



**THE NORTON
KNATCHBULL
SCHOOL**

Behaviour Policy

Reviewed by	Richard Hoyte & Headteacher
Approved by the Education Committee	13 th September 2022
Review Date	Autumn 2023

1. Rationale

This Policy sets out the standards of behaviour we wish to achieve and the processes through which we aim to achieve them. In particular, it describes how the School intends to ensure that rewards and sanctions are used appropriately and consistently throughout the School.

However, the School aims that its students will develop, not only high standards of behaviour, but also, high standards of personal development; we want our students to be self-disciplined young people who are confident and at their ease in a variety of situations. We also want them to develop a vision of what they can achieve in the future that will motivate them whilst at the School and in later adult life.

In order to bring this about, the School strives to provide an engaging and challenging curriculum that students feel is relevant to their aspirations and abilities. This policy outlines the strategies that the School intends to use to achieve high standards of behaviour and student development.

The sections headed “Behaviour and Consequences” and “Rewards and Celebration” describe how we intend to ensure that students are rewarded consistently for good behaviour, and receive sanctions that are not excessive, but incremental and appropriate to the behaviour that we wish to correct. The emphasis is on fairness and consistency at all times.

2. Purpose

All schools function at their best when all members of community behave in a manner that is conducive to cooperation, mutual respect, and ultimately, learning.

In order to maximise the function of NKS, therefore, it is important that all members of the school are clear of what is expected of them and how they can expect to be rewarded for excellence and sanctioned for digressions from those expectations.

The school’s behaviour expectations underpin the school’s Mission Statement:

Mission Statement

At The Norton Knatchbull School we are proud of our history, tradition and achievements, at the same time as looking to the future for fresh challenges.

- We value each individual for whom they are and their ability to improve and grow
- We share mutual respect based on care, integrity and trust
- We are inspired by a passion for creative and demanding learning experiences
- We work with the wider community to make a positive difference
- We celebrate our achievements, both in the classroom and beyond

(This Mission Statement was developed through consultation with students, staff, parents and governors).

3. Implementation

3.1 Behaviour for Learning

Every classroom should have the School's 'Behaviour for Learning Rules' displayed (see below).

'Behaviour for Learning Rules'

1. Show respect to everyone in the classroom
2. Listen to others and do not talk when others are talking
3. Always follow instructions from a member of staff
4. Always aim to do your best
5. Bring all necessary equipment to your lessons
6. Do your homework on time

3.2 Different Subject Area expectations

Each Subject area may additionally have their own set of expectations that relates specifically to their department if required. All staff and students in each department should be fully aware of these expectations. They should be displayed in the department.

3.3 Home/School Contract on Expectations

Every student and their parents must sign the 'Home/School Contract on Expectations' (see overleaf). The 'Home/School Contract on Expectations' should be displayed on every form notice board and discussed by the form tutor at the beginning of the year.



