



WELLINGTON
COLLEGE
PREP

Academic Year 2025 - 2026

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WELLINGTON COLLEGE PREP

BEHAVIOUR MANAGEMENT POLICY

Wellington College Prep School strives to be a positive school. Wellington College Prep expects a good standard of behaviour from pupils at all times and aim to develop this culture throughout our community by demonstrating the **Wellington College Prep Values: Kindness, Respect and Courage** through following the Wellington College Prep Code and adhering to the School Rules. These provide a guide to help everyone enjoy and benefit from life at the school, and to grow into good citizens, developing self-discipline and self-confidence and living and working with others in a spirit of co-operation and friendship.

It is unrealistic to believe that every child will fulfil this expectation at all times but pupils should work continuously towards this aim. It is important that Wellington College Prep develops a culture of good behaviour through teaching and guidance rather than through a fear of punishment, where the children develop an understanding of what is expected from them and how their behaviour affects others. They should have high expectation for themselves. Pupils should also feel that they have an opportunity to be heard, even in situations where they have done wrong but learn that along with this right there comes a responsibility to listen to adults and act on their advice. Our teaching and guidance is backed up by a system of rewards and sanctions, details of which are set out in this policy. The School has a number of systems to support all pupils in meeting our behaviour expectations. These include our Designated Safeguarding team, our pastoral team, TAs, SEND department, the Counsellors, Mental Health First Aiders, and our Matrons. Any pupil returning from a period of required absence or suspension is required to participate in a bespoke reintegration programme before or upon their return and parents are expected to support this.

This policy should be read in conjunction with the School's other disciplinary, pastoral and safeguarding policies, copies of which can be found on Sharepoint and the Parent Portal.

For the purposes of this policy, "expulsion" is the permanent exclusion of a pupil from the School; "suspension" is a fixed period of exclusion from the School during which time the pupil is expected to maintain their academic work but cannot participate in any lessons, activities, trips or other events organised by the School; and a "Major Sanction" is suspension or expulsion.

In the absence of a designated member of staff, any references in this policy shall be to the member of staff to whom they have delegated their authority during their absence or such other person as may be decided by the Head.

The School may amend this policy from time to time and without notice. The school website and the Parent Portal should be checked on a regular basis for updates.

WHEN DOES THIS POLICY APPLY?

This policy applies to all pupils at Wellington College Prep, including EYFS and whether day or boarding. It applies to pupils whilst they are (a) on the School site (whether during the school day or at late stay, Holiday Hideout or any other activity run by or organised through the School); (b) off the School site but under the lawful control or charge of a member of staff (for example, on a school trip); (c) off the School site and not under the lawful control or charge of a member of staff but are wearing School uniform or in some other way identifiable with the School; and (d) in any circumstances where a pupil is acting in a manner which could adversely affect the reputation of the School, the orderly

running of the School, or which poses a threat to another pupil or member of the public. It includes behaviour which takes place in person, online or otherwise.

For the avoidance of doubt, this policy does not apply if a child is participating in an activity or event on the School site or elsewhere where that activity or event is organised by a third party.

THE SCHOOL VALUES, THE WELLINGTON COLLEGE PREP CODE AND THE SCHOOL RULES

Given the age range of our pupils, it is important that all understand the interplay between the School Values, the Wellington College Prep Code and the School Rules. The Wellington College Prep Code lists the positive behaviours that we expect all of our pupils to demonstrate. The School Rules list the negative behaviours which cannot be tolerated within our School community. By following both of these, our pupils will fulfil the Wellington College Prep Values.

Wellington College Prep Values: **Kindness, Respect and Courage**

The Wellington College Prep Code is:

At Wellington College Prep we strive to be our BEST SELF

We forgive

We share

We listen

We are honest

We are kind

We are helpful

We are polite

We are brave

We are courageous

We treat others as we wish to be treated.

INVOLVEMENT OF PARENTS

On accepting a place at Wellington College Prep, parents undertake to uphold the School Rules supported by the school's policies, including this policy. The School expects parents to support us in managing expectations of behaviour and the provisions of this policy, both at home and at School. Parents should familiarise themselves with these and ensure that their children understand the principles of them.

The School values a close relationship with parents and aims to work with children's parents in cases of frequent or repeated misbehaviour. Whilst children are in the Junior School, the School expects to be in regular dialogue with parents, with staff and parents working together to understand the cause of behaviours and to decide how to respond appropriately. As pupils move through the year groups and can be expected to better manage their own behaviours and understand our expectations, this dialogue will become less regular with Wellington College Prep making decisions independently although staff and the pastoral care team will remain available for meetings and conversations with parents where appropriate. These conversations would be managed by the tutor in the first instance. Notwithstanding the importance of this relationship and dialogue, it is at the sole discretion of the School whether to investigate a behaviour management incident, whether to speak to or otherwise involve the parents of an alleged perpetrator or alleged victim during an investigation, upon the conclusion of that investigation or following the imposition of a sanction, whether to impose a sanction and, where relevant, the content, duration and shape of any reintegration programme. For data

protection reasons, the School is unable to disclose any information about any other children involved in a behaviour management incident.

