



BEHAVIOUR POLICY – ASSERTIVE DISCIPLINE AT BALLARD SCHOOL	
Reviewed by:	Stuart Turner – Headmaster Chris Jackson – Deputy Head Pastoral
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Behaviour Policy - Assertive Discipline at Ballard School

At Ballard School we are committed to providing an atmosphere in which learning and teaching are able to take place without disruption or distraction. We are seeking to ensure we have a whole-school behaviour management system as recommended by the Behaviour in Schools: Advice for Headteachers and School Staff (DfE, February 2024).

Certain behaviours will be treated primarily as safeguarding concerns rather than disciplinary matters, including child-on-child abuse, sexual harassment, sexual violence, harmful sexual behaviour, online abuse, exploitation and discriminatory behaviour. Repeated or significant behavioural concerns may indicate an unmet safeguarding need and will be considered by the DSL and safeguarding team.

Where pupils have SEND, behavioural expectations will remain high, but staff will consider whether behaviour is linked to a disability, unmet need, communication difficulty, trauma or safeguarding concern. Reasonable adjustments may be made where appropriate.

At Ballard we want to provide a consistent approach to behaviour management; this will be seen by:

- Strong School leadership;
- Strong classroom management;
- Rewards and sanctions;
- Behaviour strategies and the teaching of good behaviour;
- Staff development and support;
- Pupil support systems
- Liaison with parents and other agencies
- Managing pupil transition; and
- Organisation and facilities.

At the heart of our policy is a view to safeguarding and promoting the welfare of children (Education Act 2002). Good behaviour in all aspects of school life is necessary to promote excellent learning and teaching and high standards of attainment. At Ballard we wish to create a caring, holistic learning environment by encouraging:

- Excellent behaviour and discipline
- Fairness of treatment for all
- Self-esteem, self-discipline, proper regard for authority and positive relationships based on mutual respect
- Early intervention as a challenge to poor behaviour
- Consistency of response to both positive and negative behaviour
- A safe environment free from disruption, bullying and any form of harassment
- A positive relationship with parents and carers by involving them in behaviour support

We wish to place the emphasis and focus on teaching pupils to choose responsible behaviour, self-discipline and respect; consequently, we create an environment in which teachers can teach and pupils can learn. We aim to prevent bullying through a comprehensive Anti-Bullying Policy (please see Anti-Bullying Policy).

Behaviour management should include staff's ability to discipline pupils even when they are not at School or in the charge of a member of staff; e.g. misbehaviour when a pupil is travelling to or from School, wearing School uniform or in some other way identifiable as a pupil at the School. In addition, teachers may discipline pupils for misbehaviour that could have repercussions for the orderly running of the School or pose a threat to another pupil, someone in the "Ballard community" (such as a parent) or member of the public or could adversely affect the reputation of the School; this can include issues related to all forms of social media.

There are three key elements of the Assertive Discipline system, and these are incorporated in the Ballard Charter (as agreed after consultation with pupils and staff) which is posted in every teaching space and in effect at all times and in all lessons every day. The three key elements are:

1. **Key values**
2. **Positive pupil recognition**
3. **Consequences**

Following sanctions, staff will work with pupils to repair relationships, reflect upon behaviour and identify strategies for future success.

KEY VALUES

These form the basis of the regulations which pupils must follow at all times, and which enable the School to run smoothly and provide an environment in which each pupil can fulfil his/her potential. The Ballard Charter refers to 7 key values: **be respectful, be responsible, be safe, be honest, be positive, be curious, and be kind**. All pupils will be taught what is expected at Ballard (the "Ballard Way") and will be given clear "directions" for: Academic activities; e.g. when pupils are taking a test:

- Routine procedures; e.g. when pupils enter a classroom
- Special procedures; e.g. when the fire bell rings

POSITIVE PUPIL RECOGNITION

Pupils who choose to take responsibility and show they are able to follow the rules will have their efforts recognised and rewarded. This positive recognition may include:

- Praise - given by word of mouth or recorded in the pupil's exercise book or on OneNote
- Awarding of House points
- Work displayed
- Awarding of a 'Star of the Term'
- Note of good work/behaviour conveyed to a pupil's Form Tutor
- Positive letter/postcard/e-mail/phone call to parents from teachers
- Acknowledgement by way of grade-reading marks and/or end of term report comments
- Progress and attainment certificates and prizes

Effective praise will be given which is **personal, genuine, descriptive** and **specific**.

Personal – we will let pupils know they are not a nameless face in the crowd. Pupils' names will be used in comments to maximise the impact of praise.

