



RUGBY SCHOOL

Discipline and Rewards Policy

September 2024

1.0 INTRODUCTION

- 1.1 Rugby School (the **School**) aims to provide an all-round education based on Christian values. We expect the highest standards of behaviour to create a calm, safe and supportive environment that is essential for everyone in the community to thrive, live fulfilling and purposeful lives and work together to support each other.
- 1.2 The aims of this policy are:
- to encourage all students to behave in a manner that reflects the School's values and contributes to the common good;
 - to teach and motivate students to behave well and to take responsibility for their actions;
 - to enable the Head Master to uphold order and good discipline in School, fostering a culture of safety, equality, respect and protection, particularly in relation to the protected characteristics under the Equality Act 2010; and
 - to ensure that every student can both benefit from and contribute to School life.
- 1.3 This policy outlines the rewards and sanctions that staff will apply to promote good behaviour.

2.0 SCOPE

- 2.1 The guidelines, rewards and sanctions outlined in this policy apply to all age groups at all times when a student is at the School or representing the School (for example, wearing the School uniform, on a School trip or travelling to and from School).
- 2.2 The policy also applies to regulating student conduct when they are away from the School premises and outside the jurisdiction of the School (for example during an Exeat, Half-term or the holidays). This is especially important when their conduct could affect the orderly running of the School, its reputation, the welfare of its community members, or the public.
- 2.3 This policy should be read by all members of the teaching staff, those delivering co-curricular activities or working in a House. It should form part of the staff policy sign-off on the Employee Self Service (**ESS**) platform.
- 2.4 The *Discipline and Rewards Policy* is managed by the Deputy Head, overseen by the Head Master and the Senior Management Team (**SMT**) and monitored by the Governing Body.

3.0 REWARDING GOOD BEHAVIOUR

- 3.1 The School is committed to promoting and rewarding good behaviour.
- 3.2 The School recognises that, where challenging behaviour is related to a student's special educational needs or disability, the use of positive discipline and reward methods may enable the School to manage the student's behaviour more effectively and improve their educational outcomes.
- 3.3 Housemasters/Housemistresses (**Hms**) have access to data summarising the awards received by students in their houses through iSams, PowerBI and the Rugby School Portal. Parents have access to data summarising the awards received by their children through the Rugby School Portal. Distinctions, Copies and Prizes are recorded in the Blue Book.

3.4 Types of awards:

3.4.1 Rugby Learner Profile (RLP) Point

RLP points are awarded to students who demonstrate one of the six RLP dispositions: Enquiring, Communicative and Collaborative, Reflective, Versatile, Resilient, Globally-minded.

These points should be awarded for good behaviour across all aspects of School, including academic work, co-curricular activities and in and around the House.

Teachers should inform the student by either writing 'RLP' point on the academic work stating which RLP disposition is being rewarded, sign and date it or verbally notify the student. The points should then be recorded on iSAMS.

Students who attain twenty RLP points (Middle School) or ten RLP points (Upper School) will be presented with a voucher (or equivalent) by their Hm.

3.4.2 Distinction

Distinctions are awarded for excellent achievement by the Head Master.

Teachers may recommend that a Distinction is appropriate and should sign, date and write 'Distinction recommended' on the work (if possible). Teachers should inform the Head Master's PA of the details. The Head Master will decide if the work merits a Distinction and the student will be invited to meet with him.

Distinctions are recorded in the Blue Book and recognised in assembly. If appropriate, work that earns a Distinction will be scanned and made available to the Rugby community to showcase and establish the standard for a Distinction.

Students who are awarded five Distinctions will receive a book token and a bookplate signed by the Head Master.

3.4.3 Copy

Copies are awarded for exceptional achievement, from an absolute standpoint, by the Head Master.

Teachers may recommend that a Copy is appropriate. Teachers should inform the Head Master's PA of the details, copying in the Head Master. The Head Master will decide if the work merits a Copy and the student will be invited to meet with him.

Copies are recorded in the Blue Book and recognised in assembly. If appropriate, work that earns a Copy will be scanned and made available to the Rugby community to showcase it and establish the standard for a Copy.

