



WESTHOLME

PREP | SENIORS | SIXTH FORM

Behaviour Management Policy

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Produced by:	Head of Prep and Deputy Head - Pastoral
Approved by:	Governor Education Committee
Cross referencing:	To be read in conjunction with the following policies: School Rules Parental Handbook Staff Code of Conduct Safeguarding and Child Protection Policy Online Safety Policy Anti-bullying Policy Discipline, Exclusions and Required Removal Policy PSHE Schemes of Work Mental Health and Wellbeing Policy Visitor Policy School Pupil Refuser Policy Equal Opportunities Policy EYFS Policies KCSIE 2025 SEND Policy Accessibility Policy

Monitoring, evaluation and review

The School will review this policy annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school.

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1. Introduction

At Westholme our community is based upon respect, good manners, and fair play. Westholme aims to encourage pupils to adopt the highest standards of behaviour, principles, and moral standards and to respect the ethos of Westholme. Promoting the emotional well-being of all of our pupils is key to their development.

We aim to teach trust and mutual respect for everyone. We believe that good relations, good manners, and a safe and secure learning environment play a crucial part in the development of intellectually curious pupils, who are motivated to become life-long learners. We aim to develop qualities of teamwork and leadership through our extensive programme of extra-curricular activities.

Westholme is an inclusive community. We welcome pupils from a wide variety of ethnic and social backgrounds and faiths. We treat everyone as an individual and aim to develop the whole person equipped to take his or her place in the modern world.

Westholme aims to raise the aspirations of all of its pupils and to help them to appreciate their potential for achievements both inside and outside the classroom. Pupils are encouraged to take responsibility for their own learning appropriate to their age and circumstances. We celebrate success, emphasise the positive and deal with the negative in a sensitive and tactful way within the school. Our teaching staff will uphold the whole-school approach to behaviour by teaching and modelling expected behaviour and positive relationships, so that pupils can see examples of good habits and are confident to ask for help when needed. Teaching staff are committed to delivering teaching in a way that ensures good behaviour and offer every pupil a high level of individual attention, together with consistent and helpful advice. In return, we expect every pupil to cooperate and to work hard.

This policy applies to all pupils in Westholme including those in our Early Years Foundation Setting (EYFS). Our designated staff member responsible for behaviour management in EYFS is Mrs J. Dixon.

2. Whole-school approach to behaviour

All pupils are expected to represent Westholme well, behaving with courtesy and consideration at all times. Westholme ensures that high standards and expectations of good behaviour pervade all aspects of school life including the culture, ethos, and values of Westholme, how pupils are taught and encouraged to behave, the response to misbehaviour and the relationships between staff, pupils, and parents.

Everyone should treat one another with dignity, kindness, and respect. The consistent and fair implementation of the measures outlined in this policy is central to an effective whole-school approach to behaviour. Westholme believes that consistent implementation helps to create a predictable environment.

Westholme recognises that some pupils may require additional support to meet Westholme's behaviour expectations. This support will be given consistently and predictably, applied fairly and only where necessary.

3. School rules

Westholme believes that positive behaviour is established through creating an environment where good conduct is more likely and poor conduct less likely. This behaviour is taught to all pupils, so that they understand what behaviour is expected and encouraged and what is prohibited. Westholme positively reinforces when expectations are met and uses sanctions as required where rules are broken. Positive reinforcement and sanctions are both important and necessary to support the whole-school culture.

Westholme's community of Governors, staff, parents, and pupils adhere to an established routine, School Rules, and Code of Conduct.

The Parent Handbooks (which include Westholme's 'School Rules'), and other relevant policies can be found on Westholme's website.

Westholme sees education as a partnership. Our staff are committed to excellence, aiming to achieve a spirit of trust and co-operation. We expect the highest values and standards of behaviour inside and outside the classroom, as well as outside the school and in any written or electronic communication concerning Westholme. Parents are expected to support Westholme in managing expectations of behaviour and the provisions of this policy, both at home and at School.

We expect pupils to treat members of staff with courtesy and cooperation so that they can learn in a relaxed but orderly atmosphere, and to respond positively to the opportunities and demands of school life. They should follow Westholme 'School Rules' and understand what is expected of them and why sanctions may be imposed for inconsiderate behaviour.