The Norton Knatchbull School - Home/School Contract on Expectations



ATTENDANCE	APPEARANCE	CONDUCT	SAFETY	PROPERTY								
<p>Full time attendance and presence at all timetabled lessons is required.</p> <p>If students are late for school, they must report to Student Reception to sign in late. Arrival after 9.30am will be classed as an absence and a note will be required.</p> <p>Students must be punctual for all parts of the School day.</p> <p>Students must remain on the school premises throughout the School day. Students are not permitted to leave the School premises at any time without permission.</p> <p>Absence must be reported by parents before 9.30am on the first day of absence, using the absence line or absence email address.</p> <p>Pre-arranged appointments must be notified to the relevant Student Support Manager by parents in advance. Requests for any additional leave or term time absence should also be made via email to the relevant Student Support Manager. The Norton Knatchbull School does not approve planned leave of absence during term time unless it is for educational purposes.</p> <p>For appointments, students must sign in and out at Student Reception.</p> <p>For illness or accident, students must in the first instance go to Student Reception. No student can go home without permission and they must be collected by parent/carer.</p>	<p>School Uniform is compulsory for all students. This includes the journey to and from school.</p> <p>All items of uniform and PE kit must be clearly marked with your name.</p> <p>Shirts should be tucked inside of trousers. Top buttons must be fastened, and ties worn neatly.</p> <p>Jewellery, including any type of earrings is not permitted in years 7-11. In the Sixth Form, discrete ear piercings are allowed. No facial piercings are permitted.</p> <p>Hair must be of natural colour, clean, neat and tidy. Long hair must be tied back in practical lessons.</p> <p>The School reserves the right to make individual decisions about the suitability of a student's appearance whilst in School.</p> <p>A student will have their uniform card (Sixth Form Dress Code Card in the Sixth Form) signed for uniform infringements.</p>	<p>Students are expected to be polite, kind and supportive of others. Rudeness to any member of the School community is not acceptable and will not be tolerated or excused.</p> <p>Students are expected to respect others' privacy. Students must never open another student's locker or bag.</p> <p>Students are expected to follow all instructions given by school staff.</p> <p>Students are expected to keep the school clean, tidy and free of litter and chewing gum. Eating must only be in designated areas.</p> <p>Students are expected to have positive attitudes to learning and classroom work and submit homework on time.</p> <p>Students are expected to take care of all books. They should be kept clean and free from any form of graffiti.</p> <p>Abusive language and swearing is not tolerated.</p> <p>Students are expected to refrain from fighting, aggression, or any form of violence. They are not acceptable and will not be tolerated or excused.</p> <p>The school has a zero tolerance approach to any bullying based on race, gender identity or sexual orientation. The school has a zero tolerance approach to bullying of any kind.</p> <p>The school has a zero tolerance approach to the use of drugs.</p> <p>The school expects students to challenge unacceptable attitudes and behaviours, rather than just letting them happen. It is not okay to be a passive bystander.</p>	<p>Students are expected to keep themselves and others safe.</p> <p>All Health and Safety instructions must be followed.</p> <p>Students must never be in possession of offensive weapons, smoking materials, drugs or alcohol.</p> <p>Students must not activate the fire alarm unless there is an emergency.</p> <p>Students are expected to contribute to an orderly, calm and safe school environment. Students must not run in corridors.</p> <p>Students are expected to keep themselves and others safe when using ICT equipment. User areas and passwords must not be shared.</p> <p>If a student comes across any damaged or dangerous equipment or other dangerous circumstances, they should report it immediately to a member of staff.</p>	<p>Expensive items (e.g. mobile phones, musical instruments or bicycles) should be covered by parents' insurance and clearly marked with the student's name. Bicycles must be stored in the bike racks provided by the School. Non-essential valuables should not be brought to school. The School cannot be responsible for them.</p> <p>Before PE lessons, valuables should be put in the PE department's locked valuables cupboard.</p> <p>Loss of personal valuables should be reported to the Student Reception as soon as possible.</p> <p>All students must follow all rules regarding mobile phones (set out separately below).</p> <p>Students will be expected to pay for any accidental or deliberate damage to school property.</p>								
			<p><u>We agree to abide by these expectations:</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Name of Student:</td> <td style="width: 50%;">Form:</td> </tr> <tr> <td>Signature of student:</td> <td>Date:</td> </tr> <tr> <td>Signature of parent:</td> <td>Date:</td> </tr> <tr> <td>Headteacher:</td> <td style="text-align: right;"><i>Mr B. Greene</i></td> </tr> </table>		Name of Student:	Form:	Signature of student:	Date:	Signature of parent:	Date:	Headteacher:	<i>Mr B. Greene</i>
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3.4 Behaviour Monitoring and Intervention

