



**Hermitage
Academy**

Behaviour Policy

Review date: September 2024

Date of next review: September 2026



**North East
Learning Trust**

Review history

Review Date	Reviewer	Approved by	Date approved	Implementation
September 2024	Richard Hutchinson	Head of School	September 2024	1 September 2024
September 2026				

Recent revisions

Issue No.	Date	Revisions made
	September 2024	New policy

1. Introduction

This Behaviour Policy encompasses statutory guidance from ‘Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement - Guidance for maintained schools, academies, and pupil referral units in England’ August 2024, and makes references to ‘Behaviour in Schools – Advice for headteachers and school staff’, September 2023. These can be read interchangeably with the behaviour policy. This policy operates in line with the requirements of the Equality Act 2010

Hermitage Academy is part of the North East Learning Trust (NELT) and is dedicated to ensuring that our Academy supports the learning and wellbeing of students and staff. Cooperation, support, and respect are the foundations of our community, and we work hard to provide a safe Academy where students feel included in every aspect of Academy life.

The Academy encourages students to accept responsibility for their own behaviour. Promoting respect for others and highlighting the basic values of honesty, fairness, tolerance and politeness are important aspects of Academy life. The establishment and maintenance of good order allows effective learning to take place and promotes a positive ethos in the Academy. Good behaviour and self-discipline have strong links to effective learning and are vital for students to carry with them both during and after their Academy years.

This policy outlines the expectations we have for students in terms of their behaviour and the sanctions that will be enforced should the policy not be adhered to.

2. Aims

The patterns of behaviour that we want in our Academy must be taught just as thoroughly and as consistently as the rest of the curriculum. In Academies and schools, most of the time, most students behave appropriately. However, there will be occasions in our Academy when students do not meet our expectations of their behaviour and this behaviour policy will help staff to deal with such situations.

The DFE publication 'Suspension and Permanent Exclusion from maintained schools, Academies, and pupil referral units in England, including pupil movement - Guidance for maintained schools, academies, and pupil referral units in England; August 2024. States:

'A pupil's behaviour outside school can be considered grounds for a suspension or permanent exclusion.'

This include incidents where a student is:

- Taking part in an activity organised by and/or based at the Academy.
- Travelling to or from the Academy.
- Wearing the Academy uniform.
- In some other way identifiable as a student from the Academy.
- Misbehaving at any time, whether or not the conditions above apply, in a way that could have repercussions for the orderly running of the Academy.
- Posing a threat to another student or member of the public and in doing so adversely affecting the reputation of the Academy.

At the Academy, all teaching staff, including student teachers, have the right to impose a range of sanctions up to and including an after-school detention should a student's behaviour warrant such a measure. The sanctions will be applied in accordance with the Academy's behaviour policy.

The use of this range of sanctions is extended to certain support staff who are in frequent contact with students – Year Managers, Cover Supervisors, Behavioural Support Workers, and Learning Support Assistants.

Other support staff who do not have access to EASI and feel that a student's disruptive behaviour warrants a sanction beyond their remit should seek the advice of a member of the Senior Leadership Team who can issue a more significant sanction if deemed appropriate.

Regular visitors to the Academy and outside agencies also have the right to impose sanctions, having first discussed the incident with a member of the Senior Leadership Team.

Only the Executive Headteacher/Head of School may recommend permanent exclusion or suspensions. The Deputy/Assistant Headteacher (Pastoral) has the right

to place a student in the Behaviour Support Unit (BSU) should the student's behaviour warrant such a measure.

3. Links with other Policies

This policy should be read in conjunction with the following Trust and Academy policies:

- Acceptable Use Policy
- Attendance Policy
- Exclusions Policy
- Safeguarding Policy
- Special Educational Needs and Disabilities Policy
- Uniform and Equipment Policy.