Genuine – pupils recognise sincere words when they hear them. Teachers will make sure their words of praise genuinely reflect feelings of pride in a pupil's accomplishments.

Descriptive and specific – praise is most effective when it refers to something specific the pupil has accomplished. At Ballard it is important to use a specific comment such as, "Molly, I've noticed how well

prepared you've been this week, and your efforts are being rewarded in better marks," rather than just "well done!"

Positive recognition

- Pupils who show good work, good behaviour, good deeds and a host of other positive actions are rewarded with house points. They are awarded by all members of staff in the school, including teachers, support staff, catering staff and our minibus drivers. Staff without access to iSAMS need to inform teaching staff so the house point can be logged on the system.

Awarding of House Points

House points will be given for excellent quality of work, following our school values, excellent attitude to learning, or citizenship.

- Quality of work: the work produced must meet success criteria, demonstrate understanding of the task and show significant improvement, care and attention to details.
- Attitude to learning: pupils must display willingness to think for themselves and to take risks, to work well in a group or independently, to show determination to do well, to reflect on their work and learn from their mistakes.
- Citizenship: pupils must play their role within our school community, be kind and helpful, show support for other people (peers and adults alike) and be excellent ambassadors for the School either on the premises or while away on trips.
- Each section of school may award house points in an age appropriate way, but all pupils will have their house points recorded on iSAMS.

CONSEQUENCES

In cases where pupils choose not to respond to our expectations or choose to ignore the regulations, in spite of consistent attention to positive recognition a range of consequences will be used, calmly and quickly. A discipline hierarchy will be used which is consistently progressive, starting with a warning. This measure is important as it provides opportunity to choose more appropriate behaviour before a more severe consequence is received. The consequences then become gradually more substantial if the pupil chooses to continue to behave inappropriately. It is not always true that the more severe a consequence, the more impact it will have on a pupil. The key to effective consequences is their consistent use; it is the inevitability of the consequence, not the severity that makes it effective. Pupils need to know that all staff will be consistent in the enforcement of consequences. Consequences are something our pupils do not like; it must be noted they are never to be physically or psychologically harmful (as per Education Act 1986).

A discipline hierarchy (with specific reference to the classroom but also applicable in all areas of School life)

Stage 1 – a pupil disrupts – a verbal warning will be given. This is an important first consequence because a warning gives the pupils an opportunity to **choose** more appropriate behaviour before a stronger consequence is received. This stage is sufficient for the vast majority of Ballard pupils.

Stage 2 – provide a consequence. Discussion with teacher at the end of the lesson, break or lunchtime as required - teacher to decide.

Stage 3 – it is totally unacceptable for a pupil to offend three times in any one lesson at Ballard. Now, the pupil will be required to attend a lunchtime detention at 12.45pm. A record will be made on iSAMS.

Stage 4 – a referral will be made to the Head of Department and Head of Section.

Stage 5 – a red card will be issued. On rare occasions, removing a pupil from the lesson may be the only way to get the message home. At this stage the pupil should be referred to the Senior Management Team / Leadership Team one of whom will collect the pupil from the lesson until such time as they can be spoken to about their behaviour. A record will be placed on iSAMS and a sanction may also be awarded on top of this.

Pupils may be issued a '**red card**' and referred directly to the LT or SMT for offences such as the following examples (this list is not exhaustive):

- Drinking alcohol (on school premises)
- Taking/peddling drugs
- Smoking/Vaping
- Bringing pornographic matter into school
- Fighting
- Stealing school or pupil property
- Damaging school or another pupil's property
- Serious breaches of the Ballard School Charter
- Being off-site without permission at any time between 8.30am and 5.00pm
- Vandalism
- Any other action that a member of staff deems severe
- Stopping a class from functioning

Based on the severity of the offence, staff can use any stage immediately. Staff will use their professional judgement, knowledge of a pupil and any individual needs (learning and pastoral) to determine and adapt the Charter. References to the Behaviour Policy and Exclusions Policy will be made when considering further sanctions.

Internal isolation might be put into operation and/or the pupil will be asked to work in SMT members' classrooms. Parents will be contacted by either LT or SMT.

Referral to the Deputy Heads can lead to a demerit detention; parents would be informed that a pupil should attend this on a specific date between 4.15pm - 5.00pm. Referrals to the SMT could result in a range of sanctions, including parental interview, after-school detentions, being placed 'On Report' and, ultimately, a fixed-term or permanent exclusion (see the Exclusions Policy for full details). For a **Headmaster's Detention** parents would be informed that a pupil should attend this on a specific date between 5.00pm and 6.00pm. Notice is given in advance. The School will not issue any after school detention that would compromise a child's safety (as per DfE guidance 2016).

