




## BASM BEHAVIOUR, REWARDS AND SANCTIONS POLICY (SENIOR SCHOOL)

Head Ms E Griffiths  
Policy No P39(a) indicative of BSO Inspection



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## 1. INTRODUCTION

This policy relates to all children at The British Academy School Marrakech Senior School. Throughout this document, the terms "the School", and "BASM" refers to The British Academy School (Senior) Years 7-11.

The following policies, procedures and resource materials are also relevant to this Policy:

- School Ethos Aims Policy
- Child Protection and Safeguarding Policy and Procedures
- Acceptable Use Policy for Pupils
- Online Safety Policy
- Anti-Bullying Policy
- Exclusion Policy
- Complaints Policy

## 2. PROMOTING POSITIVE BEHAVIOUR

The following extract is taken from BASM's School Ethos and Aims Policy:

*We want every child and young adult to be safe and to enjoy their time at BASM; to feel valued as individuals, in an environment where their talents can prosper to the benefit of the community, so that when the time comes to leave us, each will do so with confidence high, skills sharpened, and personalities rounded. Underpinned by a belief that ultimately, life is about expectations, aiming high, having high aspirations.*

**More specifically The British Academy School Marrakech aims to:**

- *Provide children with the opportunity to develop to their full potential, academically, emotionally, and socially.*
- *Provide the highest standard of education to enable children to acquire the skills, knowledge, and concepts relevant to their future.*
- *Promote an ethos of care, mutual respect and support where effort is valued, and success celebrated.*
- *Enable children to become active, responsible, and caring members of the school and wider community.*

Our Behaviour Rewards and Sanctions Policy plays a key part in helping to achieve these aims and, in so far as they concern sanctions, are an inevitable and agreed constituent of our community. It promotes respect for the democratic process, the

rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs.

BASM aims to encourage good behaviour in order to enable all our pupils to progress in a well-ordered community which will allow them to achieve success and develop their self-confidence. BASM provides a pastoral support system for all pupils through which good behaviour is taught and exemplified.

Pupils are encouraged to recognise the importance of good behaviour in various ways including:

- PSHE - where the values of friendship, mutual respect and tolerance are stressed.
- In tutorial sessions where groups and also individuals meet with their Class Teacher and discuss incidents, issues and values.
- In year group and school assemblies – where moral messages about tolerance, mutual support, and respect for one another are regularly given. Pupils have the chance to participate in the assembly programme as well as to be the recipients of the messages.

All of these aspects work to support our Anti Bullying Policy and safeguarding & Child Protection Policies by raising standards of behaviour and reducing the likelihood of bullying.

### **3. BEHAVIOUR, SAFEGUARDING AND EQUALITY**

When children join BASM parents give the school the right to sanction their children when appropriate. This policy describes a variety of sanctions. However, in the school has relatively few sanctions at its disposal. A child can be reasoned with, inconvenienced, excluded, demoted from leadership positions. However, if a child or their parents do not allow the school to sanction, or do not change after a sanction has been applied, then the child may forfeit their place at BASM because they and other children would be unsafe.

In assessing cases of poor behaviour, consideration is given as to whether the behaviour under review gives cause to suspect that a child is suffering, or is likely to suffer, significant harm. If so, the School's safeguarding procedures will be followed (see Child Protection and Safeguarding Policy and Procedures).

In addition, consideration should be given as to whether poor behaviour could be the result of an unmet special educational need or disability or because a pupil is experiencing transitional difficulties (for example, when moving to BASM from

another school). Where these causes might be the case, parents and other expert professional advice may be consulted and the appropriate policy should be followed.

#### 4. GENERAL GUIDANCE

The Governors take the view that discipline at BASM in the Senior School should adhere to the following principles:

- **Be Kind.**
- **Expect self-discipline, mutual respect, and excellent behaviour to be the norm.**
- Discipline should be based on a system of rewards and incentives, although on occasions it may be necessary to apply the appropriate sanctions.
- Rewards and sanctions are applied fairly and consistently.