4. Academy Behaviour Expectations for Students

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

- Show respect for others by working sensibly in lessons and not disrupting the learning of other students.
- Show consideration for others by moving around the Academy quietly and carefully. This means:
 - Opening doors for others.
 - Keeping to the left side of the corridor.
 - Walking down the corridor, not running.
 - Entering and leaving the Academy by the correct doors.
- Treat each with respect at all times and support the Academy's zero tolerance to bullying in all of its forms.
 - Bullying is targeted and repeated behaviour towards others for which there is zero tolerance. Unkind behaviour towards others is also discouraged.
 - If students are being mean to you, do not suffer in silence, report the incident to a member of staff or make use of the online reporting available on EASI.
- Come prepared for the day wearing the appropriate uniform and bringing the necessary equipment. This means:
 - Bringing to the Academy all required stationery and equipment. Tutors will carry out an equipment check each morning.
 - Following the Academy Uniform and Equipment Policy.
 - Not bringing valuable items to the Academy

- Not bringing to the Academy anything which could injure/harm another student e.g. knives, drugs etc.
- Attend the Academy regularly and arrive in plenty of time for the start of lessons.
This means:
 - Being punctual for registration and lessons.

5. EASI

EASI is an onscreen live reporting system where parents/carers are able to see daily behavioural information as well as homework that has been set for their child.

Regarding homework, EASI will show what has been issued and deadlines for when the work is due to be submitted. It will show the subject, the issue and due date and the estimated completion time. It will also show which teacher set the homework, the title of the homework and instructions on how to complete it.

EASI will also show any positive behaviour points and rewards redeemed.

6. Six Step behavioural Procedure

The Academy operates a six-step procedure as a means of addressing the problem of poor behaviour. Students who repeatedly disrupt lessons will be moved up the steps. The procedure can also be used in response to a single incident.

Step 1 - applies to every student and entails the monitoring of every student's behaviour.

Target Group - any student that has displayed a pattern of behaviour that is causing concern will be placed on the target group and may also directly move to Step 2 depending on the severity of the consequence. This means that the student's behaviour will be closely monitored. A student is moved onto the target group when it becomes apparent that they are accruing an unacceptable number of negative reports. Parents/carers will be informed by letter that their child has been moved to the target group. The Deputy/Assistant Headteacher (Pastoral) will monitor the behaviour weekly.

Step 2 - should a student who has been placed on Step 1, or the target group, continue to accrue an unacceptable number of negative reports, they will be moved on to the second step. At this stage parents/carers will be informed by letter and informed of the concern relating to their child's behaviour. The behaviour will come under closer scrutiny.

Step 3 - if the student continues to disrupt lessons, they will be moved onto Step 3. This move will result in the student being referred to the Academy's Pastoral Liaison Group (PLG). This is the Academy's multi-agency forum, which meets to discuss those students with problems relating to behaviour, attendance, social and emotional difficulties, and bullying. The PLG may refer a student to other outside agencies. The group may also recommend statutory assessment. Parents/carers are invited to the meeting and where a referral has been made because of a student's poor behaviour, the group will establish an Individual Behaviour Plan (IBP) for the student. The student will be set a number of behavioural targets, and the plan will run for approximately sixteen school weeks. A review will take place after eight weeks, and a final evaluation after sixteen weeks. Parents/carers will receive a copy of the plan and will also be able to read the comments made at the review and evaluation stages. Parents/carers and the student will be asked to sign the IBP. The student's SEN status will be reviewed at Step 3.

Step 4 - should the IBP be unsuccessful in terms of improving the student's behaviour then the student will be moved onto Step 4. The student will again be referred to the PLG, this time to establish a Pastoral Support Programme (PSP). As with the IBP, the student will be set targets, and their behaviour will be monitored over a sixteen week period. A review and evaluation of the PSP will be carried out and parents/carers will receive copies of both. Parents/carers will be invited to the meeting. Referrals to outside agencies for additional support will also be considered. At Step 4, the Academy will assess the need for early help intervention and the student's SEN status may be reviewed further. Parents/carers and the student will be asked to sign the PSP.

Step 5 - should the PSP fail to bring about an improvement in behaviour, the student will be moved on to Step 5.

Step 6 - should the student continue to disrupt lessons, they will be moved on to the final Step in the procedure. In accordance with the Trust's exclusion policy, a suspension may be recommended if no previous suspension has taken place.

If a student's behaviour does not significantly improve after reaching Step 6, the student will receive a Final Warning from the Executive Headteacher/Head of School. Parents/carers will be informed that the warning has been given and will be invited to contact the Academy should any further clarification be needed. A new PSP may be established to offer any additional identified support.

If a student who has been given a Final Warning continues to disrupt lessons on a regular basis, then the Executive Headteacher/Head of School will consider a recommendation of permanent exclusion.

