



MARLBOROUGH COLLEGE

Behaviour Management Policy

Standard 12 – Promoting Positive Behaviour and Relationships

12.1 The school has and consistently implements a written policy to promote good behaviour amongst pupils. This policy includes:

- measures to combat bullying and to promote positive behaviour
- disciplinary sanctions
- when restraint is to be used; and
- arrangements for searching pupils and their possessions

12.2 The policy complies with relevant legislation and guidance and is understood by staff and pupils.

This Policy addresses ISS Regulatory Requirements (Effective from April 2019), Part 3 – Welfare, Health and Safety of Pupils, para 9.

Introduction

Marlborough College promotes positive behaviour and strong relationships throughout the whole community. This is, in part, to protect and promote pupil welfare, which is of paramount importance.

It is also, in part, in the belief that positive behaviour enables the smooth and orderly management of the College academic, pastoral and co-curricular offering and thus facilitates the delivery of its aims in these areas, on behalf of pupils.

Positive behaviour and strong relationships are encouraged primarily through engaging and stimulating Academic and Co-curricular opportunities, and through the Pastoral Care structure, and are reflected in the published Aims for these areas.

Through clearly stated College rules, robust systems of communication and consistently applied, centrally-recorded disciplinary responses, the College aims to create a system where infringements of the College rules and the use of the sanction system is minimised, and all discipline is viewed in a primarily pastoral context.

Furthermore, the College will be cognisant of issues related to special educational needs and disabilities, and their impact on the individual needs of pupils when considering disciplinary incidents, including where disciplinary sanctions are applied.

Members of staff are expected to set a positive example to pupils and to establish an appropriate tone with regard, for example, to courtesy, dress, punctuality and personal conduct. Mutual respect between pupils and staff is central to the College's ethos.

The College explicitly rejects any use of corporal punishment, or sanctions which may humiliate or degrade pupils.

The promoting of positive behaviour and relationships is achieved through a variety of means. These include:

Documentation

- The development of clear Aims for the Academic, Pastoral and Co-Curricular purpose of the College, and the articulation of these in the Almanac, Parents' Handbook and through the College website, as well as in the College's internal documentation.
- The Marlborough Charter – developed by senior pupils and disseminated via the Almanac and Assemblies, as well as in the College's internal documentation.
- The Bullying Statement – developed originally by pupils, reviewed regularly by Heads of Houses and Prefects. Posted on HNBS, printed in the Almanac and in the Parents' Handbook.
- The Upper School Contract – sent to parents in the summer before Lower Sixth, signed and retained in pupil files (Appendix 5).
- Lower School Behaviour – Posted on HNBS, used in disciplinary and pastoral discussions with pupils.
- ICT Acceptable Use Policy signed by pupils, retained in pupil files.
- Rules of Custom – Mobile Devices – HNBS and classrooms; explained to pupils via House Assemblies.
- School Rules – listed in the Almanac.
- Documentation sent to new joiners contains a section on school discipline.
- Minor Sanctions Flowchart – HNBS.
- Policies addressing Bullying, including Cyber-Bullying, Sexting and Peer on Peer Abuse.
- Disciplinary Sanctions (Appendix 1).
- Policy on Physical Restraint of Pupils (Appendix 2).
- Guidelines to Common Room on Social Occasions (Appendix 3).
- Protocol for Searching Pupils' Rooms and Possessions (Appendix 4).
- College Policy on Alcohol (Firefly) and Parent/Pupil Agreement on Alcohol.
- College Policy on Drug Offences (Firefly).

Action

- The reinforcement and celebration of pupil contribution, engagement and achievement via year group and House Assemblies, and via the College's online and published records.
- The use of an effort-based reward system for academic work in both the Lower and Upper School, as well as recognition of outstanding quality academic work via Prizes, Copies and Distinctions.
- Colours and Prizes are awarded for effort and achievement in particular areas of Co-Curricular activities, including sport, music, drama, and contribution to the community according to criteria established by the Deputy Head (Co-Curriculum & Outreach).
- The regular communication of pupil contribution, engagement, initiative and achievement to parents, via the College website, regular newsletters and College/House-based social media.

- An open system for the selection of Prefects which combines pupil and staff nomination and individual application, and which includes interviews which focus on contribution to the community.
- Regular central meetings with Prefects (weekly) and Heads of Houses (fortnightly) which discuss College “mood” and atmosphere. House-based regular meetings of House Captains, plus Heads of Year meetings with representatives from all year groups, to seek the ‘pupil voice’.
- The inclusion of Bullying and Cyber-safety as elements within the PSHEE delivery to the Shell and Remove, including presentations from external speakers.
- The promotion of regular, open communication with parents about generic issues of shared concern related to pupil welfare and behaviour. Recent examples include social media, post-exam “Leavers” trips, use of food supplements, as well as regular annual drugs update.
- Regular review of the disciplinary structure and the issue to Housemasters/Housemistresses of clear guidelines as to the disciplinary “tariff”.

