



Behaviour & Discipline Policy



WESTONBIRT
— SCHOOL —

Effective from September 2026

Policy Title:	Behaviour and Discipline Policy - Senior School	Effective Date:	September 2026
Staff Member Responsible:	Deputy Head Pastoral	Review Date:	September 2027

Policy review and revision record

This record is retained within the policy to evidence the September 2026 review and the principal changes made in preparation for inspection and implementation from September 2026.

Area reviewed	2026 update	Reason / source	Status
Regulatory framework	Updated statutory and DfE references, including KCSIE 2026, statutory mobile phone guidance and April 2026 restrictive interventions guidance.	Independent School Standards; DfE guidance current for September 2026.	Complete
Mobile phones and smart technology	New section 7A establishes Westonbirt as a smartphone-free school, with Years 7–11 requirements, Sixth Form limited-use arrangements and boarding provisions.	DfE Mobile phones in schools statutory guidance, effective for schools from 1 September 2026.	Complete
Sanctions	Sanction framework updated to reflect current school practice, including centralised Refocus detention and graduated consequences for mobile phone breaches.	Consistency with whole-school behaviour systems and mobile phone policy.	Complete
Searching and confiscation	Appendix rewritten; mobile phones and similar smart devices are expressly identified as School Rule items that may be searched for.	DfE Searching, screening and confiscation (July 2022) and statutory mobile guidance.	Complete
Restrictive interventions	Appendix rewritten to include prevention, de-escalation, seclusion, statutory recording and parent reporting.	DfE Restrictive interventions, including use of reasonable force, effective 1 April 2026.	Complete
Safeguarding terminology	Updated to child-on-child abuse and sharing nudes and semi-nudes; online and technology-related safeguarding strengthened.	KCSIE 2026.	Complete

Area reviewed	2026 update	Reason / source	Status
SEND and reasonable adjustments	Strengthened individualised decision-making, including permitted mobile access where required by disability, medical or exceptional circumstances.	Equality Act 2010; DfE statutory mobile guidance.	Complete
Record keeping and oversight	Expanded recording of searches, restrictive interventions, mobile confiscations and equality/SEND considerations; strengthened monitoring.	Inspection readiness and DfE guidance.	Complete

Contents

- 1 Aims
- 2 Scope and application
- 3 Regulatory framework
- 4 Publication and availability
- 5 Definitions
- 6 Responsibility statement and allocation of tasks
- 7 Promoting positive behaviour
- 7A Smartphone-free school expectations
- 8 Minor breaches of discipline
- 9 Serious breaches of discipline
- 10 Parent involvement
- 11 Additional needs and reasonable adjustments
- 12 Safeguarding
- 13 Malicious allegations against staff
- 14 Restrictive interventions and reasonable force
- 15 Searching pupils and confiscation
- 16 Training
- 17 Risk assessment
- 18 Record keeping
- Appendix 1 Rewards and sanctions
- Appendix 2 Investigations into serious breaches of discipline
- Appendix 3 Disciplinary meeting with the Head
- Appendix 4 Restrictive interventions, including reasonable force
- Appendix 5 Searching and confiscation

1 Aims

- 1.1** This is the behaviour and discipline policy of Westonbirt Senior School (School).
- 1.2** The aims of this policy are as follows:
- 1.2.1** to promote positive behaviour amongst pupils;
 - 1.2.2** to actively promote and safeguard the welfare of pupils at the School;
 - 1.2.3** to ensure, so far as possible, that every pupil in the School is able to benefit from and make their full contribution to the life of the School, consistent always with the needs of the School community;
 - 1.2.4** to encourage pupils to accept responsibility for their behaviour;
 - 1.2.5** to have a consistent approach to behaviour management;
 - 1.2.6** to listen to pupils, being always aware that behaviour can be a form of communication, and to help pupils recognise and manage their feelings and associated behaviours;
 - 1.2.7** to set out the sanctions adopted by the School in the event of pupil misbehaviour;
 - 1.2.8** to maintain a calm, safe and purposeful learning environment in which pupils are free from unnecessary disruption, including disruption arising from the inappropriate use of mobile phones and smart technology; and
 - 1.2.9** to promote responsible digital citizenship and the safe, respectful and lawful use of technology both within and beyond the School.

2 Scope and application

- 2.1** This policy applies to the whole School, including day pupils and boarders and pupils in the Sixth Form.
- 2.2** This policy, together with the School Rules and all School policies on behaviour and discipline, applies to all pupils at the School and at all times when a pupil is:
- 2.2.1** in or at School;
 - 2.2.2** representing the School or wearing School dress;
 - 2.2.3** travelling to or from School, including on School transport;
 - 2.2.4** on School-organised trips, visits, fixtures or activities;
 - 2.2.5** boarding or otherwise in the lawful charge and control of the School; or
 - 2.2.6** associated with the School at any time.
- 2.3** This policy shall also apply to pupils at all times and places in circumstances where failing to apply this policy may:
- 2.3.1** affect the health, safety or well-being of a member of the School community or a member of the public;
 - 2.3.2** have repercussions for the orderly running of the School;
 - 2.3.3** cause harm to another pupil or member of the School community, including through online behaviour; or
 - 2.3.4** bring the School into disrepute.
- 2.4** For the purposes of this policy, references to mobile phones include smartphones and, where the context requires, other communications and smart technology with similar functionality, including devices capable of sending or receiving messages or notifications, accessing mobile networks, or recording audio or video.