The Academy reserves the right to bypass any steps should a student's behaviour warrant such action. This could mean recommending a student's permanent exclusion in response to a single, serious breach of the Academy rules. For example, dealing

drugs on the Academy premises would result in an immediate recommendation of permanent exclusion, irrespective of the Step the student was on at the time the incident took place.

Movement on the Step procedure is not one-way. When a student's behaviour improves over a sustained period of time, usually one term, the student may be moved down a Step.

7. The Pastoral Liaison Group

The aim of the group is to adopt a multi-agency approach when dealing with students who are experiencing problems both in and outside of the Academy. This forms part of the Academy's Early Help internal offer. The forum is also used to establish and monitor PSPs and IBPs. Information shared at the meeting is confidential to the members of the group.

The group may comprise of the following: Deputy/Assistant Headteacher (Pastoral), SENDCO, Inclusion Manager, School Nurse, School Counsellor, Academy's Attendance Officer, Year Managers, and any appropriate Behaviour Support staff. An invitation is also sent out to the parents/carers of the student under discussion. An invitation may also be sent to relevant external agencies. The student will also be asked to attend the meeting.

The majority of referrals to the group come from the Academy, and principally from the Deputy/Assistant Headteacher (Pastoral), who has an overall view of behaviour within the Academy. It remains, however, the right of any member of the group to make a referral. The referral is made to the Deputy/Assistant Headteacher (Pastoral), who is responsible for sending out all relevant information to the group members. The list below is by no means exhaustive, but identifies the major criteria for referral:

- Truancy.
- Crime.
- Students who have received a high number of suspensions.
- Students likely to be a danger to themselves or others.
- Drug involvement.
- Where there is a sudden deterioration in academic work and/or behaviour.
- When a PSP needs to be established for the student.
- When an IBP needs to be established for the student.

The Deputy/Assistant Headteacher (Pastoral) will send out information to the members of the group. This information may include curriculum reports, attendance details and the student's behaviour record.

8. Year Managers

Year Managers play an important part in monitoring the behaviour of students. Year Managers will monitor the behaviour of all students in their year group. Concerns about the behaviour of individual students will be brought to the attention of the Deputy/Assistant Headteacher (Pastoral). Year Managers will consider a range of strategies, including disciplinary sanctions, when dealing with unacceptable behaviour. These strategies include:

- Withdrawal of privileges (e.g. end of term treats/clubs and representing the school in other activities).
- Letters of concern.
- Referrals to SLT.
- Referrals to PLG.
- Placing a student on report.
- Recommending a student for placement in the Behaviour Support Unit (BSU).
- Parental contact (letters/telephone calls/text messages/emails/meetings).
- Parental meetings.
- Use of outside agencies, e.g. Early Help.
- Using the system of consequences.
- Pastoral Intervention Programmes (PIPs).
- Recommendation for Behaviour and/or SEN SNAP Assessments.

9. Consequences

- C1: verbal warning.
- C2: 10 minute detention (supervised by the subject teacher or a rota of staff).
- C3: 20 minute detention (supervised by the pastoral staff).
- C4: 2 x 20 minute detention (supervised by the pastoral staff).
- C5: 1 hour after school detention (supervised by the member of staff issuing the C5s or a member of the Senior Leadership Team).

10. Rewards

At the Academy, we believe that consequences help to underpin the boundaries of acceptable behaviour, but they must not be seen in isolation. They are part of the Behaviour Management Policy which seeks to reward and encourage high standards of conduct and achievement. Indeed, a greater emphasis on rewarding positive behaviour may reduce the need for sanctions.

Rewards are as important as sanctions and we will reward students for good behaviour/work. The importance of rewarding students for good work and behaviour cannot be over-stressed. In our Academy, we will emphasise the positive!

Rewards can be issued for the following although the list is not exhaustive:

- Demonstrating the qualities required of our students through RAMP.
- Attendance at an after-school session.
- Attendance at an extra-curricular event.
- Community award.
- Competing in a House sporting event.
- Completion of coursework or another major piece of work.
- Contributing to an assembly.
- Having the correct equipment required for learning.
- Fundraising.
- Good academic work.
- Good behaviour.
- Good manners.
- Helping at an extra-curricular event.
- Meeting coursework deadline (KS4)
- Representing the Academy at a sporting or performing arts event.
- Having excellent attendance.