- Every week a Behaviour Points Report will be produced.
- Year group Pastoral Teams - Heads of Year (HoY), Student Support Managers (SSMs) and SLT - will meet every week to review individual students and the behaviour points they have accrued.
- A student will go on SSM Report when 10 points have been accrued. They will stay on report for 3 weeks.
- A student will go on HoY Report when 20 points have been accrued. They will stay on report for 3 weeks.
- A student will go on SLT Report when 30 points have been accrued. They will stay on report for 3 weeks.
- Students on SSM, HoY or SLT report will be listed on the staff bulletin.
- Parents will be invited in for a meeting every 10 points.
- Persistent offenders and the highest points scorers will be constantly monitored
- Alternative support and strategies will be sought for extreme cases. This may include – AEN, external agencies, and managed moves.
- When a student is on Subject Report, SSM Report, HoY Report or SLT Report they will initially not be allowed to attend any non-essential trips or sports fixtures during the school day (for Subject report, this only applies to the individual subject). When setting up the report with students and parents, it will be discussed that it may be possible for the student to earn back this privilege. This would involve a minimum target of 1 week with all grades 1 and 2 on the report.

3.5 Behaviour and Consequences

The application of sanctions follows the Behaviour and Consequences Matrix overleaf.

3.6 Rewards and Celebration

The application of rewards follows the Rewards and Celebration Matrix overleaf.

BEHAVIOUR AND CONSEQUENCES MATRIX

LEVEL/ POINTS	BEHAVIOUR	CONSEQUENCE	MANAGED BY...
0	<p>Low level behaviours: for example</p> <ul style="list-style-type: none"> • Talking • Lack of focus • Minor/one off disruption 	<p>Classroom management strategies.</p> <ul style="list-style-type: none"> • Encouragement and praise • Verbal warnings and reiteration of ‘Behaviour for Learning Rules’ • Seating plan • 3 strikes technique before escalating to level 1 	Individual teachers
L1 1 point	<p>More persistent/problematic behaviours, for example</p> <ul style="list-style-type: none"> • Constant talking • Failure to hand in homework • Inadequate classwork • Regular disruption • Failed 3 strikes technique • Disrespectful to peers • Disrespectful to staff • Misuse of school equipment • Repeated lateness to lessons 	<p>Department action</p> <ul style="list-style-type: none"> • Departments can make their own arrangements - If required a 15-30 minutes break or lunch can be run by individual teachers. If not possible, the behaviour may just be recorded • Reported to Subject Leader • Recorded on ARBOR as an L1 • Student issued with L1 detention form (if appropriate) • Parents informed by teacher • 3rd L1 detention in a department in a term triggers an L2 detention next time and Subject Report (after the L2 it drops back to L1s) • Detention reflection sheet completed in the detention. • Poor behaviour in the detention leads to a School Detention 	Individual teachers
L2 2 points	<p>More serious examples of L1 behaviour, and for example:</p> <ul style="list-style-type: none"> • Failure to attend Teacher, L1 detention • Repeated disruption after first level sanction • Repeated failure to hand in homework • Out of lesson misbehaviour (teachers report it to SSMs vis ARBOR) • 5 signatures on Uniform Card • Persistent lateness (SSMs monitoring) • Scoring a ‘4’ whilst on report • Protecting someone who has been abusive to others 	<p>After School detention</p> <ul style="list-style-type: none"> • Hour after School – run twice a week by all staff, on a rota • Recorded on ARBOR • Parents informed of why the detention is being set by SSM, Subject Leader or HoY • Parents informed of date and time of the detention by School Office, via email, 48 hours in advance • Detention reflection sheet completed in the detention • Poor behaviour in the detention leads to an SLT Detention <p>SSM Report</p> <ul style="list-style-type: none"> • This will be applied if a student is on 3 subject reports from L1 or 10 Behaviour points are accrued • Poor attendance can also lead to SSM report 	Subject Leaders, SSMs and HoY
L3 5 points	<p>Very serious examples of L1 & 2, and for example:</p> <ul style="list-style-type: none"> • Failure to attend L2 After School detention, • physical confrontation, • persistent misbehaviour, • persistent failure to follow instructions, • misuse of the internet/school technology, • careless vandalism/minor damage to school or student property. 	<p>SLT detention</p> <ul style="list-style-type: none"> • 2 hours after school on a Friday – run by SLT • Recorded on ARBOR by HoY • Parents informed of why the detention is being set by HoY • Parents informed of date and time of the detention by School Office, via email, 48 hours in advance • Detention reflection sheet completed in the detention <p>HoY Report</p> <ul style="list-style-type: none"> • This will be applied if a student accrues 20 Behaviour Points 	HoY & SLT

