



Student Code of Conduct – Years 7 – 11

The following Student Code of Conduct is available to Students in Years 7 -11 on their School iPad:

Richard Challoner School has a Christian ethos based on the teachings and values of the Catholic Church. To be a Christian means to live our life in Christ and live by the values expressed in the Gospels. To be a Christian means to love and serve others and to show understanding, care and sensitivity towards others. It also means acting for the greater good. Our Code of Conduct is based on these teachings and values.

The aim of our Code of Conduct is to allow students to live, work and play in a caring and safe environment, in which we foster solidarity, mutual respect and tolerance.

General Behaviour

1. At Richard Challoner School, we are proud of our uniform and the good name of the school. By dressing well, I promote a positive image of Richard Challoner School and myself. As a member of the school, I agree to wear the full uniform (i.e. school blazer, blue shirt and school tie, V neck grey jumper, black trousers and black leather (not canvas) school shoes and dark plain socks) in school, as well as to and from school. This includes being smartly dressed at all times, with my top button fastened, tie close to the collar (with the front of the tie being longer than the back), my shirt tail tucked in and my blazer sleeves must not be rolled up. Any coat or jacket worn to school must be a dark, plain colour. No hoodies are allowed.
2. I will not do anything to call into question the good name or reputation of the school.
3. I also understand the importance of good attendance and being punctual to school and to lessons. If I am late (arriving after 8:38 am) I will report directly to the school office to be given a late mark in the register. I understand that I then need to report to the KS3 office at the end of the school day where I will serve a 30-minute late detention on that day.
4. I will be polite and well-mannered at all times. If I wish to ask a question in class, I will raise my hand. I will not call out or distract the teacher or other students. I understand the authority of teachers is paramount and will cooperate with staff at all times



5. I will come prepared for lessons with the correct equipment, my diary and books. Correct equipment includes a pencil case, pen + at least one spare pen, pencil, ruler, rubber, coloured pencils, sharpener, compass and scientific calculator. I will check Satchel One daily and complete all homework set by my teachers. I will ensure all equipment and clothing is marked with my name.
6. I will take responsibility for my own learning; this includes: learning to be RESILIENT (never giving up), being RESOURCEFUL (showing initiative and seeking new ways of learning), being REFLECTIVE (asking myself 'is my work good enough and how can I improve it') and showing RECIPROCITY (being able to work as part of a team).
7. I have a responsibility to take full advantage of all the numerous and varied wider curricular and House activities offered to students by teachers and other staff at the school and fully support the work of the School Parliament.
8. I will move around the school in a sensible fashion, following all one-way systems and adhere to the rules for moving around the school. I understand that pushing in the corridors is dangerous and as such is neither appropriate, nor acceptable. I will ensure that I keep to the designated zones for my year group before school and during break and lunchtimes.
9. I will not leave the premises, be in a restricted area or be out of bounds unless I have been given specific permission to do so by a member of staff (this includes entering classrooms, changing rooms or offices without express permission). At the end of the school day I understand that I need to depart promptly once my year group has been dismissed, unless I am involved in an organised after school activity
10. As a student in a Christian school, I understand that bullying in any form, be it physical, mental, digital or verbal will not be tolerated at Richard Challoner School. This includes but is not exclusive to racist, sexist, homophobic and other gender-based bullying. This applies to any form of bullying in school, as well as outside school and where it involves a student from this school. I understand that I have a duty to others to report any bullying that I see or become aware of. I realise that name calling and making unpleasant remarks about a student, his parents and his family or friends, is hurtful and a form of bullying and is not acceptable at our school. Any information given will be treated with discretion and in a sensitive manner.



11. I understand that I may be requested to complete an incident report form if deemed necessary by a member of staff.
12. At Richard Challoner School, we value trust, honesty and respect. Taking items which belong to others, or the school, without permission is theft and is not acceptable. This includes taking items from the school canteen without paying.
13. I realise, if I bring any valuable item to school and the item is then stolen, lost or damaged, it will be my own responsibility and not that of the school.
14. Mobile phones are not allowed to be used in any way once the students are on the school premises. This includes using a “smart watch” to interact with my mobile phone.