We expect pupils to be ready to learn and to participate in school activities. They should attend school and lessons punctually and follow Westholme's Admissions & Attendance Policy. They should care for the buildings, equipment, and furniture. We expect pupils to behave at all times in a manner that reflects the best interests of the whole School community. Discriminatory or extremist opinions or behaviours will be challenged as a matter of routine.

Everyone has a right to feel safe and secure, and to be treated with dignity and respect at Westholme, particularly the vulnerable. Harassment, bullying and physical threats or abuse in any form will not be tolerated, including online, or outside of school. Our Anti-Bullying Policy is on our website and in the Parent Handbook.

Westholme is strongly committed to promoting equal opportunities for all, regardless of race, religion, culture, sex, gender, sexual orientation, special educational needs, disability or learning difficulty, marital status, pregnancy and maternity, or the fact that a pupil is adopted, looked after or is a carer.

Westholme reserves the right to take disciplinary action against pupils who are found to have deliberately invented or made malicious accusations, whether against other pupils, staff, or other individuals, which might include any of the actions listed below up to and including suspension/exclusion.

4. Involvement of parents and guardians

The role of Parents and Guardians is crucial to Westholme developing and maintaining good behaviour. Parents and Guardians who accept a place for their child at Westholme undertake to uphold Westholme's policies and regulations, including this policy, when they sign the Parent Contract (the Acceptance Form and the Terms and Conditions).

Westholme values a close relationship with parents and encourages parents to work in partnership with Westholme to assist in maintaining high standards of behaviour both inside and outside of School. In particular, Westholme expects parents to support Westholme's values in matters such as attendance and punctuality, behaviour and conduct, uniform/dress and appearance, standards of academic work, extra-curricular activities, and homework/private study. Westholme encourages parents to be familiar with this policy and to reinforce the policy at home where appropriate.

In the event of any behaviour management issue Westholme will liaise closely with parents where practical and, if relevant, other support agencies including, but not limited to:

- Blackburn with Darwen Council
- Lancashire County Council
- Police
- NHS

Westholme has a number of support systems in place to meet the needs of all pupils. These include:

- School Wellbeing Lead
- School Counsellors
- School Nurse
- Pastoral Support Team

Westholme welcomes feedback from parents on the effectiveness of our behaviour management measures and all other aspects of this policy. Where a parent or guardian has a concern about the management of behaviour, they should raise this directly with Westholme while continuing to work in partnership with them.

5. Involvement of pupils

All pupils deserve to learn in an environment that is calm, safe, and supportive. Westholme promotes an ethos of good behaviour where pupils treat each other with dignity, kindness, and respect at all times, inside and outside of School, and online.

Our experience shows that the ethos of Westholme is enhanced by listening to our pupils and by encouraging constructive suggestions from them, in assemblies, and during form time, Personal, Social and Health Education (PSHE) lessons, project work, drama activities, stories and literature and via the School Council, which meets regularly. Pupils are regularly asked to provide feedback on Westholme's behaviour culture and their own experiences of behaviour.

Westholme supports all pupils as they transition through the school, from the day they start at the school to the day they leave, to achieve the behaviour standards. Westholme will ensure that all new pupils (including EYFS pupils) understand their duty to follow the school behaviour policy, uphold the school rules and contribute to the school culture. Where necessary, extra support and induction will be provided for pupils who are mid-term or academic year arrivals.

6. Promoting good behaviour

Westholme believes that acknowledging good behaviour encourages repetition and communicates Westholme's expectations and values to all pupils. Positive reinforcements and rewards are applied clearly and fairly to reinforce the routines, expectations, and norms of Westholme's behaviour culture.

At Westholme we reward and encourage good behaviour and celebrate curricular and extra-curricular achievements from our pupils by:

- Verbal praise
- Comments on work
- Showing work to another teacher/displaying work
- Stickers and Star Charts
- Communicating praise to parents via phone call or written correspondence
- House points
- Certificates
- Praise Postcards
- Prize-giving ceremonies
- Celebration assemblies
- Principal Awards
- Holistic Awards
- ACE Awards
- Green Cards

Westholme selects a Student Executive Leadership Team, Prefects and Representatives in recognition of their exemplary behaviour and/or commitment to an area of School. They assist Westholme in promoting and setting an example of good behaviour at all times. They should set the standard by which other pupils measure themselves and play a crucial role in ensuring that the ethos of Westholme carries across to all areas of school life.