#### 5. THE PUPIL ROLE

**There is no corporal punishment at BASM.**

Pupils are **expected** to behave well and act as positive role models to each other and to the wider community, particular the younger children. They are encouraged to make BASM a better place by offering their talents to benefit the school community.

The rules are set out in a Pupil Code of Conduct, given to all pupils and their parents each term.

The Pupil Code of Conduct requires pupils to:

- **Be kind**
- Exercise common sense
- Be honest, truthful, courteous, and co-operative
- Respect other people and their property
- Be caring and appreciative of the environment
- Be clean and smart in appearance
- Follow the school dress code
- Be dependable and conscientious in their learning
- Make the best use of their varied abilities and interests.
- Leave the school a better place than when they joined it.

## 6. THE TEACHER'S ROLE

Teachers play a key part in fostering good standards of behaviour, developing good relationships between adults and pupils at the school. Teachers at BASM are expected to:

- **Be kind**
- Have high expectations of themselves and pupils in their behaviour and achievement in lessons.
- Be proactive and take responsibility rather than to pass a behavioural problem to another member of staff.
- Provide consistent classroom management of the pupils in lesson times.
- Model good behaviour in their own conduct and manner towards the pupils wherever they may come into contact with them.
- Assert good values of conduct around the school.

Teachers should be fair and consistent in their reactions to pupils who may exhibit aspects of undesirable behaviour. **It should be clear from the teacher's actions that it is the behaviour that is unacceptable and not the pupil.** Sanctions should be applied in an appropriate and consistent manner. When applying sanctions, the age and gender of the pupil, any religious requirements affecting the pupil, any special educational need or disability that they might have, previous offences, his/her honesty over the incident and attitude to rebuke would all be relevant in making a decision. Additionally, it is important to:

- Explain clearly why the behaviour was unacceptable.
- **Never punish entire groups of pupils**, unless absolutely certain that every pupil was involved in poor conduct.
- Explain to the pupil how he/she might put things right and follow up the sanctions meticulously.

## 7. REWARDS AND INCENTIVES

Pupils respond best to recognition, appreciation, and encouragement and, and so there is a strong emphasis on praise, encouragement and reward at BASM. Pupils receive recognition for achievement through private and public acknowledgement, informal and formal.

- (a) **Private verbal acknowledgement:** It is important not to underestimate the value given to a quiet word of acknowledgement for a job well done. Much better to identify what is good and keep on reminding people. This is often best done discretely.

- (b) **Merit Forms:** Pupils can be awarded a merit by a **single teacher** for an exceptionally good piece of work or where a pupil has demonstrated considerable effort and application. Or where a pupil has shown great consideration towards another pupil. Merits do not lead to a further reward.
- (c) **Commendations Certificates:** Pupils may be nominated for Commendations throughout a term **by a number of different teachers**. Commendations are awarded in recognition of pupils' attainment, effort, conduct, progress and reward a range of pupils.
- (d) **Student Council:** A Head Boy and Head Girl are elected in the Second Term and are expected to lead by example. **Year Group Representatives** are elected by their peers to the Council. Council members have a responsibility to reinforce behaviours the school wishes to promote. It ensures the pupil voice is heard, and gives pupils a taste of the democratic process.

Pupils are given the opportunity to acknowledge other children's positive contributions to the life of the school, particularly in relation to pupils demonstrating a high level of mutual respect and tolerance for their classmates, through **Student Council Awards**.

The Council is encouraged to be proactive in bringing ideas or concerns to the table, canvassing opinion, being creative, providing a student response to future plans and strategies.

- (e) **Assemblies:** Regular assemblies are arranged which enable the Head, staff and pupils to celebrate individual and collective achievements in a variety of ways, including the awarding of Certificates, subject awards etc.
- (f) **End of Term Prize Giving:** At the end of every term there is a whole school assembly. The Head acknowledges prominent individual or group achievements. This is done through the awarding of certificates, cups, trophies, and other prizes, including School and House Colours which reflect the BASM's overall objectives.