The School welcomes feedback from parents on the effectiveness of our behaviour management measures and all other aspects of this policy.

INVOLVEMENT OF OUTSIDE AGENCIES

WCP will always consider whether a matter should be referred to Children's Social Services and/or the Police and will continue to consider this when dealing with a matter even if the initial assessment was that no referral needed to be made. In determining whether to make such a referral, WCP will consider the circumstances of the particular matter and National Police Chief's Council's Guidance to Schools & Colleges, KCSIE, Bracknell Forest's Children's Social Care referral thresholds and any advice received from the Bracknell Forest Safeguarding Our Schools team. In these circumstances, WCP will only gather enough information to make an assessment as to whether to refer such a matter. Such information will be fully documented and any evidence or potential evidence preserved.

Once a matter has been reported to the Police, WCP cannot do anything which may interfere with the Police investigation. WCP will be guided by the Police as to what it can and cannot do, including as to what information it can share with pupils or parents and if and when it can proceed with an internal investigation. If permitted, WCP will hold an internal investigation and take disciplinary action in parallel to the Police investigation. Otherwise, the WCP's internal investigation will be postponed until such time as the Police complete their investigation. During this period, the alleged perpetrator(s) may be required to be absent for a period.

Medical advice will be obtained if the College considers that a pupil has taken drugs and may continue to be under the influence of those drugs.

CONTEXTUAL SAFEGUARDING

Wellington College Prep will always consider the context and motive of a pupil's misbehaviour and consider whether it raises any concerns for the welfare of the pupil. The Senior Deputy Head works closely with the School's Designated Safeguarding Lead (DSL) and the School's Deputy Head, Pastoral to ensure that relevant information has been shared and considered when making any disciplinary decisions. In appropriate circumstances, such discussions may lead to a decision not to impose the usual sanction for a certain behaviour or to reward a pupil in circumstances where another pupil might not be so rewarded.

If staff reasonably suspect that a pupil may be suffering, or is likely to suffer significant harm, whether inside or outside of the School, they should follow the procedures set out in the School's Safeguarding Policy and discuss their concerns with our DSL, without delay.

The School will also consider whether any disruptive behaviour might be the result of unmet educational needs, or any other needs, and will, subject to the School retaining the sole discretion whether to have any such discussions prior to, during or after any investigation and the imposition of any sanction, , discuss concerns with the pupil's parents accordingly and, if relevant, reflect it in any reintegration programme.

PROMOTING GOOD BEHAVIOUR

Wellington College Prep rewards and encourages good behaviour, demonstration of the School Values and celebrates academic, co-curricular and sporting achievements from our pupils through verbal praise and a number of rewards, the details of which are set out below.

REWARDS

Rewards are awarded to pupils on an individual basis. There are a number of rewards given to children in the Junior School to demonstrate acknowledgment of good work, achievement and demonstrating the Wellington College Prep Code. These are set out below.

Where Section Points and Commendations are awarded, they contribute to the Junior School (including EYFS) Section Competition or Upper School Section Competition (as relevant). Each child in the School (including EYFS) is part of a Section. At the end of each term, the total number of points awarded to each Section during the term is collated and the pupils in the Section with the highest number of points in each of the Junior School Section Competition and in the Upper School Section Competition get rewarded with a special activity. The special activity may differ across the year groups in the Junior School. In the Junior School, Section Points are also collated weekly and the Section with the highest number of points is announced. Lola the Bear wears the Section Ribbon of the winner for that week.

In EYFS, Years 1 and 2, all children are part of a 'family' lunch table. Each day staff award a star for their table if the children have demonstrated good manners, tried new foods and been helpful. Once a table achieves 10 stars, they are rewarded with a 'Golden Table'.

EYFS

Staff award stickers and Section Points to praise positive behaviour and good work. Section Points contribute to Section Rewards (as set out below)

YEAR 1 and YEAR 2

- Staff award stickers and Section Points to praise positive behaviour and good work. Section Points contribute to Section Rewards (as set out below)
- Each week two children from each class in KS1 are nominated to receive a 'Star Of The Week' sticker to celebrate good behaviour, attitudes or achievements.
- The Pastoral Leads actively encourage staff members to send children to them for good behaviour, improved attitudes to learning, and outstanding achievements. All staff and particularly especially senior leaders should reward significant success in these areas by sending a postcard home.
- Kindness postcards are sent home when acts of kindness are observed by any member of staff.

YEARS 3 & 4 AND UPPER SCHOOL

Section Points

A member of staff can award a Section Point for a **good piece of work, achievement or good conduct** or a Commendation for exceptional work, achievements or behaviour. A Commendation is equivalent to three Section Points. Both can be awarded verbally or recorded on work. If a pupil is awarded a Commendation, this is done on iSAMS and the Head and the child's tutor are automatically informed.

SANCTIONS

The School hopes that pupils will respond to the School's positive encouragement and rewards and will demonstrate the Wellington College Prep Values at all times. However, the School acknowledges that, from time to time, pupils' conduct may fall below the standards of behaviour reasonably expected by Wellington College Prep. Sanctions assist us in enforcing the Wellington College Prep Values and help us to set boundaries and to manage unacceptable or challenging behaviour from pupils.

