

Policy Statement

Policy	Behaviour Policy	Department	Safeguarding
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Reviewed by	Tony Tayson	Approved by	Simon Wentworth
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Brief:

This policy has regard to all other policies, whether specified or implied in writing. The Behaviour Policy outlines the College's stance on disciplinary matters and conduct. Therefore, it is highly likely that the Behaviour Policy will be consulted in all cases involving student conduct or behaviour.

Introduction:

This Behaviour Policy intends to promote and maintain honest and considerate behaviour between students at the College. The core principles and aims of the College are endemic within this policy and reinforced by the principles and measures detailed within. Staff, always, adopt a positive approach to behaviour and any sanctions imposed are designed to promote self-respect and respect for others in our community. Each College rule has been implemented to discourage disrespectful and harmful behaviour and promote harmony and wellbeing.

Rules & Regulations for Students:

Each rule and associated sanction have been implemented for the benefit of the individual and the community. These rules can be categorised as follows:

- Respect for personal and College property
- Respect for the environment
- Positive conduct and good behaviour
- Consideration for others
- Effective reward systems
- Sanctions for breaches of College rules
- Equality
- Child Protection & Safeguarding
- General Welfare & Security
- The use of reasonable force
- Upholding the Law
- Prevention of malicious allegations
- Supporting students
- Stars Football Code of Conduct

Categorisation and Severity:

The international nature of students attending The College of The Holy Child is such that we must implement a unilateral and universally understood method for categorising poor behaviour and implementing sanctions. After much research into the topic, a 3 Tier system has been developed.

1. Poor behaviour affecting the self are generally considered minor and escalation is assured through repetition.
2. Poor behaviour affecting others of property are considered more serious and may incur more severe sanctions for a first offence.
3. Breaches of Child Protection & Safeguarding regulations, the safety and security of other students, major damage to property, breaking the law and refusal to cooperate with College staff are considered to most serious offences. In instances where these rules are breached, students can expect severe sanctions, up to and including fixed-term or permanent exclusion or the involvement of the Police. For our international students, further sanctions imposed by UKVI may affect visa applications and existing visas.

For the purposes of illustration, a Green, Amber, Red system has been used.

Academic Rules:

1. Cheating
 - a. Students are expected to be honest and forthright in their dealings with the College. Cheating or Plagiarism is the act of passing another's work off as your own without giving credit. Students found to have committed plagiarism will have their work confiscated and be awarded a mark of zero. The student in question could receive a fixed-term or permanent exclusion.
2. Organisation
 - a. Students must always dress appropriately. If required, students must wear the appropriate uniform, kit and equipment for the activity or session they are attending
 - b. Students must possess all the required equipment for their lesson, session or activity.
 - c. Rules and safety protocols for specific activities and session must be observed.
3. Academic work and homework
 - a. All academic work must be completed on time and to the required standard. It is expected that all students give academic work their full attention when appropriate and complete said work to the best of their ability.
 - b. It is the responsibility of the student to complete all homework assigned. Missing a deadline is a sanctionable offence. If a student requires an extension, they must approach the teacher at least 24 hours before the deadline.
 - c. Supervised study must be completed in silence. Computers and headphones may be used during such periods, but misuse of this equipment will result in confiscation. Students must ensure they have enough work to occupy them throughout the study period.
 - d. Failure to attend a lesson or other scheduled activity is a sanctionable offence. Repeated unexplained absence may result in a fixed-term or permanent exclusion.
 - e. All students are expected to arrive at least five minutes before each lesson or session.
4. Unauthorised Absence from College
 - a. No student may be knowingly absent from lessons of College without permission from the College or without a letter of explanation from their parent/guardian.
 - b. Lateness will be considered an absence and the attendance records will reflect this.

- c. Repeated absence will result in a fixed-term exclusion.
- 5. Time Management
 - a. Failure to attend scheduled academic lessons or sessions will result in the revocation of extra-curricular privileges. For Stars Football players, this will take the form of a training ban or match ban.