7. Responding to Misbehaviour

When a member of school staff becomes aware of a misbehaviour they will respond predictably, promptly, and assertively, in accordance with this policy. Our first priority will be to ensure the safety of pupils and staff.

Westholme's aim in any response to misbehaviour is to restore a calm and safe environment in which all pupils can learn and thrive, and to prevent a recurrence of the misbehaviour. To achieve these aims, Westholme's response to behaviour will consider the following purposes:

- **Deterrence** – the use of sanctions as an effective deterrent for a specific pupil or a general deterrent for all pupils at Westholme.
- **Protection** – a protective measure in response to inappropriate behaviour, may be immediate or after assessment of risk.
- **Improvement** - supporting pupils to understand and meet the behaviour expectations of Westholme and re-engage in meaningful education. This may be via sanctions, reflective conversations, or targeted pastoral support.

8. Sanctions

It is hoped that pupils will respond to Westholme's positive encouragement and rewards and will comply with Westholme's School Rules at all times. However, Westholme acknowledges that from time to time, pupils' conduct may fall below the standards of behaviour reasonably expected by Westholme. Sanctions assist Westholme in enforcing the school rules and help Westholme to set boundaries and to manage unacceptable or challenging behaviour from pupils.

The Principal undertakes to apply any sanctions fairly, reasonably, and proportionately and, where appropriate, after due investigative action has taken place. School staff can issue sanctions any time pupils are in School or elsewhere under the charge of a member of staff, including on School visits. This also applies in certain circumstances when a pupil's misbehaviour occurs outside of School.

Sanctions may undergo reasonable change from time to time but will never involve any form of unlawful or degrading activity or in any other way be incompatible with the Human Rights Act 1998 or European Convention on Human Rights. For instance, unacceptable, excessive, or idiosyncratic sanctions which are intended to cause pain, anxiety or humiliation are strictly prohibited.

Corporal punishment is illegal and is never used or threatened at our School and we do not support parents' use of corporal punishment on their children for misbehaviour that occurs in school. Corporal punishment by parents is a safeguarding issue and will be dealt with under Westholme's Safeguarding and Child Protection Policy.

Examples of sanctions that are used in Westholme include:

- Verbal reprimand and reminder of the expectations of behaviour from a member of staff;
- Telephone call / Email / Letter to parents to advise of the misbehaviour;
- Additional schoolwork or repeating unsatisfactory work until it meets the required standard;
- Traffic light system
- Red Card
- Time out / removal from activity for short periods of time;
- The setting of written tasks as punishments, such as an account of their behaviour or reflective work;

- Detention – at break-time / lunchtime / after school;
- Withdrawal of privileges;
- Compulsory attendance at a lunchtime clinic or activity;
- Confiscation of property that is being used inappropriately or without consideration;
- School based service or imposition of a task, under the supervision of a member of staff;
- The use of a Report Card, Behaviour Book, or other behaviour checks, or being identified for other behaviour monitoring;
- Withdrawal from a lesson, school trip or team event;
- Suspension for a specified period, removal, or exclusion

All misbehaviour or disciplinary incidents will be dealt with as soon as practicable.

Teachers are responsible in the first instance for dealing with minor infringements, such as lateness, casual rudeness, or disruption in class, and late or poorly completed work. They may impose any of the sanctions above, such as the setting of additional work, or setting a written task. Repetition of misbehaviour will be reported to the Form Tutor and to the pupil's Head of Year and may lead to further sanctions.

More serious misdemeanours are reported to the pupil's Head of Year and may lead to the withdrawal of relevant privileges for a designated period, such as; no access to Westies, no access to Sixth Form Common Room, no access to certain areas of the school grounds, no permission to leave the school grounds at lunch time, not being able to represent Westholme in a sporting fixture, or attend a co-curricular trip or activity.

Persistent lateness to lessons will be reported to the pupil's Form Tutor and may lead to a lunchtime or after school detention.

Repeated lateness (following warning and/ or punishment), or repeated indiscipline in class will be reported to the pupil's Form Tutor and Head of Year and may lead to a 60 minute after school detention.

Persistently poor academic performance may result in the Head of Year requiring a pupil to be placed on academic performance report where the pupil's teachers will make written comments on the pupil's performance at the end of every lesson for a period of one to two weeks.

Deliberately missing a lesson or becoming seriously behind in work may result in the Head of Year requiring a pupil to attend a longer detention on an evening.