Any sanctions will be applied fairly, reasonably and proportionately and, where appropriate, after due investigative action has taken place. Sanctions may undergo reasonable change from time to time but will never involve any form of unlawful or degrading activity. Corporal punishment is illegal and is never used or threatened.

In applying sanctions, especially those with serious consequences, we will take reasonable steps to avoid placing children with SEND or a particular vulnerability at a particular disadvantage compared to other children, in accordance with our obligations under the Equality Act 2010. Additionally, the School will consider the year group a child is in, recognising that pupils will learn more about the Wellington College Prep Code, the behaviours prohibited by the School Rules and develop a greater understanding of these as they move through the School. Pupils in Years 7 and 8 are our role models for younger pupils with many having positions of leadership within the School and are expected to behave in a way which reflects this.

All misbehaviour or disciplinary incidents will be dealt with as soon as practicable. If an incident occurs or WCP becomes aware of a matter in the 72 hours before the end of a term or half term or at any time on a school trip, it may not be possible to deal with it until the start of term or half term, or, in the case of a school trip, the return of that school trip. If a pupil who has been involved in, or is suspected to have been involved in a misbehaviour or disciplinary incident and is due to participate in a school trip or other activity during the intervening holiday, such pupil may be subject to such sanctions during that school trip or other activity as the School seems appropriate in the circumstances, or may be prohibited from participating in or continuing to participate in such school trip or activity regardless of the fact that the investigation may not have concluded.

The School has a confidential central register of all Major Sanctions imposed. The entries on this register include the pupil's name and year group, whether the pupil has a protected characteristic, whether the pupil is on the School's SEND register, the nature and date of the offence and the sanction imposed and a copy of the report on the investigation.

The Governors of Wellington College Prep take their responsibilities on behaviour management seriously. They approve the Behaviour Management Policy annually and review the data on suspensions and expulsions. The Chair of the Wellington College Prep Steering Group and the Master of Wellington College are kept informed of any major issues related to behaviour and are notified by the Head or Senior Deputy Head before any suspension or expulsion is imposed. The Safeguarding Governor is kept informed if any of the major behaviour issues have a safeguarding element.

MINOR SANCTIONS

EYFS and YEARS 1&2

In EYFS and Years 1&2, Wellington College Prep handle pupil's unacceptable behaviour in ways which are appropriate to their ages and stages of development – for example by distraction, discussion or by withdrawing the child from the situation – by the member of staff who has witnessed the behaviour.

If a pupil's behaviour persists or if the pupil continues to behave in a way or ways which is unacceptable, the pupil is given a warning and the opportunity to change their behaviour. This gives them the opportunity to think about their behaviour. Staff talk to the children about their actions and they work together with the child to find strategies allowing them to move forward positively.

If poor behaviour continues or is more serious, the child will have a reflective conversation with the Pastoral Lead for their year group. Such a conversation will result in parents being informed, a note being made on iSAMS and the child being discussed at the next Pastoral Care Group meeting.

If poor behaviour continues after this or if a child is not calm or co-operative, the child will have a reflective conversation with the Head of Junior School and parents will be invited to a meeting with the Head of Junior School which may also be attended by other members of the Pastoral Care Group. The Head of Junior School will notify the Head prior to any such meetings.

In instances of persistent bullying or aggression or in other circumstances that the Head considers appropriate, a pupil in the Junior School may be suspended or expelled. If such a sanction is imposed, the paragraphs below relating to suspensions and expulsions of pupils in Years 3 and upwards apply equally to those in the Junior School.

From time to time, if a pupil is particularly disruptive or distressed, it may be necessary to ask a pupil's parents to keep their child at home for a short period of time to allow that child an opportunity to regulate their behaviour away from the school environment. Such a request will not be considered a sanction as it is requested to promote that child's welfare and best interests. Additionally, and if appropriate, it allows staff to consider alternative support strategies.

YEARS 3, 4 and UPPER SCHOOL

Teachers or any other member of staff with pastoral responsibility for pupils are responsible in the first instance for dealing with minor infringements, such as lateness, casual rudeness, or disruption in class, and late or poorly completed work. Any other member of staff should report such infringements to a teacher who will follow it up as they consider appropriate.

In the first instance the staff member should try to talk to the child and give them a chance to amend their behaviour. There may be a number of valid reasons why a child is not behaving in a way that is expected, and it is due to the staff member to try and investigate this and offer support. It may also be that the child does not understand the work that is being asked of them so a reluctance to complete it may be the case.

However, depending on the nature of the infringement or the outcome of that conversation, the member of staff may decide to impose a minor sanction. All Minor Sanctions used within the School are designed to support the pupil rather than punitive impact. They include but are not limited to:

- i. Verbal reprimand from a member of staff;
- ii. The award of a **Flag** for concern or disciplinary purposes – typically for any behaviour that causes concern on any level whether, for example, of an academic, wellbeing or organisational nature.

The pupil should be aware that a Flag has been logged on iSAMS and this will be sent automatically to the pupil's tutor and other relevant staff. (A flag is not a form of punishment but a way for the whole picture around the child to be collated. Once logged a flag alert is sent to the child's tutor, relevant Head of Year (HoY), SLT and Wellbeing team.)