## 8. SANCTIONS

Every teacher is expected to take personal responsibility for addressing unacceptable behaviour relating to any pupil(s) who give cause for concern. This policy gives teachers a framework to follow, and encourages consistency which is helpful for staff and pupils. Under no circumstances should individual teachers, expect other colleagues to resolve unacceptable behaviour for them, whilst ignoring it themselves, or 'do their own thing' by working outside of the framework.

- (a) **Verbal Reprimand:** A teacher should simply ask a pupil to change their behaviour and expect the pupil to do so willingly.
- (b) **Verbal Warning:** A pupil having been asked to stop misbehaving, should receive a **verbal warning**. i.e. "Ahmed I have asked you to / not to x, but you have persisted..... This is a **Verbal Warning** that if your behaviour does not change I will give you a **Day Detention**."
- (c) **Day Detention:** is given by staff for what might be considered day to day misconduct i.e. ignoring a verbal warning, failure to hand in written work, lateness, clearly inappropriate school uniform etc. **Day Detentions take place at break time and lunchtimes from Monday – Thursday**. If a pupil receives two DDs in the same week parents are informed. If a child receives three or more in the same week they are normally placed on a Daily Report Card.
- (d) **Daily Report Card:** is organised by the Class Teacher to monitor the effort, progress, behaviour of a pupil in each lesson. The Report Card is at first discussed between Class Teacher and Subject Teachers, and then between Class Teacher pupil and parents and the conditions of report are explained in terms of time period on report, expectations of performance etc. Parents are informed by telephone and then email. Subject Teachers are normally required to sign the Daily Report Card after each lesson and the pupil is required to Report to their Class Teacher at break, lunchtime and at the end of the school day, normally for a period of 3-10 days.
- (e) **Friday Detention:** is given to a pupil who **wilfully ignores the Pupil Code of Conduct** i.e. They know what they should or should not do and actively choose to do the opposite. This sanction can be requested by a teacher but it is given by the Class Teacher. Parents will be informed by phone, followed by an email letter. A child



receiving more than two Friday Detentions in the same Term is likely to receive a more serious sanction after any further breach.

- (f) **Head's Detention:** this is the most serious sanction prior to suspension and takes place on Saturday mornings in School for three hours. This sanction is applied for any serious breach of The Pupil Code of Conduct (discipline, rudeness, outright defiance, disruptive behaviour, foul language) or an accumulation of previous sanctions.

Any pupil receiving two Head's Detention in an academic year will face suspension thereafter. The sanction is requested by a teacher, to the pupil's Class Teacher, but it is the Head who determines whether such a Detention is given.

Parents will be informed by telephone followed by email which describes what the sanction is for, and the date and time of the sanction. Parents will always receive 72 hours advanced notice and may request in writing that the sanction be delayed once, due to a serious family event. Pupils must attend **Head's Detention** in full school uniform.

Note that research indicates that detentions are most effective when a specific task related to the 'offence' is set. **Lines or a similar style of punishment must never be set.**

- (g) **Suspension:** is given by the Head for, a single serious incident or repeated offences. Parents will be consulted; however, the school reserves the right to determine the sanction. Suspension is to be seen as a warning that exclusion may follow unless the situation improves significantly and/or there is no repetition.
- (h) **Permanent Exclusion:** for a single very serious offence or following written warnings by the Head to parents that further offences (which have been sanctioned as described above) will result in exclusion of the pupil.

Parents will be consulted; however, the school reserves the right to determine the sanction.

As a matter of course, the Head will consult with the Governing Body when a pupil is suspended or excluded from BASM.

The School has a procedure for cases where parents are seeking a Governors' Review of a decision made by the Head to exclude a pupil from the School. Please see the School's Pupil Exclusion Policy for further details.

Where a pupil or a group of pupils behaves poorly outside School and their behaviour is likely to bring BASM into disrepute or to cause repercussions for the orderly running of the School, or where that behaviour might cause distress to other pupils, the school reserves the right to sanction such pupil.