If mobile phones were allowed to be used or seen in school, it is inevitable that lessons would be disrupted on a regular basis, with phones ringing and pupils communicating with each other. If a mobile phone rings or is seen under any circumstances by a member of staff during the school day, it is confiscated by the school for 10 school days from the date the phone is taken by a member of staff.

The use of mobile phones on school trips or visits will be at the discretion of the member of staff.

Appearance / Haircuts / Facial Hair

A smart appearance is important and extremes of fashion are to be avoided. Overcoats and other outdoor items must not be worn inside the school building.

Haircuts and hairstyles must be of a conservative style and length. The following are not acceptable:

- Shorter than Grade 3
- Highlights and the use of hair colours/dyes
- Plaits
- Ponytails
- Steps
- Tramlines
- The use of excessive gel



Hair must be clean, tidy and of moderate length. This means above the collar, not covering the eyes, eyebrows or face and not excessively short, i.e. extremes are not acceptable, which includes long fringes. Naturally curly or similar types of hair must also be of moderate length.

Facial hair is also not allowed; this includes moustaches, beards and excessive sideburns. Eyebrows must not be shaved.

Any student whose haircut, hairstyle or general appearance is, in the opinion of the Headmaster unacceptable, may be required to attend break and lunchtime detentions until the issue has been resolved to the Headmaster's satisfaction.

I understand that earrings are not accepted at the school, nor are other body piercings and tattoos.

Health and Safety

COVID-19

I appreciate the need to keep our community safe under the current national and global pandemic. I will ensure that I comply with all expectations around social and physical distancing both on the way to and from school, as well as in school. I understand that these rules may change as the academic year progresses. This includes:

- Hand washing and/or the use of hand sanitising gel (available at the entrance to each classroom)
- Adhering to rules regarding numbers of pupils in toilet areas
- Wearing face masks on public transport for my own and other people's protection
- Not using the shops at Malden Manor to help prevent cross contamination between year groups as well as helping to protect the wider local community
- Avoiding all unnecessary excessive physical contact where at all possible
- Following school and government guidelines in the event that I or anyone in my household displays any COVID symptoms. This also includes self-isolating as required.

This sits alongside more detailed advice on the school website, as well as any changing guidelines from government and may well change as the nation emerges out of lockdown restrictions.



We all have a duty to take care of ourselves and others. I understand that some anti-social habits are dangerous and that:

1. Smoking and vaping is not allowed at Richard Challoner School, or on the journey to and from school, or elsewhere when I am representing the school.
2. Bringing illegal drugs into school is forbidden and students will be permanently excluded if they do so.
3. I will not bring dangerous items into school, such as matches, fireworks, knives, laser pens and any other items which are likely to cause offence or create a danger. Any scissors that are needed for lessons must be of the round ended type.
4. If I cycle to school, I must have parental permission to do so. I must wear a suitable cycle helmet for protection and understand that, if I fail to do so, then this privilege will be withdrawn. I must also secure my cycle in the designated cycle stands, using an appropriate lock. I also accept that the school cannot accept any responsibility for any student cycles left on the school site at any time. I understand that I should not be cycling on the pavements, as doing so puts myself and other pedestrians at risk.
5. Scooters (including electric scooters) and skateboards are not allowed in school, or as a mode of transport to and from school.

Environment

We all have a duty to look after our environment. I will play my part by recycling where possible, putting all rubbish in the bins provided and looking after the school buildings and equipment, which are there for my benefit. Graffiti and vandalism are unacceptable and should be reported immediately. I may be expected to undertake some form of community service within the school in order to make amends for my actions.

I realise the mess that chewing gum and permanent marker pens can make and I will not bring these into school. I understand any student found chewing gum will be given an automatic Head's detention.