There is no system for appeal for sanctions until either a fixed term exclusion or a permanent exclusion is issued – the School's decision is final.

Report system

This is a portable card system whereby a pupil can be monitored in whatever way the staff feel is necessary. Pupils will have a space on the front of the card to set targets specific to the pupil and the comments will reflect how well the pupil has met these. The cards must be 'signed off' every day by parents and Form Tutors (Heads of Section or Deputy Heads).

Community service

Pupils in detention may be asked to undertake academic work or, when appropriate, they may be asked to undertake community service tasks. Such tasks might include helping:

- Dining room staff at lunchtimes
- Assisting in after school clubs
- Staff prepare for Parents' Evenings or other functions

- Assisting the grounds team

Red Report cards are the most serious and will usually be for behaviour and work-related issues.

Green Report cards are less serious and are also used to support pupils; sometimes they may be voluntary. They can be for behaviour or work-related issues.

Individual cards can be designed for specific pupils when the above model does not seem to be the best option.

Consequences - according to the Ballard School Charter should be followed at all times. Staff are encouraged as far as possible to deal with any discipline issues within their own time. By doing this the punishment should be appropriate. However, Ballard School does offer a system of sanctions to support the commitment to good behaviour.

Consequences for Years 3 to 5 (See Appendix 1 for Lower Prep Choices and Consequences Policy)

- Pupils who commit minor offences are dealt with by individual members of staff and may be kept in at break times or after school.
- Pupils who repeatedly make the same mistake or who make a more serious mistake may be referred to a Head of Section and/or Deputy Head or may be asked to miss breaks or in rare cases be internally excluded. (see below)
- Following any of the above if the pupil's behaviour does not improve the parents may be called in and regular meetings (weekly or fortnightly) put in place, usually with the Form Tutor and a Head of Section, to monitor the behaviour.

If none of the above worked, then a period of exclusion may be considered. (see below)

Pupils will usually be sent directly to a Deputy Head or Head of Lower Prep for the following offences:

- Fighting
- Very unkind behaviour
- Disrespectful behaviour

Positive Pupil Recognition

We shall endeavour to highlight and praise positive behaviour with a system of rewards using verbal praise, house points, and Head of Section tokens.

At the end of every term the Year 1 and Year 2 class teacher awards a form cup for academic work, good behaviour, kindness, willingness, etc.

Consequences

During outdoor play unacceptable behaviour may result in a child being asked to sit aside to discuss the incident or behaviour with the member of staff on duty.

Problem behaviour in class may result in shorter play or missed playtime. If it is more appropriate, a tidying-up task might be given. We endeavour to discuss the behavioural incident with the child stressing why the behaviour is unacceptable.

If the incident is severe, such as bullying or very aggressive behaviour the child may be taken to see the Headmaster.

All incidents will be recorded on iSAMS and reported to the child's parents.

All inappropriate behaviour will be dated/recorded by the class teacher. If a child's behaviour is a source of concern staff will discuss constructively and confidentially how best to handle the child's behaviour, and a consultation procedure set up with the parents.

- Pastoral support plans may have to be drawn up
- Parental consultation with the child's GP may take place
- LEA Child Psychologists may be asked for further help and assessment

ROLES AND RESPONSIBILITIES

The Board of Governors - will ensure that expectations are clear and non-discriminatory (ethnic or national origin, culture, religion, gender, disability or sexuality). Governors support the aim of maintaining high standards of behaviour.

The Headmaster - will use discretion in applying rewards and sanctions, taking into account the individual situation and the individual pupil.

The Leadership Team/Senior Management Team - is responsible for the implementation of the assertive discipline policy and day-to-day management of procedures through the School structures.

The Heads of Department - are responsible for ensuring that procedures are followed and consistently applied throughout the School. In addition, all subject leaders take responsibility for ensuring high quality of teaching, organisation and management of their curriculum as a pre-emptive means of behaviour support.

Teachers - have responsibility for managing behaviour in the classroom by:

- Creating a high-quality learning environment to meet the needs of pupils;
- Developing clear routines, expectations, objectives, instructions, explanations, discipline and language;
- Challenging and supporting pupils, keeping them on task and responding fully to their educational needs.

All staff and volunteers - are responsible for ensuring that the procedures are followed and consistently applied on a day-to-day basis. Mutual support amongst all staff and adult volunteers in the implementation of the policy is expected.

Parents - share the responsibility for the behaviour of their child both inside and outside the classroom. They are considered to be a vital part of the Ballard family by assisting the School in maintaining high standards of behaviour.

