



## **9a - Behaviour Policy**

*Reviewed August 2018*

It is expected that pupils will behave in a polite and considerate manner at all times, contributing to the good reputation of the school and maintaining an orderly climate for learning.

All pupils are expected to respect the rights of others and to show respect for school property and the school environment. All staff should model good behaviour and never denigrate pupils or colleagues.

Pupils should be aware of and implement the Antibullying policy. Staff should take all reasonable steps to protect staff and pupils from bullying and deal effectively with reports and complaints about bullying.

Staff will apply sanctions fairly, consistently, proportionately and reasonably (See Appendix 1). Staff will support, praise and, as appropriate, reward pupils' good behaviour. (See Appendix 2).

This behaviour policy and any sanctions outlined within it are in accordance with government guidance on equal opportunities and are not designed to discriminate against any group or individuals.

Pupils are expected to follow reasonable instructions by school staff, obey school rules (see Appendix 3) and accept sanctions. Pupils are to expect appropriate action from the school to tackle incidents of violence, threatening behaviour, abuse, discrimination or harassment and parents will be informed of any serious infringement of school rules by their daughter. Whilst staff are discouraged from confiscating valuable items from pupils, in the event that such action becomes necessary the confiscation of property procedure will be followed (see Appendix 4).

Malicious allegations against staff will be dealt with under the school's disciplinary procedures.

Pupils are expected to cooperate with and abide by any arrangements put into place to support their behaviour. The school does not condone the misuse of drugs, solvents, alcohol or tobacco by its pupils or the illegal supply of these substances (see Appendix 5)

Staff should be watchful for any changes of behaviour which might indicate problems which should be dealt with in line with the school policies, including the Antibullying and Child Protection and Safeguarding policies.

Pupils are expected to wear the school uniform, following the uniform rules, so that at all times they are smart and presentable.

Pupils are to adhere to the LSF Code of Conduct for the Coaches and The Walks (Appendix 6).

## **APPENDIX 1: DISCIPLINE**

The school aims to provide a calm and structured environment in which individuals can flourish, live harmoniously as part of the community and develop the important control of self-discipline.

On occasions when it is considered that there has been inappropriate behaviour, poor standards of work or a breach of rules, discipline is dealt with by all teaching staff (in school, or on school trips) on a variety of levels according to the misdemeanour.

For minor misdemeanours, in the first instance the teacher will reprimand the pupil and advise on ways of improvement. If the behaviour is repeated they will inform the form tutor outlining the nature of concern and the action taken. The form tutor will also seek to advise the pupil on means of improvement.

If a pupil receives more than two concerns or if the misbehaviour is more serious, the form tutor will discuss the matter with the Head of Year.

The following steps will then be taken:

- (i) The Head of Department, Head of Year or member of SLT will interview the pupil, and may contact parents (either to inform them or request a meeting). They may decide to put a pupil 'on report' for a specific period, or request a regular meeting to monitor behaviour and improvement.
- (ii) For a very serious misdemeanour the Head may apply sanctions such as Saturday/holiday detentions, suspension or exclusion.

All staff must ensure that details of late work or inappropriate behaviour are sent to the form tutor and Head of Year outlining the nature of the concern and the action taken

Any Head of Year or Head of Department issuing an after school detention must ensure that a detention letter with reply slip, accurately completed, is sent to the pupil's parent(s) and the reply slip is returned, signed by the parent, before the detention takes place. Whilst there is no government requirement for a notice period to be given, in general 2 days' notice of the detention will be provided. The Deputy Head **must** be informed in advance of the sanction being used and the letter being sent home.

School detentions are carried out after school from 4.00pm to 4.45pm for younger pupils, and 4.00pm to 5.00pm for those in year 10 or above, and may either be work set by subject staff or tasks allocated by the Head of Year, Head of Department or a member of SLT.

Under no circumstances will staff use physical force as a punishment however they are allowed to use justifiable restraint to prevent an offence, injury or prejudicial behaviour. (See Appendix 7)

The school does not believe in or use corporal punishment.

The school reports the number of disciplinary concerns to the Governors and reports the significant rewards achieved to the whole school on a regular basis through school assemblies, end of term assemblies and Junior and Senior Prize Giving ceremonies.

## **STAFF, PARENT AND PUPIL GUIDELINES ON SANCTIONS FOR PUPILS AT LHS**

### **Dealt with by a member of staff with the support of the Head of Department**

#### **Minor behaviour issues including:**

First homework problems for example failure to hand in homework/inadequate standard of work - teacher to speak to pupil and issue a minor reprimand.