- iii. Repeating unsatisfactory work until it meets the required standard;
- iv. Withdrawal of privileges – such as missing a playtime or an extra-curricular activity, typically where such privileges have been or if behaviour is consistently below the expected level.
- v. Confiscation of property that is being used inappropriately or without consideration – what items may be confiscated and how those items should be dealt with is set out in Annex 2 (Confiscation) of this policy; or
- vi. Withdrawal from a lesson, school trip, team event or other activity organised or facilitated by the School.

Staff should inform the child clearly what they have done wrong, talk them through the situation using child relevant language and state that they are awarding a Flag so that support can be sought from the tutor and wider pastoral team. They should ensure that the child knows what standard of behaviour they expect to see in the future. (If appropriate, talking about the Wellington College Prep Code).

The tutor is then expected to have a conversation with the child as soon after the awarding of the Flag as possible. This conversation will be educational and supportive in nature. A follow up flag is entered on iSAMS to show that a coaching conversation has occurred. For repeated poor behaviour the pupil may be referred to the Head of Year.

Minus: If a pupil continues to misbehave, is rude or disruptive, or has been unkind to others a Minus can be issued by the Head of Year, , Head of Boarding, or any member of the Senior Leadership Team. . If awarded a Minus, the pupil will be asked to have a reflective discussion with an appropriate member of staff and will be asked to complete some reflective work or write an apology during a period of 'detention'. This may take place during a break time or activity time or the child can be placed in the regular detention slot on a Friday afternoon. Each Minus carries a 45 minute time of reflection. The SLT and relevant Head of Year plus the pupil's tutor are informed when a Minus is awarded, the pupil's tutor will inform the pupil's parents. Minuses can be viewed on the Parent Portal.

Double Minus: If cases of persistent misbehaviour or unsatisfactory misbehaviour which falls outside a Major Sanction, a Double Minus may be awarded by the Head or Senior Deputy Head. If awarded a Double Minus, the pupil will be asked to have a reflective discussion with an appropriate member of staff and will be asked to complete some reflective work or write an apology during an extended period of 'detention'. If awarded a double Minus the detention time is 2 x 45 minute reflection sessions on a Friday 5pm – 6.30pm. It is supervised on rotation by a member of the Senior Leadership Team. . If awarded a double Minus a letter will be written to the parents by the Senior Deputy Head outlining the reasons for the sanction. The pupil will also be required to see the Head. Double Minuses can be viewed on the Parent Portal.

MAJOR SANCTIONS

The Head or Senior Deputy Head may suspend or, in serious or persistent cases, expel a pupil if the Head considers their behaviour or conduct is unsatisfactory. Examples of such behaviour which may result in suspension or expulsion include (but are not limited to):

- i) Bullying (including cyber bullying, prejudice-based and discriminatory bullying) and child-

- on-child abuse;
- ii) Physical assault/ threatening behaviour;
- iii) Fighting;
- iv) Discriminatory or derogatory language;
- v) Sexual harassment;
- vi) Sexual misconduct including sexting and/or the consensual or non-consensual sharing of nudes/semi-nudes;
- vii) Drug, alcohol, tobacco, snus, nicotine or other substance misuse (including supply, possession or use);
- viii) Theft;
- ix) Damage to property;
- x) Cheating in examinations;
- xi) Misuse of the School's IT system;
- xii) Bringing Prohibited Items¹ or other illegal, inappropriate or dangerous items into School;
- xiii) Misconduct which adversely affects or is likely to adversely affect the welfare of a member or members of the School community;
- xiv) Misconduct which brings or is likely to bring the School into disrepute;
- xv) Making a deliberately invented or malicious allegation against a member of staff or pupil or the School;
- xvi) Being absent from School without the School or their parent's permission;
- xvii) Persistent disruptive behaviour; and
- xviii) Any other action or omission which is criminal and/or illegal.

Suspension and expulsion may also be imposed where unsatisfactory behaviour has continued despite previous disciplinary sanctions and/or warnings.

If a pupil is expelled, it takes immediate effect. Suspension will usually be served immediately. However, in exceptional circumstances and at its sole discretion, Wellington College Prep may postpone the start date of the suspension or decide that the suspension is to be served over two split periods or for parts of a day only. If a suspension is imposed at the end of term, it will not be served until the beginning of the next term.

Following their expulsion or whilst suspended, a pupil may not:

- enter the School site without the permission of the Head; or
- join any school trips (and will not receive a refund for any monies paid for such trips).

A pupil may be required to be absent from the School whilst an incident which the Head considers may involve that pupil, and which the Head considers may result in the suspension or expulsion of one or more pupils, is being investigated. This is a neutral act. During any periods of required absence, the School will continue to provide the pupil with work and the pupil is expected to maintain their academic work. At the end of the period of the required absence, depending upon the outcome of the investigation, the pupil may return to Wellington College Prep and/or a disciplinary sanction may be imposed.

¹ Prohibited Items are knives, weapons, replica knives and weapons, ammunition, fireworks, stolen items, alcohol, drugs or items & equipment relating to the use of drugs, vapes, tobacco, snus & cigarette papers, steroids, pornographic images, any articles that a member of staff suspects has been or is likely to be used to commit an offence or cause injury to or damage the property of any person (including the pupil).