<p>L4 10 points</p>	<p>Extreme behaviours – More serious examples of L3 and for example *</p> <ul style="list-style-type: none"> • Serious / dangerous / abusive behaviours / bullying, • failure to attend SLT detention, • persistent disruption, or persistent defiance • theft, • more serious fighting causing superficial injury e.g grazes; scratches; abrasions; minor bruising/swellings/reddening of the skin; • wilful vandalism, • discriminatory language or rudeness (i.e. racial, homophobic or sexual). • Posting an image of someone online, without their permission 	<p>Isolation*</p> <ul style="list-style-type: none"> • Number of days, depends on offence. • In R12, manned by SSMs • Parents invited in for a meeting with Pastoral Team <p>SLT report</p> <ul style="list-style-type: none"> • This will be applied if a student accrues 30 Behaviour points 	<p>HoY & SLT</p>
<p>L5 20 points</p>	<p>Very Extreme behaviours – More serious examples of L4 and for example *</p> <ul style="list-style-type: none"> • Very serious / dangerous / abusive behaviours, including those that would, outside of school, likely involve the police • Premeditated and sustained physical attack • fight which causes serious injury, e.g. resulting in loss of consciousness, damaged teeth or bones, extensive and severe bruising, cuts requiring suturing. Injuries that require external medical assessment and/or treatment. • possession of or dealing illegal substances illegal substances, • possession of an offensive weapon, • threatening behaviour towards a member of staff. (These are a range of examples and this is not an exhaustive list). 	<p>Fixed Term Exclusion / Managed Move / Permanent Exclusion*</p> <ul style="list-style-type: none"> • Number of days depends on offence. <div data-bbox="762 936 1326 1234" style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p>*This matrix is indicative. All incidents are evaluated against this framework and in the context of the particular circumstances. Incidents at Level 4 & 5 require particularly thorough evaluation. As much evidence as possible will always be gathered and the circumstances leading up to the incident will be looked in to carefully. Resulting decisions and consequences for students will also take in to account the individual's past record.</p> </div>	<p>HT</p>

REWARDS AND CELEBRATION MATRIX

LEVEL/SIMS &HOUSE POINTS	ACHIEVEMENT		REWARD	MANAGED BY...
1 1 point	Excellent work or effort during the lesson or an excellent homework	(3 times per year, merit points will be totalised, and certificates will be awarded as follows: Top 5% of year group = Gold, Next 5% = Silver, Next 5% = Bronze)	1 Achievement point Recorded in ARBOR	Individual teachers
2 5 points	100% attendance (3 times per year)		Attendance Certificate awarded Recorded in ARBOR	SSMs
	Sustained effort or attainment		Phone call or email home to praise achievements Recorded in ARBOR	Individual teachers
	Clean Uniform Card (6 times per year)		Entry in to prize draw Recorded in ARBOR	SSMs
3 10 points	Continued and outstanding effort or attainment		Subject Achievement Postcard home Recorded in ARBOR	Individual teachers
	Top attainment in each class of each subject, nominations 3 times per year		Attainment certificate Recorded in ARBOR	Class Teachers
	Top effort in each class of each subject, nominations 3 times per year		Effort certificate Recorded in ARBOR	Class Teachers
	Highest Achievement Points in the Year Group, 3 times per year		Certificate, Celebration Event Recorded in ARBOR	HoY
4 15 points	High Achievement competing for the House		House Colours Recorded in ARBOR	SLT House Leader
	Top all round performance in the form, nominations 3 times per year		'Pupil of the Term award' Reward varies, Celebration Event Recorded in ARBOR	Form Tutor
	Top 5 Attitude to Learning, 3 times per year		Reward varies, Celebration Event Recorded in ARBOR	HoY