3 Regulatory framework

- 3.1** This policy has been prepared to meet the School's responsibilities under:

- 3.1.1** the Education (Independent School Standards) Regulations 2014, as amended;
- 3.1.2** the Education Act 1996;
- 3.1.3** the Education and Inspections Act 2006, including sections 91, 93 and 93A;
- 3.1.4** the Education and Skills Act 2008;
- 3.1.5** the Children Act 2004;
- 3.1.6** the Equality Act 2010;
- 3.1.7** the Human Rights Act 1998;
- 3.1.8** the Data Protection Act 2018 and UK GDPR; and
- 3.1.9** the Schools (Recording and Reporting of Seclusion and Restraint) (No. 2) (England) Regulations 2025.
- 3.2** This policy has regard to the following guidance and advice:
 - 3.2.1** Independent school standards guidance (DfE, revised April 2026);
 - 3.2.2** Behaviour in schools: advice for headteachers and school staff (DfE, February 2024);
 - 3.2.3** Mobile phones in schools (DfE statutory guidance, updated June 2026 and to be followed from 1 September 2026);
 - 3.2.4** Searching, screening and confiscation: advice for schools (DfE, July 2022);
 - 3.2.5** Restrictive interventions, including the use of reasonable force, in schools (DfE, effective from 1 April 2026);
 - 3.2.6** Keeping children safe in education 2026 (KCSIE), effective from 1 September 2026;
 - 3.2.7** Working together to safeguard children 2026;
 - 3.2.8** Boarding schools: national minimum standards (DfE, current version including May 2026 technical update); and
 - 3.2.9** Sharing nudes and semi-nudes: advice for education settings working with children and young people (UK Council for Internet Safety, current version).
- 3.3** The following School policies, procedures and resource materials are relevant to this policy:
 - 3.3.1** Smartphone-Free School Policy;
 - 3.3.2** IT / Acceptable Use Policy for Pupils;
 - 3.3.3** Online Safety Policy;
 - 3.3.4** Anti-Bullying Policy;
 - 3.3.5** Policy on Smoking, Alcohol and the Misuse of Drugs and Substances;
 - 3.3.6** Safeguarding and Child Protection Policy and procedures;
 - 3.3.7** Staff Code of Conduct;
 - 3.3.8** Risk Assessment Policy for Pupil Welfare;
 - 3.3.9** Policy on Special Educational Needs and Learning Difficulties / SEND Policy;
 - 3.3.10** Accessibility Plan;
 - 3.3.11** School Transport Behaviour Agreement and procedures, where applicable;
 - 3.3.12** Parental Complaints Policy and procedures; and
 - 3.3.13** Permanent Exclusion and Removal: Review Procedure.

4 Publication and availability

- 4.1** This policy is published on the School website.
- 4.2** This policy is available in hard copy on request.
- 4.3** A copy of the policy is available for inspection from the School Office during the School day.
- 4.4** This policy can be made available in large print or another accessible format if required.

4.5 The School will ensure that pupils, Parents and staff are made aware of the standards of behaviour expected and of the sanctions that may be imposed. The Smartphone-Free School Policy and associated guidance will be communicated alongside this policy.

5 Definitions

5.1 Where the following words or phrases are used in this policy:

- 5.1.1** References to the Proprietor are references to the proprietor of Westonbirt School from time to time.
- 5.1.2** References to working days mean Monday to Friday, when the School is open during term time. The dates of terms are published on the School website. Where the application of this definition is likely to introduce excessive delay due to intervening School holidays, the School will take sensible and reasonable steps to minimise hardship or unfairness.
- 5.1.3** References to the Head may include a Deputy Head acting with delegated authority.
- 5.1.4** References to Parent or Parents include one or both parents, a legal guardian, education guardian or another person with parental responsibility, as appropriate.
- 5.1.5** References to the Review are to the review by a panel of the Head's decision in accordance with the Permanent Exclusion and Removal: Review Procedure.
- 5.1.6** Mobile phone means a mobile telephone or smartphone and, where stated, includes other smart technology with similar functionality.
- 5.1.7** Smart technology includes smart watches, wearable communications technology and other personal devices capable of messaging, making or receiving calls, accessing networks, receiving notifications or recording audio or video.
- 5.1.8** Confiscation means the temporary removal or retention of a pupil's property as a disciplinary measure or following a lawful search, where reasonable and proportionate.
- 5.1.9** Refocus detention means the School's centralised pastoral detention used to reinforce expectations, provide reflection and support a pupil to reset their behaviour.
- 5.1.10** Restrictive intervention means a measure which prevents, restricts or subdues movement of the body, or part of the body, of a pupil, including physical and certain non-physical forms of restraint. Seclusion has the meaning given in Appendix 4.

6 Responsibility statement and allocation of tasks

6.1 The Proprietor has overall responsibility for all matters which are the subject of this policy.

6.2 The Head is responsible for ensuring that the policy is implemented effectively. Day-to-day oversight of behaviour, sanctions and the implementation of the Smartphone-Free School Policy is delegated to the Deputy Head Pastoral.

6.3 To ensure the efficient discharge of responsibilities under this policy, the following tasks are allocated:

Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with law, statutory guidance and best practice	Head / Deputy Head Pastoral	As required and at least annually
Monitoring implementation, behaviour data and consistency of sanctions	Deputy Head Pastoral	Ongoing; formal review at least termly

Task	Allocated to	When / frequency of review
Monitoring mobile phone and smart technology breaches and confiscations	Deputy Head Pastoral	At least termly
Monitoring searches and safeguarding implications	Deputy Head Pastoral / DSL	Ongoing; reviewed at least termly
Monitoring restrictive interventions, seclusion and restraint data	Head / Deputy Head Pastoral / DSL	Following each incident and at least termly
Maintaining relevant records in accordance with data protection and retention requirements	Deputy Head Pastoral / relevant system owner	Ongoing
Formal annual review and proprietor oversight	Head / Proprietor	Annually

7 Promoting positive behaviour

7.1 At Westonbirt, our mission is to provide a caring and inspirational learning environment that will support the development of each individual intellectually, emotionally, morally and spiritually.

7.2 Pupils are educated about positive behaviour through the School curriculum, PSHE programme and the School pastoral support systems. Pupils are encouraged to act responsibly and, through the operation of this policy, to accept responsibility for their behaviour.

7.3 The School aspires to develop pupils' ability to recognise, self-regulate and manage their social and educational needs, supporting pupils to be prepared to compete, thrive and contribute as curious, creative and courageous citizens within an ever-changing and increasingly challenging world.

7.4 The School understands that rewards can be more effective than sanctions in motivating pupils. The ways in which the School may reward positive behaviour are set out in Appendix 1.