REQUIRED REMOVAL

As set out in the School's Terms and Conditions, the Head may require that a pupil is removed in circumstances where the Head considers in his/her discretion that the behaviour or conduct of a parent is unreasonable. Examples of unreasonable behaviour from parents which may result in a pupil being required to be removed include but are not limited to:

- Physical assault/ threatening behaviour;
- Discriminatory or derogatory language;
- Bringing illegal, inappropriate, or dangerous items into School;
- Making a deliberately invented or malicious allegation against a member of staff or pupil or the School;
- Communicating with the School in person or in writing (directly or indirectly) in a manner which is deemed voluminous, relentless, confrontational, unreasonable and/or overly aggressive;
- Breaching the School's Terms and Conditions.

In addition to the above, the School reserves the right to impose sanctions for parental behaviour including but not limited to placing restrictions on a parent's access to the School or School events, communications with the School and/or the imposition of a warning.

APPEALS AGAINST MAJOR SANCTIONS AND REQUIRED REMOVAL

If the Head suspends, expels or requires a pupil to be removed, parents may appeal the decision in accordance with the Governors' Review Procedure (which is contained within the School's Complaints Policy). The outcome of the appeal process is final and there shall be no further right to appeal.

If a decision is taken by the parents to withdraw the pupil, the parents waive any right to a review.

INVESTIGATIONS

Any investigation required for the purposes of this policy will be conducted in accordance with the procedure set out in Annex 3 to this policy

USE OF REASONABLE FORCE

Like all schools, Wellington College Prep reserves the right for our staff to use reasonable force to control or restrain a pupil in specific circumstances. The School will adhere to the guidance provided by the Department for Education in taking such action.

SEARCHING

The School reserves the right to search or screen pupils and their possessions. The School will adhere to the guidance provided by the Department for Education in taking such action.

COMPLAINTS

Wellington College Prep hopes that parents will not feel the need to complain about the operation of our Behaviour Management Policy, and that any difficulty can be sensitively and efficiently handled before it

reaches that stage. However, the School's Complaints Policy is on our website. We will send you copies on request.

MONITORING AND REVIEW

We will record all behavioural incidents and sanctions in accordance with this policy which will be used to monitor behavioural issues within the School and to evaluate the effectiveness of this policy.

We will consider whether there are patterns of concerning, problematic, or inappropriate behaviour among pupils which may indicate that there are possible cultural issues within the School which may be enabling inappropriate behaviour to occur. When patterns are identified, we will decide an appropriate course of action which may include more staff training, additional learning or support for pupils or amending this policy.

This policy is reviewed and updated at least annually by the Governors.

RRR reviewed Nov 2023

RRR reviewed Sep 2024 with minor amendments

LJ Review March 2025 with minor in year amendments

RRR review Sept 2025 with minor amendments to personal e.g. HoYs

ANNEX 1

THE SCHOOL RULES

Wellington College Prep School strives to be a positive school. Wellington College Prep expects a good standard of behaviour from pupils at all times and aim to develop this culture throughout our community by demonstrating the **Wellington College Prep Values: Kindness, Respect and Courage** through following the Wellington College Prep Code and adhering to the School Rules. These provide a guide to help everyone enjoy and benefit from life at the school, and to grow into good citizens, developing self-discipline and self-confidence and living and working with others in a spirit of co-operation and friendship.

Given the age of our pupils, it is important that all understand the interplay between the School Values, the Wellington College Prep Code and the School Rules. The School Values are achieved through the School Rules and the Wellington College Prep Code. Whilst the School Rules apply to all pupils, it is adherence to our Wellington College Prep Code which is of primary importance for the School's youngest pupils in EYFS and Years 1 and 2 in understanding what behaviours are expected of them. Whilst the School Rules apply to all pupils, it is adherence to our Wellington College Prep Code which is of primary importance for the School's youngest pupils in EYFS and Years 1 and 2 in understanding what behaviours are expected of them. Children in Years 3&4 and in the Upper School are expected to continue to follow the Wellington College Prep Code whilst learning about the behaviours restricted by the School Rules, understanding the importance of these and displaying them in an age appropriate way. It is recognised that pupils in Years 3&4 in particular are in a transition phase being leaders of the Junior School, still young yet of an age where they are developing more self-discipline and a greater understanding of right and wrong, a position which this policy reflects with them being part of the Junior School "sections" yet subject to the more formal Minor and Major Sanctions. Pupils in Years 7 and 8 are our role models for younger pupils with many having positions of leadership within the School and are expected to behave in a way which reflects this.