Behaviour in lessons, minor, for example not bringing book to lesson, not paying attention in lesson - teacher to speak to pupil and issue a minor reprimand.

Poor test result – pupil asked to retake test.

Poor homework – pupil asked to redo homework.

Falling behind with coursework or internal deadline for submission missed - teacher to speak to pupil, issue a minor reprimand and arrange time for a lunchtime catch up session.

Lack of preparation for controlled assessment - teacher to speak to pupil, issue a minor reprimand and arrange time for a lunchtime catch up session.

***Additional support for all of the above will be provided by the Head of Department.***

#### **Repeated or more serious problems, for example:**

Further homework problems, for example repeated failure to hand in homework, and without good reason.

Lack of progress in the subject.

Falling behind with coursework; more than one deadline missed.

Failure to catch up on work missed through absence after reasonable time allowed.

***Additional support for all of the above will be provided by the Head of Department. Attendance at supervised departmental lunchtime sessions until work is up to date would be appropriate for all of the above circumstances.***

Misbehaviour in lessons, for example repeated disturbance to lesson.

Persistent failure to bring books and equipment to lesson.

Persistent failure to complete outstanding work.

***A reprimand from the Head of Department and a supervised departmental lunchtime detention is appropriate to address these circumstances. The Head of Department will notify the relevant Head of Year indicating the concern raised and the action taken.***

### **Head of Year/Assistant Head**

Unresolved or persistent behaviour issues including:

Repeatedly not adhering to the dress code.

Chewing gum – automatic detention.

Rudeness or insolence to a member of staff.

Bullying.

Deliberately missing a lesson.

Improper use of school IT network.

### **6th form**

Not carrying out prefect duties.

Inappropriate behaviour in the common room - may be banned from common room.

***A meeting of the student with the Head of Year or Assistant Head (Pastoral) is appropriate for the above; sanctions used will vary depending on the circumstances but will include supervised lunchtime sessions, lunchtime detentions and after school detentions.***

### **Deputy Head**

Misbehaviour in a public place, on the school grounds, on a school bus or in the school car parks.

Dangerous driving in the car park or parking in the car park without a permit.

Consumption of alcohol or smoking.

### **Head**

Truancy.

Drugs offences.

## **APPENDIX 2: REWARDS**

It is important to praise and reward pupils for their achievements. These include, for example, verbal praise and written remarks about good work and other rewards as explained below.

### ***Rewards can be given for a range of activities, for example***

- A single piece of excellent work
- Several pieces of excellent work (cumulative)
- Work that displays particular effort
- Contribution to school life – for example participating in a drama production, in a team (never missing a practice or match), helping on Open Day, charity, exemplary attendance, tidiness, behaviour.

Rewards may take the form of the direct award of a House point, issue of a Merit card or inclusion in the Excellence Book.

### ***Tier 1 award: House points***

House points are awarded for a variety of reasons, for example good pieces of work, small acts of helpfulness or kindness. This is limited to a maximum of 2HP per deed. Pupils are required to keep a record of their House points on their House Point card. A full House Point card will be converted into points that count towards a Head's Award. At the final House assembly of each term, this card is to be submitted to their House Captain or at a time given by the House Captain in the absence of a House assembly. The house Captains collate the points supervised by the Assistant Head Curriculum.

House points accumulated over a pupil's time at the school and count towards a Head' award.

### ***Tier 2 award: Merit cards***

The Merit card stands between a House point, given for a good piece of work or effort, and the Excellence Book which records exceptional events. Merit cards are worth 5 house points.

Merit cards should be awarded for achievements such as:

- A piece of work over and above what would normally be achieved by the pupil
- A sustained period of real effort over several weeks
- Strong positive contribution to the community (fundraising, exceptional kindness to others)
- Helping or supporting others at some considerable inconvenience to themselves, including, for example, volunteering to help at weekends.

Merit cards accumulate over a pupil's time at the school and count towards a Head's award. Completed merit cards should be placed in the box near the Drama Studio or given into Reception so that they can be recorded centrally.

### ***Tier 3 award: Excellence Book***

Nomination for the Excellence Book is reserved for success which is really outstanding, for example, competing at county or national level in sport or academic success in an Olympiad, regional or national debate and other competitions.

A member of staff completes a notice for assembly (available from Miss Hughes) and this is read out in assembly. The pupil(s) are invited to sign the Excellence Book at morning break or the next suitable time. 10 House points are awarded for an entry in the Excellence Book. The Assistant Head (Academic) oversees the collation of these and they count toward the Head's Award.