Pupils - are expected to take responsibility for their own behaviour and be aware of the School's policy, procedures and expectations about discipline. Pupils also have a responsibility to ensure that incidents of disruption, bullying and any form of harassment are reported. Prefects have an important role to play in maintaining good order in the School and they will be able to liaise with staff to recommend that sanctions are applied.

Staff development and support

All staff, including non-teaching staff, will receive whole-school and department training and support in being the "assertive practitioner:"

- Believing in a firm teacher in charge classroom;
- Believing pupils wish to have their behaviour directed;
- Believing no-one benefits when a pupil is allowed to misbehave;
- Building positive, trusting relationships with pupils;

- Teaching appropriate behaviour to those who do not show it;
- Being demanding, yet warm in interaction, supportive of the pupils and respectful when dealing with misbehaviour.

The Leadership Team, Senior Management Team and Heads of Department will ensure that all new teachers understand the School's approach to behaviour management. Training can be available on an individual basis, working alongside staff in the classroom, coaching and modelling behaviour teaching techniques, or in small group sessions. All staff will have access to behaviour training designed for their particular needs so as to ensure that they have the necessary knowledge, understanding, skills and attributes to handle behaviour problems with confidence.

The Bursar or HR Manager will ensure that new support staff are similarly informed of the School's approach and their role in the process. The Leadership Team, in consultation with the Co-Chairs of Governors, must ensure that new Governors understand the School's approach. Heads of Section will ensure that new pupils understand the School's approach to behaviour support.

Classroom Expectations

Classrooms, labs, sports hall and playing fields are all places of work. Just as in any workplace, there needs to be clearly understood rules and expectations to allow everyone to work successfully, productively, safely and enjoyably. As mentioned above Departments will agree on specific "directions" for their subject areas and make them very clear to pupils at the start of and throughout the academic year. All directions drawn up by staff will be forwarded to the Leadership Team.

Model directions (as given to pupils):

Academic activities:

Class discussion	- Raise your hand to seek permission to speak - Listen to other views without interrupting - BBB - "brains, buddies, boss"
Teacher lecture	- Raise your hand if you wish to speak - Keep your eyes on the teacher
Watching video	- Follow the instructions given carefully - Move sensibly to a position where the television can be seen - Watch and listen carefully at all times
Independent work	- Listen to instruction without talking - Ask permission to remove blazer - Work quietly without disturbing others and let the teacher know when work is finished - Eating and chewing are not allowed; although pupils are allowed to have a clear water bottle; holding only water - iPods, radios, mobile phones, magazines or other distractions are not allowed; they will be confiscated
Working in Groups	- Follow directions given by the teacher quickly and silently - Work quietly and show respect to others

ROUTINE PROCEDURES

Entering the classroom:

- Line up in single file quietly outside the classroom
- Walk quietly into the classroom when invited

- Prepare for the lesson and stand behind the chair in silence
- If the teacher is late and has not arrived after five minutes, one member of the class should go to the staff room and notify a member of staff. In the case of all classrooms, laboratories, changing rooms and other specialist rooms you should not enter until a member of staff instructs you to do so
- Put bags away (not on desks)
- Arrive at lessons on time

End of Lessons:

- The bells are not signals for you; they are for your teacher's information. Pack away when told by your teacher
- Ensure the work area is clean and tidy
- When told, stand in silence, straighten desks and push in or put up your chair
- Only when your teacher finally tells you to go may you leave the room and then move swiftly and quietly to the next lesson or activity
- Check uniform is correct

Entrance to the classroom from an adult:

- All pupils are expected to stand quietly as a mark of respect.

Special Procedures

Use of computers:

- Load only software which has been cleared by a member of staff
- Follow operating instructions closely
- Ask permission from a member of staff to use a computer/laptop

Guest speakers:

- Follow instructions given carefully
- Watch and listen carefully
- Address the speaker in a respectful manner

Fire Alarm:

- Stop work, stop talking and listen to the teacher
- When instructed, walk out of the classroom in silence and leave the building by the correct route
- Line up in silence at your given assembly point and wait for further instructions

Lockdown Alarm:

- Stop work, stop talking and listen to the teacher
- Follow the lockdown procedure in total silence
- When staff are given the all clear signal, walk out of the classroom in silence and leave the building by the correct route
- Line up in silence in the Sports Hall in your given assembly point and wait for further instructions

Out of class:

- Be polite to all adults and other pupils, holding doors open or giving way in the corridor
- Be considerate of others and respect for their property and school property
- Wear uniform correctly and follow instructions regarding hair, jewellery, etc.
- Behave in a thoughtful and sensible way when moving around the School
- Welcome visitors to the School, offering assistance or giving information if required
- Ensure that, at break times, you do not put yourselves, or others, at risk

Finally, but most importantly, teachers are in the position of loco parentis (in place of your parents) while you are in school. This means in particular that:

- There is no excuse for rudeness, disrespect or insolence towards teachers;
- Any request from a teacher should be carried out at once and without argument.