Dress and Presentation:

- 6. Standards
 - a. All students must wear the correct uniform or kit, appropriate to the activity or session.
 - b. It is the responsibility of all students to maintain their clothing and equipment to the highest standard.
 - c. Students may be denied participation in an activity or session because of the poor condition of their clothing and equipment.
- 7. Other considerations
 - a. No offensive or suggestive slogans may be worn at any time.
 - b. Students must be appropriately dressed when in common areas of the College. This includes corridors and hallways in residential accommodation.
 - c. For the safety of all residents, footwear must always be worn whilst outside the accommodation.
 - d. The College respects students' rights to express their opinions regarding current events and controversial matters. However, political, overtly religious or controversial slogans, images or other motifs must not be worn by representatives of the school, without authorisation from the Director.

Non-academic Rules & Regulations:

- 8. General Rules
 - a. All students must:
 - i. Act with consideration for others
 - ii. Act independently rather than conform to peer pressure
 - iii. Consider their words and actions and be accountable for them
 - iv. Take responsibility for their own safety and security as far as is reasonable
 - v. Represent the College proudly and not behaviour in a manner which might bring the College into disrepute.
 - vi. It is expected that students will converse in English during all approved activities.
- 9. Theft
 - a. Theft of belongings, currency or intellectual property is forbidden.
- 10. Damage to Persons or Property
 - a. No student may encroach upon the personal rights of others, whether in the form of bullying, baiting or racial intolerance.

- b. Bullying or unkindness of any sort is to acceptable at the College.
- c. Deliberate and wilful damage of property is not acceptable at any time.

11. Misconduct

- a. Any misconduct of a criminal or immoral nature will not be tolerated.
- b. Misconduct involving drugs or alcohol will result in fixed term of permanent exclusion from the College.
- c. All instances of misconduct will be treated with the utmost severity.

12. Prohibited or Banned Items

- a. Alcohol, illicit drugs, performance enhancing substances, tobacco products and e-cigarette 'vaping' devices:
 - i. The College recognises that all the above are addictive substances that young people are particularly susceptible to.
 - ii. The College reserves the right to administer random drug and alcohol tests at any time.
 - iii. Positive test results will incur a fixed-term or permanent exclusion.
 - iv. The College is committed to providing students with constructive guidance and information regarding the aforementioned substances.
 - v. Students may not enter the College campus under the influence of alcohol, regardless of age.
 - vi. Students under the age of 18 may not attempt to buy alcohol or tobacco products in licensed premises.
 - vii. Students over the age of 18 may only consume alcohol in licensed premises whilst out of school uniform and with their parents present. The Director may seek permission from parents.
 - viii. No member of staff may supply any of the aforementioned substances to students for any reason.
 - ix. Possession and consumption of performance supplements may only be authorized by the Head Coach.
- b. Pornographic Material
 - i. Students may not possess pornographic material of any kind.
- c. Weapons
 - i. Students may not possess weapons at school. This includes (but is not limited to) knives, blades or edges of any lengths, firearms, acids or harmful substances, fireworks or explosives of any kind.
- d. Downtime and Rest Periods (including after lights out)
 - i. Rest periods and downtime must be respected by all students.
 - ii. Students may only leave their room after lights out to use the bathroom facilities.
 - iii. No electronic devices may be used after lights out.
 - iv. Students may not make unnecessary noise, visit other students or be out of their rooms without good cause after lights out.
 - v. No cooking or eating is to take place in the accommodation, except in designated areas and never after lights out.
- e. Takeaways