***A wide range of rewards and achievements are celebrated in full school assemblies, for example:***

certificates for a variety of awards and successes are presented  
individual achievements are shared and the participant congratulated  
results of team matches are read out and the players congratulated  
pupils who are successful in educational competitions are congratulated

In addition, press releases are sent to local newspapers whenever notable success is achieved and information is uploaded to the school website.

Achievement is recognised formally in the annual Junior and Senior Prize Giving ceremonies where a considerable number of awards are presented.

### ***Head's Award***

50 house points gains a Bronze Head's Award badge  
100 house points gains a Silver Head's Award badge  
200 house points gains a Gold Head's Award badge (and a book token)  
300 house points gains a Platinum Head's Award badge (and a book token)

It is expected that whilst many pupils may achieve Bronze Awards and some would gain Silver, a few would gain Gold Awards and very few will gain a platinum award. A gold award and a Platinum award are considered to be significant achievements.

## **APPENDIX 3: LOUGHBOROUGH HIGH SCHOOL RULES**

It is expected that all pupils will have knowledge of the following rules for the benefit of the whole school community.

There are two periods of registration daily – at 8.40am and 2.20pm. Pupils must be in form rooms by these times and must be prompt to all lessons.

Silence should be observed at assembly time and in the library.

If a pupil is absent because they are unwell, a parent should ring school by 9.15am and, when they return, a note should be sent confirming the absence to their form tutor.

If a pupil leaves school for any reason during the day they must sign out at Reception, and sign in if they return.

If a pupil feels unwell they should go to Matron, who will arrange, if appropriate, for them to go home. No pupil may make their own arrangements to go home during the day.

Correct uniform must be worn by all pupils with no jewellery (except that a pupil with pierced ears may wear a pair of small, simple ear studs or sleepers with one earring in each lower ear lobe).

All items of uniform and personal belongings must be clearly marked with the owner's name. The school does not accept responsibility for any loss.

School cannot be held responsible for any money or valuable possessions brought into school unless such items are given into the safe keeping of a member of staff. Such items must be marked with the owner's name.

At morning break pupils may eat snacks in the form room or outside, and litter should be put in the bins provided. All lunches are to be eaten in the dining room or outside, except for year 11, who have the privilege of eating in form rooms. No one may eat or drink in the computer areas, the Genius Bar, the hall, the corridors, on the stairs or in transit. Pupils are discouraged from eating off-site in public places whilst in school uniform. Take away food and drinks are not to be brought on to the campus or into the buildings.

Devices that play music (for example, iPods, iPads, MP3 players and mobile phones) should not be used for that purpose during the school day. If they are misused they may be confiscated. We strongly advise that they are not used on the journey to or from school for reasons of security and safety.

Mobile phones should only be brought to school on the understanding that no responsibility can be accepted for their loss. They should not be used in lessons, during lesson time or in the library unless permission has been given by the supervising member of staff. In addition, they are not to be used in the dining hall or in transit around school. Elsewhere on the premises and at other times, they may only be used providing they do not cause a disturbance. If they are misused they may be confiscated. Mobile phones are not allowed in examination rooms and pupils should be aware of the serious consequences of being in possession of a mobile phone in public examinations.

Use of the Internet must be in accordance with the guidelines of the school and under the terms of the agreement signed by all pupils and their parents/guardians.

All pupils must adhere to the school's Drugs and Substance Abuse Policy, which forbids the possession and/or use of, for example, alcohol, drugs, solvents and cigarettes during the school day and on journeys to and from school.

## **Sixth Form**

Sixth form students are allowed out of school during the lunch hour, if parents give their consent at the beginning of year 12, and at other times after consultation with their form tutor, Head of Year or a member of SLT, who will advise on procedure. Pupils must sign out at the office and sign in again on their return.

All sixth formers must adhere to the Sixth Form Dress Code. They must purchase a school suit (jacket and either skirt or trousers) which they wear with a top of their own choice and may personalise with jewellery and scarves.

Members of LGS and LAS sixth form are invited into the Common Rooms between 1.30pm and 2.15pm.

Sixth formers are responsible for keeping the Common Rooms as clean and tidy as possible, and have responsibility for organising their own tea/coffee and washing up their own crockery. If any electrical appliance is brought to school, it has to be checked by the school's electricians, before it is used.

