

ST MARGARET'S PREP



ST MARY'S CALNE

## **Behaviour Policy**

### **(incorporating Pupil Discipline)**

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ST MARY'S CALNE

## **BEHAVIOUR POLICY**

### **(INCORPORATING REWARDS, DISCIPLINE, SANCTIONS, SUSPENSIONS AND EXCLUSIONS)**

#### **Aims**

The aims of this policy are to promote courteous and responsible behaviour, to ensure the smooth running of the school and to prepare girls to take a positive, active role in their community and wider world and to use effective strategies for managing girls' behaviour. The policy acknowledges the school's legal duties under the Equality Act 2010, in respect of safeguarding and in respect of pupils with special educational needs. It is recognised that a pupil's poor behaviour could be an indication of mental health concerns and staff should consider all contributing factors when an incident of poor behaviour occurs to determine any possible underlying causes. It is also guided by the *Behaviour and discipline in schools: Advice for headteachers and school staff 2022* published by the Department for Education. The school's Behaviour Policy takes into account the National Minimum Standard for Boarding (Standard 15- Promoting Positive Behaviour).

We have high expectations of all girls and expect them to

- be honest, have respect for others and to behave courteously towards them
- be tolerant and understanding of the feelings and needs of others
- develop a responsible and independent attitude towards their roles in the community
- develop an awareness of right and wrong and differentiate between acceptable and unacceptable behaviour
- contribute to a safe environment
- follow the Pupil IT Code of Conduct
- be able to work in an orderly atmosphere
- be able to understand the role of and need for discipline as a positive part of school life.

#### **Objectives**

- Discipline and the development of good behaviour and self-discipline are achieved through a co-operative process involving girls, parents and staff.
- The Pupil Code of Conduct is a shared expression of acceptable and unacceptable behaviour and is displayed in all Houses.
- The Pupil IT Code of Conduct is signed before the girls arrive at St Mary's and gone through during Computing lessons.
- All members of the community work towards achieving the aims of this policy by
  - respecting one another as individuals
  - contributing to a well-ordered environment in which all are fully aware of behavioural expectations
  - encouraging, praising and rewarding good behaviour
  - promoting a sense of belonging to the community
  - providing good role models
  - supporting one another.

## Strategies

- All members of the school community must be made aware of and agree with the expectations of acceptable and unacceptable behaviour. The Pupil Code of Conduct is an important document in this respect and is displayed in every House and good behaviour is encouraged at every opportunity.
- In order to foster and promote good discipline and acceptable behaviour, teachers
  - actively look for the positive
  - praise, give positive feedback and reward good behaviour
  - provide clear, consistent expectations of behaviour.
  - draw up individual behaviour plans if necessary.
- Staff awareness of acceptable and unacceptable behaviour is to be achieved through Staff Induction both by the member of staff's Head of Department and Housemistress. Staff are to encourage good behaviour at every opportunity, and to utilise all possible strategies to minimise the risk of bullying<sup>1</sup>. At no time should poor behaviour be passed off as 'banter' or 'just having a laugh'.
- The use of CPOMS and other forms of communication ensure staff are aware of any mental health concerns and other relevant factors, including safeguarding concerns, when dealing with unacceptable behaviour. In addition, it is recognised that behavioural changes may be an indication that there is an underlying safeguarding or pastoral concern which should be investigated. Reasonable adjustments are made for pupils with special needs and disabilities. The adjustments will be decided by the Senior Deputy Head after consultation with the Deputy Head Pastoral and the Housemistress/master regarding the circumstances of the girl involved.
- The Head Girls' Team also has an important role in explaining to younger girls the expectations and consequences of acceptable and unacceptable behaviour.

## Recognising Pupils' Achievement

All girls are eligible for all awards. Credits should be entered into iSAMS as soon as reasonably possible after the girl has been awarded them – they only 'exist' if they have been entered into iSAMS.

- **Credits:** are awarded by all staff to recognise high standards of conduct, hard work and achievement in line with the school values. Company points are given for Credits. These points are added up at the end of each academic term and go towards the Company Cup at the end of the academic year. Each term pupils with the most credits in a year group will be awarded a Head's commendation.
- **Head's Commendation:** if staff wish to award one of these, the Deputy Head Academic must be contacted in the first instance to check that a Head's Commendation is the most appropriate reward. The Deputy Head Academic will then pass the award to the Head's PA. Girls will receive their commendation from the Head at a Commendations Break or Commendations Tea which are subsequently publicised in the e-lily. The award of three Head's Commendations in an academic year earns a £10 voucher.