Students who are awarded a Copy will receive a book token and a bookplate signed by the Head Master.

3.4.4 Colours

Colours are awarded for outstanding co-curricular performance by the Colours Committee, chaired by the Deputy Head (Co-curricular), in consultation with relevant staff. For more information, please see the School's *Colours Policy*.

3.4.5 RLP Cup

The RLP Cup is awarded termly in the final assembly of each term to the House with the highest average number of RLP points per student.

3.4.6 Prizes & Awards

Prizes and Awards are presented for 'Excellence' and 'Endeavour' annually by each academic and co-curricular department in the Trinity term. They are awarded after consulting all the teachers involved. Prizes & Awards are presented at 1567 on the final day of the Trinity term.

3.4.7 Positions of Responsibility

Positive behaviour may be recognised through the attainment of positions of student responsibility in co-curricular activities, societies, Sixth, Levée or Heads of School. Rugby School expects students who take on positions of responsibility to demonstrate the principles of servant leadership by seeking to give back to the community, leaving it a better place for the future.

4.0 BREACHES OF SCHOOL DISCIPLINE

4.1 The School will encourage all students to behave in a manner that is in line with the School's values and for the common good. Occasionally, students will get things wrong. The School will always seek to address behaviour of concern fairly and equitably, taking into account the specific context and individual circumstances.

4.2 Rugby School students are expected to be honest, to act in accordance with the laws of the country, and to apply common sense to all aspects of their behaviour. Students who are not honest during investigations into poor behaviour should expect this to be a significant additional concern. Students are expected to take action to prevent or report breaches of discipline.

4.3 Hms have access to data summarising the sanctions received by students in their houses through iSams, PowerBI and the Rugby School Portal. Parents have access to data summarising the sanctions received by their children through the Rugby School Portal. SMT, Hms, tutors, academic or co-curricular staff will keep parents informed of any patterns of concern or any incidents of more significance.

4.4 Types of sanctions:

4.4.1 Restricted Access

Restricted Access is given to a student who breaches the *Online Safety Policy* and the *IT Acceptable Use Agreement* (Appendix D of the *Guidelines for Life at Rugby School*). The student will be able to use their laptop for schoolwork but all other online access (for example, social media or streaming sites) will be blocked for a period of time, usually one week. Sanctions for further breaches are detailed in the *Online Safety Policy*. This sanction is overseen by the Head of Safeguarding.

4.4.2 Minor

A minor will be given by any member of staff for:

- inappropriate appearance (i.e. not adhering to the School's dress regulations in the Blue Book & Calendar and the *Guidelines for Life at Rugby School*);
- low-level poor behaviour;
- arriving to a lesson without the correct equipment to take full part;
- significant lateness to a lesson (particularly after break or lunch);
- dangerous road crossing; or
- for repeated breaches of house protocols, for example, regular lateness to bed or to house CO.

Minors should be entered into iSAMS as soon as practicable.

Three or more Minors in a week will result in a Detention on Saturday evening. However, if the three or more Minors in a week are breaches of House protocols, the student may do something of service to those in the House instead. This will be discussed between the Deputy Head and the Hm.

4.4.3 Imposition

An Imposition will be set by a member of staff when:

- a student fails to complete their work on time;
- a student fails to complete their work to the standard expected by the member of staff.

We understand that there may be situations where a student is unable to complete their work to the expected standard by the deadline. In such circumstances, the student should communicate in advance to request either additional time or further support. Any work that has not been completed in time and/or has not met the required standard must be completed or improved and submitted to the teacher as soon as possible.

For students who find the timely completion of work to the expected standard difficult, the School provides additional Supervised Study during evening Academic time. Middle School students who receive three Impositions in a week or three Impositions from the same teacher in a term will be required to attend Supervised Study for two weeks. Upper School students who receive an Imposition will be required to attend Supervised Study during Academic time for three days.

Day students requiring evening Supervised Study are expected to attend. However, should this prove impossible, their parents are required to undertake to supervise their work at home for the equivalent period of time and the required number of days.