11. Breaches of Uniform and Equipment Policy

- Any student out of uniform is expected to bring a note from their parents/carers to explain why this has happened. All breaches of the uniform policy will be logged to determine whether there is a pattern of uniform breaches that require a more focused approach.
- Any student coming to school and displaying a breach in uniform will be expected to accept any support offered by members of staff to rectify the situation.
- A student who has an incomplete uniform will be offered the opportunity to loan an item of uniform in order to meet our uniform expectations and to continue with their education for the day. They will be issued with a uniform slip which will usually be valid for one day, detailing the incorrect uniform item and reason. Students are expected to report to the uniform daily, unless agreed otherwise, to replace a uniform slip. Breaches of the uniform policy, especially any breaches in which a student refuses support to rectify, may result in the student being withdrawn from lessons and/or spending time in the BSU. This will be recorded as an internal exclusion. Parents/carers will be informed of the action taken. This action may be taken even in cases where the student has brought in a note from the parents/carers.

- Where breaches of this policy continue, despite interventions and support from the Academy, the Academy reserves the right to use the full range of sanctions at its disposal, including movement up the school's disciplinary steps, further internal exclusion, suspension and in the worst cases, a recommendation of permanent exclusion.

12. Jewellery

- Students are permitted to wear up to one small, plain, silver or gold stud in each ear lobe. No other jewellery, other than a watch (smart watches are not allowed) is permitted.
- Breaches of the uniform policy with regards to jewellery will be logged to determine whether there is a pattern of breaches that requires a focused approach.
- Breaches of uniform expectations with regards to jewellery, singular or repeated, will be logged and parents/carers will be informed of any issues that need to be addressed or that require resolution.
- Breaches of the uniform policy with regards to jewellery, especially any breaches in which a student refuses support to rectify, may result in the student being withdrawn from lessons and spending time in the BSU. This will be recorded as an internal exclusion. Parents/carers will be informed of the action taken. This action may be taken even in cases where the student has brought in a note from the parents/carers.
- Where breaches of this policy continue, despite interventions and support from the Academy, the Academy reserves the right to use the full range of sanctions at its disposal, including movement up the school's disciplinary steps, further internal exclusion, suspension and in the worst cases, a recommendation of permanent exclusion.

13. Make-up

- The Academy's expectations with regards to make-up is that any make-up that is applied must be discrete. The judgement regarding whether or not the make-up is discrete will be made by members of staff and students will be expected to accept this judgement in a responsible manner.
- Breaches of the uniform policy with regards to make-up will be logged to determine whether there is a pattern of breaches that requires a focused approach.
- Students will be encouraged to resolve all breaches of the uniform policy with regards to make-up immediately or as soon as possible. Any refusal to resolve issues with make-up will result in further sanctions and parents/carers will be informed.

- Where breaches of this policy continue, despite interventions and support from the Academy, the Academy reserves the right to use the full range of sanctions at its disposal, including movement up the school's disciplinary steps, further internal exclusion, suspension and in the worst cases, a recommendation of permanent exclusion.

14. Hair

- A student found to be in breach of the uniform and equipment policy in respect of their hairstyle and or/colour will be given a reasonable timescale to remedy this.
- Should a student continue to breach any aspect of the uniform and equipment policy regarding hair style or colour (with or without a note from the parents/carers), it may result in the Academy opting to take further disciplinary action to address the problem. Sanctions may include after-school detentions, internal exclusions and recourse to the Academy's disciplinary step system.
- Where breaches of this policy continue, despite interventions and support from the Academy, the Academy reserves the right to use the full range of sanctions at its disposal, including movement up the school's disciplinary steps, further internal exclusion, suspension and, in the most serious cases, a recommendation of permanent exclusion.

15. Non-participation in PE

All students are expected to participate in PE lessons. Students who are ill or injured should bring a letter of explanation from the parents/carers. Students who arrive at the lesson without the correct kit and with no letter of explanation will be given kit from the PE department, enabling them to participate in lessons. Refusal to accept the kit offered by the Academy will result in the student receiving a C5. If the student repeatedly refuses to use wear the loan kit, and therefore fails to participate in PE they will be given an internal exclusion. If issues persist, contact will be made with parents/carers to seek an appropriate solution.

Students who fail to bring their PE kit will be supplied with one by the Academy. This kit will be clean and may also be a new and unworn piece of loan kit. A student who fails to bring their PE kit but has a parental note to explain why will also be required to wear the PE kit provided by the Academy. The lesson activities will be adjusted so that performance is appropriate for the individual, or they will be given a role as a coach/officiator so that progress can still be made. The only exemption to this rule is in cases where putting on a kit could aggravate a medical condition.