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<sup>1</sup> Staff should refer to the School's Anti-Bullying Policy for further details.

### **The Lily Badge Award**

The Lily Badge is awarded to the pupil in house who has shown 5 or more of the points detailed below, linking into the ethos of the school. The reward is handed out at the end of each term and can be given to more than one pupil if necessary. A pin badge will be presented to the pupil and House staff will add the reward to ISAMS.

To be rewarded with a Lily Badge, pupils need to show 5 or more of the points below:

1. Has gone above and beyond their duty
2. Shown kindness, empathy, and respect towards others.
3. Promoted courteous and responsible behaviour within the boarding house
4. Most embodies the spirit of the school
5. Is a role model, calm and modest
6. Listens attentively, offers sound words of advice, and acts in a selfless manner
7. Exemplifies equality by taking measures to prevent bullying and promotes inclusion within the student body
8. Has the attitude, spirit, and effort to inspire others to be their best
9. Demonstrates initiative and has an exemplary attitude
10. Has shown resilience and courage when faced with adversity

### **Awards given in Chapel**

Significant achievements are given out in Chapel throughout the school year. These would typically include: LAMDA certificates, Music Exam certificates, Maths Challenge certificates etc. At the end of terms specific school sports' awards are given e.g. Junior, Intermediate and Senior colours as well as the Arts Ambassador awards.

### **Award Dinners**

There are various dinners throughout the year e.g. Lily Awards, Sports' Dinner and Company suppers where girls are recognised for their contribution to school life.

### **Founders' Day**

Prize giving on Founders' Day is of course inherently sensitive, and decisions are often made on very fine margins. The established School policy is that prizes are won on merit, this being part of the preparation for girls going out into the wider world. This is tempered with a number of subjective awards for improvement and other less tangible qualities (including 'good egg' style recognition). The proportion of girls winning prizes is monitored to ensure that there is never only a small number who are not receiving anything, whilst limiting the additional awards in order not to devalue the more competitive prizes. A policy of "prizes for all" would not be appropriate to the School's ethos nor is it school policy to set quotas.

Senior staff do not intervene in the process by which the awards are decided, and it is an important principle that academic staff do not come under pressure to make a particular decision, whatever the reason. In line with our Anti-Corruption and Bribery Policy no prizes are in any way associated with any benefit received by the school.

Prizes on Founders' Day are only one of the many ways in which St Mary's looks to recognise achievement and girls' accomplishments and talents are celebrated throughout the school year.

## Dealing with Inappropriate Behaviours

Girls are expected to behave appropriately at all times in accordance to the Pupil Code of Conduct (Appendix 1). This applies to situations on campus and also to situations in the wider community whether the girls can be identified as pupils of St Mary's Calne or not.

### Academic Concerns

Academic concerns are dealt with by the classroom teacher in the first instance. They can call on the support of the pupil's tutor and/or Housemistress to help address minor concerns. Further academic misconduct is dealt with by the Head of Department and this can escalate to the Deputy Head Academic as detailed in the table below.

Sanction	What Teacher Does	Other Notes
Academic Support with DHA	Liaises with Deputy Head Academic	Member of SLT records on CPOMS
Report to DHA	Liaises with Deputy Head Academic	DHA records on CPOMS, pupil given Academic Report Card
Supervised Study in House	Liaises with Tutor/House	Evening tutor records on CPOMS
HoD Detention	Liaises with HoD	Teacher records on CPOMS
Inform Pupil's Tutor/HsM	Via CPOMS (but a conversation is useful)	---
Conversation	Speaks to pupil at convenient time	---

### Pastoral Concerns

Pastoral are dealt with by the pupil's tutor and/or Housemistress in the first instance. Further misbehaviour or a significant first offence would be dealt with by the Senior Deputy Head or escalated to the Head as detailed in the table below.