4.4.4 Saturday Detention

Saturday Detention takes place each Saturday evening between 19:30 and 21:30.

A Saturday Detention should be given for problems arising from a student's poor behaviour or neglect, such as:

- significant misbehaviour inside or outside the classroom;
- missing an academic lesson with no good reason;
- missing a co-curricular activity with no good reason or insufficient prior notice;
- failure to attend a compulsory Chapel Service;
- receiving three Minors in one week; or
- a breach of the *Academic Honesty Policy* or other serious breach of academic protocol e.g. rudeness in a lesson.

Students must be put into Saturday Detention using iSAMS. The deadline for recording this is noon on the Saturday of the Detention weekend. Teachers should never withdraw or put a student in Saturday Detention after the list closes without prior consultation with the Deputy Head and Hm.

Saturday Detention lists are circulated on Saturday lunchtime to enable the week's culmination of Minors to be included. It is the responsibility of the student to notice when they receive a notification alerting them to a Minor or Saturday Detention and, therefore, they should not be surprised when the list is published on Saturday lunchtime. Saturday Detention normally has priority over everything although there may be a few exceptions.

Following attendance at Saturday Detention, a student must return straight to House. They remain gated for the remainder of the evening and should not attend any social event.

Where Saturday Detention is not possible due to an Exeat, holiday or whole School event, an alternative session may take place, usually on a School evening in the week preceding the holiday or on a Sunday morning before Chapel.

No student may be absent from Saturday Detention without prior clearance from the Deputy Head through their Hm. Students who fail to attend a Saturday Detention without good reason will be placed in the next available Saturday Detention and will be gated for a week. Cutting two or more Saturday Detentions may result in Rustication. Three Saturday Detentions in a term will result in a meeting with a member of the Senior Management Team (SMT) and the student's Hm will contact their parents. Five or more Saturday Detentions in a term is extremely serious; the Head Master or another member of SMT will write to the student's parents and a period of gating will be imposed. A Warning may be given. Continuing misbehaviour and inability to live harmoniously in our School community may lead to the student's exclusion from the School.

4.4.5 Supervised Study

Supervised Study takes place every weekday evening during Academic Time. Students who are required to attend must arrive on time and with all the equipment necessary for their work. They may arrive in casual clothes. Mobile phones are not permitted and must be left in House.

Supervised Study is monitored by a Study Mentor from the School staff. Students should expect to work hard and maintain focus through Supervised Study. They are expected to complete their prep and to use remaining time for purposeful academic activity, including revision, reading ahead, advance study and reading for pleasure.

Failure to attend, or significant lateness, will result in a Saturday Detention. Any minor lateness will result in the addition of a further evening of Supervised Study.

4.4.6 Sunday Study

Sunday Study takes place each Sunday afternoon between 15:00 and 17:00.

A student will be placed in Sunday Study for:

- continued work that is below the required standard but where effort has been applied;
- being behind with academic work or coursework deadlines; or
- missing lessons due to a music or LAMDA lesson, sporting event or other scheduled activity and having not caught up.

A student may be placed in Sunday Study as 'supervised study' by their Hm or a student may request to be placed in Sunday Study in order to catch up with work.

A Sunday Study session will be monitored by a member of SMT and is intended to provide a supportive regime allowing students time to catch up or improve.

Students must be put into Sunday Study using iSAMS. The deadline for recording this is noon on the Saturday of the relevant weekend. Teachers should never withdraw or put a student in Sunday Study after the list closes without prior consultation with the Deputy Head and Hm.

Sunday Study lists are circulated on Saturday lunchtime. It is the responsibility of the student to notice when they receive a notification alerting them to a Sunday Study and, therefore, they should not be surprised when the list is published on Saturday lunchtime. Sunday Study has priority over everything although there may be a few exceptions.

Where Sunday Study is not possible due to an Exeat, holiday or whole School event, an alternative session may take place, usually on a School evening in the week preceding the holiday.