7.5 The School recognises that where challenging behaviour is related to a pupil's disability or additional needs, positive discipline, appropriate support and reward methods may enable the School to manage behaviour more effectively and improve educational outcomes.

7.6 Westonbirt believes that high expectations and positive relationships are mutually reinforcing. Behaviour management should seek first to teach, model and reinforce expected behaviours whilst maintaining clear and consistent consequences where expectations are not met.

7.7 The School recognises that a smartphone-free environment supports concentration, social interaction, safeguarding and the protection of learning time. Pupils will be supported to understand both the expectations and the educational rationale underpinning this approach.

7A Smartphone-free school expectations

7A.1 Westonbirt School is a smartphone-free school. From the point at which a pupil arrives on the School site, the expectations in this section apply until the pupil leaves the School site at the end of their School commitments, subject to the specific Sixth Form, boarding and reasonable-adjustment provisions below.

7A.2 Years 7–11: pupils should not bring smartphones to School. Where a pupil carries a basic mobile phone for travel or safety outside the School day, it must be switched off and stored out of sight from

arrival until departure. Smart watches and other personal communications or recording technology are treated in the same way unless expressly authorised by the School.

7A.3 Sixth Form: reflecting increased independence and responsibility, Sixth Form pupils may access smartphones only at specifically designated times and in specifically designated Sixth Form locations published by the School. Sixth Form pupils must not use smartphones in front of younger pupils and are expected to act as positive role models. Use outside these arrangements is a breach of this policy and may lead to confiscation and escalating sanctions.

7A.4 Boarders: boarders are subject to the smartphone-free requirements throughout the teaching day. Outside the teaching day, the School will make appropriate arrangements which safeguard and promote boarders' welfare and facilitate private contact with Parents and families at suitable times, including consideration of international time zones.

7A.5 Trips and activities: the School may prohibit or restrict mobile phones on trips, residential visits, fixtures and activities outside the normal School day. Any specific arrangements will be communicated in advance where practicable.

7A.6 Pupils must not use any personal device or wearable technology to photograph, film or make an audio recording of another pupil, member of staff, Parent or visitor without express permission. Covert or malicious recording, or the distribution of such material, may amount to a serious breach of discipline and/or a safeguarding concern.

7A.7 The School will make reasonable adjustments where required by disability and will consider adaptations for medical, safeguarding, young-carer or other exceptional individual circumstances. Any permitted access will normally specify the purpose, times and locations for use and will not create a general exemption from the School's expectations.

7A.8 Parents who need to contact a pupil during the School day should normally do so through the School Office. Parents and visitors are also expected not to record School meetings, Parents' Evenings, pupils or staff using phones, smart watches or other recording technology without the express agreement of the School and those involved. Concerns regarding adult conduct will be addressed under the relevant School procedures rather than as a pupil sanction.

7A.9 The detailed operational arrangements and any additional expectations are set out in the Smartphone-Free School Policy. Where there is any uncertainty, this Behaviour and Discipline Policy and the Smartphone-Free School Policy should be read together.

8 Minor breaches of discipline

8.1 The School has pastoral support systems in place to assist pupils in managing their behaviour. A range of sanctions is available for pupils who breach School rules and policies for behaviour and discipline.

8.2 Allegations, complaints or reports of minor breaches of discipline are dealt with by staff as they occur. Staff may carry out informal interviews or restorative conversations with the pupils involved. Low-level sanctions may be given; Appendix 1 sets out examples.

8.3 Minor breaches may include lateness, low-level classroom disruption, uniform or presentation concerns, inappropriate language, failure to follow reasonable instructions, low-level misuse of School equipment or technology, and a first or isolated breach of mobile phone expectations.

8.4 When considering the appropriate response or sanction, the School will consider the circumstances, the pupil's age and maturity, any relevant SEND or disability, the pupil's disciplinary record, the impact on others and the risks posed to pupil welfare.

8.5 Repeated minor breaches, or a pattern of persistent low-level misbehaviour, may be treated as a serious breach where previous support, interventions and sanctions have not secured improvement.

9 Serious breaches of discipline

9.1 Allegations, complaints or reports of serious breaches of discipline should be referred to the Head or Deputy Head Pastoral.

9.2 The main categories of misconduct which are serious breaches of discipline, for which a serious sanction should be expected, include but are not limited to:

- 9.2.1** supply, possession or use of certain drugs and solvents or their paraphernalia, substances intended to resemble them, alcohol, tobacco or vapes, as set out in the relevant School policy;
- 9.2.2** theft, blackmail, physical violence, intimidation, racist behaviour, discriminatory behaviour or persistent bullying;
- 9.2.3** physical, emotional or other abuse, including child-on-child abuse;
- 9.2.4** harmful sexual behaviour, including sexual violence and sexual harassment;
- 9.2.5** behaviour in contravention of the School policies on the acceptable use of technology, online safety or the Smartphone-Free School Policy;
- 9.2.6** supply or possession of pornography or prohibited sexual imagery;
- 9.2.7** creating, requesting, sharing or possessing nudes or semi-nudes, or other sexual imagery involving children, whether produced or shared in or outside School;
- 9.2.8** possession or use of firearms or other weapons;
- 9.2.9** vandalism, computer misuse, hacking or deliberate interference with School systems;
- 9.2.10** persistent attitudes or behaviour inconsistent with the School ethos, including prolonged or regular low-level misbehaviour that has incurred action under section 8 and Appendix 1;
- 9.2.11** persistent or deliberate misuse of a mobile phone or smart technology following previous sanctions, refusal to surrender a device when lawfully required, or deliberate attempts to circumvent the Smartphone-Free School Policy;
- 9.2.12** covert or malicious recording of pupils, staff or members of the School community, or distribution of recordings or images in breach of School policy;
- 9.2.13** use of digital or artificial-intelligence tools, manipulated media or online communications to bully, harass, humiliate, threaten or otherwise cause harm;
- 9.2.14** any misconduct which affects the welfare of a member or members of the School community or which brings the School into disrepute, whether a single or repeated episode and whether on or off School premises; and
- 9.2.15** other misconduct specifically provided for in the Parent Contract, School Rules or other published School policies.