General Misbehaviour around school	1 <sup>st</sup> offence	Discussion with Tutor or Housemistress/master	
	2 <sup>nd</sup> offence or more serious misbehaviour	Interview with Senior Deputy Head <sup>2</sup> or Head of Sixth Form	Community Service given e.g. 1 hour – rudeness not obeying instructions 2 hours – damage to property through silly behaviour Or Internal Fixed Term Suspension Phone call from House/tutor

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<sup>2</sup>Or in their absence the Deputy Head Academic or Deputy Head Pastoral

Incidents of poor behaviour including rudeness, disrespect and unkindness to both staff and peers	3 recordings on CPOMS	Discussion with a member of SLT	Detention from 5.30-6.30 on Friday evening with tasks set for pupils to complete
	4th recording on CPOMS	Friday evening detention and a letter to parents	Staff can ask for a pupil to be put straight into detention if warranted (MJS/SGT to authorise)
	Further recording on CPOMS	Escalated to Head, letter to parents and further sanctions possible	
Out of school without permission	1st offence	Discussion with Housemistress/ master	Trips to Calne privileges curtailed
Out of school without permission	2 <sup>nd</sup> offence or out of school after Cooper's Time	Interview with Senior Deputy Head <sup>3</sup> or Head of Sixth Form	SLT Gating given
	3 <sup>rd</sup> offence	Interview with Head	SLT Gating given, Community Service given Letter to parents from Head
Caught smoking or in the company of smokers	See Section on Smoking – Appendix 2		
Excessive consumption of alcohol	See Section on Alcohol Consumption – Appendix 3		
Use or possession or Drugs	See Section on Drug Use – Appendix 4		
<b>Other Serious Incidents e.g.</b> <ul style="list-style-type: none"> <li>• Bullying<sup>4</sup></li> <li>• Incidents of abuse by pupil on pupil<sup>5</sup></li> <li>• Sexual Harassment and Sexual Violence</li> <li>• Malicious allegations against staff</li> <li>• Stealing</li> </ul>		Interview with Head	<p>Lesser sanctions as above including suspension &amp; possible permanent exclusion.</p> <p>Internal Suspension might also be considered for significant incidents such as a fight in school. This will involve supervision during lunch, after school and other free time. A letter will be sent home to parents.</p>

<sup>3</sup>Or in their absence the Deputy Head Academic or Deputy Head Pastoral

<sup>4</sup> Bullying is not tolerated and should be approached as outlined in the Anti-Bullying Policy

<sup>5</sup> With reference to Keeping Children Safe in Education (September 2023)

## **Senior Staff Detention**

A more serious sanction which can be used for inappropriate behaviour is the Senior Staff detention which is run on a Friday between 5.30-6.30pm by the member of Senior Staff on duty. Pupils can be escalated to a Senior Staff Detention by the Head of Department or Housemaster/mistress to whom the behaviour has been reported. It is expected that usually other sanctions will have been applied prior to the detention but in certain circumstances pupils can be placed directly in Senior Staff Detention. If there has not been an escalation prior to this point, a conversation between the HoD or HsM and a Deputy Head should take place before entering the pupil in detention.

## **External Fixed Term Suspension and Permanent Exclusion**

Serious, or repeated, breaches of the Pupil Code of Conduct might result in students being given an External Fixed Term Suspension or permanently excluded.

Guidelines for these two sanctions are explained in detail below.

### **External Fixed Term Suspension**

- A student will only be suspended in the interests of either the individual student or the school, or both. In such circumstances, the student in question will not be permitted to attend school or attend school activities.
- Suspension will normally be for a defined period. However, in some circumstances, it might be necessary to impose indefinite suspension. If indefinite, the suspension may only be lifted by the Head, in consultation with the Chair of Governors.
- Suspension is applied by the Head (or, in their absence, the Senior Deputy Head).
- When a suspension is given, the Head will immediately notify the Chair of Governors and the pupil's parents. The Head will wish to meet with the parents as soon as possible.

### **Permanent exclusion**

- A student may be permanently excluded if it is considered to be in the interests of the individual student or the school, or both. Circumstances and behaviour justifying permanent exclusion might include, for example:
  - when a criminal act has been committed, such as theft or unlawful possession of drugs
  - when the welfare of others had been adversely affected or is likely to be adversely affected (eg bullying)
  - when there has been frequent and/or repeated failure and/or refusal to accept or abide by the Pupil Code of Conduct or the reasonable instructions of staff.
- Permanent exclusion may only be imposed by the Head, after consultation with Chair of Governors
- The Head will inform parents/guardians orally and then in writing of the reasons for permanent exclusion and also explain the rights and method of appeal.

## **Appeal**

A permanent exclusion is subject to the right of parents/guardians to appeal to the Governors, as provided below.