Structure

- The maintenance of a minor sanctions system, via the College Proctor, Heads of Year and Second Master, which enables a consistent, fair and pastoral approach to low-level disciplinary infringements.
- The commitment on behalf of House and Management Team staff to working together on disciplinary and pastoral matters, to carefully balance the interests of individual pupils with those of the wider community.
- The use of the College data management system to provide a record of all sanctions from blue chits to suspensions, as well as academic rewards, such that these are accessible to pupils and tutors, and iSAMS user-accounts, and to House and senior staff, including the College Proctor.
- The ability, both in House and centrally, for staff to develop an overview of patterns of behaviour via the sanctions system, both in terms of individuals and wider patterns (e.g. year groups).
- A twice-termly review of chit sanctions, via the College Proctor.
- The use of the wider pastoral structure (e.g. Medical Centre, Dames, Chaplaincy, Artemis Tutors) to promote positive behaviour, especially in respect of risk-taking.
- A system for regular, random testing for substance abuse, advertised to pupils and parents and designed to deter experimentation.
- A system for the management of pupil access to alcohol at social events for the Upper School. Clearly defined limits are discussed with pupils and parents, and pupils are asked to give their explicit consent and cooperation to the system, including checking consumption, via use of breathalysers.
- The use of INSET to train staff to recognise and deal with e.g. bullying, cyber-bullying, substance misuse, vulnerability to radicalisation, including the use of the disciplinary system in relation to these issues.

Author:	Acting Deputy Head (Pastoral)
Approved by:	Management Team
Date:	May 2021
Review Date:	May 2022
Circulation:	College Website, Firefly

Appendix 1

DISCIPLINARY SANCTIONS

The College aims to promote positive behaviour and strong relationships throughout the whole community. The College rules constitute a simple framework to further the protection and promotion of pupil welfare, which is of paramount importance. Through clearly stated rules, robust systems of communication and consistently applied, centrally-recorded disciplinary responses, the College aims to create a system where infringements of the College rules and the use of the sanction system is minimised, and all discipline is viewed in a primarily pastoral context. The maintenance of a minor sanctions system (listed below) via the College Proctor, Heads of Year and Second Master enables a consistent, fair and pastoral approach to low-level disciplinary infringements.

Blue Chits: are for minor offences.

Pupils who receive a Blue Chit report to the College Proctor/Second Master (Monday to Saturday) between 8.00am and 8.15am in the Medawar Centre.

Pink Chits: are given for poor behaviour, repeat offences etc.

The pupil collects letter headed paper from their HM, who will endorse the page to show that a conversation has taken place about the infraction committed. On this, the pupil will write a letter of apology, which is handed to the College Proctor by 8.15am the next morning and passed on to the issuing member of staff.

Failure to report for a Blue or a Pink Chit results in a conduct detention on Saturday morning.

Academic Detentions: are set for late, incomplete or poor-quality work and are completed in pupils' free time; for more serious or repeat cases, the detention is completed on a Saturday night.

Gating: (confinement to Campus) is given for more serious disciplinary offences such as vaping/smoking, being out of bounds, vandalism, persistent unkindness and dishonesty.

Cautions: In the Upper School, the tone of our approach to Sanctions reflects the growing maturity which we seek to encourage in our Sixth Formers. Thus, wherever possible, we avoid using the Lower School Gating system, using a Caution System, augmented where necessary, to foster a sense of responsibility where serious offences and antisocial matters are concerned. Cautions may only be awarded by the Master or the Second Master and, if a given pupil acquires more than two Cautions within a year, this may well lead to his or her suspension (temporary exclusion from College); four Cautions are likely to result in the pupil being required to leave.

Loss of Privilege: Awarded to pupils in the Upper School for more serious offences, generally regarded as more serious than a Pink Chit but less than a Caution. These begin with Saturday detention at 8am and include agreed afternoon activity for those with no matches. Town is out of bounds all day and pupils are confined to House all evening on Saturday with two hours of academic study.

Records are kept of all the above sanctions and parents are informed by HMs, Second Master or Master of offences resulting in Gating, Caution or **Exclusion** from the College. Parents should contact the child's HM (or Second Master or Master) at once if they consider that their child has been unfairly treated. In the unusual event of a child being permanently excluded from the College, parents have the right to appeal.

Second Master

May 2021

Appendix 2



MARLBOROUGH COLLEGE

Policy on Physical Restraint of Pupils

The College reserves the right for its staff to use reasonable force to control or restrain a pupil in specific circumstances, in accordance with the Education and Inspections Act 2006.

The College will have regard to the Department for Education advice: Use of reasonable force in schools.

1. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1014058/KCSIE_2021_Part_One_September.pdf
2. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/444051/Use_of_reasonable_force_advice_Reviewed_July_2015.pdf

A Points of Reference

- It is not necessarily unlawful to have contact with children.
- Where reasonable force is used to restrain a pupil, it is defined as ‘the minimum needed to achieve the desired result’, i.e. using no more force than is needed. Force is not expected to cause injury.
- The circumstances warranting physical force must be ‘reasonable’. Force should be the last resort in resolving a situation, and should be avoided if possible.
- Intervention is permissible in self-defence.
- Control of this nature may be exercised by teaching staff and non-teaching staff who have a supervisory role.

B Circumstances when physical intervention may be appropriate

- Force that is reasonable and as a last resort may be needed to prevent a pupil from doing or continuing to do, any of the following:
 - committing a criminal offence
 - injuring themselves or others
 - causing damage to property (including a pupil’s own property)

- engaging in any behaviour prejudicial to maintaining good order and discipline. This applies both in College and in an out of College activity. To be more specific, reasonable force might be appropriate when:
 - pupils are fighting
 - a pupil is engaged in, or is on the verge of committing, deliberate damage or vandalism to property
 - a pupil is causing, or at risk of causing, injury or damage by accident, by rough play or by deliberate action
 - a pupil is running in a corridor or on a stairway in a way in which he or she might have or cause an accident
 - a pupil persistently refuses to obey an order to leave a classroom
 - a pupil is behaving in a way that is seriously disrupting a lesson and causing distress to others

C Application of Force

Intervention can take several forms; touching, holding, pushing, pulling, leading a pupil by the arm, shepherding a pupil away by placing a hand in the centre of the back.

Except in the most exceptional circumstances where there is no alternative, physical intervention should not include:

- holding a pupil around the neck, or by the collar, or in any way that might restrict the pupil's ability to breathe
- slapping, punching or kicking a pupil
- twisting or forcing limbs against a joint
- tripping up a pupil
- holding or pulling a pupil by the hair
- touching or holding a pupil in a way that might be considered indecent

D Reporting

When force is used to control or restrain a pupil, the member of the teaching or non-teaching staff should report the matter orally to the Master, or appropriate member of the Management Team as soon as possible, and provide a written report within 12 hours to the Master.

The report should include:

- the name(s) of pupil(s) involved and when and where the incident occurred
- the name(s) of any witnesses
- the reason force was necessary
- the details of the incident through time
- the pupil's response and the outcome of the incident
- details of any injury to anyone or any damage to property

E Aftermath

- The Master or member of the Management Team will contact the parents/guardians of the pupil involved as soon as is practical. The pupil's HM will always be informed.

- Parents and pupil will be invited to discuss the incident with the Master or member of the Management Team, in which physical control or restraint was used, with a view to understanding the circumstances fully and minimising the chance of repetition.
- Records of any incident involving physical restraint of a pupil will be placed on the file of the pupil, the member of staff, and held centrally by the Master's Lodge.
- Any complaint about the College's management of an incident or about individuals will be dealt with by procedures already in place.

Author: Acting Deputy Head (Pastoral)

Approved by: Management Team

Date: May 2021

Review Date: May 2022

Circulation: College Website, Firefly

Appendix 3

Guidelines to Common Room on Social Occasions

The College year offers many occasions on which it is appropriate for members of staff to bring pupils together to celebrate collegiate effort or success, or for social or recreational reasons. It is important, however, that we avoid undue proliferation of parties, in order to minimise disciplinary problems that can arise from them, or adverse effects on the academic momentum, particularly towards the ends of terms. In the context of this document, social occasions include meals out with groups of pupils, such as sports teams.

Pupils may not organise parties themselves, except that Prefects may, on occasions, entertain in the Parlour if the Senior Prefects have obtained prior permission from the Head of Upper Sixth, Second Master or Master, or College Proctor.

Otherwise any social occasion must be hosted by a member of Common Room, and he or she must:

- have obtained permission from the Master or the Second Master;
- have consulted with the Deputy Head (Academic) and the Deputy Head (Co-Curriculum and Outreach) about the proposed times;
- take full responsibility for the good behaviour of those taking part.

Permission will NOT be given:

- for social occasions to be held in “College time”, including Prep, except for members of the Upper Sixth after their exams;
- for boys and girls to go to attend social occasions in places where they would not normally be allowed;
- adhere to the College’s rule that pupils are not to be given alcoholic drinks during the working week i.e. Monday-Friday, except at Captains’ Meetings and with the permission of the Second Master.

Social occasions must end by 10.00 pm. No pupil may attend more than one social occasion in a day.

All alcoholic drinks must be bought through the member of Common Room and be kept by him or her.

