

Discipline and Exclusion Policy

This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Date Created	Review Date Due	Date Reviewed	Version No	Next Review Due
March 2015	March 2016	October 2016	2	October 2017
		January 2018	3	January 2019
		January 2019	4	January 2020

Introduction

The Green Room attaches importance to courtesy, integrity, good manners, good discipline and respect for the needs of others. All pupils are expected to take a full part in its activities, to attend each school day, to be punctual, to work hard, to follow the school's behaviour code and to comply with school rules.

The Head of School (and other members of staff acting on their behalf) have authority to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of each pupil and the school community as a whole. The Green Room's disciplinary policy applies to all students when they are on school premises or in the care of the school, or otherwise representing or associated with the school.

The Head of School is entitled to exercise a wide discretion in relation to the school's policies, rules and regime and will exercise those discretions in a reasonable and lawful manner, and with procedural fairness when the status of a pupil is at issue.

In implementing this policy, any individual needs of pupils will be taken into account and reasonable adjustments made where appropriate in the management of challenging behaviour or the application of sanctions where a pupil has a special educational need or disability. Staff should consult with the Head of School if they are unsure as to whether reasonable adjustments should be made.

Investigation of a complaint or rumour of misconduct

A complaint or rumour of misconduct will be investigated. A pupil may be questioned and their belongings may be searched in appropriate circumstances. (Also see Behaviour Policy). All reasonable care will be taken to protect the pupil's human rights and freedoms and to ensure that their parents/carers are informed as soon as is reasonably practicable after it becomes clear that the pupil may face formal disciplinary action. In such an event, when questioned, the pupil may be accompanied and assisted by a parent, carer, guardian or a teacher of the pupil's choice.

Procedural Fairness

Investigation of a complaint which could lead to exclusion, removal or withdrawal of the pupil in any of the circumstances explained below shall be carried out in a fair and unbiased manner. All reasonable efforts will be made to notify the parents or carer so that they can attend a meeting with the Head of School before a decision is taken in such a case. In the absence of a parent or carer, the pupil will be assisted by an adult (usually a teacher) of their choice.

If the parents/carers or the pupil have any special educational needs or disabilities which call for additional facilities or adjustments (e.g. parking or the provision of documents in large print or other accessible format) these requirements should be made known to the Head of School so that appropriate arrangements can be made.

Divulging information

Except as required by law, The Green Room and its staff shall not be required to divulge to parents or others any confidential information or the identities of pupils or others who have given information which has led to the complaint or which the Head of School has acquired during an investigation.

Drugs and Alcohol

A pupil may be given the opportunity to provide a urine sample under medical supervision if involvement with illegal drugs is suspected, or a sample of breath to test for alcohol consumed in breach of school discipline. All reasonable efforts will be made to contact the parents/carers and to seek their agreement first in such circumstances. A sample or test in these circumstances will not form part of the pupil's permanent medical record.

Sanctions (see also Behaviour Policy)

Sanctions would usually include withdrawal of privileges, and temporary or permanent exclusion.

Exclusion (see also Behaviour Policy)

A pupil may be formally excluded from the school, on either a temporary or a permanent basis, if it is proved, on the balance of probabilities, that the pupil has committed a very grave breach of school discipline, a serious criminal offence or a series of incidents and repeated misbehaviour, which puts the safety of the pupil or other pupils at risk.

All incidents of this nature are recorded in Arbor and this will be used to inform the outcome of the pupil's future at The Green Room.

It is at the Head of School's discretion to temporarily or permanently exclude the pupil after consideration of all information gained from behaviour recorded in the incident system.

The permanent or temporary exclusion will be delivered by the Head of School to the pupil and the parents/carers will be informed and be given the opportunity to discuss the reasons behind the decision.

The Head of School will act with procedural fairness in such cases.

Exclusion of a pupil in other circumstances

Parents/carers may be required, during or at the end of a term, to remove the pupil either temporarily or permanently from the school if, after consultation with the pupil and/or parent(s) the Head of School is of the opinion that by reason of the pupil's conduct or progress the pupil is unwilling or unable to benefit sufficiently from the educational opportunities offered by the school, or if a pupil or parent has treated the school or members of its staff unreasonably.

The Head of School will act with procedural fairness in all such cases, and will have regard to the interests of the pupil and parents as well as those of the school.

Where removal is required, parents/carers have the right to request a review of the decision by an independent panel. The pupil will remain away from school pending the outcome of any such review.

Appendix 1

Behaviour checklist for teachers

Classroom

- Know the names and roles of any adults in class.
- Meet and greet pupils when they come into the classroom.
- Display rules in the class - and ensure that the pupils and staff know what they are.
- Have a system in place to follow through with all sanctions.
- Display the tariff of rewards in class.
- Have a system in place to follow through with all rewards.
- Have a visual timetable on the wall.
- Follow the school behaviour policy.

Pupils

- Know the names of pupils
- Have a plan for pupils who are likely to misbehave.
- Ensure other adults in the class know the plan.
- Understand pupils' special needs.

Teaching

- Ensure that all resources are prepared in advance.
- Praise the behaviour you want to see more of.
- Praise pupils doing the right thing more than criticising those who are doing the wrong thing (parallel praise).
- Differentiate.
- Stay calm.
- Have clear routines for transitions and for stopping the class.
- Teach pupils the class routines.

Parents

Give feedback to parents about their child's behaviour - let them know about the good days as well as the bad ones.

This policy is approved by the Head of The Green Room School

Date_____

Head of School_____