciplinary Committee (PDC), when it meets to consider the Headteacher's decision to exclude. This Committee will require the Headteacher to explain the reasons for the decision and will look at appropriate evidence, such as the student's record, witness statements and the strategies used by the school to support the student prior to exclusion.

Alternatives to Exclusion

The school will work closely with third parties such as the Local Authority, other Secondary Schools and other schools within Spark Education Trust, to undertake offsite direction or respite provision where such a course of action could be of benefit to the student.

Direction off-site

A Direction Off-Site is when a student is required to attend another education setting due to their behaviour. A Direction Off-Site is a temporary measure where interventions or support have not been successful in improving a student's behaviour and may be used to prevent further suspensions or exclusion. In such instances where this is appropriate, discussions with parents/carers and the student will take place. Governors will be informed of placement decisions as part of standard reporting processes by the Headteacher. During the direction off-site, the school will liaise with the placement provider to monitor and discuss progress. Upon returning to Huntcliff School, a reintegration meeting will be held to review the placement and support the reintegration processes.

Managed Moves

A Managed Move to another school/academy is viewed as an intervention, occurring when it is in the best interests of the student. A Managed Move is the start of a permanent move to another school/academy. All Managed Moves are voluntary and agreed by all parties involved.

Lunchtime Exclusion

Students whose behaviour at lunchtime is disruptive may be excluded from the school premises for the duration of the lunchtime period. This will be treated as half a day fixed term exclusion and parents/carers will have the same right to gain information and to appeal.

CCTV

Huntcliff School may use CCTV for the purpose of maintaining discipline and managing behaviour and safety across the site.

Appendix 1 Specific Incidents

Deliberate Vandalism of School Property	Any student found to have deliberately vandalised school property will receive an appropriate sanction ranging from a detention through to permanent exclusion depending on the severity of the incident. In all cases parents/carers will be billed for the cost of making good the damage.
Alcohol	Any student who brings alcohol on to Huntcliff School's premises will receive a fixed term exclusion. If the student brings alcohol on to Huntcliff School's premises a second time, a recommendation of permanent exclusion will be made. Any student who 'spikes' the drink of another student with alcohol will be permanently excluded.
Weapons	A student who brings a weapon on to Huntcliff School's premises is likely to be permanently excluded. The Headteacher will make a judgement of the level of threat the weapon itself represents to the health and safety of the other students. Weapons include knives (including objects fashioned together to resemble a knife), darts, guns of any description, including air pistols and BB guns. In all cases of a weapon being brought on to Huntcliff School's premises, the school will inform the Police.
Illicit Substances	Any student that uses illicit substances in Huntcliff School will likely receive a permanent exclusion. The school will also notify the police and the student's parents/carers.
Fighting	Students involved in fighting with other students will be excluded. This will be a suspension (Internal or External) or permanent exclusion, depending upon the circumstances.
Smoking / Vaping	This is a non-smoking / vaping site, a rule which applies to staff and students alike. There will be serious consequences for any student who chooses to breach the no-smoking / vaping rule. Students breaching the smoking / vaping rule will be given an internal suspension or external suspension. If this escalates, a meeting with parents/carers will discuss further sanctions. Students caught in the company of smokers / vapers, will be given a detention or internally suspended. Support will be offered to repeat offenders.
Bringing the good name of the school and/or staff into disrepute	Any student who brings the good name of the school and/or staff into disrepute in the public domain may be excluded. This will be a fixed term or permanent exclusion depending on the circumstances.

Appendix 2 – Drugs Education

This policy has obvious links with the following school policies; Health and Safety; The Administration of Medicines. This policy reflects local and national aims and priorities expressed within the Government White Paper 'Tackling Drugs to Build a Better Britain' (1998), 'Every Child Matters' (2003) and The Healthy School Programme. It also incorporates the key messages contained in Drugs: Guidance for schools. This policy sets out the school's approach to drug education and how the school will respond to drug related incidents within the responsibilities of the school.

To whom does the policy apply?

This policy applies to all the following people when they are on the school premises: students, staff, parents/carers and visitors. This policy also applies to students and staff when off-site when the staff are acting in loco parentis. So, this includes all educational visits, including those abroad (see educational visits policy).

Although the school is not responsible for students traveling to and from school, we will work with parents/carers and/or other agencies should any problems be identified. The school is responsible for students during break and lunch times (except when it has been agreed by parents/carers that students will travel home for lunch) and this policy applies during these times. It also applies to the use of school premises after normal school hours. Organisers of any after school events should be made aware of the policy and their responsibility to implement it.

Definition of a drug

For this policy the following definition of a drug will apply:

"a substance people take to change the way they feel, think or behave."

This broad definition allows for the inclusion of all medication (see the school's administration of medicines policy), legal/illegal drugs (including alcohol, tobacco, vapes) volatile substances (see also the school's Health and Safety Policy and COSHH Policy) and all over the counter and prescription medicines. Alcohol is not permitted at any time on the school site or during school visits except on special occasions at the discretion of the Headteacher and when staff are not acting in loco parentis.