When deciding upon and applying appropriate sanctions, especially those with serious consequences, we undertake to take reasonable steps to avoid placing pupils with special educational needs and disabilities (SEND) or a particular vulnerability at a particular disadvantage compared to other pupils, in accordance with Westholme's obligations under the Equality Act 2010. These steps include Individual Education Plan reviews, in co-operation with the SEND Lead to see if the child's need has contributed to their behaviour. Please see section below on SEND.

Westholme will also consider whether any misbehaviour gives cause to suspect that a pupil is suffering, or is likely to suffer, harm. Where this may be the case, School staff will follow Westholme's Safeguarding and Child Protection Policy and consider if pastoral support, an early help intervention or a referral to children's social care is appropriate.

Westholme uses our Management Information System as a confidential central register of sanctions imposed for serious misbehaviour, unless due to the nature of them we are advised otherwise (e.g. by the police). The entries on this register include the pupil's name and year group, the nature and date of the offence and the sanction imposed.

9. Supporting pupils following a sanction

Following a sanction, Westholme will consider strategies to help all pupils understand how to improve their behaviour and meet the behaviour expectations of Westholme. These strategies may include:

- a targeted discussion with the pupil, including explaining what they did wrong, the impact of their actions, how they can do better in the future and what will happen if their behaviour fails to improve. This may also include advising them to apologise to the relevant person, if appropriate.
- a phone call with parents.
- inquiries into the pupil's conduct with staff involved in teaching, supporting, or supervising the pupil in School.
- inquiries into circumstances outside of School, including at home, conducted by the Designated Safeguarding Lead (DSL)/Deputy Designated Safeguarding Lead (DDSL); or
- considering whether the support for behaviour management being provided remains appropriate.
- Offer support from our School Wellbeing Advisor

These interventions will be delivered by appropriately trained staff and as part of a wider approach that involves the wellbeing and mental health of the pupil.

10. Serious misbehaviour

Westholme's Discipline, Exclusions and Required Removal Policy is available on our website, and all parents and pupils should be aware of the more serious sanctions, including suspension, exclusion, or required removal, that the Principal, or member of the Senior Leadership Team, can impose for serious breaches of the School Rules, including but not limited to criminal behaviour. A non-exhaustive list of the sorts of behaviour that could merit permanent exclusion (including behaviour or conduct outside of School) includes the following:

- physical assault against pupils or adults;
- behaviour which puts the safety of the pupil, or any other person, in jeopardy;
- verbal abuse/threatening behaviour against pupils or adults;
- bullying, including (cyber-bullying including use of AI);
- committing a criminal offence;
- fighting;

- abuse on the grounds of race, religion/belief, disability, SENs (etc.) or any form of unlawful discrimination;
- sexual harassment or misconduct, including non-consensual sharing of nudes or semi-nude images and/or videos (including AI generated content);
- drug and alcohol misuse (including supply/possession/use);
- the use or possession of 'legal highs';
- smoking, vaping, and the use or possession of smoking paraphernalia;
- damage to property;
- vandalism or computer hacking;
- theft or unauthorised possession of any property belonging to Westholme, another pupil, or a member of staff;
- wilful damage to property;
- bringing illegal, inappropriate, or dangerous items into School, such as drugs, weapons, firearms, pornographic material etc;
- misconduct which adversely affects or is likely to adversely affect the welfare of a member or members of the school community;
- misconduct which brings or is likely to bring Westholme into disrepute; and
- persistent disruptive behaviour or breaches of Westholme's Behaviour Management Policy, School Rules and /or Code of Conduct.

Serious sanctions in accordance with Westholme's Discipline, Exclusions and Required Removal Policy may also be imposed where unsatisfactory behaviour has continued despite previous sanctions and/or warnings.

Westholme may be required to exclude a pupil, or to require a pupil to be withdrawn in the event that other disciplinary measures, including suspension, prove to be ineffective. However, a serious "one off" incident may justify exclusion even where a pupil has not been previously suspended or disciplined.

Westholme takes its responsibilities for safeguarding extremely seriously. All members of the Westholme community should be aware that any allegation of improper behaviour or unprofessional conduct made against a member of staff will be treated with the utmost seriousness and will always be managed in accordance with the procedures set out in the appropriate School policies and procedures, in particular the Safeguarding and Child Protection Policy.