- i. Unless stipulated by staff, students may not order takeaway meals to the College.
- f. Signing in & out
 - i. All students must sign out and back in again, when the leave and return to the campus. This is a requirement by law. Students failing to do so will face significant sanctions.
 - ii. Students on a trip or organised excursion will be signed out and in by the staff member in charge.
 - iii. Students permitted to go into town must always dress appropriately and uphold the College rules. Students will be easily identifiable as members of the College community so must always act respectably.
- g. Swimming Pool
 - i. The pool is provided for the enjoyment of all students, but certain considerations must be made before use:
 - 1. Swimming Ability
 - 2. Weather conditions
 - 3. Supervision
 - 4. Water quality
 - ii. Students may not use the pool without a qualified supervising member of staff having satisfied the concerns listed above.
 - iii. Students must dress appropriately when using the pool
 - iv. Observers of pool activity and not permitted
 - v. No unauthorized photography equipment may be used in the pool area
 - vi. No electric devices are permitted in the pool area
- h. Jewellery
 - i. No distasteful rings, bangles or body piercings may be worn by students.
 - ii. Boys may not wear earrings when at the College
 - iii. Girls may wear a stud-type earring only.
- i. Hair and Grooming
 - i. All students must be clean shaven, unless stipulated by a medical professional in the UK or upheld for religious reasons.
 - ii. Other grooming standards may be required for representing the College on fixtures and excursions.
 - iii. No unnatural dying of hair by students is permitted.
 - iv. Unusual shaving of hair by either gender is not permitted.
 - v. Students may be required to rectify any unauthorised grooming habits at their parents' expense.
- j. Conduct during Mealtimes
 - i. Nutrition is an important part of living at the College. Students are expected to practice good nutrition whilst at the College.
 - ii. Unnecessary snacking between mealtimes is not advised.
 - iii. Meals are provided at set times, in consultation with the College Kitchen.
 - iv. Students may not enter the kitchen or dining area outside of these times.
 - v. Students must arrive promptly for meals, wait patiently for their turn and be

- courteous to other diners.
- vi. No student has priority over another when it comes to dining, unless stipulated by a member of staff.
 - vii. Students are always required to use the cutlery provided and practice good table manners.
 - viii. Noise must be kept to a minimum.
 - ix. Staff dining with students will uphold these table manners and poor manners may result in the perpetrator being asked to leave the dining hall.
- k. Sex and Relationships
- i. At times, the College may be co-educational. The College supports students in their development of effective working and social relationships.
 - ii. The College does not expect nor condone any form of sexual relationships between students. We understand that relationships can be consensual and non-consensual and understand the law in this regard. All relationships of a romantic or sexual nature should be reported to the DSL.
- l. Bullying
- i. The College's actions regarding bullying are detailed in the anti-bullying policy, available on the College website.
- m. Money and Valuable Possessions
- i. The College discourages the possession of large sums of money or valuables by students. Students are recommended to carry no more than £20 at any one time. A College bank system is provided for students and should be used.
 - ii. The College provides each student with a lockable space. Furthermore, all residential accommodation is secured at the entrance and each room is secured.
 - iii. The College accepts no responsibility for loss or damage to personal possessions. Students are expected to lock their valuable away in the space provided and lock their room doors.
 - iv. Security is everyone's responsibility.
- n. Travel & Transport
- i. Students are not permitted to possess cars unless stipulated by the Director.
 - ii. Students with cars may not transport other students without written parental permission from both parents being received by the Director.
 - iii. Hitch-hiking is forbidden.
 - iv. Taxis may not be ordered by students. A safe, approved taxi firm has been authorized by the College. Students may order taxis through a member of staff.
 - v. The use of public transport is prohibited unless authorized by a member of staff.
 - vi. Poor behaviour on College transport is a serious offence as it might affect the safety and wellbeing of others.
- o. Residential rules
- i. All residential accommodation is the property of Wentworth International Ltd, regardless of occupation.
 - ii. Staff will defer to the Department for Education guidelines regarding student privacy and personal space.