	Most Improved Attitude to Learning, at Easter and End of Summer	Reward varies, Celebration Event Recorded in ARBOR	HoY
5 20 points	Top all round performance in the year group, nominations 3 times per year	'Pupil of the Term award' Reward varies, Celebration Event Recorded In ARBOR	HoY
	Highest Attainment in the year group, at the end of the Summer	Reward varies, Celebration Event Recorded in ARBOR	HoY
	Highest Achievement Points in the year group, at the end of the Summer	Reward varies, Celebration Event Recorded in ARBOR	HoY
	Nomination for prize giving	Prize awarded at Prize Giving Recorded in ARBOR	Office
	Success and commitment in representing the school.	Half Colours Tie / Lanyard Recorded in ARBOR	AHT
	Success and commitment in representing the school.	Full Colours Tie / Lanyard Recorded in ARBOR	AHT

3.7 Additional School Rules

General

- a) The scrub area at the bottom of the field and the cricket square are out of bounds. During periods of bad weather, the school fields will be deemed out of bounds at certain times.
- b) All students must enter and leave the school grounds by the main entrance in Hythe Road, or the rear gate to the cycle path.
- c) Ball games should not be played alongside school buildings.
- d) Students are not to climb on the school roof or over fences to recover balls. They should report the lost ball to reception.
- e) Games are not allowed in the car parks or drives at any time.
- f) Any unsupervised activities after school must finish by 4.00pm.
- g) Sixth form students may stay at school till 5.00pm, but they must be working in the sixth form work rooms or the library.
- h) Lifts in school are only to be used with permission from the SENCO or Student Support Manager and when required for medical reasons. Students will be accompanied by a member of staff.
- i) Posters may only be displayed in designated areas after approval by a member of staff.

Transport

- a) Students arriving on a bike should use the rear gate from the cycle path.
- b) Cycling anywhere on the school premises is forbidden. Students should dismount on entering the school grounds.
- c) The cycle sheds are out-of-bounds except for depositing and collecting cycles. Cycles must be locked and, where possible, accessories such as pumps and lights removed for safe keeping.
- d) If any Year 11 (for motorcycles) or sixth form students wish to park on the school site, they must get a parking permit.
- e) Students driving vehicles on to the school site must drive safely and sensibly at all times.

Mobile Phone Rules

At the Norton Knatchbull School we embrace new technology. We acknowledge that the use of mobile phones is part of modern society and that there are functions and Apps that will help our students to do their work (in particular 'satchel:one' where they can view their timetable and access their homework). We encourage our students to use mobile phones sensibly and appropriately. The following set of rules is there to help them achieve this:

- Students should not be using their mobile phones as they move around the school site before school, between lessons or leaving the school.
- Mobile phones are permitted to be used in classrooms and communal areas when not in lessons.
- When the teacher arrives in the classroom at the start of the lesson, they will remind students that phones should be off and away.
- Mobile phones should not be used in lessons unless the teacher specifically requests their use for the purposes of a learning activity.

- If mobile phones are used or heard, without permission, they will be confiscated and placed in reception for collection at the end of the school day.
- Mobile phone confiscation will be recorded as a Level 1 incident on ARBOR
- The rules for mobile phones apply equally for Earbuds and headphones.