Any year 13 pupil wishing to drive to school must first obtain authorisation from their parents **and** from the Deputy Head and follow the rules laid down in the LSF Student Parking and Car Use document (Appendix 4). Pupils travelling as passengers must supply parental authorisation in writing to the Deputy Head.

Pupils in year 12 are not permitted to use the school car parks.

Rules and guidelines for exams are found in the Exams policy.

## **APPENDIX 4: CONFISCATION OF PROPERTY**

Staff are discouraged from confiscating valuable items from girls and should instead send an electronic concern slip indicating the problem. The HOY or form teacher will then speak to the girl and if it is felt that confiscation is necessary then this will be done by the HOY. Small items would be placed in a sealed, labelled and signed envelope and all items will be kept securely in the school safe. The exception to this is when a mobile device is being used inappropriately. The device will be taken to the school office immediately for safe keeping and the Deputy Head informed.

Similarly, non-valuable items, for example incorrect uniform, should be reported via the concern system.

Any obvious unauthorised items such as cigarettes, alcohol or offensive magazines should be confiscated immediately and reported directly to the HOY or the Deputy Head.

If a girl is thought to be in possession of an illegal item, substance or equipment associated with substance abuse, then the guidance in the Drugs and Substance Abuse Policy must be followed.

It should be noted that the 2006 Education and Inspections Act now clearly states that the confiscation of pupils' property is legitimate provided three key conditions are all satisfied.

The confiscation should take place either on the school premises, or elsewhere when the pupil is under the 'lawful control' of the school staff – i.e. a trip/sports fixture.

The person confiscating the item is authorised to do so – which you are automatically as a paid member of staff. It should be kept in a secure place until the time it is collected.

The confiscation must be reasonable in all of the circumstances. To be reasonable the confiscation must be a 'proportionate punishment' taking into account any special circumstances. This clearly suggests a 'sliding scale'; it may well be reasonable to retain an iPod for three days, but not a mobile phone which the girl may need for safety purposes.

Staff cannot lawfully hold on to confiscated property indefinitely, nor simply 'dispose' of it (even if they are obvious unauthorised items such as cigarettes, alcohol or offensive magazines). The best course of action is to invite the parents to collect such items from the relevant Head of Year or the Deputy Head.

## **APPENDIX 5: DRUGS AND SUBSTANCE ABUSE**

The school does not condone the misuse of drugs, solvents, alcohol or tobacco by its pupils or the illegal supply of these substances. The school is committed to the health and safety of its members and will take appropriate action to safeguard their wellbeing.

Acknowledging the importance of its pastoral role in the welfare of its pupils the school will seek to persuade pupils in need of advice and/or support to seek such help. The staff will attempt to create a climate in school in which **ANY PSYCHOTROPIC SUBSTANCE** (any substance altering an individual's mood) will not be tolerated.

All staff work towards creating a climate in school in which illegal drugs and substances will not be countenanced.

Through a variety of lessons and the school's PSHCEE programme, through lectures and discussions we aim

- to provide accurate information about substances;
- to increase understanding about the implications and possible consequences of use and misuse;
- to equip pupils with the attitudes and skills to avoid drug misuse;
- to encourage an understanding for anyone likely to experience substance misuse;
- to widen understanding about related health and social issues;
- to assist pupils to identify sources of appropriate support;

In this way we trust our pupils will be able to develop a sensible and informed attitude towards drugs and substances. Harm minimisation plays no part in our education programme although pupils' questions should always be answered honestly.

Whenever appropriate, the School co-operates with outside agencies such as the Charnwood Drugs Forum and the community police to inform itself and to keep abreast of ever changing issues.

Any pupil discovered using, possessing, giving away or selling drugs (whether on campus or off campus) covered by the Misuse of Drugs Act will normally be asked to leave. Any pupil's case would be heard fully and sympathetically. Any other involvement with such substances would be carefully explored and could lead to action being taken. In all cases the school would wish to balance the need to help those who become involved with drugs with the need to protect other pupils and the interests and reputation of the School.

The School forbids any pupil to smoke cigarettes, vape, drink alcohol or use 'legal highs' or to have any of these in their possession at any age within school, during the school day or on journeys to and from school. If pupils are found to be doing this appropriate sanctions will be imposed by the Head.

Dealing with these sensitive issues is very hard and it is essential that the School and parents work together and, through discussion, enable pupils to develop a sensible and mature attitude to drugs and substances.