Should an allegation made by a pupil against a member of staff be found to be deliberately invented or malicious, Westholme reserves the right to treat this action as serious misbehaviour by the pupil, and manage that misbehaviour in accordance with this policy, and Westholme's Safeguarding and Child Protection Policy and Discipline, Exclusions and Required Removal Policy, as appropriate. Pupils should be aware that malicious allegations of abuse against staff (or indeed other pupils) may result in the suspension or permanent exclusion of the accuser, from Westholme, and that incidents may also be referred to the Police, where appropriate to do so.

11. Preventing Recurrence of Misbehaviour

Westholme uses a range of initial intervention strategies to help pupils manage their behaviour and to reduce the likelihood of suspension and permanent exclusion. These strategies aim to help pupils understand behavioural expectations and provide support for pupils who struggle to meet those expectations.

Intervention strategies used in Westholme include:

- Frequent and open engagement with parents, including home visits if deemed necessary;
- Providing mentoring and coaching;
- Short-term behaviour report cards or longer-term behaviour plans;
- Community Service Techniques;
- Regular check-ins with the member of staff;

12. Bullying

Bullying may be defined as any wilful and hurtful behaviour, usually repeated, consistently over a period of time, designed to intentionally hurt another pupil or group physically or emotionally, where it is difficult for those being bullied to defend themselves. Bullying is often motivated by prejudice. Bullying may follow a pattern and is directed towards a pupil by another pupil or group of pupils. Bullying can take many forms. It is a serious and complex matter, which can have profound consequences for pupils and parents. We recognise that both victims and bullies may need help to stop the behaviour recurring.

Bullying can include but is not limited to:

Type of bullying	Definition
Emotional	Being unfriendly, excluding, tormenting
Physical	Hitting, kicking, pushing, taking another's belongings, any use of violence
Prejudice based and discriminatory including: Racial, Faith-based, Gendered (sexist), Homophobic/bi-phobic, Transphobic, Disability-based	Racial taunts, graffiti, gestures
Sexual	Explicit sexual remarks, display of sexual material, sexual gestures, unwanted physical attention, comments about sexual reputation or performance, or inappropriate touching
Direct or indirect verbal	sarcasm, spreading rumours, teasing
Cyber-bullying	Bullying that takes place online, such as through social networking sites, messaging apps or gaming sites, including use of AI generated content

Details of our school's approach to preventing and addressing bullying are set out in our anti-bullying policy.

13. Contextual safeguarding

Staff will always consider the context and motive of a pupil's misbehaviour and consider whether it raises any concerns for the welfare of the pupil. If staff reasonably suspect that a pupil may be suffering, or is likely to suffer significant harm, whether inside or outside of School, they should follow the procedures set out in Westholme's Safeguarding and Child Protection Policy and discuss their concerns with Westholme's DSL or DDSL, without delay.

Westholme will also consider whether any disruptive behaviour might be the result of unmet educational needs, or any other needs, and will discuss concerns with the pupil's parents, and/or the SEND Lead, accordingly.

14. Special Educational Needs

Westholme consistently promotes high standards of behaviour and is committed to ensuring that our whole-school approach meets the needs of all pupils in the school, including pupils with SEND, so that everyone can feel they belong in our school community.

Westholme takes its duties under the Equality Act 2010 to take such steps as is reasonable to avoid any substantial disadvantage to a disabled pupil caused by Westholme's policies or practices seriously. Westholme makes appropriate reasonable adjustments for pupils with SEND or certain health conditions.

Where there is misbehaviour by a pupil with SEND, Westholme will consider whether a pupil's SEND has contributed to the misbehaviour and if so, whether it is appropriate and lawful to sanction the pupil, and the appropriate sanction to be applied. It does not follow that every incident of misbehaviour will be connected to a pupil's SEND.

We are mindful that not all pupils requiring support with behaviour will have identified SEND.

15. Misbehaviour outside of school or online

Westholme has the power to sanction pupils for misbehaviour outside of the school premises to such an extent as is reasonable.

On occasion Westholme may apply the provisions of this policy to misbehaviour that occurs whilst pupils are outside the school or online and:

- taking part in any activity organised by Westholme, or related to the school;
- travelling to and from school;
- wearing school uniform; or
- in some other way identifiable as a pupil of Westholme.

This is especially the case for incidents which could have repercussions for the orderly running of Westholme, or which may pose a threat to another pupil or member of the public, or where the reputation of Westholme may be negatively impacted as a result of the misbehaviour.