THE WELLINGTON COLLEGE PREP CODE

"At Wellington College Prep we strive to be our BEST SELF

We forgive

We share

We listen

We are honest

We are kind

We are helpful

We are polite

We are brave

We are courageous

We treat others as we wish to be treated"

THE SCHOOL RULES

The following behaviours are likely to result in the imposition of a Major Sanction:

- i. Misuse of drugs, alcohol, tobacco, snus, nicotine, or other substances (including supply, possession or use);

- ii. Bullying (including cyber bullying, prejudice-based and discriminatory bullying) and child-on-child abuse;
- iii. Physical assault/ threatening behaviour;
- iv. Fighting;
- v. Sexual harassment;
- vi. Discriminatory or derogatory language;
- vii. Sexual misconduct including sexting and/or the consensual or non-consensual sharing of nudes/semi-nudes;
- viii. Theft;
- ix. Damage to property;
- x. Cheating in examinations including coursework;
- xi. Misuse of the School's IT system;
- xii. Bringing Prohibited Items² or other illegal, inappropriate or dangerous items into School;
- xiii. Misconduct which adversely affects or is likely to adversely affect the welfare of a member or members of the School community;
- xiv. Misconduct which brings or is likely to bring the School into disrepute;
- xv. Making a deliberately invented or malicious allegation against a member of staff or pupil or the School;
- xvi. Persistent breaches of the School's policies or other disruptive behaviour;
- xvii. Being absent from the School without the School or parent's permission;
- xviii. Any other act or omission that is criminal and/or illegal.

The following behaviours are likely to result in the imposition of a Minor Sanction unless they happen persistently in which case a Major Sanction is likely to be imposed:

- i. Failure to observe the out of bounds rules, health & safety rules, e-safety and policies relating to the acceptable use of IT and, where relevant, mobile phones and policies relating to specific departments or activities;
- ii. damaging School property and buildings;
- iii. gambling or betting
- iv. bringing a drone or other pilotless aircraft into School.

² Prohibited Items are knives, weapons, replica knives and weapons, ammunition, fireworks, stolen items, alcohol, drugs or items & equipment relating to the use of drugs, vapes, tobacco, snus & cigarette papers, steroids, pornographic images, any articles that a member of staff suspects has been or is likely to be used to commit an offence or cause injury to or damage the property of any person (including the pupil).

ANNEX 2 – CONFISCATION

1. *Mobile Phones*

Pupils at Wellington College Prep are not permitted to bring mobile phones to school. If a pupil is seen to have a mobile phone by a member of staff, the member of staff may confiscate such items and retain it until the end of the school day. It is the pupil's responsibility to find the member of staff and request the return of their mobile phone. If a member of staff does not see the mobile phone but suspects that a pupil has a mobile phone, the member of staff shall ask the pupil to provide them with the phone. If a pupil does have a phone, the member of staff will confiscate it and follow the procedure set out in this paragraph.

If a member of staff suspects that a mobile phone may have been used for any of the purposes set out in paragraph 3 below, the provisions of that paragraph 3 shall apply.

2. *Items other than Prohibited Items, Evidence in relation to an Offence and Electronic Devices*

A member of staff may confiscate any item which, in their professional judgment, is or may pose a threat to staff or pupils or be detrimental to school discipline. If in doubt, guidance can be obtained from the Senior Deputy Head. It is irrelevant whether an item is found during a "with consent" search or a "without consent" search or is noticed by a member of staff at any other time. The member of staff may decide whether to return the item to the pupil (and, if so, the appropriate length of time to retain the item) or dispose of it.

3. *Prohibited Items/ Evidence in relation to an Offence*

Any item must be confiscated if a member of staff has reasonable grounds for suspecting it is a Prohibited Item or evidence in relation to an offence. Such items cannot be returned to the pupil. In addition, appropriate disciplinary penalties can be applied.

Any **knives, weapons, illegal drugs, pornographic images** must be passed to the Senior Deputy Head as soon as possible who will hand them to the Police where appropriate (and following the guidance of the Police or Children's Social Services if relevant) or otherwise safely dispose of them or, in the case of stolen items which do not need to be handed to the police, return them to the owner.

The Senior Deputy Head will determine whether any **alcohol, tobacco, snus and cigarette papers, fireworks, replica knives and weapons, ammunition, drugs which lead to legal highs, equipment relating to illegal drugs or drugs which lead to legal highs, vapes and steroids** will be retained or disposed of.

In making these decisions, the Senior Deputy Head will refer to the DfE Searching, Screening and Confiscation advice for schools.

3. *Electronic Devices*

Any electronic device must be seized and given to the Senior Deputy Head or the Designated Safeguarding Lead if any member of staff reasonably suspects it has been, or is likely to (i) be used to commit a criminal offence or cause personal injury or damage to property; (ii) contain evidence in relation to a criminal offence (for example, certain pornographic material including nudes or semi-nudes

of a pupil or another child); (iii) be prohibited by or contain evidence in relation to a breach of the School Rules; or (iv) contain material which has been or could be otherwise used to cause harm.

Upon receipt of such device, the Senior Deputy Head and Designated Safeguarding Lead may examine any data or files on the device if they reasonably suspect that the data or file on the device in question has been or is likely to be used for one of the purposes set out in paragraphs (i) to (iv) above. Parental consent to search through the electronic devices is not required but they will be informed after the event unless doing so presents a further risk to any child.