- iii. Boarding staff reserve the right to enter student accommodation at any time. Where possible, this should be performed by a member of staff of the same gender as the student(s) in question. In other cases, a supervising member of staff may also be present.
 - iv. All fire doors in accommodation buildings must be left closed. No doors may be propped open.
 - v. Student rooms must not be locked when students are in occupation. Door locks are provided for use when the occupants are absent. All persons entering student rooms must knock first before entering.
 - vi. During private study periods, rooms doors may be propped upon at the staff member's request but must be returned to the closed position at the end of that period.
 - vii. Residents may not invite guests onto the premises without permission from a member of staff.
 - viii. Students must be appropriately clothes in all circumstances, except those where they are dressing or washing. Moving about the accommodation scantily clad is not acceptable as staff members of another gender may be supervising.
 - ix. Students using nudity to circumvent supervision by members of staff of the opposite gender will face serious sanctions.
- p. Technology
- i. The College recognises that technology is a part of everyday modern living. However, the College chooses to view technology as a potential risk to students and reserves the right to remove technological devices from everyday situations. This may be carried out to promote effective study, social interaction or wellbeing.
 - ii. No mobile phones, digital music players or smart watches may be used during the College day. The use of phone as inappropriate times will result in their confiscation.
 - iii. The College views the use of mobile phones as a means of communicating with parents and friends outside of the College. Messaging groups within the College are discouraged, unless approved by a member of staff.
 - iv. Confiscation of mobile phones is not a barrier to parental communication and the College will not accept such claims. Students can be given access to a College landline as times agreed with parents.
 - v. Use of mobile phones after light out, with the premise that students are communicating with parents, is prohibited. Parents are asked to only communicate with their children during daytime hours, and not during lessons or study periods.
 - vi. All internet access within the College must only be gained through use of College-approved systems. Students may not possess cellular dongles of any kind.
 - vii. Electronic devices used to commit criminal offences, take or save pornographic or illicit images or carry out unsavoury and immoral acts may be confiscated and sent home at the parents' expense.

- viii. Repeated breaches of the College's rules regarding the use of electronic devices will result in confiscation and postage home, at the parents' expense.
- ix. Students are only permitted to use College electronic devices (printers, routers, scanners, copiers, projectors etc.) with permission from a member of staff.

q. Internet

- i. The College recognises that use of the internet is not a daily occurrence and that the internet has become a part of everyday life. However, use of the internet at the College is a privilege not a right. The College provides this service, it does not occur naturally so may be removed if deemed appropriate. Improper use of the internet to breach rules, break the law or commit immoral acts will be viewed as an abuse of the system. Students may find their access to the internet is denied if these transgressions occur.
- ii. Students may not use the College internet facility to:
 - 1. Stream or view video packages, unless for educational purposes
 - 2. Download images, videos, games or large data packets
 - 3. Play or view games
 - 4. Gamble or take part in e-commerce using unauthorized sources
 - 5. Conduct business arrangements or sell items
- iii. Students found to have breached College online security or created vulnerabilities in the system will face permanent exclusion. Attempts to circumvent online supervision measures are prohibited.
- iv. Copyright laws must be obeyed by all users.

13. Out of bounds

- a. The following areas are out of bounds to all students, unless supervised by a member of staff as part of an approved activity:
 - i. Swimming Pool
 - ii. Subterranean Tunnels
 - iii. Staff Accommodation
 - iv. Staff offices
 - v. Livestock enclosures
 - vi. Classrooms
 - vii. Gym
 - viii. Kitchen
 - ix. Dining Hall
 - x. Reception
 - xi. Area under construction marked by signage
 - xii. Accommodation blocks other than your own
 - xiii. Car park
 - xiv. Laundry room
 - xv. Town (unless on town leave)
 - xvi. All areas outside accommodation after light out

- a. Students are not permitted to keep animals of any type on site.
- b. Some staff maintain pets and livestock on site. Students are introduced to these as part of their induction.
- c. Students are not permitted to enter the livestock enclosures at any time.
- d. Students must not feed or approach livestock or pets at any time, unless authorized by a member of staff.