Breaking either of these basic rules will be treated as a **very** serious matter.

PRACTICAL REGULATIONS AND PUPIL EXPECTATIONS

The following arrangements are designed to facilitate the smooth running of Ballard School for the benefit of all and so create a community in which every pupil can fulfil their potential. Though quite lengthy, much of what is contained here is common sense and will be routinely undertaken by most pupils.

Bags

To be packed for each group of lessons during Form time or appropriate break. To be left in classroom, bag racks or changing rooms during breaks. PE bags should be kept in the appropriate locker in your changing room.

Breaks

Morning:

- Report to the relevant section of the School for your snacks
- All pupils must be outside, unless it is an 'Indoor Break'

Lunchtime:

- All pupils must be outside, unless it is an 'Indoor Break' or they are attending an activity
- If an early lunch is necessary, this will be requested by a member of staff and written notification given to the duty member of staff
- A late lunch must be ordered from the kitchen the previous day
- Pupils must remain 'In Bounds'

Afternoon Break:

- Pupils may remain in the building. Snacks will be served at the appropriate venue

At the end of the School day:

- All pupils must sign up to an after-school activity Monday to Friday; if they are leaving school at 4.00pm they must sign up to 'Opt Out'
- Pupils remaining in school until 5.00pm must attend either a homework session or an activity
- Parents must inform activities@ballardschool.co.uk, Reception or Activity Leader in advance if a pupil is not going to be attending their after school activity
- Pupils leaving at 4.00pm must sign out at the outdoor canopy (Years 3 to 5) or the car park (Years 6 to 11)
- Under no circumstances should any pupil leave the site between 4.15pm and 5.00pm unless they have received special permission and have signed out with the Leadership Team
- Pupils who have not been collected by 5.15pm must report to the Main Reception where a member of staff will take care of them

Corridors and Stairs

Walk at all times, keeping to the left. Observe the one-way systems where they apply. Line up quietly and in single file when waiting for a lesson.

Food and Drink

No food and drink (except water) may be consumed in classrooms or corridors unless a member of staff is present. No food or drink is to be consumed in any of the science labs at any time.

Library/Learning Resources Centre

Unless a member of staff is present, this room is for private study and reading, and silence is always expected in this area. The library rules must be observed.

Litter

- Do not drop litter - use the bins provided
- Pick up any litter you may see and put it in a bin

Personal Property

- All items of personal property must be clearly labelled
- Property belonging to other pupils should not be interfered with in any way
- A pupil wearing an item belonging to somebody else, without that person's express knowledge and permission may be deemed to have stolen it

Places Out of Bounds

- See the notices placed around the School.

Homework Club/Activities

- After the afternoon break, pupils should arrive promptly at homework club and have started work within five minutes of the bell at the beginning of the activity period; i.e. by 4.15pm. Pupils must work silently at their desk in the designated classroom.
- Any pupil who wishes to alter any arrangements for homework club/activities, must have a parent email activities@ballardschool.co.uk in advance, otherwise permission will not be given.

Prohibited items

The following items may not be brought into the School *at any time*:

- Aerosols
- Alcohol
- Cigarettes (including e-cigarettes, vapes, vape juice, snuff, etc.)
- Chewing/Bubble Gum
- Drugs/legal highs
- Lighters/Matches
- Tippex
- Psychoactive substances including nitrous oxide (laughing gas)
- Solvents
- Any items that contain nuts or traces of nuts
- Any items which may be used as an offensive weapon, e.g. bladed articles

Smoking and possession of smoking materials (including E-cigarettes, vapes, snuff) whilst under the School's jurisdiction is *strictly forbidden*; this includes journeys to and from home and trips. The same restrictions apply to alcohol and non-prescribed drugs.

Medication should only be brought in under supervision of the School Nurse.

Searching

The Headmaster, and any member of staff the Headmaster authorises, also have the power to search for certain items. Searches will be based on reasonable grounds and can include searching a pupil's bag, desk or locker. The pupil will be present together with a second member of staff. The following items can be searched for:

- Knives or weapons
- Alcohol
- Illegal drugs
- Stolen items
- Fireworks
- Tobacco and cigarette papers
- Vapes, vape juice, snuff
- Pornographic images
- Any article that the school suspects has been, or is likely to be, used to commit an offence, injure a person or damage property

Weapons and knives and extreme or child pornography will always be handed over to the police.