Examples of such circumstances could include behaviour while travelling to and from School, while off site but in School uniform, on social media, at weekend / holiday events but involving other BASM pupils which then affect the orderly running of the school. The full range of sanctions may be considered in responding to such cases.

## **9. USE OF PHYSICAL FORCE**

Any use of force by staff will be reasonable, proportionate and lawful. Reasonable force will be used only when immediately necessary and for the minimum time necessary 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 their own
- Engaging in any behaviour prejudicial to good order and discipline at the School or among any of its pupils, whether that behaviour occurs in a classroom or elsewhere.

In deciding whether reasonable force is required, the needs of individual pupils will be considered, and reasonable adjustments will be made for pupils with special educational needs or disabilities. In cases where staff may find themselves dealing with a difficult pupil, they are encouraged to use the following strategies:

- Remain calm and measured.
- Do not antagonise, or humiliate, or insult a pupil.
- Give clear reasons why the pupil's conduct is unacceptable.
- Explain the consequences of the pupil's refusal to co-operate.
- Avoid any action which might exacerbate the situation.
- Allow the pupil to give his or her version of the incident.
- Disagree agreeably: prevent the incident from escalating.
- Summon the support of a nearby colleague if necessary.
- Ensure there are witnesses where possible.
- Keep talking to defuse the situation.

- Use physical intervention only when all other methods have failed.
- The older the pupil, the less appropriate is the resort to force.

Where restraint is used by staff, this is recorded in writing and the pupil's parents will always be informed about serious incidents involving the use of force. Force is never used as a form of punishment.

Immediately following an incident involving the use of force the member of staff concerned should tell the Head and provide a written report as soon as possible afterwards. The report should include:

- The name(s) of the pupil(s) involved, when, where the incident took place.
- The names of any other staff or pupils who witnessed the incident.
- The reason force was necessary.
- How the incident began and progressed, details of the pupil's behaviour, what was said by each of the parties, the steps taken to defuse or calm the situation, the degree of force used, how that was applied, and for how long.
- The pupil's response and outcome of the incident; details of any injury suffered by the pupil, another pupil, member of staff and of any damage to property.
- The Head will inform parents, as appropriate, of the incident.

## 10. CONFISCATION OF PUPIL PROPERTY

BASM bans items that are reasonably believed to be likely to cause harm or disruption. Pupils must not have these items in their possession on School premises or at any time when they are in the lawful charge and control of the School (for example on a School trip). BASM reserves the right to impose reasonable and proportionate disciplinary measures on pupils. This enables a member of staff to confiscate, retain or dispose of a pupil's property as a disciplinary penalty where it is reasonable to do so. The following are "prohibited items":

- knives or weapons, alcohol, illegal drugs and stolen items;
- tobacco and cigarette papers, fireworks and pornographic images
- any article that a member of staff reasonably suspects has been, or is likely to be used in order to:

- (a) commit an offence; or
- (b) cause personal injury to, or damage to the property of, any person (including the pupil); and any items banned by the School Rules that are identified as being items which may be searched for.

### (a) Searching with Consent

Before any search is undertaken the pupil will usually be asked to consent. In seeking consent, the age and maturity of the pupil will be taken into account together with any special needs the pupil may have. Written consent is not usually required.

If a member of staff suspects that a pupil has an item that is banned by the School, they can instruct the pupil to turn out his or her pockets or bag. If the pupil refuses, this will be regarded as a very serious breach of The Pupil Code of Conduct.

### **(b) Searching for Prohibited Items**

Where the Head or an appropriate member of staff have reasonable grounds to suspect that a pupil may have a prohibited item, consent is not required, and the search will be carried out. Reasonable force may be used during such a search, with the exception of searches for items banned by the School Rules.

The Head has authorised all Senior School teaching staff to carry out searches and retain or dispose of items in accordance with this policy:

Searches will be carried out only on School premises or, if elsewhere, where the member of staff has lawful control or charge of the pupil, for example on a School trip or in training settings.

When pupils travel beyond the school buildings their parents / guardians are required as a condition on enrolment in the school to give their consent to any search of their child and / or his / her possessions that may be considered necessary by a suitably authorised member of teaching staff.