Rewards and Sanctions

Students who work well and behave well may receive one or more of the following:

1. A word of praise from any member of staff.
2. A good comment recorded on Cloud School.
3. A commendation for exceptional work/behaviour.
4. A letter/telephone call/an email home to his parents.
5. An invitation to an 'Attitude to Learning Tea'.
6. Certificates for Effort, Achievement, Improvement and Attendance and Punctuality.
7. Termly prizes, e.g. Good Egg award or Jack Petchey award.
8. Presentation at a Year Assembly/whole School Assembly.
9. Awards dinners.

Where the behaviour or work of a student falls below that expected he may:

1. Receive a reprimand.
2. Community service
3. Receive a bad comment recorded on Cloud School.
4. Be given a Year detention* on Monday after school.



5. Be given a late detention for 30 minutes after school if I arrive after 8:38 am
6. Be given a homework detention* for failure to complete work to an appropriate standard or for failing to hand work in at the appropriate time. Students will be expected to complete the work to the appropriate standard during this detention.
7. Be given a detention* for any other inappropriate forms of behaviour.
8. Be given a Head's detention of 2 hours, usually held on a Thursday after school
9. Be given a 3 hour Saturday morning detention (9.00am–12.00 noon), e.g. where a student fails to report for a Head's detention or any other reason which, in the opinion of the Headmaster, warrants this sanction.
10. Be placed on an appropriate report and/or a letter sent home or telephone call home.
11. Be temporarily excluded (either placed in the safety net – usually on the stage, or sent home). Students who are internally excluded will report to the school office on arrival at school instead of going to registration. Students may be excluded for 1 to 5 days. In serious cases, it could be as long as 15 days.
12. Be banned from school trips and other activities, at the discretion of the Headmaster.
13. Be referred to The Malden Oaks (PRU) normally for half or a whole term, but sometimes permanently, depending on the age of the student.
14. Be permanently excluded, i.e. a student will lose his place at the school, which will then be allocated to another student from the waiting list.

*Any student can be detained for up to one hour without any notice if the teacher decides this is warranted due to poor work, attitude or general behaviour though most detentions will receive 24 hours' notice.

Rewards and sanctions are recorded on the school's Information management system, Cloud School.



Students may be temporarily excluded for:

A breach of the dress code, serious disruption, smoking or vaping, carrying offensive items, being under the influence of alcohol or illegal drugs, minor theft and vandalism, physical aggression and bullying, including physical, mental, digital, verbal, racist, sexist, homophobic and other gender-based bullying. This includes offensive behaviour, language or actions, or verbal abuse to a member of staff or student. It also includes deliberately being rude to a teacher or ignoring the instructions of a teacher, member of staff or prefect. Any behaviour which calls into question the good name of the school, or other serious incidents/behaviour which, in the opinion of the Headmaster, requires an exclusion.

Temporary exclusions are normally regarded as 'spent' after 12 months on file, but this is at the discretion of the Headmaster.

A student may be permanently excluded for:

Bringing illegal drugs into school under any circumstances, any form of persistent bullying as outlined above, persistent threatening or aggressive behaviour. Persistent disruption, where other sanctions have failed to effect a change in behaviour. Major theft or any attempted or actual physical assault on a member of staff or, in the opinion of the Headmaster, a serious assault on a pupil. Bringing any weapon into school.

He may also be excluded for other serious incidents which, in the opinion of the Headmaster, warrant a permanent exclusion.

Students who are externally excluded on a temporary basis on three occasions (and normally taking into account spent exclusions) may be required to attend (with their parents) a meeting of the school's disciplinary panel, made up of the Headmaster and at least two members of the Governing Body. At this meeting, a final warning will be issued and any further exclusion may then be on a permanent basis.

However, it should be clearly noted that the Headmaster has the power to permanently exclude any student at any time, should the circumstances warrant such action.



Additional Advice for Staff – Years 7 - 13

Guidance for searching and confiscation.