## **Action to be taken if there was an instance involving substance misuse or supply within school**

In an instance involving substance misuse or supply within school and following discussions between staff who know the pupil well

- parents will be informed at the earliest opportunity by the Head, so that the school and the parents can then work together to support the pupil involved;
- the police will be informed and details regarding anyone involved will be passed to the Police Liaison Officer;
- the school will consider each case individually and will consider very carefully the implications of any action it may take, always seeking to balance the interests of the pupils involved, the other school members, and the local community;
- the Head will take responsibility for liaison with the media, ensuring as far as possible the privacy of any young person involved and their family;
- the Head will inform the chairman of governors (or in his absence the vice chairman) as soon as possible.

### **Guidance for staff**

If a pupil discloses substance misuse in school, staff will inform the Head without delay. Where a pupil discloses substance misuse off the premises, staff will use her/his discretion to decide on appropriate action, but will normally inform the Head and Designated Safeguarding Lead.

Where staff discover substances which are suspected to be harmful, illegal or deserving of investigation, she/he should note the procedures by which substances may be removed from either a place or a person.

#### (a) A place

If possible, remove the substance from where it was discovered in the presence of a witness. If this is not possible, do not leave the substance there while you seek a colleague's help as a witness. Continue with the procedure below. Remove it and find immediately a member of staff, to whom you can explain what has happened.

#### (b) A person

When receiving or retrieving substances from a pupil do so, if possible, in the presence of a witness. In the absence of a witness, do not decline receiving substances, or, within the limits of professional discretion and in accordance with the school policy on conducting searches, removing a suspicious substance from a pupil's possession. Never accuse a pupil of taking drugs.

Staff must appreciate that they cannot offer confidentiality to pupils where illegal drugs are involved.

The following guidelines should be observed at all times:

1. Remove the substance and write out an account of the events, including the time, place and circumstances leading up to the discovery of the substance. The appearance of the substance should also be recorded.  
The account should be signed and countersigned by a witness.
2. The Head should be contacted immediately.
3. The pupil involved should write out an account of the events and sign it. Where more than one pupil is involved each, in turn, should give their account to two members of staff, one of whom will keep an account of the dialogue between staff and pupil. Both staff and pupil should then sign the account.

N.B. Pupils should **not** be interviewed together.

4. If possible, take the substance immediately to the Head. Do not keep the substance on your person or in a place of safe keeping; to do so may place you at risk. If on a school trip contact the Head or a member of SLT immediately.
5. If possible in the presence of the Head, place the substance in a sealed container, and the package should be signed and dated by you and the Head. An official report should be completed recording the time, date and circumstances of the findings.
6. The Head will arrange for the police to remove the substance.
7. In the event of a discovery of any equipment associated with substance use e.g. syringes and needles, pupils should not be allowed to handle such items. All equipment found must be handled by adults with utmost care. The Head must ensure that materials are placed in a secure container to await collection by the police.
8. It is in the best interests of a member of staff, who confiscates, or finds drugs, to follow the guidelines outlined above immediately, so that she/he cannot be accused of "being in possession of an illegal drug" her/himself.
9. The Head should be the only person to contact the parents and staff should not discuss the events with any other party.

## **APPENDIX 6: LSF CODE OF CONDUCT**

### **LSF Code of Conduct for the Car Parks and Burton Walks**

At all times be courteous and mature in your behaviour  
Cross only at designated crossing points  
Stay on the paths and pavements and do not take short cuts  
Look carefully before crossing or stepping out  
Do not walk more than three abreast  
Do not wear earphones - you need your ears as well as your eyes  
Do not play games on The Walks  
Do not linger along The Walks, especially at the T junction  
Beware of moving vehicles  
Do not hang around at the barrier or ask to be picked up there  
Do not leave bags and coats by the barrier

**Remember that your actions could save a life**

### **LSF Code of Conduct for the Buses**

If you have any concerns about behaviour, tell a sixth former  
or a teacher as soon as possible  
Always wear your seat belt throughout the journey  
Do not talk to or distract the bus driver  
Do not move around the bus until it has stopped at your designated stop  
Do not throw any items around the bus  
Do not leave any litter on the bus  
Do not hang out of the windows or encourage others to do so  
Do not open emergency exits unless requested to do so  
Do not write on the windows in any way

**Remember that your actions could save a life**

## ***APPENDIX 7: USE OF REASONABLE FORCE***

This policy should be read in conjunction with the DfE guidance 'Use of reasonable force' (July 2013) and Section 93 of the Education and Inspections Act 2006.

### ***Aims***

To create a learning environment in which young people and adults feel safe.

To protect every person in the school community from harm.

To protect all pupils against any form of physical intervention that is unnecessary, inappropriate, excessive or harmful.