Explanation of Authorised Sanctions:

Confiscation – Severity: Low (Green)

- In accordance with DfE Guidelines, staff may confiscate items which contravene College rules, or the law. Items that do not present a direct risk of re-offending will normally be returned at the end of the same day. In some cases, it may be necessary to confiscate items for longer periods. These items will be lodged with the Director of Boarding and Welfare. In extreme cases, items may be sent home at the parents' expense.

Extra Work – Severity: Low (Green)

- Extra work may be sent by a teacher or other member of staff when:
 - Work has not been completed to an acceptable standard or by the agreed deadline
 - The student has insufficient work to occupy them during a study period
 - Further extra work may be set if the student does not complete the sanction

Community Service – Severity: Low (Green)

- The College stipulates that service for the community is a part of everyday life and requires students to take part in several programmes in support of this.
- Additional Community Service may be required if a student's actions have negatively affected other members of the College community or the College infrastructure. This service is NOT intended to degrade or embarrass the student but rather to show them the importance of making reparations to the community and looking after one another.
- Approved Community Service acts:
 - Participating in an approved external programme
 - Cleaning
 - The clearing of litter or leaves
 - Painting or decorating
 - The washing or cleaning of College equipment
 - Assisting staff in the provision of College sessions
 - Assisting in the repair of damaged facilities or equipment

Gating – Severity: Moderate (Amber) to High (Red)

- Gating is defined as a limitation of student movements and it often characterised by a requirement for students to remain on Campus during normal Town Leave times. It may also be used to require a student to remain in a building or complex; often to prevent them committing further acts of poor behaviour or breaches of the rules.
- Gating may only be upheld by the Director of Boarding and Welfare. Gating is considered an important sanction and is not applied lightly.
- Students on gating must complete a Gating Sheet. This involves having a sheet signed at certain times, to prove their attendance. Failure to complete the Gating Sheet will result in a repetition of the sanction.
- A subcategory of Gating is 'Removal' or 'Sending Out':
 - Teacher or other staff have the right to remove a disruptive or uncooperative student from their class or session. With the exception of physical intervention (which is detailed in the Positive Handling & Restraint Policy), the removal of a student from the class or session involves asking the student to leave.
 - The College values the inclusion of all students in all appropriate activities. Therefore, removal from a class or session is considered a Moderate offence.

Detention – Severity: Moderate (Amber)

- Detentions are carried out Monday to Friday at 18:00 for two hours. Students are required to bring enough academic work to occupy them during this time. Detention can be supervised by any member of staff but is normally supervised by the Director of Boarding & Welfare.
- Detentions take priority over all other appointments.
- A weekend detention may be stipulated as part of a Gating sanction if the Gating has been applied for academic reasons to if appropriate.

Suspension or Fixed-Term Exclusion – Severity: High (Red)