- Notice of intention to appeal must be submitted in writing, addressed to the Chair of Governors, within 14 days of the date of the Head's letter informing parents/guardians of the permanent exclusion.
- An Appeal must be heard and decided by the Governors' Appeals Committee (consisting of no fewer than three Governors), none of whom must have prior knowledge of the circumstances of permanent exclusion.
- The Appeal must be heard within 14 days of the notice of intention to appeal.
- Parents/guardians must be given the opportunity to submit a statement or address the Appeal Committee on the basis of their Appeal. The Head must be in attendance and be given the right to reply.
- The Appeal Committee must reach a decision by simple majority. The Chair carries a casting vote.
- The Appeal decision will be announced as soon as possible after the Appeal meeting and confirmed in writing without delay.
- The Appeal Committee will report its findings to all Governors as soon as practicable. The student will remain suspended from school until the decision of the Appeal is reached.

## **Corporal Punishment and Physical Restraint**

Just as corporal punishment is forbidden in school, we do not expect staff to use physical restraint. If physical restraint is required, it must be by a reasonable and non-injurious means and only for the minimum amount of time necessary to prevent injury to self, others or very serious damage to property. An incident of this kind should always be reported to the Head and recorded in writing in the red Wiltshire Council Behavioural Management/Use of Restrictive Physical Intervention book which is held in the Senior Duty Mobile Folder.

## **Searching of Pupils**

The searching of pupils may be carried out under circumstances outlined in the Searching of Pupils policy and any search would be carried out in accordance with this policy.

## **Misuse of Devices**

All pupils should follow the Pupil IT Code of Conduct and any infringement of this will be considered as general misbehaviour in the first instance but will have further consequences if the infringement also contravenes other areas of the Pupil Code of Conduct e.g. bullying.

## **Revision of Behaviour Policy**

The school reserves the right to modify or change any part of the Behaviour Policy as it shall deem necessary. Major changes will be intimated to Parents and the school as and when they occur.

Parents and girls will be informed of major changes before they are introduced.

This Policy should be read in conjunction with the school's Pupil Code of Conduct shown in Appendix 1.



## Appendix 1 - Pupil Code of Conduct

The expectations of pupils apply at all times when pupils can be identified as members of the St Mary's School community. In addition to the following, all pupils are expected to obey the laws of the United Kingdom.

<p><b>AMBITION</b></p> <p>All pupils have a right to learn and achieve at school. A positive working environment is promoted by:</p> <ul style="list-style-type: none"> <li>• Pupils arriving punctually with the correct equipment for academic and co-curricular commitments.</li> <li>• Pupils fulfilling all commitments within the allotted time scale.</li> <li>• Pupils engaging fully in lessons and activities and allowing their peers to do the same.</li> </ul>	<p><b>COMMUNITY</b></p> <p>All pupils have the right to be safe in school. A kind, compassionate community is promoted by:</p> <ul style="list-style-type: none"> <li>• Pupils conducting themselves in a sensible, mature manner respecting all other members of the community.</li> <li>• Pupils respecting the School's and other people's property.</li> <li>• Pupils taking pride in their membership of the school by adhering to the dress code.</li> </ul>
<p><b>INNOVATION</b></p> <p>All pupils have a responsibility to help improve the school. A forward-looking mindset is promoted by:</p> <ul style="list-style-type: none"> <li>• Pupils using technology appropriately.</li> <li>• Pupils being mindful of how they use the world's resources.</li> <li>• Pupils engaging meaningfully in discussions in the School Parliament and other committees.</li> </ul>	<p><b>OPPORTUNITY</b></p> <p>All pupils have an equal right to enjoy all the opportunities available at school. An inclusive atmosphere is promoted by:</p> <ul style="list-style-type: none"> <li>• Pupils engaging with the School in eliminating any discrimination by reporting any incidents of inappropriate language or behaviour that they know to have occurred.</li> <li>• Pupils celebrating the diversity and different talents of the school community.</li> <li>• Pupils respecting the right of others to worship in a quiet and peaceful environment.</li> </ul>

The following list (which is not exhaustive) gives examples of things that go against our values:

- Hurting, humiliating or intimidating others based on their race, sexual orientation, religion or any other characteristic – racism and homophobia are unacceptable at St Mary's;
- Bullying – no one ever deserves to be bullied, bullying is unacceptable at St Mary's;
- Stealing or borrowing without permission;
- Smoking or vaping – no cigarettes, e-cigarettes or lighters should be brought into school;
- Drinking alcohol without permission or bringing alcohol into school;
- Taking or having possession of drugs;
- Leaving the grounds without permission;

Making any malicious allegations or accusations about another member of the community.