3.8 Uniform and Equipment Card

- All students in Years 7-11 will be issued with a Uniform Card at the beginning of every term.
- All students in the Sixth Form will be issued with Sixth Form Dress Code Card at the beginning of every term.
- They should carry this with them all day, every day.
- If the uniform is not being worn correctly (in form, lessons, corridors) staff should sign, date and write the infringement on the card. Uniform and equipment expectations are on the card:

Years 7 – 11 Uniform Card	Sixth Form Dress Code Card
<p>1. Incorrect uniform</p> <ul style="list-style-type: none"> - Blazer to be worn - Tie correctly worn^a - Shirt to be tucked in - No hoodies/round necked jumpers - Plain dark grey or black trousers - Plain dark grey or black v neck jumper - Black shoes (<u>not</u> trainers) - No jewellery - No earphones or mobile phone visible^b <p>2. Dropping litter</p> <p>3. Late to lesson</p> <p>4. Work incorrectly presented</p> <p>5. Fully equipped for all lessons i/c PE kit</p> <p>a/ Tie covers top button and is worn down to the abdomen</p> <p>b/ Allowed at break and lunchtime, but not in corridors or in lesson unless permitted by staff</p>	<p>6th form dress code published on website</p>

- Correct uniform must be worn travelling to and from school but the uniform card system only operates from the time a student enters the school grounds in the morning, until after they leave the school site at the end of the school day (with the exception of lunchtime – see below). Cards will not be signed outside of these parameters.

- At lunch and break times students in years 7-11 may remove blazers and lock them in their lockers. Trainers may be worn for playing football. When afternoon lessons start all students must be in correct uniform.
- Coats must be taken off before morning registration once boys are in their form rooms. Coats may be worn at lunchtime if individuals wish to go outside. Items such as sweatshirts and jumpers that are not part of the school uniform are not permitted. Grey or black V neck jumpers are permitted in cold weather, as are plain white T shirts worn under the school shirt.
- If the member of staff is the fifth signature they should hand it in to the relevant SSM. The student will be given a new card.
- If a student ever refuses to give their card or has no card the SSM must be informed by the member of staff as soon as possible.
- The sanction for five infringements on the card or not having or giving over a card will be an L2 After School Detention.
- If for any reason a student has permission for alternative uniform they will have a note with their card signed and dated by their SSM at the start of the day. It is their responsibility to get this from their SSM after bringing in any notes or excuses from home. Any 'washed' card must be brought in with a note from parents explaining the situation.
- All 'first issue' Uniform Cards that are devoid of any staff signatures at the end of each term can be entered in to a prize draw.

3.9 Investigating incidents of poor student behaviour

When investigating incidents of serious misbehaviour, the protocol outlined in **Appendix A** should be followed.

3.10 Confiscation of Unauthorised Items

When items such as drugs or weapons are confiscated from students, they are looked after following

the guidelines in the school Drugs Policy. There are Health and Safety considerations associated with handling unidentified substances. Gloves should always be worn if available, or a bag can be turned inside out and used to pick up the suspected drug. It is legal for a staff member to confiscate substances thought to be illegal. Confiscated drugs should be sealed in a clear plastic bag, with an 'UNAUTHORISED ITEMS - CONFISCATION RECORD' form attached, (Appendix B) and locked away until collected by the police.

3.11 Out of school behaviour

We have a statutory power to discipline students for misbehaving outside of the school premises. Section 89(5) of the Education and Inspections Act 2006 gives us a specific statutory power to regulate pupils' behaviour in these circumstances "to such extent as is reasonable." The misbehaviour could be witnessed by a staff member or otherwise reported to the school. We therefore reserve the right to discipline a student for:

- any misbehaviour when the child is: taking part in any school-organised or school-related activity, travelling to or from school, wearing school uniform or in some other way identifiable as a pupil at the school.
- or misbehaviour at any time, whether or not the conditions above apply, that: could have repercussions for the orderly running of the school or poses a threat to themselves or another pupil or member of the public or could adversely affect the reputation of the school.
- The punishment will be proportionate to the misbehaviour and could be up to and including a fixed term or permanent exclusion.