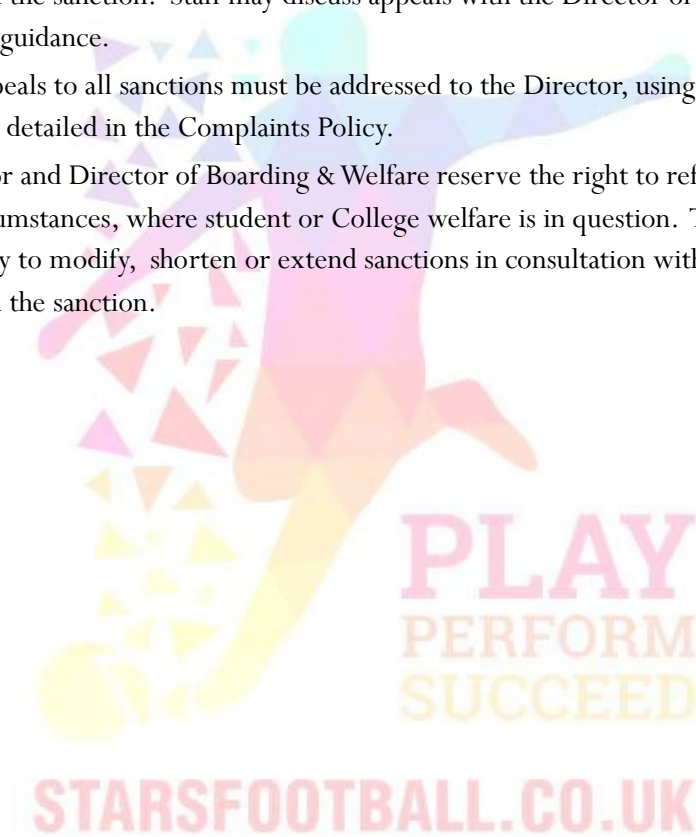
- Students who are suspended from College must complete any work they are set.
- In any case where a suspended student needs to remain on the College campus, they will be accommodated away from their normal accommodation, in an appropriate local.
- Students placed locally by the College are subject to the same rules as if they were in College.
- Students returning from suspension may be required to complete counselling or enrol in a programme to assist them in not re-offending. This is particularly the case if drugs, alcohol or violent behaviour were the reasons behind the suspension.
- Internal suspensions are not readily practiced at the College due to the close-knit nature of our community. In most cases, the students will be sent home, and, in all cases, this will be at the parents' expense.
- Students committing further offences of any nature following a suspension are likely to be expelled from the College.

Permanent Exclusion (Expulsion) – Severity: High (Red)

- When all other behaviour management strategies have been exhausted or a student's behaviour is so extreme that all other behaviour management strategies are irrelevant, a student may be permanently excluded from the College. If a student has broken the law, a permanent exclusion is more likely than a suspension.
- Any decision to permanently exclude a student will be made by the Director, in consultation with Senior Staff.

Appeals:

- Verbal appeals to Low or Moderate level sanctions should be raised with the member of staff who applied the sanction. Staff may discuss appeals with the Director or Director of Boarding & Welfare for guidance.
- Written appeals to all sanctions must be addressed to the Director, using the Complaints Procedures, detailed in the Complaints Policy.
- The Director and Director of Boarding & Welfare reserve the right to refuse appeals under certain circumstances, where student or College welfare is in question. The Directors also have the authority to modify, shorten or extend sanctions in consultation with the member of staff who applied the sanction.



Rule	Action	First Offence	Second Offence	Third Offence	Notes
1a	Cheating in academic work or exams		Detention or Gating	Fixed-Term Exclusion	Further repeats = Expulsion
2a/b	Lateness/Poor Preparation	CS/Extra Work	CS/Detention	Gating	
2c	Silly/Dangerous Behaviour	Detention	Gating	Suspension	
3a/b	Failure to complete work set	Detention	Gating	Suspension	
3d	Absence from class/session	Detention	Gating	Suspension	
4a-c	Absence from two or more periods/unauthorized absence from College	Gating	Suspension	Exclusion	
5a	Absence from extra-curricular activities	Detention	Gating	Revision of timetable/Gating	
6a-c	Improperly dressed for activity	Removal/CS	Removal/Detention	Gating	
7a	The wearing of offensive slogans	Asked to replace clothing/CS	Detention or confiscation	Gating	
7b & 12ix	Nudity or lack of dress in inappropriate areas	Reminder/Removal	Gating	Suspension	
8	Disrespectful language towards others	CS	Detention	Gating	
8	Disrespectful language towards staff	Detention	Gating	Suspension	
8	Refusal to comply with a reasonable request by staff	Detention	Gating	Suspension	
8	Unkindness or Bullying	Removal pending investigation. Appropriate sanction imposed dependent on circumstances.	Gating	Suspension	Further repeats = Expulsion
8	Physically abusive behaviour towards	Suspension	Exclusion		

