

Archway Academy Behaviour Guidance

Searching, Screening and Confiscation

Please refer to DfE guidance: Searching, screening and confiscation: Advice for head-teachers, school staff and governing bodies, July 2022.

In addition to the list of prohibited items listed in this guidance, the Trust considers the following items to be prohibited in school:

- Electronic cigarettes and Vapes
- Contraband in the form of crisps, sweets, chewing gum and fizzy or energy drinks

It should be noted that the Trust remains highly concerned about the use of electronic cigarettes and vapes and the yet unknown associated health risks. Any behaviours involving such items will be treated seriously and the academy will expect full parental/carers support.

Confiscated Items

The academy has the right to confiscate, retain or dispose of a students' property as a punishment if reasonable in the circumstances. Academy staff can seize any prohibited item found as a result of a search and can also seize any item considered harmful or detrimental to school discipline. The academy and its staff are not liable for any loss of, or damage to, any item they have confiscated in accordance with our policies and procedures. The academy will dispose of items in the following ways:

- Weapons, child pornography, or items which are evidence of an offence will be handed to a police officer
- Alcohol, tobacco, cigarettes and papers, e-cigarettes, fireworks will be disposed of by the academy. They will not be returned to the student
- Contraband in the form of crisps, sweets, chewing gum and fizzy or energy drinks will be disposed of
- Controlled substances will usually be passed to the police, but may be disposed of by academy staff if there is good reason to do so. The Principal will take into account the relevant circumstances to determine whether they can safely dispose of the seized article. Where academy staff suspect that a substance is controlled it will be treated as a controlled substance
- Items which have been or could be used to commit an offence, or to cause personal injury or to damage property can be handed to the police or disposed of
- Items banned under the school rules will either be returned to parents/carers, or disposed of. Jewellery can be collected by students at the end of the day

- Stolen items may be handed to the police or returned to the owner. They may also be retained or disposed of if returning them to their owner is not practicable. The police will not be involved for low value items

The academy will inform parents/carers where alcohol, illegal drugs or potentially harmful substances are found.

Mobile Phones

Mobile phones have no place in school. Students in Years 7 to 11 are not permitted to use mobile phones on the school site. Phones should be turned off before entering the building and handed in to a designated staff member on arrival who will store in a safe and secure space. Should a student require the use of mobile phone technology to manage medical conditions e.g. Type 1 diabetes, bluetooth hearing aids etc, this will be allowed and the student will carry a permission card.

Should a student be seen with a mobile phone then they will be asked to turn off the phone and hand it over. The phone will be secured in the academy's designated space until a parent/carer can collect it (or as otherwise directed by the principal). Any refusal to comply with this reasonable request will result in referral to the principal for an appropriate and serious sanction to be issued. Reasonable adjustments are made for students who require their mobile phone for medical reasons such as hearing impairment, diabetes. These arrangements are agreed with individuals as appropriate.

Appropriate Use of Force Please refer to DfE guidance:

[Use of reasonable force in schools - GOV.UK](#) July 2013.

In some situations, it may be necessary for staff to use reasonable ("no more than is needed") force in order to control or hold children so that they do not cause harm to themselves or others. This could range from a staff member forcibly guiding a child to safety by the arm in an emergency through to breaking up a fight or where a child needs to be restrained in order to prevent injury or violence. The academy recognises that all members of academy staff have a legal power to use reasonable force. In addition, all members of academy staff act under a professional duty of care towards our children to protect them from harm. Reasonable force will only be used by academy staff to prevent children from hurting themselves or others.

A decision to intervene is solely down to the professional judgement of the individual staff member and will always depend on the unique circumstances.

The following list is not exhaustive but provides some examples of situations where reasonable force can and cannot be used. Schools can use reasonable force to:

- Remove disruptive children from the classroom where they have refused to follow an instruction to do so;
- Prevent a pupil behaving in a way that disrupts a school event or a school trip or visit;
- Prevent a pupil leaving the classroom where allowing the pupil to leave would risk their safety or lead to behaviour that disrupts the behaviour of others;
- Prevent a pupil from attacking a member of staff or another pupil, or to stop a fight; and
- Restrain a pupil at risk of harming themselves through physical outbursts.

During the use of any reasonable force staff must attempt to communicate, by:

- Issuing clear verbal instructions;
- Warning the child wherever possible of the consequences of failing to comply with instructions;
- Keeping talking and listening throughout (to the child) to try to calm the situation;
- Use only the minimum force necessary and for the minimum period necessary;
- Seek to avoid any injury to the child;
- Cease the use of restraint as soon as safety is re-established.

The academy will provide training for staff to ensure they know and understand the legal boundaries on the appropriate use of force. The academy will source more detailed and specialist training for key pastoral staff and members of the behaviour team as appropriate to enable them to safely carry out their responsibilities. The academy does not require parental consent to use reasonable force. The academy maintains a log of 'uses of reasonable force'. This log is maintained by the Designated Safeguarding Lead and will be reviewed at-least each half term by the executive team and academy council. Following a use of force against a child, academy staff will make a decision as to whether or not to inform the child's parents/carers. It is expected that in most cases parents/carers will be contacted, however there may be some circumstances when a decision to contact parents/carers is not taken. Complaints about the use of force by staff members will be investigated in line with the academy's complaints and safeguarding policies. The information above refers only to the use of force to restrain or control, there are other occasions when physical contact other than reasonable force may be proper and necessary. These may include:

- Demonstrating how to play a musical instrument
- Demonstrating coaching techniques in PE
- Comforting a distressed child
- Providing first aid
- Congratulating or praising a child

Any aspects of this type of physical contact must be conducted with the child's consent and will always recognise the inherent power imbalance between staff and child. Annual training will be provided to all staff covering this point.

No behaviour policy can cover all eventualities. The principal reserves the right to use their discretion, in line with this policy, to help all students at Archway to be ready, respectful and safe in order to thrive and grow as young people.