If a student refuses to wear the kit provided by the Academy, the PE department will log the refusal and parents/carers may be informed if the issue is ongoing. The PE

department will issue the appropriate sanction for refusing to wear PE kit. The sanction for refusal to wear kit supplied by the Academy is a one-hour detention.

If a student repeatedly misses PE lessons owing to a medical condition, parents/carers will be asked to provide a doctor's note to clearly establish that the condition is serious enough to warrant the student's non-participation in the lessons.

16. Mobile Phones, Smart Watches and Smart Devices

Mobile phones, smart watches and smart devices are not to be used on site. Where these items are brought into school, they must be turned off (not placed on silent) and stored out of sight immediately in school bags when the student arrives at the school gate. They are brought in at the individual's own risk. They must remain turned off and out of sight until the student has left the school site at the end of their day. The simple policy is 'not seen, not heard'.

As per the DfE Guidance 'Mobile Phones in School', schools have the power to confiscate phones and issue other sanctions such as detentions. Phones that are seen or heard in school will be confiscated immediately and will be placed in the school safe where a parent will be asked to collect at the end of the school day. Other sanctions may be used for repeat offences.

17. Screening, Searching and Confiscation

The Academy's general power to use sanctions, as set out in Section 91 of the Education and Inspections Act 2006, enables a member of staff to confiscate, retain or dispose of a student's property as a disciplinary penalty, where reasonable to do so.

"Property" is defined within this policy as "any goods in the student's possession, over which the student appears to have control".

Please refer to the DfE guidance, Searching, screening and confiscation: Advice for headteachers, school staff and governing bodies for further information.

18. Confiscation of inappropriate Items

There are two sets of legal provisions which enable staff to confiscate items from students:

- The general power to discipline enables a member of staff to confiscate, retain or dispose of a student's property as a punishment and protects them from liability for damage to, or loss of, any confiscated items.

- The power to search without consent for weapons, knives, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images, or any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence or cause personal injury to, or damage to the property of, any person (including the student). Weapons and knives and extreme child pornography must always be handed over to the police, otherwise the Academy has the right to decide when and if to return the confiscated item.

19. Screening, Searching and Confiscation – more information

Staff authorised by the Executive Head/Head of School can search a student for any item banned under the Academy rules if the student agrees. The Executive Headteacher/Head of School and staff authorised by the Executive Headteacher/Head of School have the right to search a student or their possessions without their consent, where they suspect the student has certain prohibited items. The items that can be searched for are weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images, any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence or cause personal injury to, or damage to, the property of any person including the student. Staff may seize any banned or prohibited item found as a result of a search and which they consider harmful to the Academy community.

20. Screening

The Academy can require students to undergo screening using a hand-held metal detector, even if the student is not suspected of having a weapon. This can be done without the consent of the student.

If a student refuses to consent to a screening, then they will be placed in the Behaviour Support Unit (BSU) pending further investigation. This may result in further sanctions which could include a suspension or Step move.

21. Searching With Consent

Staff authorised by the Executive Head/Head of School can search students with their consent for any item which is banned by the Academy rules. This would not require a formal written consent – it is enough for the member of staff to ask the student to turn out their pockets, remove outer clothing (e.g., blazer and coat) or if the teacher can look in the student's bag or locker, and for the student to agree.

If a member of staff suspects a student has a banned item in his/her possession, they can instruct the student to turn out their pockets or bag, and if the student refuses, the member of staff can apply an appropriate punishment as set out in the Behaviour Policy.

22. Searching Without Consent

Staff can search for knives, weapons, illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images, any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence or to cause personal injury to, or damage to property. This also includes any item banned by the Academy rules which has been identified in the rules as an item which may be searched for. The person carrying out the search must be the same sex as the student being searched, and another member of staff must be present.

There is a limited exception to this rule. A teacher can carry out a search of a student of the opposite sex and without a witness present, but only where there is reason to believe that there is a risk that serious harm will be caused to a person if the search is not conducted immediately and where it is not reasonably practicable to summon another member of staff.

It is for the Executive Headteacher/Head of School to decide whom to authorise to carry out such a search. Verbal authorisation will suffice.

Staff, other than security staff, can refuse to undertake a search. The law states that Headteachers may not require anyone other than a member of the Academy security staff to undertake a search. Staff can be authorised to search for some items but not others; for example, a member of staff could be authorised to search for stolen property but not for weapons or knives.