## **Appendix 2 -Smoking**

At St Mary's we use our Personal Development programme to ensure that the girls understand the power and effect of nicotine as well as discussing with them the influence of peer pressure and the adolescent urge to experiment. Our aim is to counter the national trend at school encouraging the girls not to take up what is regarded by most as an unpleasant and dangerous habit.

### **Code of Conduct relating to Smoking**

St Mary's school operates a no smoking/no vaping policy. The possession or smoking of cigarettes or vaping material is forbidden while girls are in the care of the school. E-cigarettes still contain nicotine and are harmful and addictive. They are, therefore, dealt with in the same way as tobacco cigarettes.

### **Disciplinary Procedure**

When the girls do smoke they are infringing the school's Pupil Code of Conduct. Sanctions apply to:

- any girl caught smoking/vaping
- any girl in the company of girls who are caught smoking/vaping whether or not she is smoking/vaping herself
- any girl in possession of cigarettes, E-cigarettes and /or lighters.

Any girl found to be infringing the code will be sent to the Head for interview. The Head will write a letter to the girl's parents informing them of the situation and asking them to support the school to ensure she does not smoke again. Any girl who claims she is unable to stop smoking will be encouraged to seek help and guidance from the medical staff. As a sanction, the girl may expect to undertake a period of community service and be gated for at least a week.

When a girl smokes inside a building she not only endangers her health but also the welfare and safety of her peers and the staff as there is an additional fire hazard. Therefore, smoking inside a building is treated more seriously and could result in a suspension.

When a girl moves from UIV to LV, she will be given a fresh start. This will also happen when a girl moves from the UV to the LVI. On every occasion, the girl will be offered professional help to cure her addiction.

## Appendix 3 - Alcohol Consumption

St Mary's believes that good education concerning the dangers of excessive drinking of alcohol is essential in order to provide the girls with the skills they will need in later life.

The Personal Development programme includes education about alcohol so that every girl can understand the facts and implications in a way which is appropriate for her year group. The PD programme also includes issues such as self-esteem, handling personal relationships, peer pressure and assertiveness, all of which can affect a girl's approach to alcohol.

### Code of Conduct relating to Alcohol

#### LIV Form -UV Form

Girls are not allowed to purchase, possess or consume alcohol on the premises, or when otherwise in the care of the school such as on tours or visits, nor may they return to school under its influence. The potentially dangerous effect of even relatively small amounts of alcohol on young girls' behaviour and judgement means that any offences involving alcohol will be regarded seriously and are likely to result in suspension. This is intended to indicate the gravity of the potential danger and to act as a deterrent.

#### Sixth Form

Sixth Form girls are not allowed to bring alcohol on to the school premises, nor to drink it at any time other than those authorised by school. A girl is permitted to drink small amounts of alcohol on certain occasions specified by school such as at a Birthday Party, Company Supper, a Dinner when entertaining a visiting speaker, or at official school functions. Staff are always present and closely monitor its supply.

**Unsupervised consumption of alcohol is always against the rules.**

The Pupil Code of Conduct clearly states that girls are not allowed to bring alcohol into school or drink alcohol in school without permission. Any infringement of this rule is a breach of trust and the girl can expect to be suspended. Similarly, any girl returning to school inebriated, including after an evening out or on Sunday after an Exeat, can also expect to be suspended. If parents supply alcohol for an 18<sup>th</sup> Birthday Party it must be kept beforehand by the Housemistress. If parents arrange an 18<sup>th</sup> Birthday Party offsite at which alcohol is consumed, the school's expectation is that none of the girls who have attended the party will return to school that same evening.

### Disciplinary Procedures

If a girl is suspected of having consumed alcohol, i.e. if her breath smells of alcohol or her behaviour gives rise for concern, she may be required to undergo a breathalyser test. Refusal to cooperate may be taken to imply guilt.

The following procedure is followed in the case of a girl found to be infringing the code.