Any decision to sanction a pupil will be made on the school premises or elsewhere at a time when the pupil is under the control or charge of a member of School staff.

Serious misbehaviour outside of school (including online) will be dealt with in accordance with Westholme's Discipline, Exclusions and Required Removal Policy.

16. Use of Reasonable Force

There are circumstances when it is appropriate for staff to use reasonable force to safeguard children. The term 'reasonable force' covers the broad range of actions used by staff that involve a degree of physical contact to control or restrain. 'Reasonable' means using no more force than is needed and will always depend on the circumstances of the case.

Like all schools, we reserve the right for our staff to use reasonable force to control or restrain a pupil in specific circumstances. Teachers and any other member of staff authorised by the Principal, or member of the Senior Leadership Team, have a statutory power to use "such force as is reasonable in the circumstances to prevent a pupil from doing or continuing to do" any of the following:

- Committing any offence;
- Causing personal injury to any person (including the pupil themselves);
- Causing damage to the property of any person (including the pupil themselves); and
- Prejudicing the maintenance of good order and discipline at Westholme.

The decision on whether or not to intervene will be a professional judgement of the member of staff concerned, and any force used must always be reasonable and proportionate to the circumstances and seriousness of the behaviour, and must take into account any disability, certain health conditions or SEND that the pupil may have.

All of our staff are trained in the circumstances in which reasonable minimum force may be used, both as part of their induction and regular refresher training on managing pupil behaviour and all staff are aware that corporal punishment of pupils is strictly prohibited. In particular, they are advised always to use their voices first and to use the minimum force necessary to restrain a pupil for the shortest possible period of time. The use of force can include either passive contact (such as standing between pupils or blocking a path) or active contact (such as leading a pupil by the arm away from a situation). Members of staff (including non-teaching staff) may use reasonable force at any time off the school premises when they have lawful charge of the pupil elsewhere (e.g. on a school trip or other authorised out of School activity). Staff training deals with the factors that must be considered in reaching a judgement as to whether the use of physical restraint is appropriate that include:

- The seriousness of the incident, assessed by the effect of the injury, damage or disorder that is likely to result if force is not used;
- The chances of achieving the desired result by other means; and

- The relative risks associated with physical intervention compared with using other strategies.

Every member of staff will inform either the Principal, a member of the Senior Leadership Team or a DSL immediately after they have needed to restrain a pupil physically. They will do this using the 'Use of force to control or restrain pupils: Incident Record Form' which can be found in our Safeguarding and Child Protection Policy (Appendix L).

Westholme uses its Management Information System as a confidential register which includes the pupil's name and year group, the nature and date of the sanctioned misbehaviour and the sanction imposed. Westholme will keep these records so that any patterns may be identified by the relevant staff. The Senior Leadership Team will monitor the use of restraint and take appropriate action to prevent the inappropriate use of restraint. They will take effective action when inappropriate restraint has been used.

In addition, the Principal, or Senior Leadership Team, will consider whether staff require any additional training and support to enable them to de-escalate potential confrontations between pupils, or potentially violent behaviour, to minimise the need for restraint.

We will always inform a parent when it has been necessary to use physical restraint, so that we can, if necessary, agree a plan for managing their child's behaviour going forwards. Parents of EYFS pupils will be informed of the incident on the same day or as soon as is reasonably practicable.

17. Searching

Westholme reserves the right to search pupils and their possessions.

The Principal, member of the Senior Leadership Team, Head of Year, or a member of staff authorised by the Principal or Senior Leadership Team, may search a pupil provided there is another staff member present as a witness. During Trips, Educational Visits, Sports fixtures, or any other time where a staff member is required to act 'in loco parentis,' the staff member will also have the right to search, without first asking permission from the Senior Leadership Team. Westholme does not conduct intimate searches and only a pupil's outer clothing (for example coats, blazers, hats, shoes, gloves, and scarves) will be removed to facilitate a search, but a pupil will first be given the opportunity to 'empty their pockets' and to disclose anything that they should not have in School.

Westholme will always consider the age of the pupil to be searched and any SEND or vulnerabilities (including certain health conditions) the pupil may have before conducting the search to decide whether any additional precautions or adjustments are needed, in accordance with Westholme's Safeguarding and Child Protection Policy.