Staff should only undertake a search without consent if they have reasonable grounds for suspecting that a student may have in his or her possession a prohibited item. The member of staff must decide in each particular case what constitutes reasonable grounds for suspicion. The powers allow staff to search regardless of whether the student is found after the search to have that item. This includes circumstances where staff suspect a student of having items such as illegal drugs or stolen property which are later found not to be illegal or stolen.

Searches without consent can only be carried out on the Academy premises or where a member of staff has lawful control or charge of the student.

If a student refuses to consent to a search, then they will be placed in the Behaviour Support Unit (BSU) pending further investigation. This may result in further sanctions which could include a suspension or Step move.

23. During the Search

The member of staff conducting the search may not require the student to remove any item of clothing other than outer clothing, which means nothing next to the skin or immediately over a garment that is being worn as underwear. Outer garments include hats, shoes, boots, gloves, and scarves. Possessions means any goods over which the student has or appears to have control – desks, lockers, bags. Under common law powers, academies/schools are able to search lockers and desks for any item providing the student agrees. If a student does not consent to the search, then it is possible to conduct a search without consent but only for the prohibited items. A student's possessions can only be searched in the presence of the student and another member of staff. Reasonable force may be used by the member of staff conducting the search.

Members of staff can use such force as is reasonable given the circumstances when conducting a search for knives or weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images, or articles that have been or could be used to commit an offence or cause harm. Such force cannot be used to search for items banned under the Academy rules.

24. Strip Searching

A strip search is a search involving the removal of more than outer clothing. Strip searches on school premises can only be carried out by police officers under the Police and Criminal Evidence Act 1984 (PACE) Code A and in accordance with the Police and Criminal Evidence Act 1984 (PACE) Code C. 12 While the decision to undertake the strip search itself and its conduct are police matters, school staff retain a duty of care to the pupil(s) involved and should advocate for pupil wellbeing at all times.

Before calling police into the Academy, staff will assess and balance the risk of a potential strip search on the pupil's mental and physical wellbeing and the risk of not recovering the suspected item. Staff will consider whether introducing the potential for a strip search through police involvement is absolutely necessary, and will always ensure that other appropriate, less invasive approaches have been exhausted. Once the police are on Academy premises, the decision on whether to conduct a strip search lies solely with them, and the role of the Academy is to advocate for the safety and wellbeing of the pupil(s) involved. Unless there is an immediate risk of harm and where reasonably possible, staff will inform the parents/carers of the pupil suspected of concealing an item in advance of the search, even if the parents/carers is not acting as the appropriate adult. Parents/carers will always be informed by a staff member once a strip search has taken place. Records will be kept of any strip searches that have been conducted on school premises by the police.

25. After the Search

Staff can use their discretion to confiscate, retain and/or destroy any item found as a result of a *with consent* search, so long as it is reasonable in the circumstances. Where any article is thought to be a weapon it must be passed on to the police.

With regard to items found as a result of a *without consent* search, the member of staff carrying out the search can seize anything they have reasonable grounds for suspecting is a prohibited item (knives or weapons, alcohol, illegal drugs, stolen property, tobacco or cigarette papers, fireworks, pornographic images or articles that have or could be used to commit an offence or cause harm).

Alcohol should be retained or disposed of. Controlled drugs should be handed over to the police, unless there is good reason not to do so, in which case the drugs must be destroyed. In determining what is a good reason for not delivering controlled drugs or stolen items to the police, the member of staff should take into account all relevant circumstances and use their professional judgement to determine whether they can safely dispose of a seized article.

Where they find other substances which are not believed to be controlled drugs, these can be confiscated where a teacher believes them to be harmful or detrimental to good order and discipline. This would include, for example, so called 'legal highs'. Where staff suspect a substance may be controlled, they should treat them as controlled drugs as outlined above.

Stolen items should be delivered to the police unless there is good reason not to do so, in which case they should be returned to the owner with regard to stolen items, it would not be reasonable or desirable to involve the police in dealing with low value items such as pencil cases. However, staff may judge it appropriate to contact the police if the items are valuable (iPods/laptops) or illegal (alcohol/fireworks).

Where a member of staff finds tobacco or cigarette papers they may retain or dispose of them. As with alcohol, this means that the Academy can dispose of tobacco or cigarette papers as they think appropriate, but this should not include returning them to the student.