- If appropriate, a search may be carried out of the girl's room and possessions. There will always be two members of staff carrying out any such search.
- Any alcohol will be confiscated.
- Parents will be informed.
- At every level, in the case of repeated offences, parents will be asked to come to the school to discuss the problem and the girl's future at St Mary's with the Head.
- If alcohol is found in a girl's possession, the sanctions relating to the consumption of alcohol will apply.

**Sanctions**

The possession and drinking of spirits is more dangerous due to the high alcohol content of the drink. Therefore, the sanctions imposed where spirits (or any drink where the alcohol content is above 20%) will be greater than that for drinks such as wine, beer or cider where the alcohol content is less.

Any girl in possession of alcohol, who is found to be drinking alcohol without permission or who has consumed enough alcohol to require medical supervision will be seen (interviewed) by the Head to explain her behaviour and her parents will be informed.

Depending upon the outcome of the interview with the Head, the girl may be:

- suspended from school
- gated, or
- asked to complete community service.

## **Appendix 4 - Drug Use**

St Mary's is fully committed to detecting anyone involved in illegal drug use and all methods within the guidelines of the Children Act, 1995 and Code of Welfare Practice will be used. The school encourages open debate and honesty about drugs misuse.

Responsibility for all investigations lies with the Head (or the Senior Deputy Head), who will make every effort to ensure that they are conducted fairly and with as much openness towards the affected girl as the circumstances may reasonably allow.

St Mary's runs a continuing programme of education about drugs at all levels of the school. Girls, parents and staff are regularly updated on developments in drug misuse to ensure that sensible discussions can be held about drugs; and that clear and consistent decisions can be made about the misuse of drugs. This combined with the close communication that exists between girls, and between girls and staff in a relatively small school, makes it very difficult for a secret, such as drug abuse, to be kept.

Help will be provided for anyone genuinely seeking it within the school's programme. Anyone who seeks assistance because of a problem relating to drug misuse will receive this help but will go on to a programme of regular urine testing (see below). If a girl is genuinely concerned about the health of another girl, the same approach will be taken.

St Mary's aims to combat the pervasive threat of drugs through a combination of measures

- education through the school's Personal Development programme
- the deterrent force of girls knowing that if they are involved in the possession and/or use of an illegal drug then they will possibly lose their place in the school
- the establishment of a culture where there are many legitimate counter-attractions (such as the thrill of achievement in games, drama and music); and, above all else
- the benefit of belonging to a community where there is a strong consensus against the use of illegal drugs.

'Legal highs' are substances which have similar effects to illegal drugs like cocaine or cannabis. They were sometimes called club drugs but are now known as psychoactive substances. These substances have recently been declared illegal as they carry health risks and are not safe. They are, therefore, treated the same as any illegal drug in terms of this policy.

### **Code of Conduct relating to Drug Use**

The school's policy is that it actively discourages the use of non-prescribed controlled drugs at all times and will treat cases of use of non-prescribed drugs by girls (or staff) as serious misconduct. If a girl is caught supplying or making or is in possession of or is using non-prescribed controlled drugs within the school, then that girl will be asked to leave the school. The same will apply if it becomes clear that a girl has been supplying or making or in possession of or using non-prescribed controlled drugs in a way that is prejudicial to the good name of the school, whether during half term, exeat, weekends, holiday time or on any school trip at any time.

However, if the only evidence against the girl is circumstantial or there is some suspicion of misuse of drugs by a girl or if the girl genuinely seeks help from the school, then an alternative procedure may apply. In this case, the absolute truth must be forthcoming and is paramount at all stages of the investigation.

There are, therefore, two basic approaches to dealing with the making, supply, possession and use of non-prescribed controlled drugs. The first is disciplinary and the consequences and procedure have been outlined above and are further described below. The second is non-disciplinary, at least in the first instance, and is further outlined in what follows. This second approach involves a clear statement from the Head that this is the line of investigation being pursued; absolute truth from all who are questioned is then required or the procedure will revert to a disciplinary one. The Head is likely to then require an individual or individuals to go on a programme of random urine testing (which may detect the use of drugs during half terms, exeat weekends and holidays) for the remainder of their school career. Any positive result at that stage will result in the girl being asked to leave the school immediately.

### **Discipline Procedures after Misuse**

Any girl supplying or inciting the use of non-prescribed controlled drugs, or being in possession of them, or being in possession of them with intent to supply, or making them, or who is caught using them will be asked to leave the school.

(**NB** – ‘Being caught’ may also mean convincing evidence leading the Head to be satisfied that non-prescribed controlled drugs have been used or supplied.)