This advice is based on the guidance document from the Department for Education: Searching, Screening and Confiscation January 2018

Key points

Searching

School staff can search a pupil for any item if the pupil agrees¹

Headteachers and staff authorised by them have a statutory power to search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item. Prohibited items are:

- knives or weapons
- alcohol
- illegal drugs
- stolen items
- tobacco and cigarette papers
- fireworks
- pornographic images²
- any article that the member of staff reasonably suspects has been, or is likely to be, used:
to commit an offence, or
- to cause personal injury to, or damage to the property of, any person (including the pupil).

Headteachers and authorised staff can also search for any item banned by the school rules which has been identified in the rules as an item which may be searched for.

¹ The ability to give consent may be influenced by the child's age or other factors

² Staff should make sure that no such images are shared to any other device, as to do so could constitute an offence in itself



Confiscation

School staff can seize any prohibited item found as a result of a search. They can also seize any item, they consider harmful or detrimental to school discipline, or any item which has been identified as banned in the school rules (such as mobile phones).

Searching with consent

Schools' common law powers to search:

School staff can search pupils with their consent for any item.

Also note:

- Schools are not required to have formal written consent from the pupil for this sort of search – it is enough for the teacher to ask the pupil to turn out his or her pockets or if the teacher can look in the pupil's bag or locker and for the pupil to agree.
- Schools should make clear in their school behaviour policy and in communications to parents and pupils what items are banned.
- If a member of staff suspects a pupil has a banned item in his/her possession, they can instruct the pupil to turn out his or her pockets or bag and if the pupil refuses, the teacher can refer the matter to a Year Leader, a Subject Leader or a member of the Senior Leadership team.
- A pupil refusing to co-operate with such a search raises the same kind of issues as where a pupil refuses to stay in a detention or refuses to stop any other unacceptable behaviour when instructed by a member of staff – in such circumstances, schools can apply an appropriate disciplinary penalty.

Searching without consent. What the law says:

What can be searched for?

- Knives or weapons, alcohol, illegal drugs and stolen items; and
- Tobacco and cigarette papers, fireworks and pornographic images; and
- Any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury, or damage to property; and
- Any item banned by the school rules which has been identified in the rules as an item which may be searched for.



Can I search?

- Yes, if you are a headteacher or a member of school staff and authorised by the headteacher. Headteachers are able to decide who they wish to have these powers

Under what circumstances?

- You must be the same sex as the pupil being searched; and there must be a witness (also a staff member) and, if possible, they should be the same sex as the pupil being searched.
- There is a limited exception to this rule. You can carry out a search of a pupil of the opposite sex to you and / or without a witness present, but only where you reasonably believe that there is a risk that serious harm will be caused to a person if you do not conduct the search immediately and where it is not reasonably practicable to summon another member of staff.

When can I search?

- If you have reasonable grounds for suspecting that a pupil is in possession of a prohibited item.

Also note:

- The law also says what must be done with prohibited items which are seized following a search.
- The requirement that the searcher is the same sex as the pupil and that a witness is present will continue to apply in nearly all searches. Where it is practicable to summon a staff member of the same sex as the pupil and a witness then the teachers wishing to conduct a search must do so.



Authorising members of staff

- Headteachers should decide who to authorise to use these powers. There is no requirement to provide authorisation in writing.
- Staff can refuse to undertake a search. The law states that headteachers may not require anyone other than a member of the school security staff to undertake a search, which are not employed in our school
- Staff can be authorised to search for some items but not others; for example, a member of staff could be authorised to search for stolen property, but not for weapons or knives.

Training for school staff

- When designating a member of staff to undertake searches under these powers, the headteacher should consider whether the member of staff requires any additional training to enable them to carry out their responsibilities.