Overall Aims of the Policy

- To provide a framework for effective drug education
- To provide systems for dealing with drug related incidents within the school environment.

To ensure that the school's drug education programme reflects the aims and values of the school and its governing body.

Roles and Responsibilities, Governors

As part of their general responsibilities for the management of the school, the governors have agreed this policy. They will continue their involvement through regular evaluation of it. The named lead Governor with responsibility for this policy is Louisa Duncan.

Headteacher

The Headteacher takes overall responsibility for providing a safe place of work for all staff and students and as such takes responsibility for this policy, its implementation, and for liaison with the Governing Body, parents/carers, the Local Authority and appropriate outside agencies in the event of a drug-related incident. Students who are suspected of being at risk from drugs, and in particular truanting students will be supported and monitored with assistance from relevant agencies such as The CGL Project, Preventions, HOTH, MIND/ Alliance Service, Attendance Officers, Child Protection Officers, and police agencies.

Deputy Head & Assistant Headteacher

The Deputy Head is responsible for ensuring that all students receive appropriate drug education and provide guidance on what should be taught and when. The Assistant Headteacher for PD and the PSHE Subject Leader are also responsible for the provision of appropriate staff training.

Designated Safeguarding Lead (DSL) / Deputy Designated Safeguarding Leads (DDSL)

The DSL is the first point of contact for a drug related incident. The appropriate Pastoral Manager will be responsible for investigating the incident.

All Staff

Drug prevention is a whole school issue. All staff should be aware of the policy and how it relates to them should they be called upon to deal with a drug related issue. The school premises are regularly checked. Any substances or drug paraphernalia found will be reported to the DSL/DDSLs.

Parents & Carers

Parents and carers are encouraged to support the school's drug education programme. They are responsible for ensuring that guidelines relating to medication in school are followed in line with policy. As a general rule parents/carers will be informed of an incident that could result in potential harm to their child.

Confidentiality

If a child discloses information relating to misuse of drugs, then absolute confidentiality cannot be guaranteed. However, health care professionals (such as the school nurse) are able, under certain circumstances, to maintain confidentiality except in circumstances where they have Child Protection concerns. If rumours of drug misuse are disclosed, the DSL should be informed, assess the information, and decide whether further action is to be taken.

Monitoring and Evaluating the Policy

This policy will next be reviewed annually by the Assistant Headteacher, Behaviour & Standards and will involve staff, students and other relevant outside agencies e.g. The Drug Education Team and the Police. This will include evaluation of teaching and learning activities, current resources and staff training and the use (if any) of outside visitors.

Appendix 2 Search and Confiscation

"In line with DfE guidance Searching, Screening and Confiscation (July 2022) school staff can search a student for any item if the student agrees. Schools are not required to have formal written consent from the student for this sort of search – it is enough for the staff member to ask the student to turn out their pockets or if the staff member can look in the student's bag and for the student to agree. If a member of staff suspects a student has a banned item in his/her possession, they can instruct the student to turn out his or her pockets or bag and if the student refuses, the teacher can apply appropriate sanctions as set out in the school's behaviour policy. Head teachers and staff authorised by them have a statutory power to search students or their possessions, without consent, where they have reasonable grounds for suspecting that the student may have a prohibited item. Prohibited items that Huntcliff school will do searches for include:

- knives or weapons
- alcohol
- illegal drugs
- stolen items
- tobacco, cigarette papers
- e-cigarettes
- fireworks
- pornographic images will be referred to the appropriate body
- any article that the member of staff reasonably suspects has been, or is likely to be, used: to commit an offence, or to cause personal injury to, or damage to the property of, any person (including the student personally).

A member of SLT will always be present during a search.

There is no legal requirement to make or keep a record of a search. Schools should inform the individual student's parents or carers where alcohol, illegal drugs or potentially harmful substances are found, though there is no legal requirement to do so.

Schools are not required to inform parents/carers before a search takes place or to seek their consent to search their child. Huntcliff School will inform parents/carers, where necessary, if a search has been done. Complaints about searching should be dealt with through the normal school complaints procedure.

Prior to a search the Headteacher/Deputy Headteacher will be informed of the facts and told of the reasonable grounds for suspecting that the student may have a prohibited item on them. The staff member carrying out the search will be the same sex as the student being searched; and there will be a staff witness. There is a limited exception to this rule. Senior staff will consider utilising CCTV footage in order to decide as to whether to conduct a search for an item.

Confiscation

Schools' general power to discipline, as circumscribed by Section 91 of the Education and Inspections Act 2006, enables a member of staff to confiscate, retain or dispose of a student's property as a disciplinary penalty, where reasonable to do so. School staff can seize any prohibited item found as a result of a search. They can also seize any item they consider harmful or detrimental to school discipline.

Appendix 3 – Sexting

Dealing with Incidents of Sexting

STEP 1: Disclosure by a child.