The consent of a pupil will usually be obtained before conducting a search unless the Principal (or authorised member of staff) reasonably suspects that the pupil has in their possession an item that has been, or is likely to be, used to commit an offence, or to cause personal injury to any person (including the pupil being searched), or cause damage to property, or the pupil has, or is reasonably suspected to have in their possession any of the following items:

- Knives;
- Weapons;
- Alcohol;
- Illegal drugs or paraphernalia;
- Legal Highs or paraphernalia;
- Stolen items;
- Nicotine, tobacco, vaping products, or paraphernalia;
- Fireworks;
- Pornographic or offensive images; or
- Any item banned by Westholme Rules (including electronic devices).

Where a member of staff reasonably believes that there is a risk of serious harm to any person (including to the pupil being searched) if the search is not carried out immediately, the Principal (or authorised member of staff) is permitted to carry out a search of a pupil of the opposite sex. The Principal, member of the Senior Leadership Team, (or authorised member of staff) is also permitted to undertake a search in this circumstance without a witness present only where it is not practical to summon another member of staff.

Westholme will inform the pupil's parents of any search conducted after the event, particularly where alcohol, illegal drugs or potentially harmful substances have been found as a result of the search. The parent's prior consent to undertake a search is not required.

Westholme keeps a record of all searches carried out within individual pupil files (MyConcern), including the results of any search, and the actions taken following that search.

18. Confiscation

A member of staff carrying out a search may seize any item that they have reasonable grounds for suspecting is a prohibited item or may be evidence in relation to an offence.

Where a search identifies alcohol, smoking or vaping paraphernalia or fireworks they may be retained or disposed of by the member of staff but will not be returned to the pupil.

Controlled drugs will be delivered to the Police as soon as reasonably practicable but may be disposed of if the member of staff considers there is good reason to do so. Substances that are not believed to be controlled drugs however, but that are believed to be harmful or detrimental to good order or discipline, may be confiscated by a member of staff. If Westholme is uncertain as to the legal status of a substance it will be treated as if it is controlled.

In respect of weapons, or items that are believed to be evidence of an offence, these will be passed to the Police as soon as possible. Stolen items will also be delivered to the Police, but may instead be returned to the rightful owner, if there is good reason to do so.

Where a search identifies an item banned under the School Rules, the member of staff conducting the search should take into account all relevant circumstances and use their professional judgement to determine whether the item should be returned to its owner, retained by Westholme, or disposed of.

School staff can confiscate, retain, or dispose of a pupil's property as a disciplinary penalty in the same circumstances as other disciplinary penalties. The law protects staff from liability in any proceedings brought against them for any loss or damage to items they have confiscated, provided they acted lawfully. Staff will always consider whether confiscation is proportionate and consider any relevant special circumstances.

19. Mobile Phone Policy

For pupils in Prep

Children must not bring devices including mobile phones, tablets or any other electronic devices into school, unless they are using the school coach service. This then has to be agreed with the class teacher and a mobile phone device code of conduct form completed. Smart watches are not permitted to be worn, although basic fitness trackers such as Fitbit Ace and Garmin Vivofit Jr may be worn.

Further policy and procedures are in place which cover the use of mobile phones, cameras and other electronic devices with imaging capabilities that are used within the early years classrooms, in line with Early Years Statutory guidance.

For students in Seniors (Years 7–11)

- Mobile phones, tablets and other electronic devices must be switched off BEFORE morning registration and stored away securely until the final bell signals the end of the school day.

The only exceptions to this rule are as follows:

- For purchasing food and drink or making charity donations during break and lunchtimes, following which, the phone must be turned off again immediately.
- if there is a change to arrangements, for example, the cancellation of a fixture or change to return time from an external event, with the express permission and supervision of a member of staff, students may communicate home.
- Smart watches are a mobile device and, as such, the same rules as mobile phones apply
- If students need to contact home, they should report to Student Reception
- If parents have an emergency and need to contact their child, then they should telephone Reception
- If there is evidence that a mobile phone is switched on during the school day, it will be confiscated. It may be collected from Student Reception at the end of the school day, and a lunchtime detention will be issued. If the phone was being used during registration or a lesson, then it will again be confiscated but an after-school detention will be given. Repeat offenders can expect sanctions to increase in severity
- Using mobile phones to video or take photographs in school/on school coaches or during co-curricular practices or matches is strictly forbidden. Pupils using a phone for this purpose will receive an appropriate sanction
- Students must not wear air pods, earphones or headphones when moving around school, including outside areas.