Establishing grounds for a search

- Teachers can only undertake a search without consent if they have reasonable grounds for suspecting that a pupil may have in his or her possession a prohibited item. The teacher must decide in each particular case what constitutes reasonable grounds for suspicion. For example, they may have heard other pupils talking about the item or they might notice a pupil behaving in a way that causes them to suspect that the pupil is concealing a prohibited item.
- In the exceptional circumstances when it is necessary to conduct a search of a pupil of the opposite sex or in the absence of a witness, the member of staff conducting the search should bear in mind that a pupil's expectation of privacy increases, as they get older.
- The powers allow school staff to search regardless of whether the pupil is found after the search to have that item. This includes circumstances where staff suspect a pupil of having items such as illegal drugs or stolen property which are later found not to be illegal or stolen.



- School staff may wish to consider utilising CCTV footage in order to decide as to whether to conduct a search for an item.
- Searches without consent can only be carried out on the school premises or, if elsewhere, where the member of staff has lawful control or charge of the pupil, for example on school trips in England or in training settings.

The power to seize and confiscate items – general

What the law allows:

- Schools' general power to discipline, as circumscribed by Section 91 of the Education and Inspections Act 2006, enables a member of staff to confiscate, retain or dispose of a pupil's property as a disciplinary penalty, where reasonable to do so.

Also note:

- The member of staff can use their discretion to confiscate, retain and/or destroy any item found as a result of a 'with consent' search so long as it is reasonable in the circumstances. Where any article is reasonably suspected to be an offensive weapon, it must be passed to the police.
- Staff have a defence to any complaint or other action brought against them. The law protects members of staff from liability in any proceedings brought against them for any loss of, or damage to, any item they have confiscated, provided they acted lawfully.

Items found as a result of a 'without consent' search

What the law says:

- A person carrying out a search can seize anything they have reasonable grounds for suspecting is a prohibited item or is evidence in relation to an offence.
- Where a person conducting a search finds alcohol, they may retain or dispose of it. This means that schools can dispose of **alcohol** as they think appropriate but this should not include returning it to the pupil.
- Where they find **controlled drugs**, these must be delivered to the police as soon as possible but may be disposed of if the person thinks there is a good reason to do so.
- Where they find **other substances**, which are not believed to be controlled drugs, these can be confiscated where a teacher believes them to be harmful or detrimental to good order and discipline. This would include, for example, so called 'legal highs' or "edibles". Where staff suspect a substance may be controlled they should treat them as controlled drugs as outlined above.



- Where they find **stolen items**, these must be delivered to the police as soon as reasonably practicable – but may be returned to the owner (or may be retained or disposed of if returning them to their owner is not practicable) if the person thinks that there is a good reason to do so.
- Where a member of staff finds **tobacco or cigarette papers** they may retain or dispose of them. As with alcohol, this means that schools can dispose of tobacco or cigarette papers as they think appropriate but this should not include returning them to the pupil.
- **Fireworks** found as a result of a search may be retained or disposed of but should not be returned to the pupil.
- If a member of staff finds a **pornographic image**, they may dispose of the image unless they have reasonable grounds to suspect that its possession constitutes a specified offence (i.e. it is extreme or child pornography) in which case it must be delivered to the police as soon as reasonably practicable.
- Where an article that has been (or is likely to be) used to commit an offence or to cause personal injury or damage to property is found it may be delivered to the police or returned to the owner. It may also be retained or disposed of.
- Where a member of staff finds **an item, which is banned under the school rules**, they should consider all relevant circumstances and use their professional judgement to decide whether to return it to its owner, retain it or dispose of it.
- Any **weapons or items which are evidence of an offence** must be passed to the police as soon as possible.

Statutory guidance for dealing with electronic devices

- Where the person conducting the search finds an electronic device that is prohibited by the school rules or that they reasonably suspects has been, or is likely to be, used to commit an offence or cause personal injury or damage to property, they may examine any data or files on the device where there is a good reason to do so. They may also delete data or files if they think there is a good reason to do so, unless they are going to give the device to the police. This power applies to all schools and there is no need to have parental consent to search through a young person's mobile phone if it has been seized in a lawful 'without consent' search and is prohibited by the school rules or is reasonably suspected of being, or being likely to be, used to commit an offence or cause personal injury or damage to property.