No student may be absent from Sunday Study without prior clearance from the Deputy Head through their Hm. Students who fail to attend a Sunday Study without good reason will be placed in the next available Sunday Study and will be gated for a week. If a student is unable to attend a Sunday Study for a legitimate reason and the work to be completed is time sensitive, they may be expected to attend Saturday Detention instead. There is also an Academic Supervised Study session on Tuesday from 17:00 – 18:30 which may be used as alternative to Sunday Study after discussion with the Deputy Head or appropriate member of the Academic SMT. Cutting two or more Sunday Study sessions may result in Rustication. Three Sunday Study sessions in a term may result in a meeting with a member of the Senior Management Team (SMT) and the student's Hm may contact their parents. Poor reports may also require similar intervention. Five or more Sunday Study sessions in a term is extremely concerning; the Head Master or another member of SMT will write to the student's parents and a period of gating will be imposed to encourage greater focus on academic work during unstructured time in the School day. A warning may be given. Continuing poor work and failure to engage with support offered by the School may lead to the student's exclusion from the School.

4.4.7 Gating (Gation)

'Gating' (or 'Gation') is a socially-restrictive punishment that does not encroach on academic or compulsory co-curricular activities. Gation is usually given for offences committed in House or in the social context (as opposed to Saturday Detention which is given for misbehaviour during the School day and is normally given by a member of the Teaching Staff). A student may only be gated by their Hm or a member of SMT. However, teachers may recommend Gation to a student's Hm.

Gation should be given for:

- failing to attend a Saturday Detention or Sunday Study session;
- receiving five Detentions in one term;
- persistent or egregious failure to respect House routines; or
- any other serious breach of school discipline, as laid out in the Guidelines for Life at Rugby School.

There are two types of gation:

House Gation

This is a House-based punishment, awarded by the Hm, which precludes socialising outside the House, receiving visitors and going into the Town. This may be applied for any period of time from one evening to a week. The student is required to report to a member of the House team at periodic intervals decided by the Hm and commensurate with the offence. The Hm will inform the student's parents. The Hm of a day student who receives a 'House Gation' will liaise with the parents of the student and collaborate on whether the student is also 'grounded' at home by their parents.

School Gation

For certain offences of a more serious nature or for unacceptable or anti-social behaviour, a student will meet with the Deputy Head who may award 'School Gation'. The Deputy Head will write to their parents. This is usually applied for either one or two weeks. Students may not leave the House except for formal School business e.g. academic lessons, compulsory co-curricular activities and optional extra lessons that incur a cost to parents. If the student is in doubt, they should discuss whether they may attend an activity with their Hm or DHm in advance. Students who are given a 'School Gation' may not visit other Houses, receive visitors nor may they go into the Town. Students who are given a 'School Gation' must carry a card that a member of staff signs at each hour throughout the day outside of compulsory academic lesson time. Students who are 'gated' may only go home in exceptional circumstances and only with the permission of the Deputy Head. Their gation period may be extended to cover this period. Day students who have been 'gated' should be 'grounded' at home by their parents.

Students who break their 'gating order' may be Rusticated (Temporarily Excluded). If this is repeated, the student is likely to be placed on a Final Warning.

4.4.8 Non-prejudicial Suspension

A student may be Suspended while a complaint is being investigated, to allow a period of time for reflection or discussion with parents, to safeguard the student or others, to allow a 'cooling off' period before a final disciplinary meeting is held, or whilst the outcome of a Panel Review is pending. This measure is taken when a decision has not been made about a situation, so it is therefore 'non-prejudicial' and not disciplinary. However, the School reserves the right to convert a Suspension into a Rustication retrospectively, and to impose a Final Warning if appropriate.

4.4.9 Rustication

The Head Master or Deputy Head will decide whether a student is to be Rusticated (i.e. temporarily excluded) for a single very serious breach of School discipline or for a repeat of a more minor breach of School discipline.

If Rusticated, the student will be released to their home or an education guardian's for a specified period of time (usually 48 or 72 hours). Students who cannot leave the School campus may be 'Internally Rusticated', which is a very strict form of gating.

A student who is Rusticated will also be gated for two weeks.