Sexting disclosures should follow normal safeguarding practices. A child is likely to be very distressed, especially if the image has been circulated. Support will be offered during the disclosure and after the event. They may even need immediate protection or a referral to Social Care.

The following questions will help decide upon the best course of action:

- Is the child disclosing about themselves receiving or sharing an image, sending an image
- What sort of image is it and how widely has the image been shared?
- Is it potentially illegal or is it inappropriate?
- Are the Safeguarding Policy and practices being followed?
- Does the child need immediate support and/or protection?
- Are other children and/or young people involved?
- The situation will need to ensure school Safeguarding and On-line Safety policies are followed.

STEP 2: Searching a device

It is important to establish if the image has been created and shared on a mobile device and the location of the image. As this may be distressing for the young person involved, support will be offered.

The revised Education Act 2011 gives schools and/or teachers the power to seize and search an electronic device if they think there is good reason for doing so. A device can be examined, confiscated and securely stored if there is reason to believe it contains indecent images or extreme pornography.

The decision to view imagery should be based on the professional judgement of the designated safeguarding lead and always comply with the child protection policy and procedures of the school. If a decision is made to view imagery the designated safeguarding lead will need to be satisfied that viewing:

- is the only way to decide about involving other agencies
- is necessary to report the image to a website, app or suitable reporting agency to have it taken down, or to support the young person or parent/carer in making a report is unavoidable because a student has presented an image directly to a staff member or the imagery has been found on a school device or network.
- In line with Searching, Screening and Confiscation advice, if it may be necessary to view the imagery then the DSL should:
 - Never copy, print or share the imagery; this is illegal.
 - Discuss the decision with the Headteacher
 - Ensure viewing is undertaken by the DSL or another member of the safeguarding team with delegated authority from the Headteacher
 - Ensure viewing takes place with another member of staff present in the room, ideally the Headteacher or a member of the senior leadership team.

- Wherever possible ensure viewing takes place on school or college premises, ideally in the Headteacher or a member of the senior leadership team's office.
- Ensure images are viewed by a staff member of the same sex as the young person in the imagery.
- Record the viewing of the imagery in the school's safeguarding records including who was present, why the image was viewed, and any subsequent actions Ensure this is signed and dated.
- If any illegal, or suspected illegal images of a child are found, you must inform the police.
- Any conduct involving, or possibly involving, the knowledge or participation of adults should always be referred to the police.
- Do not search the device if this will cause additional stress to the child/person whose image has been distributed.
- Never:
 - Search a mobile device in response to an allegation or disclosure if this is likely to cause additional stress to the child UNLESS there is clear evidence to suggest that there is an immediate problem
 - Print out any material for evidence
 - Move any material from one storage device to another
 - View the image unless there is a clear reason to do so (see above)
 - Send, share, copy or save the image anywhere
- Always:
 - Inform the Designated Safeguarding Lead
 - Record the incident
 - Act in accordance with the Safeguarding Policy and procedures
 - Inform relevant colleagues/SLT about the alleged incident before searching a device
 - Confiscate and secure the device if there is an indecent image of a child on a website or a social networking site, then you should report the image to the site hosting it

Appendix 4 – Use of Reasonable Force – Additional Context

This section is written in line with the Use of Reasonable Force: Advice for Headteachers, Staff and Governing Bodies (DfE, 2025), alongside Keeping Children Safe in Education (September 2025).

Relevant staff attend 'Positive Handling' training and are therefore able to use positive handling techniques effectively when needed. These members of staff are trained to use de-escalation techniques and only used as a last resort, proportionately and in the best interests of the child.

Examples of this include:

1. To prevent pupils from hurting themselves
2. To prevent pupils from hurting each other
3. To prevent pupils from damaging property
4. To prevent pupils from causing disorder.

All staff within school have a legal power to use 'reasonable force' in line with Keeping Children Safe in Education (September 2025). Staff use their professional judgement to decide whether to use force depending on the circumstances and the individual. Although this is not an exhaustive list, reasonable force may be used in circumstances such as preventing injury, removing a disruptive child from a room, preventing a pupil leaving when it is unsafe, or breaking up a fight. It will only ever be used as a last resort. All incidents involving reasonable force will be recorded promptly and parents/carers informed as soon as reasonably practicable.

Decisions on the use of force must be reasonable. Typically, such decisions need to be made quickly with little time for reflection. Staff need to make the clearest possible judgements about:

- seriousness of the incident, assessed by effect of the injury, damage or disorder
- potential for injury, damage or disorder
- the relative risks associated with physical intervention compared with using other strategies.

Deciding if use of force would be appropriate:

Decisions on the use of force must be reasonable. Typically, such decisions need to be made quickly with little time for reflection. Staff need to make the clearest possible judgements about:

- seriousness of the incident, assessed by effect of the injury, damage or disorder
- potential for injury, damage or disorder
- the relative risks associated with physical intervention compared with using other strategies.