If, during a search, the Designated Safeguarding Lead, or the Senior Deputy Head finds material which they reasonably suspect falls within:

1. paragraph (i) or (ii) above, unless guidance issued by the Police from time-to-time states otherwise, they should not delete the material but retain it as evidence and pass the device to the Police immediately;
2. paragraph (iii) or (iv) above, unless guidance issued by the Police from time-to-time states otherwise, they can decide whether to delete the material or retain it as evidence.

If, following a search, it is determined that the device does not contain any material of the type referred to above, the DSL and Senior Deputy Head can decide whether it is appropriate to delete any files or data from the device and/or may confiscate the device as evidence of a breach of the School's disciplinary and safeguarding policies and may discipline the pupil in accordance with those policies.

Any decision to search a pupil's device, or, following such a search, to take any action in respect of any material found will be based on the professional judgement of the Designated Safeguarding Lead working in conjunction with the Senior Deputy Head and will be done in compliance with the School's safeguarding and disciplinary policies. If they are in doubt, they will seek advice from Children's Social Services or the Police as appropriate. The School will document the decision, including times, dates, and reasons for decisions made in its safeguarding records.

In the event that the search highlights a safeguarding concern in respect of any pupil, the School will follow the procedures set out in the School's Safeguarding Policy.

Annex 3 –

INVESTIGATIONS

The below applies to all pupils in Years 3 – 8 at the School, whether day or boarding, with the broad principles being following in respect of those in EYFS and Years 1&2.

Whilst WCP will endeavour to follow the processes outlined below, by their nature, investigations often evolve during their course with additional information needing to be considered and different pupils involved meaning that WCP This policy applies to all pupils in Years 3 – 8 at the School, whether day or boarding, with the broad principles being following in respect of those in EYFS and Years 1&2. may find itself having started the investigation under one route under this process only to have to divert to a different route.

WHO MAY CONDUCT AN INVESTIGATION?

If, at the beginning of the investigation or at any time during the investigation it becomes apparent that the behaviour in question may be of a type which may result in any pupil being expelled or suspended or if the investigation results from a series of more minor disciplinary breaches, the investigation shall be conducted by the Senior Deputy Head with the Head making the decision as to the appropriate sanction. The Senior Deputy Head may delegate this duty in respect of any matters relating to safeguarding, the Director of Safeguarding or, in respect of any other pastoral matters, to the Deputy Head (Pastoral) or, in respect of any matters relating to academic integrity, to the Deputy Head (Academic). Following allegations of sexual harassment or sexual violence, the Senior Deputy Head may invite a member of staff or third party with specialist training to conduct some or all of the interviews with such interviews being conducted in the presence of the Senior Deputy Head.

Otherwise, the investigation may be conducted by, and the outcome determined by the Head of Boarding, Head of Year, Head of Department or, in respect of matters arising on a school trip, the trip leader. For the purposes of this policy, the person who conducts the investigation is referred to as the “Investigating Officer”. The Investigating Officer may, at his or her discretion, invite another member of staff to assist in the investigation process but shall at all times remain responsible for the investigation.

If, during any interview or upon reading any witness statement, the Investigating Officer considers that any information disclosed means that the matter may result in a pupil being expelled, suspended, or rusticated, the interview should be terminated and referred to the Senior Deputy Head

WHO IS TO BE INTERVIEWED

The Investigating Officer will consider the information provided to him/her in determining which pupils to interview. During the course of the investigation, it may become apparent that other pupils are involved and need to be interviewed. It may also become apparent that other lines of inquiry need to be considered which may lead to pupils needing to be re-interviewed.

In the situation where a disciplinary investigation follows an allegation that a pupil has made to another member of staff, it may be appropriate for the Investigating Officer to rely on the information provided in that disclosure and not interview the victim. However, in circumstances where there are discrepancies between the account of the victim and that of the alleged perpetrator and those discrepancies go to the heart of the allegation, it may be necessary to interview the victim to better understand and, if appropriate, challenge their account. Such interviews may be conducted by a specially trained member of staff or third party consultant in the presence of the Senior Deputy Head or such other member of staff to whom they have delegated their authority.

Pupils should be provided with appropriate pastoral support with staff being mindful of the mental health impact that being involved in an investigation and concern about the outcome can have on a pupil, regardless of whether they are the victim, alleged perpetrator or a witness.

WHAT INFORMATION WILL BE SHARED WITH PARENTS AND WHEN?

What information will be shared with parents of pupils participating in an investigation and when depends upon the nature of the incident, the evolution of the investigation and the part the particular pupil allegedly played. WCP will endeavour to follow the process outlined below but reserves the right to change this if circumstances require. WCP appreciates that parents will usually wish to make representations on behalf of their child and may share information that they deem relevant but WCP expects to primarily rely on information it has gathered from pupils during the course of its investigation.

1. Is the pupil being interviewed a victim, an alleged perpetrator or a witness?

If a victim or an alleged perpetrator, see 2 below.

If a witness, parents need not be informed unless, during the course of the investigation, the pupil changes from being a witness to a victim or alleged perpetrator in which case the rest of this policy should be followed.

2. Are the Police or Children's Social Services involved?

If yes, WCP will seek advice from those agencies as to when and how the parents of any pupils involved in the matter are to be informed and what information can and cannot be shared with those parents.

If no, see 3 below.