Members of Common Room should ensure they are aware of and adhere to the College Policy on Alcohol. They should also check that Upper School pupils have the appropriate permissions in place to drink alcohol.

Smoking should never be allowed.

Members of Common Room should ensure that pupils return safely to their boarding houses after any party, as with any other evening co-curricular activity.

The Master

May 2021

Appendix 4

Protocol for Searching Pupils' Rooms and Possessions

There are some circumstances in which it might be deemed necessary for Boarding Staff to carry out a search of pupils' rooms and/or their possessions.

Principally, searches might be conducted when there are strong grounds to believe that a room might contain items that are banned under the College's rules, and which might be detrimental to the welfare of pupils, or to the safety and security of property. Such items include:

- Radical material intended to incite violence or hatred and promote terrorism
- Knives and other weapons, including BB or air guns and ammunition
- Alcohol
- Drugs and other substances of misuse
- Stolen items
- Tobacco and cigarette papers; vapes and associated paraphernalia
- Fireworks

Searches can be carried out by the following staff, working together:

- HMs, Dames, Members of the Management Team, the College Proctor
- Other members of staff delegated on behalf of HMs or the Management Team to assist in a search (typically Resident House Tutors).

Any search of a Pupil's room or possessions must be carried out with the knowledge of the Second Master or Acting Deputy Head (Pastoral), unless the situation is deemed to represent an immediate threat to the welfare of pupils.

In such a case the Second Master or Acting Deputy Head (Pastoral) must be informed as soon as possible after the search – and of the outcome.

In all searches, the following Guidance will be followed:

- *Screening, Searching and Confiscation – Advice for Head Teachers, School Staff and Governing Bodies (Jan 2018)*
DfE-00034-2014 <https://www.gov.uk/government/publications/searching-screening-and-confiscation>
- *Conducting a Search of a pupil's room, belongings or person: BSA Boarding Briefing Paper 15*

Searches can be carried out with or without the consent of a pupil, though it would be preferable to both seek consent and to search in the presence of the pupil.

Banned items or stolen items found in the course of the search must be retained by the members of staff involved, and will form part of any relevant disciplinary investigation.

Acting Deputy Head (Pastoral)

May 2021

Appendix 5

Upper School Contract

FOR ENTRY IN ACADEMIC YEAR 2021

In the Lower School the sanctions for breaking College rules are clear-cut and time-consuming, frequently involving lengthy periods of ‘gating’. However, in the Upper School the approach to discipline seeks to reflect the growing maturity which we hope to encourage in Sixth Form pupils. To this end, the sanctions code in the Upper School is very different and uses a system of formal Cautions to distinguish between major and minor offences with the aim of fostering a greater sense of responsibility.

Cautions will be given for what the College considers to be serious offences and, on some occasions, more than one Caution will be given. Pupils who accumulate more than three Cautions in a calendar year will normally be required to leave the College. When a calendar year has elapsed after an offence, the Cautions for that offence are expunged from a pupil’s record. It should be noted, however, that in the event of serious offences the disciplinary profile of a pupil’s full College career will be taken into consideration. Some Cautions may be redeemed by the pupils undertaking 10 hours of a pre-approved socially worthwhile activity and this will be explained to any pupil receiving a Caution. Parents will always receive a letter, from either the Master or Second Master, when their child has been cautioned.

In addition to the Caution system, the more immediate sanction of a weekend Loss of Privileges may be applied for less serious offences.

In the Upper School an acknowledgement of being in the wrong and a genuine undertaking not to re-offend is infinitely preferable, where possible, to a strong sanction which may result in a resentment that blinds the pupil to their responsibilities as a young adult.

In order to help new Upper School pupils to think through their obligations to themselves and to the College and to prepare themselves for the Upper School disciplinary code, pupils entering the Lower Sixth in September will be expected to make an explicit commitment to good work and behaviour throughout their time in the Upper School.

The College expects all members of the Upper School to:

- a) give their academic work a high priority at all times;
- b) honour all College commitments, both academic and co-curricular;
- c) treat fellow pupils, members of the College staff and members of the public with respect, courtesy and consideration and embrace the values and aspirations outlined in the College Almanac by former senior pupils (“The Marlborough Charter”);
- d) agree to be bound by the spirit of the College rules, and in particular to note that illegal, immoral or anti-social actions will not be tolerated and that those committing such offences are liable ultimately to forfeit their right to membership of the College;

- e) act in such a way that explicitly rejects bullying in any form and via any means, calling out unacceptable behaviour if it is encountered, and that promotes the safety and wellbeing of all, especially younger pupils.

Please sign to say that you have read this with your child and that they understand and accept the obligations above. They will be asked to sign this in person when they join the College.

Pupil Name:

Entry House:

School number

Parent 1 signature: **Parent 2 signature:**

Print parent name: **Print parent name:**

Date: **Date:**