4.4.10 Warning

A student may be placed on a Warning by the Head Master or Deputy Head if their behaviour is:

- a serious breach of school discipline which is sufficiently serious that any repetition would require a Disciplinary Hearing with parents, the Head Master and the Deputy Head which may lead to Permanent Exclusion or Required Removal;
- The repetition of more minor breaches e.g. drinking alcohol; or
- Failure to comply with the requirements of an agreed behaviour management plan.

If a student repeats any of the behaviour mentioned in the Warning letter sent to their parents, they are likely to be subject to a Disciplinary Hearing which will in turn result in a Final Warning, Permanent Exclusion or Required Removal. The School reserves the right to issue a Warning or Final Warning alongside other punishments, such as Rustication.

4.4.11 Final Warning

A student may be placed on a Final Warning by the Head Master if their behaviour is:

- Similar to a previous breach of school discipline which has been sanctioned with a Warning;
- A serious breach of school discipline which is sufficiently serious that any repetition would require Permanent Exclusion or Required Removal, whilst falling short of a breach of discipline justifying Permanent Exclusion or Required Removal; or
- Failure to comply with the requirements of an agreed behaviour management plan.

A Final Warning represents the most significant sanction short of Permanent Exclusion or Required Removal. It is likely that a Final Warning will be given as the outcome of a Disciplinary Hearing if the Head Master decides that Permanent Exclusion or Required Removal is not appropriate. If a student repeats any of the behaviour mentioned in the Final Warning letter sent to their parents, they are likely to be subject to Permanent Exclusion or Required Removal. The School reserves the right to issue a Final Warning alongside other punishments, such as Rustication.

4.4.12 Required Removal/Permanent Exclusion

The circumstances which may lead to the Required Removal or Permanent Exclusion of a student can be found in the *Permanent Exclusion and Required Removal Policy*.

- 4.5 All incidents will be assessed and judged based on their individual merits. The School will take into account whether actions were premeditated or non-premeditated, as well as the involvement of other participants. All aspects of the Disability Discrimination Act and Equity, Diversity and Inclusion will be considered. However, it is important to emphasise that all students must take responsibility for their actions. As an inclusive school, we reserve the right to uphold and protect the values and ethos of our school community.
- 4.6 The Head Master may prescribe and authorise the use of other sanctions to comply with good educational practice.
- 4.7 An allegation, complaint or rumour about an incident will typically be initially explored by the Hm or other appropriate member of staff. More serious incidents will be investigated by a member of the SMT as directed by the Deputy Head. Investigations will be conducted in a timely manner, however, sensitive and complex issues may take longer to resolve. The priority is to ensure thorough and considered decision-making.
- 4.8 Students will be supported through any investigation conducted by the SMT by their Hm or DHm or another member of staff of the student's choice where appropriate. Students and parents will be informed in a timely manner if a serious incident is being investigated, while taking into account the Safeguarding and Child Protection Policy. This includes considerations for protecting the integrity of the investigation and ensuring the confidentiality of any student who has raised a concern. It is possible that an investigation may take place without the prior knowledge of the involved students or their parents.
- 4.9 Once a sanction is imposed, interventions will be implemented to ensure the wellbeing and mental health of all students involved. Restorative justice principles will be applied when appropriate. Efforts will be made to consider and implement strategies that reduce the likelihood of a recurrence or escalation of the behaviour that led to the breach of School discipline. The use of School sanctions is regularly monitored and evaluated by members of the SMT.

5.0 MALICIOUS ALLEGATIONS AGAINST STAFF

- 5.1 In accordance with the Department for Education's (DfE) guidance *Keeping Children Safe in Education* (September 2024), a malicious allegation is one where there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive or cause harm to the person subject of the allegation.
- 5.2 If a student makes a malicious accusation against a member of staff, the Head Master will consider what form of disciplinary action to take in accordance with this policy.
- 5.3 If a parent makes a malicious allegation, the Head Master will consider whether to require the removal of the student from the School on the basis that they have treated the School or a member of its community unreasonably.