However, if as a consequence of a ‘no punishment’ investigation there has been an admission of being involved with drugs and the full truth has been told about all the circumstances involved, the girl will be allowed to remain at the school and will be offered further guidance and support. The girl will also be under an obligation, as agreed with the school, parents and the girl, to submit to further random tests during the rest of her career at the school. Parents will not be informed before someone who is on a programme of random testing is tested but will be informed of the fact post testing. We will expect the result to be negative. From this time, however, any positive test will lead to the girl being asked to leave the school. Such tests may occur immediately after the end of a holiday period; there would be no difference in the school’s response to a ‘positive’ result.

### **Disciplinary Procedures on Suspicion of Misuse of Drugs**

If a member of staff has reason to believe that a girl is misusing drugs, he/she must report the situation to the Head, who will decide if further investigation – and of what type – is warranted.

Suspicion of misuse may arise from:

**Either:** Behavioural signs giving rise to deterioration in a girl’s welfare and/or performance. All staff should be alert to signs of drug misuse. Such signs include: change in demeanour; change in personal appearance; declining academic performance; reports from others (peers, parents, staff); excessive tiredness; an unwillingness to take part in school activities; and rapidly changing friendships. Staff will be made aware of the normal adolescent personality.

**Or:** Other signs of evidence, such as the finding of certain items of equipment, behaviour on a particular occasion, or other information that has been gathered.

If reasonable grounds exist for suspecting that a girl has been using non-prescribed controlled drugs the Head (or Senior Deputy Head) will oversee for such further investigation as is deemed necessary; she may require that a girl take a urine test. If that test is positive, the girl may be asked to leave the school.

No girl can be forced to take a urine test against her will, but a refusal to take a test could in certain circumstances inevitably undermine the trust that lies between the school and the girl and may result in the girl being required to leave the school.

It may be that the Head (or the Senior Deputy Head) will decide that there is insufficient evidence to proceed on a disciplinary basis and will decide to interview an individual or individuals on the basis of 'no punishment' in return for absolute truth and full details of everyone and everything concerned. Depending on what emerges, counselling, informing parents and random urine tests (and in some situations the police) may all be involved.

### **Authority to Perform a Test**

Testing consent is given by parents as part of their contract with the school.

### **Procedure for Random Urine Tests**

The school will conduct zero notice random urine tests within the Health Centre. Confidentiality will be maintained at all times and the results shared only with the Housemistress/master, Senior Deputy Head and the DSL. The number and frequency of these tests and the conditions of the girl's return will be outlined in a letter from the Head following the interview with the girl and her parents. The results of the test will be shared with the girl and her parents by her Housemistress/master and stored on her welfare file.

## **Appendix 5 – Behaviour Relevant to Measures Put in Place due to Covid-19**

St Mary's School is a space where everyone should feel and be safe. The school has put together a detailed plan in response to the government guidance on the re-opening of school's in September 2020. It is recognised that the guidelines issued by the government will change over time as and when the local situation changes, when there is a difference between the School guidelines and the government's (whilst the School guidance is updated), the school guidance should be adhered to.

In line with the school values of kindness and empathy, girls must respect other individuals' choice on the measures they take to protect him/herself.

- All girls should consider the five conditions<sup>6</sup> as to whether it is safe for them to be in school and alert their House staff if any of these five conditions are met.
- All girls should respect an individual's choice on whether they wear a face mask around school. The wearing of face masks when on school transport is mandatory for all pupils.
- All girls should do everything possible to minimise the spread of Covid-19 and should, therefore, take part in the twice weekly lateral flow testing.
- All girls have a responsibility to adhere to the enhanced hygiene protocols by sanitizing their hands when entering a building and wiping down desks at the beginning and end of each lesson.
- All girls should recognize the need for flexibility and readily respond to staff requests relating to Covid-19 adaptations.

All girls are expected to follow the new measures and there will be zero tolerance of any behaviour that puts the health and well-being of the school community at risk. Girls who do not adhere to the guidelines should expect to meet with the Head or Senior Deputy Head and receive a sanction, up to and including exclusion, appropriate to the offence.

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<sup>6</sup> Whether they have: a temperature over 37.3 degrees; a new persistent cough; a loss of taste or smell; been in contact with someone who has Covid-19 ; travelled to the list of countries requiring self-isolation in the last 14 days.