Public Displays of Affection

Pupils must not engage in any overt sign of physical affection. This includes holding hands, kissing and cuddling.

Reception of Visitors into a Classroom

Pupils are expected to stand when another member of staff or visitor enters a classroom and to remain standing until told to sit. This does not apply in rooms such as labs or the art room where this may be difficult or dangerous.

Registration

At 8.30am and 1.45pm all pupils should be in their classroom for registration.

Surgery (School Nurse)

Pupils may only visit the Surgery, (situated on the first floor in the Main House building), at break times, unless they have the express permission of a member of staff.

Telephone

Pupils may ask to use the phone in Main Reception to contact home if they are worried. Usually, they will be allowed to do so.

Travelling to and from School

Whilst travelling on school transport pupils must always wear a seat belt and be respectful to the driver.

Pupils are expected to travel to and from School wearing the proper school uniform or a full School tracksuit. Whilst in school uniform, pupils are expected to conform to the School regulations.

Pupils being taken home by their parents and who have not been collected by 5.15pm must wait in the foyer of the Main House, next to Main Reception.

Pupils travelling by train in the morning must make use of the school transport as provided on arrival at the train station in New Milton.

Behaviour Outside of School

Pupils are expected to uphold the values and standards of Ballard School at all times, including when offsite and outside of school hours. When pupils are in school uniform, they are clearly identifiable as representatives of the School, and the same behavioural expectations apply as if they were on school premises.

Where pupils are not in uniform and are outside of school hours, the school may still investigate and apply sanctions for behaviour that:

- Brings the School into disrepute
- Impacts the wellbeing of other pupils or staff
- Constitutes bullying, harassment, or safeguarding concerns
- Occurs online and affects the school community

Each case will be considered individually, and any action taken will be proportionate and in line with the School's behaviour and safeguarding policies.

Filtering and Online Behaviour

The School recognises that pupils' behaviour online can have a significant impact on the safety, wellbeing and learning of individuals and the wider school community. Pupils are expected to demonstrate the same standards of conduct online as they do in person and to act responsibly when using technology, social media, messaging platforms, online gaming environments and artificial intelligence tools.

The School operates appropriate filtering and monitoring systems to help safeguard pupils and to reduce the risk of exposure to harmful or inappropriate content. Pupils should be aware that online activity carried out on School systems may be monitored in accordance with the School's safeguarding and data protection responsibilities.

The School will take seriously any incidents involving:

- Cyberbullying, including repeated or deliberate use of technology to intimidate, threaten, embarrass or exclude others.
- Online harassment, including abusive messages, inappropriate comments, discriminatory language, trolling or targeted online behaviour.
- The sharing of images or videos without consent, including the circulation of altered, embarrassing or inappropriate content.
- Misuse of artificial intelligence or deepfake technology, including the creation, sharing or possession of manipulated images, audio or video intended to deceive, humiliate, harass or cause distress to others.
- Online exploitation, grooming, coercion, blackmail or any other behaviour that places a pupil at risk of harm.

Where online behaviour affects the safety, wellbeing or reputation of members of the School community, the School may investigate and apply appropriate sanctions, even where the conduct takes place outside school hours or off-site. Serious incidents may be treated as safeguarding concerns and referred to the Designated Safeguarding Lead (DSL), external agencies or the police where appropriate.

The School will take a safeguarding-led approach to online incidents and will provide education, support and guidance to help pupils develop safe, responsible and respectful online behaviours. Further information can be found in the School's Safeguarding and Child Protection Policy.

Valuables/Money

Pupils should not bring in to school any items of value. They do so strictly at their own risk.

Uniform

Pupils are expected to always maintain a high standard of personal appearance and adhere to the School's uniform regulations.

If a pupil comes to school without an item of uniform or inappropriately dressed, they must show the teacher a note to explain the reason. If there is no satisfactory reason given, the Form Tutor will contact the parents and request that the situation be rectified on the following morning. In the meantime, pupils will be kept out of circulation at break times. Issues with uniform will result in a "strike system" leading to a series of sanctions (please see Uniform Policy).

Confiscation of Inappropriate Items

Staff have a legal right to confiscate, retain or dispose of a pupil's property as a punishment, so long as it is reasonable in the circumstances (as per DfE guidance 2016). If appropriate, confiscated items should be returned to pupils at the end of each school day, although inappropriate mobile phone use may result in a longer period of confiscation (please see section on mobile phones). Staff have access to a safe for safe keeping of confiscated items.