If it is believed that a pupil has a prohibited item, it may be appropriate for a member of staff to carry out:

- a search of outer clothing and / or
- a search of School property (e.g. pupils' lockers or desks) and / or
- a search of personal property (e.g. bag or pencil case)

Searches will be conducted in such a manner as to minimise embarrassment or distress and respect gender, age, and religious requirements. Any search of a pupil or their possessions will be carried out in the presence of the pupil and another member of staff. Where a pupil is searched, the searcher and the second member of staff present will be the same gender as the pupil.

Where it is reasonably believed that serious harm may be caused if the search is not carried out immediately and it is not practicable to summon another member of staff, a member of staff may carry out a search of a pupil of the opposite sex and / or in the absence of a witness.

Where the Head, or staff authorised by the Head, find anything which they have reasonable grounds for suspecting is a prohibited item, they may seize, retain, and dispose of that item in accordance with this policy.

### **(c) Confiscation**

Under BASM's general authority to discipline, a member of staff may confiscate, retain, or dispose of a pupil's property as a disciplinary penalty where it is reasonable to do so.

School staff can seize any prohibited item found as a result of a search, as set out above. They can also seize any item they consider harmful or detrimental to school discipline.

### **(d) Searching Electronic Devices**

An electronic device such as a mobile phone may be confiscated in appropriate circumstances in accordance with this policy. Where the person conducting the search finds an electronic device that is prohibited by the school rules or that they reasonably suspect has been, or is likely to be, used to commit an offence or cause personal injury or damage to property, they may examine any data or files on the device where there is a good reason to do so. They may also delete data or files if they think there is a good reason to do so, unless they are going to give the device to the police.

If an electronic device that is prohibited by the school rules has been seized and the member of staff has reasonable grounds to suspect that it contains evidence in relation to an offence, they must give the device to the Head as soon as reasonably practicable. The Head will then give the device to the police. Material on the device that is suspected to be evidence relevant to an offence, or that is a pornographic image of a child or extreme pornographic image, should not be deleted prior to giving the device to the Head.

If a staff member does not find any material that they suspect is evidence in relation to an offence, they can decide whether it is appropriate to delete any files or data from the device or to retain the device as evidence of a breach of school discipline.

### **(e) Disposal of confiscated items**

**Alcohol:** alcohol which has been confiscated will be destroyed.

**Controlled drugs:** controlled drugs will usually be delivered to the police as soon as possible. In exceptional circumstances and at the discretion of the Head or authorised member of staff, the drugs may be destroyed without the involvement of the police

if there is good reason to do so. All relevant circumstances will be taken into account and staff will use professional judgment to determine whether the items can be safely disposed of. They will not be returned to the pupil.

**Other substances:** substances which are not believed to be controlled/illegal drugs, but which are harmful or detrimental to good order and discipline may be confiscated and destroyed. Where it is not clear whether or not the substance seized is a controlled/illegal drug, it will be treated as though it is controlled/illegal and disposed of as above.

**Stolen items:** stolen items will usually be delivered to the police as soon as possible. However, if in the opinion of the Head or authorised member of staff, there is good reason to do so, stolen items may be returned to the owner (or may be retained or disposed of if returning them to their owner is not practicable) without the involvement of the police. This is likely to apply to items of low value.

**Tobacco or cigarette papers:** tobacco or cigarette papers will be destroyed.

**Fireworks:** fireworks will not be returned to the pupil. They will be disposed of safely at the discretion of the Head or other authorised member of staff.

**Pornographic images:** pornographic images involving children or images that constitute "extreme pornography" will be handed to the police as soon as practicable. As possession of such images may indicate that the pupil has been abused, the School's Designated Safeguarding Lead will be notified and will make a determination on how best to proceed.

Other pornographic images will also be discussed with the School's Designated Safeguarding Lead and will be erased after a note has been made for disciplinary purposes, confirming the nature of the material.