- The member of staff must have regard to the following guidance issued by the Secretary of State when determining what is a “good reason” for examining or erasing the contents of an electronic device:
- In determining a ‘good reason’ to examine or erase the data or files the staff member should reasonably suspect that the data or file on the device in question has been, or could be, used to cause harm, to disrupt teaching or break the school rules.
- If an electronic device that is prohibited by the school rules has been seized and the member of staff has reasonable grounds to suspect that it contains evidence in relation to an offence, they must give the device to the police as soon as it is reasonably practicable. Material on the device that is suspected to be evidence relevant to an offence, or that is a pornographic image of a child or an extreme pornographic image, should not be deleted prior to giving the device to the police.³
- If a staff member does not find any material that they suspect is evidence in relation to an offence, and decides not to give the device to the police, they can decide whether it is appropriate to delete any files or data from the device or to retain the device as evidence of a breach of school discipline.
- All school staff should be aware that behaviours linked to sexting put a child in danger. Governing bodies should ensure sexting and the school’s approach to it is reflected in the child protection policy. The UK Council for Child Internet Safety (UKCCIS) Education Group has recently published the advice - sexting in schools and colleges - responding to incidents and safeguarding young people.

Also note

- If a mobile phone rings or is seen under any circumstances by a member of staff during the school day, it is confiscated by the school for 10 school days from the date the phone is taken by a member of staff. The mobile phone should be brought to the school office, where it will be placed in an envelope and stored in the school safe.
- Students are permitted to copy down key numbers that they might need before the phone is secured. Students can phone home from the school office if they need to contact parents before heading home for the day.
- In the event that a parent complains about being unable to contact their son and identifies this as a safety concern, the school has a number of basic pay as you go mobiles which can be loaned to the student for the length of the confiscation of their own phone.

³ Section 62 of the Coroners and Justice Act 2009 defines prohibited images of children. Section 63 of the Criminal Justice and Immigrations Act 2008 defines extreme pornographic images



Telling parents and dealing with complaints

- Schools are not required to inform parents before a search takes place or to seek their consent to search their child.
- There is no legal requirement to make or keep a record of a search. However, it would be sensible to record a search on Cloudschool if it leads to further sanctions for the student involved
- Schools should inform the individual pupil's parents or guardians where alcohol, illegal drugs or potentially harmful substances are found, though there is no legal requirement to do so.
- Complaints about searching should be dealt with through the normal school complaints procedure.

Guidance for use of reasonable force

This advice is based on the guidance document from the Department for Education: Use of Reasonable Force: Advice for headteachers, staff and governors July 2013

What is reasonable force?

- The term 'reasonable force' covers the broad range of actions used by most teachers at some point in their career that involve a degree of physical contact with pupils.
- Force is usually used either to control or restrain. This can range from guiding a pupil to safety by the arm through to more extreme circumstances such as breaking up a fight or where a student needs to be restrained to prevent violence or injury.
- 'Reasonable in the circumstances' means using no more force than is needed.
- As mentioned above, schools generally use force to control pupils and to restrain them. Control means either passive physical contact, such as standing between pupils or blocking a pupil's path, or active physical contact such as leading a pupil by the arm out of a classroom.
- Restraint means to hold back physically or to bring a pupil under control. It is typically used in more extreme circumstances, for example when two pupils are fighting and refuse to separate without physical intervention.



- School staff should always try to avoid acting in a way that might cause injury, but in extreme cases it may not always be possible to avoid injuring the pupil.

Who can use reasonable force?

- All members of school staff have a legal power to use reasonable force.
- This power applies to any member of staff at the school. It can also apply to people whom the headteacher has temporarily put in charge of pupils such as unpaid volunteers or parents accompanying students on a school organised visit.

Policy Review Due: May 2022

Review Cycle: Annual