Staff also have the legal power to search without consent for "prohibited items" including knives and weapons, alcohol, illegal drugs, legal highs, tobacco and cigarette papers, e-cigarettes, vapes, vape juice, snuff, fireworks, pornographic images, any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property (as per DfE guidance 2016).

Mobile Phones

Ballard is a mobile phone free site for children from 8.30am to 4.00pm or 5.00pm, depending on when the children leave school at the end of the day. Children will not be allowed access to their mobile phones during any lesson or any break time during the school day.

All pupils bringing phones to school must have them locked in a Yondr pouch before entering any school building in the morning, and throughout the school day.

If a pupil needs to leave the School early e.g., for an appointment, they will need to go to reception to sign out as normal and release their phone there. Pupils can only then use their phone in the car park area.

Pupils who forget their pouch can leave their phones with their Head of Section or in the School Admin Office. However, an equipment strike will be issued. Three strikes will result in a lunchtime detention. Any lost pouches will need to be replaced and there will be a charge of £15 on the next termly invoice for this.

Our staff work together as a team to ensure this whole school initiative is successful at safeguarding our community and improving mental health and wellbeing.

If there is an emergency and there is a valid reason why a child needs to have access to their phone, they will need to see a member of the Leadership Team or their Head of Section.

If a pupil has inadvertently locked their pouch overnight (without their phone inside), they should open their pouch at a magnet station so their phone can be pouches.

Mobile Phone Sanctions

If a child is found in possession of a mobile phone during the school day, this will be reported to a member of the Leadership Team or their Head of Section immediately. A sanction will be applied, the severity of which depends on the circumstance. That child would also need to report to the Head of Section or a Deputy Head every morning for a two-week period to hand their phone in and collect it from them at the end of the day. Their parents will be contacted.

The same sanctions will apply if a child is found to have damaged their pouch in any way and parents will also be charged for a replacement.

The same sanctions will apply if the pupils try to circumnavigate the mobile phone free site policy in any way.

For a second offence, the same sanctions will apply with the addition of the pupil losing a significant proportion of their free time during the two-week period.

Further offences will be dealt with on an individual basis and may involve parents being invited into School for a meeting or children receiving a fixed term exclusion.

Power to use reasonable force

Members of staff have the power to use reasonable force to prevent pupils committing an offence, injuring themselves or others, or damaging property, and to maintain good order and discipline in the classroom. Refer to the 'Restrictive Interventions policy' for more detail.

Reasonable force may be used to:

- prevent a pupil from causing injury to themselves or others;
- prevent serious damage to property;
- prevent the commission of a criminal offence; or
- maintain good order and discipline where a pupil's behaviour is causing significant disruption.

Any use of reasonable force must be the minimum necessary to achieve the legitimate aim and will cease as soon as the risk has reduced, or the situation has been brought under control.

All incidents involving the use of reasonable force will be reported to a member of the Senior Leadership Team and recorded in accordance with the School's procedures. Parents will be informed as soon as reasonably practicable where the circumstances warrant this, particularly where force has been used to prevent injury or where there has been a significant incident.

The School is committed to safeguarding the welfare of all pupils and ensuring that any physical intervention is carried out in a respectful, safe and proportionate manner. Further guidance on the use of reasonable force, restrictive practices and recording requirements can be found in the School's 'Restrictive Interventions policy'

Academic Integrity

Academic integrity is a core expectation at Ballard. Completing work honestly is both an ethical responsibility and a vital part of effective learning, enabling teachers to assess progress accurately and provide appropriate support. All pupils are expected to follow the principles of academic honesty and understand what constitutes plagiarism or malpractice, in line with guidance from the Joint Council for Qualifications (JCQ).

In all classwork, homework and non-examined assessments (NEAs), pupils must ensure that all submitted work is their own. This includes:

- using original ideas, wording and materials;
- neither copying from others nor allowing others to copy their work;
- not submitting work produced by parents, peers or other third parties;
- not presenting content from online sources or artificial intelligence as their own;
- not sharing their work online;
- clearly acknowledging and referencing all sources.

These expectations reflect the requirements set out in JCQ Instructions for Conducting Non-Examination Assessments, including the need to confirm the authenticity of submitted work.

During tests, assessments and examinations, pupils must adhere to strict conditions to ensure fairness. Pupils must not:

- seek advance knowledge of assessment content;
- bring unauthorised materials into an exam;
- use or access the internet or unauthorised devices (e.g. phones or smartwatches);
- copy from, or communicate with, other candidates;
- share details of assessments with those yet to sit them.