**Article used to commit an offence or to cause personal injury or damage to property:** such articles may, at the discretion of the Head or authorised member of staff taking all the circumstances into account, be delivered to the police, returned to the owner, retained, or disposed of.

**Weapons or items which are evidence of an offence:** such items will be passed to the police as soon as possible.

**An item banned under the School Rules:** such items may, at the discretion of the Head or authorised member of staff taking all the circumstances into account, be returned to its owner, retained, or disposed of.

**Electronic devices:** if it is found that a mobile phone or any other electronic device has been used to cause harm, disrupt teaching, or break School rules, including carrying out cyberbullying, the device will be confiscated and may be used as evidence in disciplinary proceedings. The item will not be returned until proceedings have been concluded. The device must be collected by a parent or carer and the pupil may be prohibited from bringing such a device onto School premises or on School trips. In serious cases, the device may be handed to the police for investigation.

**Communication with parents:** The school has no obligation to inform parents before a search for banned or prohibited items takes place or to seek their consent to search their child and it will not generally be practicable to do so. However, we will inform parents of any search that takes place and provide details of any items that have been found. In appropriate cases we will consult parents on how the School should dispose of certain items.

Complaints about searching or confiscation will be dealt with through the School's complaints procedure. A copy of the School's Complaints Policy is posted on the School website.

BASM will take reasonable care of any items confiscated from pupils. However, unless negligent or guilty of some other wrongdoing causing injury, loss or damage, the School does not accept responsibility for loss or damage to property.

## **11. MALICIOUS ALLEGATIONS AGAINST STAFF**

In accordance with the School's Complaints Policy, BASM will investigate all allegations against staff and will follow appropriate procedures in doing so. Where allegations are safeguarding related then the procedures in the Safeguarding policy will be followed (**see Child Protection and Safeguarding Policy and Procedures**).

Where investigation reveals that a pupil has made malicious or unfounded allegations against a member of staff, the School will take disciplinary action against that pupil and the full range of sanctions will be considered in such cases including permanent exclusion.

## 12. RECORD KEEPING

An electronic record of Rewards and Sanctions, including Friday Detentions, Head's Detention, suspensions and exclusions is maintained by the Head's PA, and she is responsible for liaising with The Head, teaching staff, and parents.

This record is used to evaluate the effectiveness of the approach adopted, to enable the identification of any patterns with respect to rewards, sanctions, particularly serious misbehaviour and enable remedial actions to be taken where necessary. The effectiveness of the policy is reviewed by governors at least annually.

SIGNED BY: HEAD

Head's Signature ... *[Signature]* .....

RATIFIED BY: BOARD OF GOVERNORS

Board Member's Signature..... *[Signature]* .....

REVIEWED: OCTOBER 2021 NEXT REVIEW DATE: OCTOBER 2022



## ANNEXE: STAFF GUIDANCE ON IMPLEMENTING THE BASM SENIOR SCHOOL REWARDS & SANCTIONS FRAMEWORK

**RECORD KEEPING:** It is essential that a record is maintained of all sanctions given to pupils for serious misbehaviour. This includes all sanctions from Level 4 Friday Detention to Level 8 permanent exclusion. This record is maintained by the Head's Personal Assistant.

	REWARDS AND INCENTIVES	
	<b>General Guidance</b>	Be a professional role model. If you are poorly organised, the pupils will be. Take responsibility for implementing the policy. Do not leave it to other colleagues. Be quicker to praise than to reprimand.
1	<b>Private verbal acknowledgement</b>	Seek out good behaviour, consistently acknowledge it. Set yourself a target of saying to five different pupils every day: "Well done for....."
2	<b>Merit</b>	Simply write merit in their handbook for anything exceptional, explaining what the merit is given for.
3	<b>Commendations Certificates:</b>	Recommend a pupil for a Commendation Certificate, in recognition of something they have done which promotes the schools aims and values. Email the Head's PA.
4	<b>Assembly Call Outs</b>	Inform the Head prior to an assembly a pupil should be acknowledged for something positive.
5	<b>End of Term Prize Giving</b>	Contribute when decisions are made about who should win awards.