3. Is the matter being investigated of a nature which may result in a pupil being expelled or rusticated?

If yes, see 4.

If no, see 6.

4. Does the Senior Deputy Head consider that there is a substantial risk that the outcome of the investigation is that the Head will determine that the alleged perpetrator should be expelled?

In matters where the Senior Deputy Head considers at the outset of the investigation that there is sufficient circumstantial evidence (for example, CCTV footage) that there is a substantial risk that the outcome of the investigation is that the Head will determine that the alleged perpetrator should be expelled, the parents of the pupil will be informed of the interview immediately prior to the interview commencing. Following the interview, the Senior Deputy Head will speak to the parents and share with them a summary of the allegations against their child and what was said in the interview. Parents may also be sent a document signposting avenues of support for them and their child. The purpose of this conversation will be for the parents to understand the process that has been followed.

If no, see 5.

5. Does the Senior Deputy Head consider there is a risk that a Major Sanction may be imposed (including some risk (but not a substantial risk) of expulsion)?

If yes:

- i) alleged perpetrator - the parents of the alleged perpetrator will be informed by the pupil's form tutor or another member of the pastoral team immediately following the interview. Following this, the Senior Deputy Head will share with the parents of the alleged perpetrator a summary of the allegations against their child and what was said in the interview. Parents will also be sent a document signposting avenues of support for them and their child. The purpose of this conversation will be for the parents to understand the process that has been followed.

- ii) alleged victim – the parents of the victim will be contacted by the member of WCP's safeguarding or pastoral team. Following any interviews, the Senior Deputy Head will make herself available to speak to the victim's parents if they so wish.
- iii) witnesses - the Senior Deputy Head will consider whether the parents of some or all of the witnesses should be informed and, if so, when and by whom and, where necessary, ensure that that member of staff is sufficiently informed to have that conversation with the parents.

6. All other matters

The parents need not be informed unless the pupil is sanctioned. The Investigating Officer (or a person to whom they have delegated this action) is responsible for informing the parents.

HOW SHOULD INVESTIGATIONS BE CONDUCTED?

If any pupil is interviewed as part of an investigation into a matter which may result in a pupil being expelled or suspended, wherever possible, the WCP will endeavour to, in the case of any interview:

- (a) ensure that another member of teaching staff or a member of staff with pastoral duties is present during any interview with a pupil to provide support for the pupil;
- (b) give consideration to whether parents should be informed as outlined in the section above, the members of staff conducting the investigation and acting as note taker and providing support for the pupil are appropriate in all of the circumstances and that the pupil is comfortable being interviewed by them and in their presence;
- (c) explain to the pupil that this is a investigation into a disciplinary matter and why they are being interviewed (ie as an alleged perpetrator or witness), remind them of the importance of telling the truth, inform the pupil that notes of the interview will be taken and advise them that subsequent interviews may be necessary;
- (d) conduct any interviews with pupils in a private room which will be free from distractions and interference;
- (e) offer breaks if a pupil becomes distressed or the interview is protracted and provide access to toilet facilities and water;
- (f) conduct the interview in a calm and relaxed manner using open questions and avoiding leading questions to the extent possible;
- (g) take care with the language being used, using correct anatomical terms, avoiding euphemisms and slang and, where euphemisms or slang are used by pupils, asking the pupil to clarify what they mean;
- (h) ensure that the notes taken during the interview include the date, start, and end time, a list of those present at the meeting and any breaks in the meeting as well as detail on what was said in the meeting and by whom and are subsequently agreed by all of those staff present at the meeting to confirm that they provide an accurate record;
- (i) at the end of the meeting, remind the pupil of the pastoral and/or other support available to them and advise them whether their parents have been informed and, if they have been informed, what has been said to their parents, or, if they have not been informed, whether anything will be said to them and when

and, in the case of the provision of any witness statement:

- (a) confirm with the pupil that they understand why they are required to provide a witness statement, inform the pupil that it is important that they tell the truth and advise them that subsequent statements and/or an interview may be necessary;
- (b) ensure that the pupil has access to a room which is free from distractions and interference and, if it is considered appropriate to have a member of staff present when witness statements are being provided, ensure that the pupil is comfortable with that member of staff and any member of staff providing support;
- (c) offer breaks if a pupil becomes distressed or if the statement is lengthy and provide access to toilet facilities and water;
- (d) ensure that the pupil signs and dates the witness statement.

If a number of pupils are required to be interviewed and/or provide witness statements, WCP will consider if it is appropriate to take action such as segregating the pupils (if necessary, by requiring some or all of the pupils to be absent or restricting their access to parts of WCP, otherwise monitoring their whereabouts, removing their mobile phone if they have one and ensuring that the interviews take place and witness statements are provided in a logical order.

OUTCOME OF INVESTIGATION

Following an investigation, the Investigating Officer shall report to the Head in respect of a matter which may result in a pupil being expelled, suspended, or rusticated or to the Senior Deputy Head in respect of any other matter and provide copies of all witness statements and other evidence. The Head or Senior Deputy Head (as appropriate) may ask for additional evidence. Having reviewed all evidence, the Head or Senior Deputy Head (as appropriate) shall determine the appropriate sanction.