9.3 Sanctions for serious breaches of discipline include:

- 9.3.1** Controlled Suspension: a pupil may be sent or released home for a limited period as a neutral, non-disciplinary measure pending the outcome of an investigation or pending a Review.
- 9.3.2** Suspension: a pupil may be sent or released home for a limited period as a disciplinary sanction.
- 9.3.3** Withdrawal / Removal: Parents may be required to remove a pupil from the School where, after consultation with the Parents and, where appropriate, the pupil, the Head considers that removal is the appropriate response to a breach or breaches of School discipline, or that the pupil is unwilling or unable to benefit sufficiently from the opportunities and community life offered by the School, or where the Parents have treated the School or members of the School community unreasonably. At the Head's discretion, Parents may be permitted to withdraw the pupil as an alternative to removal being required.

9.3.4 Permanent Exclusion: a pupil may be permanently excluded from the School for a very grave breach of discipline, a criminal offence, or persistent lower-level breaches. Permanent exclusion is reserved for the most serious circumstances.

9.4 An allegation, complaint or report of a serious breach of discipline will be investigated in accordance with Appendix 2.

9.5 If the findings of the investigation support the allegation or complaint, a disciplinary meeting will be held in accordance with Appendix 3.

9.6 The Head is required to act fairly and in accordance with the principles of natural justice.

9.7 If a pupil is withdrawn from the School before the conclusion of disciplinary procedures, the School reserves the right to complete the procedures in the absence of the pupil and Parents if necessary and to make a finding. The School may refer to such disciplinary action in references and may involve the Police or other external agencies where appropriate.

10 Parent involvement

10.1 The School seeks to work in partnership with Parents over matters of discipline and it is part of the Parents' obligations to the School to support the School Rules and published policies.

10.2 Parents will be informed as soon as reasonably practicable after it becomes clear that a pupil may face disciplinary action for a serious breach of discipline, unless the School is prevented from doing so by the Police or another safeguarding consideration.

10.3 Parents may also be notified of sanctions for minor breaches and may be contacted to discuss a matter where this is considered appropriate.

10.4 Parents are expected to support the Smartphone-Free School Policy, including by not encouraging pupils to circumvent the arrangements or contacting pupils directly on personal devices during the School day. Urgent messages should normally be passed through the School Office.

10.5 Where a pupil's circumstances require an agreed adaptation or reasonable adjustment to the mobile phone arrangements, the School will work with the pupil and Parents to establish clear and proportionate expectations.

11 Additional needs and reasonable adjustments

11.1 The School will make reasonable adjustments for managing behaviour which is related to a pupil's disability. Staff should seek advice from the Deputy Head Pastoral, SENDCo or another appropriate senior colleague if unsure how to manage behaviour where disability or additional need may be relevant.

11.2 If there is a concern that a pupil's behaviour may be related to unmet educational, pastoral, medical or other needs, advice should be sought from the SENDCo and/or pastoral team and further action under the relevant School policies will be considered.

11.3 Where Permanent Exclusion or Removal needs to be considered, the School will ensure that a pupil with a disability or special educational needs is able to present their case fully where their disability or special educational needs might otherwise hinder this.

11.4 The School will consider whether a reasonable adjustment or adaptation to the Smartphone-Free School Policy is necessary for an individual pupil. Examples may include a disability-related need, a medical monitoring device, an agreed safeguarding arrangement, young-carer responsibilities or another exceptional circumstance. The School will assess each case on its merits.

11.5 Any adjustment involving mobile phone or smart technology access should normally be specific and controlled, identifying the purpose, time and location of permitted use. The pupil remains subject to all other relevant behaviour, safeguarding and acceptable-use expectations.

12 Safeguarding

12.1 Some behaviour by a pupil towards another may be of such a nature that safeguarding concerns are raised. Safeguarding issues can manifest themselves through child-on-child abuse. This includes, but is not limited to:

- 12.1.1** bullying, including cyberbullying;
- 12.1.2** physical abuse such as hitting, kicking, shaking, biting, hair pulling or otherwise causing physical harm;
- 12.1.3** sexual violence and sexual harassment;
- 12.1.4** causing someone to engage in sexual activity without consent;
- 12.1.5** sharing nudes and semi-nudes;
- 12.1.6** upskirting and other non-consensual image creation;
- 12.1.7** initiation or hazing-type violence and rituals; and
- 12.1.8** technology-facilitated abuse, coercion, harassment, malicious recording or use of manipulated or generated media to cause harm.

12.2 The School policy and procedures for child-on-child abuse are set out in the Safeguarding and Child Protection Policy. If a behaviour or discipline matter gives rise to a safeguarding concern, safeguarding procedures take priority and the Designated Safeguarding Lead or deputy will be consulted.

12.3 Where behaviour involves a mobile phone or electronic device, staff will consider whether the matter indicates that a pupil is suffering or may be at risk of harm and will act in accordance with the Safeguarding and Child Protection Policy and Appendix 5.

13 Malicious allegations against staff

13.1 Where a pupil makes an allegation against a member of staff and there is evidence that the allegation has been deliberately invented or malicious, the Head will consider whether disciplinary action should be taken in accordance with this policy. A finding that an allegation is unfounded, unsubstantiated or false does not of itself establish that it was malicious.

13.2 Where a Parent has made a deliberately invented or malicious allegation, the Head may consider action under the Parent Contract or other relevant School procedures.

13.3 The School will consider whether the Police or another agency should be asked to consider action where appropriate.

13.4 Safeguarding and staff allegations procedures will always be followed before a disciplinary conclusion is reached about an allegation said to be malicious.

14 Restrictive interventions and reasonable force

14.1 The School seeks to minimise the need for restrictive interventions through positive relationships, early support, prevention and de-escalation. Any use of force or other restrictive intervention must be lawful, necessary, reasonable and proportionate to the circumstances.

14.2 All members of School staff have the legal power to use reasonable force in the limited circumstances described in Appendix 4. Reasonable force means using no more force than is necessary for the least amount of time.