	members of the community				
8avi	Speaking a language other than English during an approved activity	Reminder, CS	Detention	Gating	
9	Theft of property	Gating – replacement or reparation	Suspension	Exclusion	
10a	Deliberate damage to personal property	Gating - replacement	Suspension	Exclusion	
10c	Deliberate damage to College property	Gating - replacement	Suspension	Exclusion	
11a	Bringing the College into disrepute through immoral non-criminal behaviour	Suspension	Exclusion		
11a	Bringing the College into disrepute through criminal acts	Exclusion			
12a	Possession of banned substances under College rules	Confiscation, Gating	Suspension	Exclusion	
12a	Unauthorised consumption of alcohol	Gating	Suspension	Exclusion	
12a	Giving alcohol to a minor	Exclusion			
12a	Possession of illegal substances	Suspension	Exclusion, reporting to Police		
12a	Refusal to undertake a compulsory drug or alcohol test	Suspension	Exclusion		
12b	Possession of pornography	Confiscation or medium,	Gating	Suspension	
12c	Possession of an offensive weapon	Suspension	Exclusion – reporting to Police		
12c	Use of an offensive weapon	Exclusion, reporting to Police			
12dii	Disruptive behaviour during class, study periods or downtime	Removal, Detention	Gating	Suspension	Further repeats = Expulsion

12d	Misuse of electronic devices after lights out	Confiscation	Detention, device sent home		
12d	Disruption after lights out	Removal, Detention	Gating	Accommodation move	
13	Out of bounds	Removal, Gating	Suspension	Exclusion	
12e	Ordering of unauthorized takeaways	Confiscation	Detention	Gating	
12fi	Failure to sign out/in correctly (out of bounds)	Gating	Suspension	Exclusion	
12fiii	Poor behaviour in town, reported to College	Gating	Suspension	Exclusion	
12gv	Inappropriate photography	Confiscation or device, counselling	Gating	Suspension/Exclusion	
12h	Wearing of inappropriate jewellery	Confiscation	Items sent home	Gating	
12i	Poor grooming	Removal, rectify issue	Detention	Gating	
12j	Poor table manners and poor behaviour in the dining hall	Removal, CS	Further CS, Detention	Gating	
12k	Inappropriate behaviour of a romantic nature	Segregation, Detention, Counselling	Gating	Suspension	
12k	Overt romantic or sexual contact	Segregation, Detention, Counselling	Gating	Suspension	
12k	Sexual misconduct	Suspension	Exclusion		
12nvi	Poor behaviour on College transport	Gating	Suspension	Exclusion	
12nv	Use of unauthorized transport	Detention & Further Supervision	Gating	Suspension	
12ov	Restriction of access to accommodation for official staff duties	Enforcement, Gating	Gating, accommodation move	Suspension	
12iv	Abuse of fire door or fire equipment	Gating	Suspension	Exclusion	
12p	Inappropriate use of technology	Confiscation, loss of	Item sent home		

		internet privileges			
12q	Misuse of internet facility	Loss of internet privileges	Accommodation move to area with no internet	Gating	
12q	Use of internet to commit a criminal offense of copyright theft	Gating	Suspension	Exclusion	
12a	Unauthorised distribution of prescription and non-prescription medication	Suspension	Exclusion		
12a	Possession of unauthorized medication	Confiscation	Gating	Suspension	
14d	Unauthorised feeding of pets or livestock	Detention	Gating	Suspension	
14a	Possession of pets	Confiscation and rehoming	Gating and repeat of first offence	Gating and repeat of second offence	
12ix	Unauthorized possession or consumption of supplements	Confiscation, meeting with coach	Confiscation, detention	Gating	

- For the purposes of Stars Football Ltd, students enrolled on the programme are players and therefore, the following substitutions may be made:
 - Detention = Training Ban
 - Gating = Match Ban