6.0 USE OF REASONABLE FORCE

- 6.1 In accordance with the DfE's guidance *Keeping Children Safe in Education* (September 2024) and *Use of Reasonable Force* (July 2013), reasonable force covers the broad range of actions used by staff that involved a degree of physical contact to control or restrain children. 'Reasonable' means 'using no more force than is needed'. It will only be used when immediately necessary and for the minimum time required to prevent a student from doing (or continuing to do) any of the following:
- (a) committing a criminal offence;
 - (b) injuring themselves or others;
 - (c) causing damage to property (including their own); or
 - (d) engaging in any behaviour prejudicial to the good order and discipline of the School or its students.
- 6.2 Where restraint is used by staff, this will be recorded in writing and the student's parents will be informed.
- 6.3 Force will never be used as a form of punishment and corporal punishment will never be used under any circumstances.

7.0 SEARCHING AND CONFISCATION

- 7.1 Any searches for and confiscation of prohibited items will be made in accordance with the DfE's guidance *Searching, Screening and Confiscation* (July 2022) and the School's *Searches and Confiscation Policy* which is found in the Appendix below.

8.0 EQUALITY

- 8.1 The School will make reasonable adjustments to manage behaviour that is related to a student's special educational needs or disability, including neurodivergence. Any religious requirements affecting the student will also be considered. If the possibility of Permanent Exclusion or Required Removal needs to be considered, the School will ensure that the student is able to present their case fully, especially if their disability or special educational needs may affect their ability to do so. Likewise, when determining whether reasonable force is necessary, the individual needs of students will be considered and any reasonable adjustments will be made.

9.0 SAFEGUARDING

- 9.1 When behavioural issues suggest that a student may be suffering (or is likely to suffer) significant harm, the School's safeguarding procedures will be followed. Please refer to the School's *Safeguarding and Child Protection Policy* for further information.

10.0 RECORDS

- 10.1 All sanctions will be included in the student's disciplinary record. These records will be kept for as long as the School deems necessary in case of a dispute or future query.
- 10.2 Any major punishments are recorded in a suitable log, accompanied by details found in CPOMS. The log includes:
- the name and year group of the student;
 - the nature and date of the incident;
 - the sanction imposed;
 - the name of the person imposing the sanction;
 - whether the student has any specific learning or behavioural needs; and
 - whether the incident relates to boarding.

The Deputy Head is responsible for overseeing this log and reviews it regularly with other members of the SMT.

- 10.3 All data is retained in accordance with the School's *Data Protection Policy* and *Information and Records Retention Policy*.

11.0 REVIEW

- 11.1 A student or their parents may request a Panel Review of the Head Master's decision to permanently exclude a student or require their removal. Please see the School's *Permanent Exclusion and Required Removal Policy* for further details.
- 11.2 Students and their parents do not have the right to request a Panel Review for other sanctions. However, if a student feels wronged, they may ask their Hm to address their concerns with the staff member who imposed the sanction.

12.0 RELATED POLICIES AND GUIDANCE

Legislation:

Children Act 1989

Criminal Justice and Immigration Act 2008

Education and Inspections Act 2006

Education Act 1996

Education (Independent School Standards) Regulations 2014

Equality Act 2010

Schools (Specification and Disposal of Articles) Regulations 2012

Guidance issued by the Department for Education:

Behaviour in schools. Advice for headteachers and school staff (September 2022)

Keeping Children Safe in Education (September 2024)

Searching, Screening and Confiscation (July 2022)

Use of Reasonable Force: Advice for headteachers, staff and governing bodies (July 2013)

Working Together to Safeguard Children 2023

Rugby School policies:

Guidelines for Life at Rugby School (The Guidelines)

Academic Integrity Policy

Alcohol, Drugs, Smoking and Vaping Policy

Colours Policy

Complaints Procedure

Counter-bullying Policy

Data Protection Policy

Information and Records Retention Policy

IT Acceptable Use Policy

Online Safety Policy

Permanent Exclusion and Required Removal Policy

Safeguarding and Child Protection Policy

Standard Terms and Conditions (Parent Contract)

Authorised by the Risk, Compliance and Safeguarding Committee:

October 2024

APPENDIX: Searching and Confiscation Policy

All schools have a general power to impose reasonable and proportionate disciplinary measures on students (*Education and Inspections Act 2006*). This enables a member of staff to confiscate, retain or dispose of a student's property as a disciplinary penalty where it is reasonable to do so. The School's policy on searching and confiscation complies with the DfE's guidance, *Searching, Screening and Confiscation* (July 2022).