14.3 Seclusion is not a disciplinary sanction and must only be used as a safety measure in accordance with Appendix 4.

14.4 Corporal punishment is not used at the School and force is never used as a punishment.

14.5 Significant incidents involving the use of force, and all incidents of seclusion or restraint which fall within the applicable recording duties, will be recorded and reported in accordance with Appendix 4 and current statutory requirements.

15 Searching pupils and confiscation

15.1 The Head and staff authorised by the Head may exercise the School's lawful powers to search pupils and their possessions in accordance with the Education Act 1996, the School Rules and the DfE Searching, screening and confiscation guidance.

15.2 A pupil may be asked to consent to a search for any item. Where a member of staff suspects that a pupil has an item banned by School Rules, the pupil may be instructed to turn out pockets or a bag, or to cooperate with another proportionate request. Refusal to cooperate may result in disciplinary action.

15.3 Where there are reasonable grounds to suspect that a pupil has a statutory prohibited item, or an item identified in School Rules as an item which may be searched for, the Head or an authorised member of staff may conduct a search without consent in accordance with law and DfE guidance.

15.4 For the avoidance of doubt, the School identifies mobile phones, smartphones, smart watches, wearable communication technology and personal recording devices as School Rule items which may be searched for where the conditions for a lawful search are met.

15.5 All searches will be conducted with regard to dignity, safeguarding, proportionality, age, SEND, disability and any other relevant vulnerability. The detailed procedure is set out in Appendix 5.

15.6 Property may be confiscated, retained, returned, delivered to the Police or disposed of where lawful and reasonable. Confiscation of mobile phones and similar devices may be used as a disciplinary sanction in accordance with Appendix 1 and the Smartphone-Free School Policy.

16 Training

16.1 The School ensures that regular guidance and training is arranged on induction and at appropriate intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles.

16.2 The level and frequency of training will depend on the role of the individual member of staff.

16.3 Training and staff briefing will include, as appropriate, the whole-School behaviour approach, consistent use of rewards and sanctions, the Smartphone-Free School Policy, searching and confiscation, safeguarding and child-on-child abuse, online safety, SEND and reasonable adjustments, and prevention and lawful use of restrictive interventions.

16.4 Staff who are likely to need to use reasonable force or other restrictive interventions should be appropriately trained in safe and lawful use and in preventative and de-escalation strategies.

16.5 The School maintains appropriate records of staff training.

17 Risk assessment

17.1 Where a concern about a pupil's welfare is identified, the risks to that pupil's welfare will be assessed and appropriate action will be taken to reduce the risks identified.

17.2 The format of risk assessment may vary and may form part of the School's overall response to a welfare issue, including individual pupil welfare plans such as behaviour, healthcare, safeguarding or education plans. Regardless of the form used, the School's approach will be systematic and pupil-focused.

17.3 Where appropriate, risk assessment may include technology-related safeguarding concerns, agreed mobile-phone adaptations, behaviour support planning, foreseeable risk of restrictive intervention and steps designed to reduce the likelihood of escalation.

17.4 Individual behaviour support plans and relevant risk assessments will be reviewed following significant incidents and periodically thereafter, involving the pupil and Parents where appropriate.

18 Record keeping

18.1 All records created in accordance with this policy are managed in accordance with the School policies that apply to the retention, security and destruction of records.

18.2 Rewards and sanctions issued through the School behaviour system should be entered on the School Management Information System in accordance with current procedures. The Deputy Head Pastoral and Deputy Head Academic, working through relevant pastoral and academic leaders, will monitor entries to support consistency and inform future approaches.

18.3 Rewards and sanctions issued by Boarding House teams will be recorded using the School's agreed boarding recording systems.

18.4 The Deputy Head Pastoral will maintain or oversee records of serious behaviour matters and significant sanctions. Records should contain information necessary to understand the incident, decision and outcome, including relevant SEND, safeguarding or equality considerations where appropriate and proportionate.

18.5 The School will maintain appropriate records of searches, including all searches for statutory prohibited items and such School Rule searches as the Head determines should be recorded. Search records should support safeguarding oversight and pattern analysis.

18.6 Mobile phone and smart-technology confiscations and repeated breaches will be recorded in a way that enables the School to monitor consistency, identify persistent misuse and evaluate the operation of the Smartphone-Free School Policy.

18.7 Significant uses of force and incidents of seclusion or restraint will be recorded and reported in accordance with Appendix 4. Data will be reviewed to identify patterns, support prevention and inform staff training and improvement planning.

18.8 The Deputy Head Pastoral will review behaviour and sanction records regularly so that patterns can be identified and managed appropriately and to support consistent use of sanctions across the School.

18.9 Records created in accordance with this policy may contain personal data. Staff must follow the School's data protection policies and privacy notices when handling such information.

Appendix 1 Rewards and sanctions

1 Rewards

1.1 Methods of rewarding pupils' progress will range from praise through to awards or prizes.

1.2 Rewards specific to the academic side of School life may include:

- classroom praise from staff
- academic house points
- termly effort and achievement grades
- mentions in Notices or assemblies
- house point certificates
- Deputy Head Awards
- letters or messages home to Parents
- Head's Awards and commendations
- commendation prizes
- scholarships or entry awards for achievement where applicable

1.3 Rewards on the co-curricular and community side may include:

- team recognition, photographs or dinners
- sports cups and other trophies
- letters or messages home to Parents
- Head's commendation
- Speech Day Awards
- recognition through the Westonbirt Performance Pathway
- scholarships in sport, art, music, drama or other areas where applicable

1.4 Other means of rewarding pupils may include recognition in house meetings, year-group assemblies, School publications, tutor or House communications, leadership responsibilities and external awards or opportunities.

1.5 House Points are tallied in accordance with School procedures and contribute to House recognition and competition.

2 Sanctions

2.1 Sanctions are intended to be reasonable, proportionate, educational and consistent. In selecting a sanction, staff will take account of the circumstances, seriousness of the behaviour, impact on others, previous behaviour, age and maturity, SEND or disability, safeguarding considerations and any relevant reasonable adjustment.