To put in place guidance for staff so that they are clear about the circumstances in which they might use reasonable force to restrain pupils and how such reasonable force might be applied.

### ***Legal Framework***

Any member of staff, including any person whom the Head has authorised to have control or charge of pupils at LHS, has a legal power to use reasonable force to prevent pupils committing a criminal offence, injuring themselves or others, or damaging property, and to maintain good order and discipline, whether during a teaching session or otherwise. The legal power may be used where the pupil (including a pupil from another school) is on the school premises or elsewhere in the lawful control or charge of the staff member (for example on a school visit).

This policy and related use of force guidance is intended to help staff feel more confident about using force when they think it is right and necessary.

Staff should not put themselves at risk. An individual would not be seen to be failing in their duty of care by not using force to prevent injury, if doing so threatened their own safety.

Staff must always avoid touching or holding a pupil in a way that might be considered indecent.

The school acknowledges its legal duty to make reasonable adjustments for disabled children and children with Special Educational Needs.

**It is always unlawful to use force as a punishment. This is because it would fall within the definition of corporal punishment, which is illegal.**

## ***Reasonable force***

In schools, force is generally used for two different purposes – to control pupils and to restrain them. The degree of force used should be the minimum needed to achieve the desired result.

**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 the classroom or ushering a pupil away by placing a hand in the centre of their back.

**Restraint** means to hold back physically or to bring a pupil under control. The use of restraint techniques is usually used in more extreme circumstances, such as when two pupils are involved in a fight and physical intervention is needed to separate them.

### ***Schools can use reasonable force to:***

prevent a pupil from attacking a member of staff, or another pupil, or to stop a fight between two or more pupils;  
prevent a pupil causing deliberate damage to property;  
prevent a pupil causing injury or damage by accident, by rough play, or by misuse of dangerous materials or objects;  
ensure that a pupil leaves a classroom where the pupil persistently refuses to follow an instruction to do so;  
prevent a pupil behaving in a way that seriously disrupts a lesson or  
prevent a pupil behaving in a way that seriously disrupts a school sporting event or school visit.

### ***Prevention should be the primary consideration***

Steps to avoid these situations should be taken and the adult should be able to demonstrate that those steps were taken for example attempts to deescalate the situation and appropriate warnings were given that force might be used. Physical restraint should always be the last resort.

### ***Reporting an incident***

Immediately following an incident where reasonable force was used, the member of staff concerned should inform the Head or a senior member of staff and provide a written report. Parents/carers should be contacted as soon as possible and the incident explained to them. This action will also be recorded in the incident log, Appendix 1. Staff should keep their own copy of any written report.

### ***Related policies are:***

Child Protection and Safeguarding policy  
Complaints policy

## APPENDIX 1: INCIDENT RECORD FORM

Details of pupil on whom force was used – name, class and any Special Educational Needs, disability or other vulnerability
Date, time and location of incident
Names of staff (or volunteers) involved (directly and as witnesses)
Details of other pupils involved (directly or as witnesses), including whether any of the pupils involved were vulnerable for SEN, disability, medical or social reasons
Description of incident by the staff involved including any attempts to de-escalate and warnings given that force might be used
Reason for using force and description of the force used
Any injury suffered by staff or pupils and any first aid and/or medical attention required

Follow up, including post-incident support and any disciplinary action against pupils

Any information about incident shared with staff not involved in it and external agencies

When and how those with parental responsibility were informed about the incident and any views they have expressed

Has any complaint been lodged (details should not be recorded here)?

Report compiled by:

Name and role:

Date

Report countersigned by:

Name and role:

Date

### ***Notes of guidance for completing the Incident Record Form***

Please note: the names of pupils should be removed before the completed form is sent to parents and the names of members of staff should only be included with their consent.

The member of staff involved in the incident compiles the incident report. The member of staff with lead responsibility for safeguarding checks the record and the school provides the member of staff involved in the incident with a copy of the final version. It is important that this information is treated in confidence.

All accounts of the same incident should be recorded, including those of the pupil or pupils involved. Parents should not be given a copy of the incident record as a matter of course, but they should be told when and where the incident took place, why it was decided that force had to be used, the strategies used to try to avoid having to use force, what force was used, whether there were any injuries and what follow-up action (support and/or disciplinary) was being taken in relation to their child. Ordinarily the names of those involved in the incident should not be disclosed in the report.

However, the pupil may give this information to the parent or the parent can request the information from the school. The school should deal with these requests in accordance with the Data Protection Act 1998.