APPENDIX A

Investigating incidents of poor student behaviour at NKS

When an incident of poor student behaviour requires further investigation, Student Support Managers, Heads of Year and SLT will carry this out. The following steps are taken:

1. Incident/information reported by staff or student.

- a) When responding to an incident, the health and welfare of students is always the priority. First Aid or medical supervision is always given first if it is deemed necessary. (See *1). Those dealing with any incident will always need to consider if anyone else may be hurt or at risk due to the poor behaviour.
- b) If it is a serious incident, SLT will be involved immediately. (See *2).

2. Evidence is collected, which may include:

- a) Material evidence.

The school will encourage co-operation from students when asked to empty their pockets/bags/lockers and hand over anything they should not have with them. This will not be carried out unless two members of staff are present, one of whom must be a member of the school's Senior Leadership Team / Pastoral Team. NKS staff follow the guidance outlined in the DFE document 'Searching, screening and confiscation' (2016). When items such as drugs or weapons are confiscated from students, they are looked after following the guidelines in the school Drugs Policy (See *3).

- b) CCTV (if available)

- c) Interviews

- Student interviews and/or written statements.
- Witness interviews and/or written statements.
- Staff interviews and/or written statements.
- Follow-up interviews with students, witnesses and staff if necessary.

If it is a serious incident, all interviews of students will be carried out by 2 members of staff. Students will initially be asked to explain what happened and then asked to write a statement. Statements will be timed and dated and signed by the student and countersigned by the members of staff.

3. Parents of the perpetrator will be kept informed on the first day of any investigation.

4. Discussion of evidence between Student Support Managers, Head of Year and SLT investigating the incident.

5. Judgement made and sanction issued. Parents are informed of the outcome.

Additional notes:

- In weighing up the evidence, the School will apply the civil standard of proof. This means that if something is more likely than not to have occurred (“on the balance of probabilities”) then the standard is met.
- During an investigation, the student(s) involved may be placed in isolation if considered necessary. Any time spent in isolation will be taken into account when deciding the final sanction.
- If police involvement is deemed appropriate, the School will inform parents/carers and will invite them to come into school to participate in any interviews with the police.

*1 – If a student appears intoxicated by drugs or drink whilst at school, first aid or medical supervision must be the first consideration. The parents or carers will be requested to collect him or her from school. If they are unavailable, the student will be supervised in a suitable room until the parents/carers are able to collect him or her. If necessary, the young person should be taken to the local Accident & Emergency Unit. The School’s procedures for managing students suspected of, or found in possession of unauthorised drugs will also be applied, in conjunction with this investigation process (see Drugs Policy).

*2 – Serious incidents include – serious assault, possession of drugs, intoxication through drugs or alcohol, possession of weapons, other criminal offences. For drug and alcohol offences, the Designated Safeguarding Lead and Headteacher must be informed.

*3 - There are Health and Safety considerations associated with handling unidentified substances. Gloves should always be worn if available, or a bag can be turned inside out and used to pick up the suspected drug. It is legal for a staff member to confiscate substances thought to be illegal. Confiscated drugs should be sealed in a clear plastic bag, with an ‘UNAUTHORISED ITEMS - CONFISCATION RECORD’ form attached, and locked away until collected by the police.

APPENDIX B**UNAUTHORISED ITEMS - CONFISCATION RECORD**

STUDENT DETAILS	Name: _____ Form: _____
WHEN?	Date: _____ Time: _____
WHAT?	Description of confiscated item. Including name of drug, if known.
WHERE?	Where was the item found? Who found it?
CONFISCATING STAFF DETAILS	Name: _____ Signature: _____ SLT involved: _____ Signature: _____
STORAGE	The item has been placed in secure storage in the locked DSL filing cabinet. Date: _____ Time: _____ DSL Signature: _____
COLLECTION BY THE POLICE	The item has been collected by the police. Date: _____ Time: _____ Name & Number of officer: _____ Officer Signature: _____ DSL Signature: _____