The Head Master can carry out searches and retain or dispose of items in accordance with this policy. He has also authorised the following staff members to do so:

- Members of the SMT and Executive Group;
- Members of the Security Staff;
- All Hms, Matrons and staff residing in boarding accommodation or on duty in one of the houses; and
- All members of the teaching staff.

1.0 Prohibited items

1.1 The School deems the following to be "prohibited items" in accordance with Section 550ZA (3) of the *Education Act 1996* and Regulation 3 of *the Schools (Specification and Disposal of Articles) Regulations 2012*:

1.1.1 knives or weapons, alcohol, illegal drugs and stolen items;

1.1.2 smoking and vaping paraphernalia, fireworks and pornographic images;

1.1.3 any article that a member of staff reasonably suspects has been (or is likely to be) used:

- to commit an offence; or
- to cause personal injury to, or damage to the property of, any person (including the student); and
- any item banned by the School's *Guidelines for Life at Rugby School* or the *Alcohol, Drugs, Smoking and Vaping Policy*.

1.2 The School has banned items that are reasonably believed potentially to cause harm or disruption. Students must not have these items in their possession on School premises or when they are in the lawful charge and control of the School (for example, on a School trip).

2.0 Searching with consent

2.1 The student will usually be asked to consent before any search is undertaken. The age, maturity and any special needs of the student will be taken into account when considering their ability to consent. Written consent will not usually be required.

2.2 If the student refuses, disciplinary action may be taken in accordance with the School's *Discipline and Rewards Policy*.

3.0 Searching electronic devices

3.1 Members of staff may confiscate electronic devices if there is reasonable suspicion that they have been used to disrupt teaching, cause harm or break School rules (see section 5.0 below).

These devices should be returned to the Hm as soon as is practical with a clear explanation of the behaviour. An appropriate sanction should be given.

- 3.2. If a member of staff feels that it is necessary to search the electronic device, in order to establish whether harm has been caused or an offence has occurred, consent must be obtained from the child. There must be 'good reason' for this search. The search must be limited to identifying evidence in relation to the specific offence. In determining whether there is a 'good reason' to examine the electronic device, the member of staff should reasonably suspect that the data or file on the device has been, or could be used, to cause harm, undermine the safe environment of the school and disrupt teaching, or be used to commit an offence. If consent is withheld, the device should not be searched, should be confiscated and handed to a member of the SMT with a full explanation.
- 3.3. If there is a suspicion that the device contains pornographic images or nude or semi-nude images of children, please see 3.5 below.
- 3.4. Details of any search must be passed to the Deputy Head and the School will keep a record of searches which can be inspected by the parents of the student(s) involved, subject to any restrictions under the School's *Data Protection Policy*. Responsibility for overseeing this record lies with the Deputy Head.

3.5 Pornographic images and/or indecent images of a child:

- 3.5.1 Staff who suspect they may discover or discover pornographic images and/or indecent images of a child must report this immediately to the Head of Safeguarding (DSL). Staff must not intentionally view any such images and must never copy, print, share, store or save such images under any circumstances. If these are viewed accidentally, the circumstances should be reported and explained verbally and in writing to the Head of Safeguarding (DSL) without delay. The copying or storage of suspected pornographic images or suspected nude or semi-nude images of children is prohibited and could potentially constitute a criminal offence.
- 3.5.2 The DSL will make a referral to children's social care and/or the police immediately to report the suspected or alleged discovery of pornographic images and/or indecent images of a child.