	SANCTIONS	Guidance
	There is no corporal punishment	<b>Any threat</b> to use corporal punishment is a serious disciplinary matter.
	General guidance	Be clear that it is the behaviour of a pupil which is unacceptable not the pupil themselves. Consider age, gender, religious requirements, SEND of a pupil. Their honesty over an incident and attitude towards rebuke when making a decision. Never punish whole groups, unless certain every pupil was involved.
1	Verbal Reprimand	Ask a pupil to change their behaviour and expect them to do so willingly.
2	Verbal Warning:	If a pupil does not change their behaviour, after a VR issue a <b>verbal warning</b> . i.e. "I am giving you <b>Verbal Warning</b> . If you do not do what I ask I will give you a <b>Day Detention</b> ."
3	Day Detention:	Give the <b>Day Detention</b> if a pupil does not respond after Stage 2.
4	Friday Detention:	Wilfully ignoring school rules. A pupil knows what they should do and chooses to do the opposite i.e. Absent from a lesson, fail to attend a Day Detention. Continue to misbehave after you give a Day Detention. This sanction is requested by a teacher and given by the pupil's Class Teacher.
5	Report Card:	Implemented by the pupil's Class Teacher. The conditions of report are determined by the specific issues pertinent to the pupil.
6	Head's Detention	Saturday morning for three hours. Any very serious breach of The Pupil Code of Conduct. A pupil receiving two Head's Detention in one year face suspension thereafter. May be requested by a teacher, to the pupil's Class Teacher for a one off incident, or applied as a next step sanction prior to suspension after stages 3-5 proven ineffective. The Head places pupils in Head's Detention.

7	<b>Suspension:</b>	By the Head for a single very serious incident or repeated offences which disrupt the good order and running of the school.
8	<b>Permanent Exclusion:</b>	By the Head (after consultation with governors) for a single very serious offence or following Suspension. No one other than the Head should threaten any pupil with either <b>suspension or expulsion</b> .

THE BRITISH ACADEMY  
MARRAKECH SCHOOL

	<b>PROHIBITED ITEMS, SEARCHING</b>	
	<b>Prohibited Items</b>	Knives, weapons, alcohol, illegal drugs and stolen items. Tobacco, cigarette papers, fireworks, pornographic images. Anything you reasonably suspect has been, is likely to be used to, commit an offence, cause personal injury, damage to the property.
	<b>Use of Physical Force</b>	Refer to policy
	<b>Confiscation, Retention, Disposal of Pupil Property</b>	As a disciplinary penalty where it is reasonable to do so. Seize any <b>prohibited item</b> or any item harmful or detrimental to school discipline.
	<b>Searching with Consent</b>	Ask the pupil for consent. Take age and maturity of the pupil into account together with any special needs. Written consent is not usually required. Warn if they refuse it is a serious breach of The Pupil Code of Conduct.
	<b>Searching for Prohibited Items</b>	<p>Strong reason to suspect a pupil may have a <b>prohibited item on school premises</b>, consent is not required. A search may include outer clothing, school property (lockers or desks), personal property (bag or pencil case).</p> <p>Minimise embarrassment, respect gender, age, and religious requirements. Ensure search is carried out in the presence of the pupil and another member of staff. Ensure searcher and second member of staff are same gender as the pupil.</p> <p>If serious harm may be caused if the search is not carried out carry out search irrespective of gender or the absence of a witness.</p>
	<b>Searching Electronic Devices</b>	Mobile phone may be confiscated, if prohibited by the school rules or you suspect it has been, is likely to be, used to commit an offence. You may examine and delete data or files where there is a good reason to do so. If you believe the device has been used in relation to an offence, give the device to the Head as soon as reasonably practicable. If you suspect material on the device is evidence of an offence, a pornographic image of a child, extreme pornographic image, DO NOT delete prior to giving the device to the Head.
	<b>Disposal of confiscated items</b>	Refer to the policy, but generally items to the Head's PA for disposal after confiscation.

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