Fireworks found as a result of a search may be retained or disposed of but should not be returned to the student.

If a member of staff finds a pornographic image, they may dispose of the image unless its possession constitutes a specified offence (i.e. it is extreme or child pornography) in which case it must be delivered to the police as soon as reasonably practicable.

Images found on a mobile phone or other electronic device can be deleted unless it is necessary to pass them to the police.

Where the article that has been, or could be, used to commit an offence or to cause personal injury or damage to property is found it may be delivered to the police or returned to the owner. It may also be retained or disposed of.

Where a member of staff finds an item which is banned under the Academy rules, they should take into account all relevant circumstances and use their professional judgement to decide whether to return it to its owner, retain it or dispose of it.

Any weapons or items which are evidence of an offence must be passed to the police as soon as possible.

Where the person conducting the search finds an electronic device, they may examine any data or files if they think there is good reason to do so. Following an examination, if the person has decided to return the device to the owner, or to retain or dispose of it, they may erase any data or files, if they think there is a good reason to do so. In determining a good reason to examine or erase data or files, the staff member must reasonably suspect that the data or file on the device in question has been, or could be, used to cause harm, to disrupt teaching or break the Academy rules. If inappropriate material is found on the device, it is up to the member of staff to decide whether they should delete that material, retain it as evidence (of a criminal offence or breach of Academy discipline) or whether the material is of such seriousness that it requires the involvement of the police.

26. Recording searches

Any search by a member of staff for a prohibited item and all searches conducted by police officers will be recorded in the Academy's safeguarding reporting system, including whether or not an item is found. The designated safeguarding lead (or deputy) will initiate a safeguarding response if required.

27. Informing parents/carers

Parents/carers will be informed of any search for a prohibited item listed in section 19 that has taken place, and the outcome of the search as soon as is practicable. A member of staff will inform the parents/carers of what, if anything, has been confiscated and the resulting action the Academy has taken, including any sanctions applied.

28. Out of Bounds

Students found in out of bounds areas will be given an appropriate sanction by a member of staff. The sanction will be determined by assessment of the situation and incident

29. Swearing

Any student who is heard swearing will receive an appropriate sanction by a member of staff. The sanction will be determined by assessment of the situation and incident.

30. Intimidating Behaviour

The Academy will not tolerate any intimidating behaviour towards staff and/or students. Any examples of such behaviour will be sanctioned accordingly using all of the powers available to the Head of School.

31. Leaving the Academy Premises

- Any student who leaves the Academy premises without permission will receive an appropriate sanction by a member of staff. The sanction will be determined by assessment of the situation and incident.
- Any subsequent breaches of this rule will lead to sanctions and, if appropriate, internal exclusions and suspensions.

32. Smoking/Vaping

The Academy is a non-smoking site and non-vaping site. This applies to staff and students alike. There will be serious consequences for any student who chooses to breach the no-smoking/vaping rule repeatedly and/or brings tobacco and/or e-cigarettes on to the Academy site or using such items outside of school in uniform. These consequences are outlined below:

- 1st breach: the student will receive a one-day internal isolation in the BSU
- Consequent breaches: where breaches of this policy continue, despite interventions and support from the Academy, the Steps system will be utilised and the Academy reserves the right to use the full range of sanctions at its disposal, including movement up the school's disciplinary steps and further internal exclusion.
- Any student who repeatedly breaks the no-smoking/vaping rule will be offered the opportunity of speaking to the school nurse for advice on how to quit smoking/vaping and a PIP will be put in place to support the student.
- Items confiscated from students will be destroyed if parents are unable to collect.
- Where breaches of this policy continue, despite interventions and support from the Academy, the Academy reserves the right to use the full range of sanctions at its disposal, including movement up the school's disciplinary steps, further internal exclusion, suspension and, in the most serious cases, a recommendation of permanent exclusion.

33. Students caught in the company of smokers

- Each time a student is caught in the company of smokers/vapers, they will be sanctioned accordingly.
- Where breaches of this policy continue, despite interventions and support from the Academy, the Academy reserves the right to use the full range of sanctions at its disposal, including movement up the school's disciplinary steps, further internal exclusion, suspension and in the worst cases, a recommendation of permanent exclusion.