4.0 Searching for prohibited items

- 4.1 Where the Head Master or an authorised member of staff have reasonable grounds to suspect that a student may have a prohibited item, no consent is required and the search will be carried out. Reasonable force may be used during such a search, with the exception of searches for items only banned by the 'Guidelines'.
- 4.2 Searches will be carried out on School premises or where the member of staff has lawful control or charge of the student (for example, on a School trip or in training settings).

When students travel outside England on a School trip, a condition of participating in the trip will be that students give written consent to any search considered necessary by an authorised member of staff when they are outside England. When on a trip outside of England, the law of that country regarding searching applies.
- 4.3 If there are reasonable grounds for suspecting that a student has a prohibited item, it may be appropriate for a member of staff to carry out:

- a search of outer clothing;
 - a search of School property (for example, a room in a house, a locker or a desk); and/or
 - a search of personal property (for example, a bag or pencil case).
- 4.4 Searches will be conducted in a manner that minimises embarrassment or distress. Unless the circumstances are immediately dangerous (see 3.5.1), searches will be carried out in the presence of another member of staff. Where possible, the searcher and the second member of staff present must be the same gender as the student.
- 4.4.1 Where it is reasonably believed that serious harm may be caused to a person if the search is not immediately carried out, a member of staff may carry out a search of a student of the opposite sex and/or in the absence of another staff member.
- 4.5 Where authorised staff find anything which they have reasonable grounds for suspecting is a prohibited item, they may seize, retain and dispose of that item in accordance with this policy.
- 4.6 There is no legal requirement for the School to inform parents before a search takes place or to seek their consent, and it is not generally practical to do so. However, the School will inform parents of any search that takes place and provide details of any items found.
- 4.7 The School will keep a record of searches which can be inspected by the parents of the student(s) involved, subject to any restrictions under the School's *Data Protection Policy*. Responsibility for overseeing this record lies with the Deputy Head.

5.0 Confiscation

- 5.1 Under the School's general power to discipline, a member of staff may confiscate, retain or dispose of a student's property as a disciplinary penalty where it is reasonable to do so.
- 5.2 Confiscation may take place whether or not a student has consented to a search.
- 5.3 In appropriate cases, we will consult parents about how the School should dispose of certain items.
- 5.4 The School will take reasonable care of any items confiscated from students. However, the School does not accept responsibility for loss or damage to property (unless negligent or guilty of some other wrongdoing causing injury, loss or damage).

5.5 Handling of confiscated items:

- 5.5.1 Alcohol will be disposed of by pouring into a drain or being placed into a refuse bin.
- 5.5.2 Controlled drugs will usually be delivered to the police as soon as possible. The drugs may be destroyed without the involvement of the police if an authorised member of staff thinks there is an exceptional reason to do so. The staff will use their professional judgement to determine whether the items can be safely disposed of. See the School's *Alcohol, Drugs, Smoking and Vaping Policy* for more information.
- 5.5.3 Other substances which are not illegal drugs but are harmful or detrimental to good order and discipline (for example "legal highs"), may be confiscated and destroyed. Where it is unclear whether the substance seized is an illegal drug, it will be treated as though it is illegal and disposed of as per item 5.5.2.
- 5.5.4 Stolen items will usually be delivered to the police as soon as possible. However, they may be returned to the owner without the involvement of the police if an authorised member of staff thinks there is good reason to do so. This is likely to apply to items of low value (for example, pencil cases).

- 5.5.5 Smoking and vaping paraphernalia will be confiscated and may be destroyed or returned to parents.
- 5.5.6 Fireworks will be disposed of safely and at the discretion of an authorised staff member (this includes donating the fireworks to an appropriate charity).
- 5.6 Articles used to commit an offence may be delivered to the police, returned to the owner, retained or disposed of at the authorised staff member’s discretion.
- 5.7 Weapons or items which are evidence of an offence will be passed to the police as soon as possible.
- 5.8 Items banned under the the *Guidelines for Life at Rugby School* or any other policy may be returned to their owner, retained or disposed of at the authorised staff member’s discretion.

6.0 Complaints about searching or confiscation

- 6.1 Complaints about searching or confiscation will be dealt with through the School's complaints procedures.