These rules apply to both internal and external examinations and are set out in JCQ Instructions for Conducting Examinations.

Plagiarism

Using another person's work or ideas without proper acknowledgement, is a serious offence. This includes direct copying, closely rewording material without credit, or using AI-generated content as if it were original. Such behaviour may be treated as malpractice under JCQ regulations, with consequences outlined in JCQ Suspected Malpractice Policies and Procedures. To avoid this, pupils must write in their own words, reference sources accurately, and clearly identify quotations. Formal coursework such as NEAs must include correctly formatted citations and bibliographies, as guided by teachers, with further advice available in JCQ Information for Candidates.

Ballard treats breaches of academic integrity seriously. Sanctions for plagiarism or cheating in school-managed work include:

- Classwork and homework: reported to the Head of Year; Head of Year detention issued;
- Internal assessments: reported to the Head of Year; Headmaster's detention issued;
- Internal examinations (including mocks): formally recorded and reported to relevant staff; Headmaster's detention and a note on file;
- Facilitating malpractice: treated in the same way as direct offences.

For public examinations, JCQ regulations apply. Suspected malpractice in NEAs must be referred internally to the Head of Department and senior staff, with sanctions likely and work potentially required to be redone, in line with JCQ Information for Candidates Non-examination Assessments. If malpractice is identified by an awarding body or during an examination, penalties may include disqualification from one or more subjects. In all such cases, Ballard will follow JCQ procedures and report confirmed incidents as required.

SUPPORT SYSTEMS FOR PUPILS

The basis of the Ballard approach is to empower pupils to make positive choices about their behaviour. Where a pupil chooses not to observe the agreed discipline hierarchy, it is hoped the sanctions already mentioned will support the pupil in making better choices. Ballard believes in supporting the "individual" and will explore a host of supportive mechanisms for behaviour management.

The “**on report**” process provides intensive monitoring, to provide a sharp, concentrated focus, enabling the pupil to show a rapid improvement. SMART (specific, measurable, achievable, relevant and time bound) targets will be used. Parents will be involved and given clear expectations of what is expected. There will be a tiered system of management with a designated member of staff in charge. Postcards/letters/emails will be sent home to celebrate success.

A “**pupil support plan**” may be used to help teach a pupil to behave responsibly and help teachers develop the positive relationship with that pupil that may previously have been out of reach. The plan will include:

- The specific behaviour expected of the pupil;
- The positive recognition to be given when the pupil does behave appropriately;
- The consequences to be imposed if the pupil does not choose to engage in the appropriate behaviour;
- Opportunities for parents to be involved.

“**In-school mentoring**” can provide identified pupils the benefit of close support and monitoring by a designated member of staff. Staff offer this service on a voluntary basis and are likely to be staff with whom the pupil has established a good rapport. These mentors will meet frequently with pupils on a one-to-one or small group basis and will discuss strategies to help each pupil choose more appropriate behaviour.

Ballard employs the services of a **school counsellor** who may meet privately with a pupil at intervals. We also employ qualified **ELSAs** (emotional literacy support assistant) who can work closely with pupils.

The Ballard School Council meets every half term and provides a good means of discussion on issues related to behaviour and attendance.

A strong **PSHE (personal, social and health education) programme**, often involving outside speakers, supports the whole behaviour management process.

At Ballard there is **no academic/pastoral divide**. All staff have the responsibility to develop the whole pupil and ensure academic progress as well as healthy emotional and social development.

NB - the Ballard Behaviour Policy – Restrictive Interventions Policy is published on the School website (as per School Information (England) Regulations 2008). The Headmaster will publicise the policy, in writing, to staff, parents and pupils at least once a year (as per DfE guidance 2024).

Stuart Turner, Headmaster
Chris Jackson, Deputy Head Pastoral
September 2026

Policy Log:

September 2021 – updated (Andy Marshall)
September 2022 – updated (Andy Marshall)
September 2023 – updated (Andy Marshall)
September 2024 – updated (Andy Marshall)
January 2025 – updated (Andy Marshall)
September 2025 – updated (Chris Jackson)
April 2026 – updated (Chris Jackson)

Lower Prep Choices & Consequences Policy

Step 1: Verbal Warning

Pupils can receive verbal reminders before a verbal warning.

Step 2: Call Backs

The teacher will issue a call back at the end of the lesson, break or lunch time as required – teacher to decide.

The teacher will contact parent(s) and log on iSAMS.

Step 3: Red Card

The next step will result in the pupil being removed from lesson by the Head of Lower Prep or a member of the Leadership Team.

Major incidents will result in a direct red card also.

The teacher will contact parent(s) and log on iSAMS.