2.2 The range of sanctions for minor breaches includes, but is not limited to:

- verbal reminder, redirection or reprimand
- restorative conversation or sincere apology
- a short conversation outside or after a lesson
- repeating or completing unsatisfactory work
- loss of free time or a privilege
- removal from the classroom in accordance with School procedures
- School or House-based community service where appropriate
- written reflection or letter of apology
- behaviour monitoring or report card
- department, House or pastoral detention
- Refocus detention

- Friday evening or Saturday morning detention where used by the School
- other proportionate sanctions authorised by the Head

2.3 Refocus detention is a centralised pastoral sanction which may be used where a pupil has failed to meet expectations, including repeated low-level behaviour or a mobile-phone breach. It should combine a clear consequence with an opportunity for reflection, reset and pastoral follow-up where needed.

2.4 The sanctions for serious breaches include Controlled Suspension, Suspension, Removal / Withdrawal and Permanent Exclusion as set out in section 9.

3 Mobile phone and smart-technology sanctions

3.1 A breach of the Smartphone-Free School Policy may result in confiscation and an associated behavioural sanction. The School will apply consequences consistently whilst retaining discretion to take account of individual circumstances and reasonable adjustments.

3.2 For a first or isolated breach, the normal response may include confiscation of the device for a proportionate period, recording of the breach and a Refocus or other appropriate detention. The device will ordinarily be returned in accordance with School procedures unless the circumstances justify a longer period or parental collection.

3.3 For a repeated breach, the School may extend the period of confiscation, require collection by a Parent, impose an escalated detention or loss of privilege, place the pupil on monitoring and/or arrange a pastoral or Parent meeting.

3.4 Persistent breach, refusal to surrender a device when properly required, deliberate circumvention of the policy, use of a phone in front of younger pupils by a Sixth Form pupil, or misuse involving recording, cyberbullying, harassment or a safeguarding concern may be treated as a serious breach under section 9 and may lead to suspension or another serious sanction.

3.5 Where a device is confiscated because it may contain evidence relevant to a safeguarding concern or suspected offence, the safeguarding and searching procedures in Appendix 5 take priority over the ordinary return timetable.

Appendix 2 Investigations into serious breaches of discipline

- 1** The Head will appoint a senior member of staff to carry out or oversee an investigation.
- 2** Parents will be informed as soon as reasonably practicable after it becomes clear that the pupil may face disciplinary action for a serious breach of discipline, unless the School is prevented from doing so by the Police or where a safeguarding consideration requires a different approach.
- 3** An investigation and any subsequent meetings or interviews will be conducted fairly and in a way appropriate to a School, without formal legal procedures. If a pupil is interviewed, this will be done sensitively with any special needs, disability, age, vulnerability and necessary adjustments taken into account. Where practicable, a second member of staff will be present to take notes. Otherwise, the interviewing member of staff will make a written record. The pupil may be asked to confirm any statement or minute as true and accurate.
- 4** A pupil may be subject to a Controlled Suspension or other neutral arrangement while a complaint is investigated or while an investigation is on hold. Such a measure is not a disciplinary finding. The School will take reasonable steps to support the pupil's continuing education and welfare.
- 5** A pupil's space or belongings may be searched during an investigation where lawful and appropriate. Appendix 5 sets out the School procedure on searching and confiscation.
- 6** It may be necessary to delay an investigation or put it on hold where external agencies such as the Police, local authority or children's social care are involved and have advised that this is necessary. A decision to pause an investigation will be reviewed periodically. Regardless of external-agency delay, the School will provide appropriate pastoral and other support for pupils affected by the allegations.
- 7** The outcome of the investigation will be reported to the Head. If the findings appear to support the allegation or complaint, a disciplinary meeting will be held in accordance with Appendix 3.

Appendix 3 Disciplinary meeting with the Head

1 Where the findings of an investigation into an allegation or complaint of a serious breach of discipline appear to support the allegation or complaint, a disciplinary meeting with the Head will take place.

2 Attendance

2.1 The pupil and their Parents, if available, will be invited to attend the disciplinary meeting with the Head. Where the allegation concerns the behaviour of Parents, the pupil will not generally be expected to attend and the procedure will apply to the Parents as appropriate.

2.2 The person who undertook the investigation will normally be available to explain the circumstances and the investigation. An additional member of staff may be present to minute the meeting. The relevant Head of Year, Head of Key Stage or pastoral leader may also be involved.

2.3 If a Parent or pupil has a disability, special educational need or other need which calls for additional facilities or adjustments, those requirements should be made known so that appropriate arrangements can be considered.

2.4 If a Parent is unable to attend because of travel, work or another reasonable commitment, the School may make alternative arrangements, including remote participation, to support appropriate involvement.

3 Meeting

3.1 Documents available at the disciplinary meeting may include a statement of the allegation, relevant written statements or notes, correspondence, the investigation report, the pupil's School file or conduct record and relevant School policies and procedures.

3.2 The Head will consider the allegation and the evidence, including statements made by or on behalf of the pupil and, where applicable, the Parents.

3.3 The pupil and their Parents will have an opportunity to state their side of the case.

3.4 The Head will identify the range of disciplinary sanctions which may be available if the allegation is sufficiently proved.

3.5 Unless further investigation is required, the Head will close the meeting and inform the pupil and Parents that they will be notified of the decision.

4 Decision

4.1 The Head will consider whether the allegation or complaint has been sufficiently proved. The standard of proof is the civil standard, namely the balance of probabilities. The pupil's disciplinary record may be taken into account when determining sanction.

4.2 The Head may permanently exclude or remove a pupil or impose another sanction considered appropriate in accordance with this policy and the Parent Contract.

4.3 The Head will notify the Parents of the decision, ordinarily in writing and with reasons, within a reasonable period and normally within three working days of the disciplinary meeting.

4.4 Where the decision is Permanent Exclusion or Removal, the date upon which the decision takes effect and any interim arrangements will be stated in the decision letter.