For students in the INSPIRED Sixth Form:

- Students in the Sixth Form are permitted to use their mobile phones within the Sixth Form centre, Common Room and cafeteria and neighbouring study rooms when appropriate and not impacting their studies.
- Mobile phone usage should be limited to these locations and not used in the wider areas of the school, unless given permission by a member of staff or in the case of an emergency.
- As role models for the school, Sixth Form must set an example by not using their mobile phones in front of younger pupils, notably in corridors or in communal areas including the dining hall, theatre and LRC.
- Mobile phones should not be used in lessons, nor should they be visible within a lesson but kept hidden in a pocket or bag.
- There may be occasions when teachers permit the use of mobile phones within a lesson for educational purposes, during which time students are trusted to use the device appropriately and as instructed by the member of staff.
- Mobile phones may also be used as instructed by the Sixth Form pastoral team for completion of online surveys and quizzes, including Komodo, VESPA and Unifrog. Students are trusted to use the device properly as instructed by the member of staff.
- The taking of photos and videos is prohibited, as per the wider school policy.
- Misuse of a mobile device will lead to sanctions in accordance with the wider school policy.

The School will not accept any responsibility for mobile phones, tablets and other electronic devices.

20. Search of Electronic Devices

Where an electronic device is found during a search and that device is prohibited by the School Rules, or where the member of staff undertaking the search reasonably suspects that the device has been, or is likely to be used to commit an offence or cause personal injury or damage to property, Westholme may examine relevant data or files on the device, where there is good reason to do so. Parental consent to search through the electronic devices is not required but they will be informed after the event unless doing so presents a further risk to any pupil.

Any decision to search a pupil's device should be based on the professional judgement of the DSL and should always comply with Westholme's Safeguarding and Child Protection Policy. Westholme will document the decision, including dates and reasons for decisions made in its safeguarding records.

If during a search Westholme finds material which concerns them and they reasonably suspect the material has been or could be used to cause harm or commit an offence, they can decide whether they should delete the material or retain it as evidence of a criminal offence or a breach of school discipline. They can also decide whether the material is of such seriousness that the police need to be involved.

Westholme may erase any data or files from the device if the school considers there to be good reason to do so, unless there are reasonable grounds to suspect that the device contains material that has been or could be used to cause harm or may contain evidence in relation to a breach of Westholme's School Rules or Online Safety Policy (where a decision may be made whether to delete or retain the material) or of a criminal offence (for example, certain pornographic material including nudes or semi-nudes of a pupil), where the files should not be deleted and the device must be given to the Police without delay.

If, following a search, the member of staff determines that the device does not contain any evidence in relation to a criminal offence, Westholme can decide whether it is appropriate to delete any files or data from the device, and may confiscate the device as evidence of a breach of this policy and the School Rules, and may then punish the pupil in accordance with this policy and the Discipline, Exclusions and Required Removal Policy, where appropriate.

In the event that the search highlights a safeguarding concern in respect of any pupil, Westholme will follow the procedures set out in Westholme's Safeguarding and Child Protection Policy.

21. Complaints

We hope that any difficulty or concern with this policy can be sensitively and efficiently handled and resolved informally before it reaches the formal complaints stage. That said, Westholme's Complaints Procedure (which apply equally in the EYFS setting) is on our website and sets out how parents can raise a formal complaint and how the school will handle it. School will also send a copy of the Complaints Procedure to parents on request.

22. Monitoring and Review

Westholme will record all behavioural incidents and sanctions in accordance with this policy which will be used to monitor behavioural issues within Westholme and to evaluate the effectiveness of this policy.

Westholme will consider whether there are patterns of concerning, problematic or inappropriate behaviour among pupils which may indicate that there are possible cultural issues within Westholme which may be enabling inappropriate behaviour to occur. When patterns are identified, Westholme will decide an appropriate course of action, which may include more staff training, incorporating learning points into pupil's PSHE/RSE lessons, assemblies, or amending this policy.

Behavioural and sanctions data is monitored and objectively analysed regularly by staff. Westholme collects this data from the following sources.

- Behaviour incident data, including pupil removal from the classroom;
- Attendance, permanent exclusion, and suspension data;
- Incidents of searching, screening, and confiscation; and
- Surveys for staff pupils, governors, trustees and other stake holders on their perceptions and experiences of Westholme behaviour culture.

This policy is reviewed and updated at least annually by the Principal, Senior Leadership Team, and Governors.