34. Failure to Arrive at a Lunchtime Detention

- A student who fails to arrive at a lunchtime detention will be given a warning to attend the next day. Continued failure to attend the detention may result in an internal exclusion in the BSU, an increase in sanction and parents/carers will be informed.
- In cases where a student repeatedly fails to arrive at a lunchtime detention, for whatever reason, the Academy reserves the right to use the full range of sanctions at its disposal, including movement up the school's disciplinary steps, further internal exclusion, suspension and in the worst cases, a recommendation of permanent exclusion.

35. Failure to Arrive at an After-School Detention

- Students who are absent from school on the day of an after-school detention will have the detention rearranged.
- A student who is present on the day of the detention but who fails to arrive at the detention will have the detention rearranged. Parents/carers will be informed.
- If the student fails to arrive at the rearranged detention, providing they are not absent from school, the student may be given a one-day internal exclusion which will last until one hour beyond the end of the school day to incorporate the original detention.
- In cases where a student repeatedly fails to arrive at an after-school detention, for whatever reason, the Academy reserves the right to use the full range of sanctions at its disposal, including movement up the school's disciplinary steps, further internal exclusion, suspension and in the worst cases, a recommendation of permanent exclusion.

36. Truancy from Lessons

- Any student who truants from lessons, including form time, will be sanctioned accordingly. This includes students who refuse to attend lessons or leave class

without the teachers' permission. The Academy reserves the right to use the full range of sanctions at its disposal, including movement up the disciplinary Steps system, internal exclusion, suspension and in the worst cases a recommendation for permanent exclusion.

37. Alcohol

- Any student who possesses alcohol whilst wearing the Academy uniform will receive a suspension. The student will be given a formal warning and will be moved immediately to Step 6 of the Academy's Behaviour Management Policy, the final step prior to a permanent exclusion.
- On the student's return to the Academy, he/she will be given a final warning by the Executive Headteacher/Head of School. A further breach of this rule is likely to result in a recommendation of permanent exclusion.
- A recommendation of a permanent exclusion can be made after a first breach of this rule if the situation is considered particularly serious or harmful.
- If the student possesses alcohol whilst wearing the Academy uniform a second time, a recommendation of permanent exclusion will be made.
- Any student who 'spikes' the drink of another student with alcohol will be permanently excluded.
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38. Weapons

- A student bringing a weapon onto the Academy premises is likely to be permanently excluded. A judgement will be made as to the level of threat the weapon itself represents to the health and safety of the other students.
- Weapons include knives, darts, guns of any description, including air pistols and BB guns.
- In all cases of a weapon being brought onto the Academy premises, the police will be informed.

39. Illicit Substances

- The priority in all incidents relating to the use of illicit substances is the health and safety of the student.
- Any student who possesses illicit substances whilst wearing the Academy uniform will receive a suspension. The student will be given a formal warning and will be moved immediately to Step 6 of the Academy's Behaviour Management Policy, the final step prior to permanent exclusion.

- On the student's return to the Academy, he/she will be given a final warning by the Executive Headteacher/Head of School. A further breach of this rule is likely to result in a recommendation of permanent exclusion.
- A recommendation of a permanent exclusion can be made after a first breach of this rule if the situation is considered particularly serious or harmful.
- Should the student for a second time, supply and/or possess illicit substances whilst wearing the Academy uniform a recommendation of permanent exclusion will be made.
- Any student who encourages, enables, or forces another student to use an illicit substance, with or without the student's knowledge, is likely to be permanently excluded.

40. Making a false allegation against a member of staff

Any student found to have made a malicious and/or false allegation against a staff member may be suspended. A permanent exclusion may be considered depending on the circumstances of the incident.

41. Inappropriate use of social media

Any student who uses any form of media, including social networking media inappropriately, which is deemed to cause offence or harm to any member of the school community may be suspended. A permanent exclusion may be considered depending on the circumstances of the incident.

42. Bring the good name of the school and/or staff into disrepute

Any student who brings the good name of the school and/or staff into disrepute in the public domain may be suspended. A permanent exclusion may be considered depending on the circumstances of the incident.

43. CCTV

The Academy may use CCTV for the purpose of maintaining order and good conduct and managing behaviour and safety. Please refer to CCTV Policy.

44. Students transferring or returning to Hermitage Academy

A student who returns to Hermitage Academy after a period of absence, for example previous elective home education or alternative provision, will return to the same Step as they left. This will also apply to students who transfer between academies working in partnership with NELT.