5 Review

5.1 A request for Review of a decision to Permanently Exclude or Remove a pupil, or another decision for which the Parent Contract or Review Procedure provides a right of review, must be made in accordance with the Permanent Exclusion and Removal: Review Procedure.

5.2 Where a Review is requested, interim arrangements will be confirmed by the School pending the Review.

5.3 The Permanent Exclusion and Removal: Review Procedure contains the applicable timescales, composition of the Review panel and procedural requirements.

6 Leaving status

6.1 Where a pupil is permanently excluded, removed or withdrawn by agreement, the leaving status and associated arrangements will be determined in accordance with the Parent Contract and relevant School procedures.

6.2 Matters to be determined may include the form of communication to Parents and the School community, references, pupil records, transfer of work, public examinations, access to School premises, leavers' privileges, future re-entry to the School site and financial matters under the Parent Contract.

Appendix 4 Restrictive interventions, including reasonable force

1 Purpose and principles

- 1.1** The School's starting point is that restrictive interventions should be minimised through positive relationships, inclusive practice, early support, prevention and de-escalation. Restrictive interventions are not routine behaviour-management tools and must never be used to punish a pupil.
- 1.2** Any use of reasonable force must be lawful, necessary, reasonable and proportionate. Reasonable means using no more force than is necessary for the least amount of time in the circumstances.
- 1.3** In deciding what is appropriate, staff will consider the individual pupil's age, SEND, disability, communication needs, medical needs, trauma or other vulnerabilities and whether an alternative strategy not involving physical contact can be used.

2 When reasonable force may be used

- 2.1** All members of School staff have the legal power to use reasonable force in certain circumstances to prevent or stop a pupil from:
 - causing injury to themselves or others;
 - committing a criminal offence;
 - damaging property; or
 - causing disorder among pupils at the School, whether during a teaching session or otherwise.
- 2.2** Examples may include separating pupils where there is an immediate risk of injury, guiding a pupil away from danger or preventing a pupil from leaving a location where doing so would create an immediate safety risk. The legality and reasonableness of any intervention depend on the circumstances at the time.
- 2.3** Reasonable force may also be used in the limited circumstances permitted by law when conducting a search for certain statutory prohibited items. Force must not be used solely to search for an item banned only under School Rules.

3 Prevention and de-escalation

- 3.1** The School will employ whole-School and individual approaches to reduce foreseeable need for restrictive intervention. These may include clear routines, effective classroom management, relational approaches, calm communication, appropriate environments, planned adjustments, behaviour support plans and agreed de-escalation strategies.
- 3.2** Where a pupil is known to present an increased risk of behaviour which might require restrictive intervention, the School will consider an individual behaviour support or risk-management plan, developed with relevant professionals and, where appropriate, the pupil and Parents.

4 Seclusion and restraint

- 4.1** Seclusion is a non-disciplinary intervention involving keeping a pupil confined to a place away from others and preventing the pupil from leaving through physical obstruction, blocking, or causing the pupil to believe that they will be punished if they try to leave.
- 4.2** Seclusion should only be used as a safety measure to protect others from harm when a pupil is experiencing high levels of emotional or behavioural dysregulation. It must not be implemented through threat of punishment. The place must be safe and non-threatening, the pupil must be supervised at all times and the pupil must be allowed to leave as soon as the immediate risk of harm has reduced.
- 4.3** Restraint may involve physical contact or a non-contact action which immobilises a pupil or limits movement. Where restraint is used, the same principles of necessity, proportionality, safeguarding and minimum duration apply.

5 Recording and reporting

- 5.1** The School will maintain a procedure for recording each significant incident in which a member of staff uses force on a pupil, as required by section 93A of the Education and Inspections Act 2006. A

significant incident is one where the use of force goes beyond appropriate physical contact between pupils and staff.

- 5.2** A significant use-of-force incident must be recorded in writing as soon as practicable after the event. The member or members of staff involved should endeavour to complete the record no later than the same day.
- 5.3** The School will also record each incident of seclusion or restraint required to be recorded under the Schools (Recording and Reporting of Seclusion and Restraint) (No. 2) (England) Regulations 2025.
- 5.4** Records should include, as appropriate: the names of the pupil and staff involved; date, time, location and duration; relevant needs or circumstances; why the intervention was necessary; a description of what occurred; injuries or adverse impact; safeguarding considerations; and post-incident support and review.
- 5.5** Parents must be informed in writing as soon as practicable after a reportable incident and the School should endeavour to do this no later than the same day, subject to the statutory exceptions where reporting to a Parent would be likely to result in serious harm to the pupil. Where an exception applies, the School will follow the applicable statutory procedure.

6 Post-incident support and review

- 6.1** Following a restrictive intervention, the School will consider medical, pastoral and safeguarding needs of the pupil and staff involved. The pupil should be given an opportunity, when appropriate, to express their views about the incident.
- 6.2** The School will consider what can be learned from the incident, whether any risk assessment or behaviour support plan requires amendment, whether restorative work is appropriate and whether further support or training is needed.
- 6.3** The Head, Deputy Head Pastoral and DSL will monitor restrictive-intervention data at an appropriate frequency to identify patterns, disparities, repeated incidents and opportunities for prevention and improvement.

Appendix 5 Searching and confiscation

1 Legal framework and principles

- 1.1 The School has powers to impose reasonable and proportionate disciplinary measures and, in specified circumstances, to search for and confiscate items. The School has regard to the DfE guidance Searching, screening and confiscation: advice for schools (July 2022) and the statutory Mobile phones in schools guidance (June 2026).
- 1.2 Searching can be intrusive and should be carried out in a way that safeguards the welfare of pupils. Before a search, staff should consider the reason for and urgency of the search, the pupil's age and needs, the risk to the pupil or others and whether a less intrusive approach is available.

2 Items for which a search may be conducted

- 2.1 Statutory prohibited items include knives or weapons, alcohol, illegal drugs and stolen items; tobacco, cigarette papers, vapes, fireworks and pornographic images; and articles reasonably suspected to have been or likely to be used to commit an offence or cause personal injury or damage to property.
- 2.2 The law also permits a search for any item banned by School Rules where the rules identify the item as one which may be searched for.
- 2.3 The School expressly identifies the following School Rule items as items which may be searched for: mobile phones, smartphones, smart watches, wearable communication technology, personal recording devices and any other device which the Head has identified under School Rules as presenting a material risk to safety, safeguarding or good order.

3 Searching with consent and cooperation

- 3.1 A pupil may be asked to consent to a search for any item. Written consent will not normally be required. The age, maturity, SEND, disability and other relevant needs of the pupil will be considered.
- 3.2 If a member of staff suspects that a pupil has an item banned by the School, the pupil may be instructed to turn out pockets or a bag, unlock a locker or otherwise cooperate with a reasonable request. Refusal may be sanctioned under this policy, but refusal does not itself create a power to use force to search for a School Rule-only item.

4 Searching without consent

- 4.1 Where the Head or an authorised member of staff has reasonable grounds to suspect that a pupil has a statutory prohibited item or a School Rule item identified as searchable, a search may be conducted without consent where permitted by law.
- 4.2 Searches will only be carried out on School premises or elsewhere where the member of staff has lawful control or charge of the pupil, for example on a School visit or trip.
- 4.3 A search may include outer clothing, School property such as lockers or desks, boarding accommodation where lawful and appropriate, and personal property such as a bag or pencil case.
- 4.4 Searches will be conducted so as to minimise embarrassment or distress. The current DfE requirements concerning the sex of the searcher, presence of a witness and urgent exceptions will be followed. Staff must never conduct a strip search; only the Police may do so in accordance with the applicable law and safeguards.

5 After a search and recording

- 5.1 Whether or not an item is found, staff will consider whether the reasons for the search, the search itself or the outcome give cause to suspect that the pupil is suffering or likely to suffer harm, or whether specific support is required. Where appropriate the DSL or deputy will be consulted.
- 5.2 Searches for statutory prohibited items will be recorded on the School safeguarding reporting system, including searches where no item is found. The Head may require School Rule searches, including mobile-device searches, to be recorded as well.
- 5.3 A search record should normally include the date, time and location; pupil; staff present; item sought; reason for search; item found, if any; and follow-up action.



6 Confiscation

- 6.1** A member of staff may confiscate, retain or dispose of a pupil's property as a disciplinary penalty where it is reasonable to do so. Confiscation may follow a lawful search or may occur where an item comes to staff attention in another lawful way.
- 6.2** Where a mobile phone or smart device is used in breach of the Smartphone-Free School Policy, it may be confiscated for a period the School considers proportionate, taking account of the disciplinary purpose, the pupil's individual circumstances and any relevant reasonable adjustment. The graduated sanctions in Appendix 1 will normally apply.
- 6.3** The School will take reasonable care of confiscated property and will store it securely. Items may be returned to the pupil or Parent, retained, disposed of or delivered to the Police where lawful and appropriate.

7 Electronic devices and data

- 7.1** Electronic devices, including mobile phones, can contain data or files relevant to an offence or capable of causing harm. Safeguarding considerations take priority when deciding how to handle a confiscated device.
- 7.2** Staff may examine data or files on an electronic device confiscated as a result of a search where there is good reason to do so and the examination is lawful and proportionate. Good reason may exist where the data has been or could be used to cause harm, undermine the safe environment of the School, disrupt teaching or commit an offence.
- 7.3** If a member of staff suspects that a device may contain an indecent image of a child, including a nude or semi-nude image, the member of staff must not intentionally view, copy, print, share, store or save the image. The device should be confiscated, further viewing avoided and the incident referred immediately to the DSL or deputy.
- 7.4** Where material is suspected to constitute evidence of an offence, it must not be deleted and the School will follow the applicable guidance on preservation of evidence and referral to the Police.
- 7.5** Data may only be erased in the limited circumstances permitted by current DfE guidance and where there is good reason to do so. Any decision to examine or erase data should be made by appropriately authorised staff and, where safeguarding issues arise, in consultation with the DSL or deputy.

8 Disposal and handling of specific items

- 8.1** Alcohol, tobacco, cigarette papers, vapes and fireworks will not be returned to the pupil and will be retained, disposed of or otherwise dealt with in accordance with current DfE guidance and School procedures.
- 8.2** Controlled drugs will normally be delivered to the Police as soon as possible unless there is a lawful and good reason for another safe disposal route under the DfE guidance. Substances of uncertain legal status should be treated cautiously.
- 8.3** Stolen items, weapons and items suspected to be evidence of an offence will be handled in accordance with current DfE guidance, including delivery to the Police where required or appropriate.
- 8.4** Pornographic images and suspected indecent images of children will be handled in accordance with the safeguarding and electronic-device provisions above. Staff must not intentionally view indecent images of children.
- 8.5** Other School Rule items, including mobile phones and smart devices, may be returned, retained or otherwise dealt with in accordance with the Behaviour Policy, Smartphone-Free School Policy and the circumstances of the case.

9 Communication with Parents and complaints

- 9.1** There is no general requirement to obtain parental consent before a lawful search. Parents will normally be informed after a search where appropriate, particularly where a prohibited item is found, where there is a safeguarding concern, or where a significant disciplinary consequence follows.

9.2 Parents will be informed where a confiscated mobile phone or smart device must be collected by a Parent or is to be retained for an extended period, subject to any safeguarding or Police advice requiring a different approach.

9.3 Complaints about searching or confiscation will be dealt with through the School's Parental Complaints Policy and procedures.

Policy administration

Author	Deputy Head Pastoral
Original policy basis	Behaviour & Discipline Policy 2024
Substantive review	August 2026
Effective date	September 2026
Next formal review	September 2027, or earlier if statutory guidance or School arrangements change
Approval	Head / Proprietor

This policy should be read alongside the School's Safeguarding and Child Protection Policy, Smartphone-Free School Policy, Online Safety Policy and other policies listed at section 3.3. It is intended to reflect the statutory and DfE framework in force for the 2026/27 academic year. The School will review the policy earlier than the scheduled review date if legislation, statutory guidance or School practice materially changes.