



Southend High School for Girls

# Behaviour & Discipline Policy

## Appendix 1 - Consequences

Last reviewed: March 2018

# Behaviour and Discipline Policy Appendix 1 – The Consequences Hierarchy

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## Introduction

The purpose of this appendix is to provide a framework that staff can use as a starting point for identifying an appropriate consequence for a behaviour. The actual consequence given will be a matter of professional judgement and will take into account a range of factors that cannot be simply summarised in a table.

This document is likely to be refined overtime as new scenarios present themselves.

## “Behaviour in public”

– Any actions that may be seen to damage the schools’ reputation whether in school (where visitors are in), on a trip, or travelling to/from school

Behaviour	Description	Initial Consequence/ Consequence range	Staff who should deal with the incident
Causing disruption on the train/bus/around school/on a trip - level 1	Being noisy and inconsiderate, using language	C3-C8	LM
Causing disruption on the train/bus/around school/on a trip – level 2	Being rude and aggressive to members of the public	C9-C10 Half term bus/train ban if appropriate	LM
Causing disruption on the train/bus/around school/on a trip – level 3	Acting in such a way as to endanger themselves, other students or the general public	C11-C12 One term bus/train ban if appropriate	AHT

## “Bullying”

– Acts of verbal rudeness and aggression and/or physical aggression that is targeted towards an individual overtime (three or more isolated incidents over a period of 2 or more days). It usually involves one party exploiting an imbalance of power over another person.

Behaviour	Description	Initial Consequence/ Consequence range	Staff who should deal with the incident
Bullying type behaviours – level 0	Dirty looks, leaving the room when the other walks in, refusing to work with the other person, low level ignoring behaviours etc. No evidence of direct insults or aggressive behaviour.	No consequence <i>Mediation to be offered</i>	LM

Bullying – level 1	Persistent low level insults, repeated rudeness, spreading rumours / gossiping, dividing friendship groups, excluding from groups/activities, socially isolating behaviour. Level 1 Physical Aggression.	C8-C9 <i>Mediation to be offered</i>	LM
Bullying – level 2	Significant and sustained bullying behaviours including homophobic and/or racist bullying which puts the student at significant and immediate harm. Level 2 Physical Aggression.	C10-C11 C12-C13	AHT HT

### “Cheating”

– trying to pass off someone else’s work as your own

Behaviour	Description	Initial Consequence/ Consequence range	Staff who should deal with the incident
Plagiarism / cheating/ copying in homework /classwork/ internal assessments	Work of two students is almost identical for a significant proportion of the work. The work must be a significant piece i.e. not just a 1 mark question. Where the students will not admit who is the originator and who is the cheater the subject teacher will discuss the matter with both students to ascertain who knows the right answer.	C3 – if admit it, C9 (dishonesty/lying to a member of staff) if later found out/judged by HOD to have cheated. C8 for both if no one admits it Zero for the work Re-do an alternative question.	LT, LM
Plagiarism / cheating/ copying in internal examination	Work of two students is almost identical for a significant proportion of the work. The work must be a significant piece i.e. not just a 1 mark question. Where the students will not admit who is the originator and who is the cheater the subject teacher will discuss the matter with both students to ascertain who knows the right answer.	C8 – if admit it, C10 (dishonesty/lying to a member of staff) if later found out/judged by HOD to have cheated. C9 for both if no one admits it Zero for the work Re-do an alternative question.	LT, LM
Plagiarism / cheating/ copying in mock examination/coursework	Work of two students is almost identical for a significant proportion of the work. The work must be a significant piece i.e. not just a 1 mark question. Where the students will not	C10 – if admit it, C11 (dishonesty/lying to a member of staff) if later found out/judged by HOD to have cheated. C10 (3 day) for both if no one admits it Zero for the work	LT, LM

	admit who is the originator and who is the cheater the subject teacher will discuss the matter with both students to ascertain who knows the right answer.	Re-do an alternative question (if possible) (where the whole exam/cwk is judged to be insecure then all students will get 0 and will re do an alternative title).	
Plagiarism / cheating/ copying in external examination		Follow JCQ procedures.	

### “Damage to School Property”

– Intentional/accidental destruction / defacement of property not owned by the individual

Behaviour	Description	Initial Consequence/ Consequence range	Staff who should deal with the incident
Vandalism (level 1)	Low level intentional damage to school property and/or school buildings such as: graffiti on tables, chewing gum stuck in places, wet toilet paper thrown on to toilet wall, etc.	C8 – C9 detention	Staff, LM
Vandalism (level 2)	Significant and intentional destruction of school property and/or school buildings or to third party owned property whilst in school uniform / on a trip.	C9 – C11 depending on severity Letter from DoF (if departmental property) or LM (if general school property) to parents asking for the school to. Student to be billed for the cost of the damage.	Staff, LM
Damage to property through neglect	Damage to school property indirectly caused through the neglect or irresponsible actions of the student, for example, borrowing a piece of equipment, failing to return it and then it being lost or damaged.	C8 detention Letter from DoF to parents asking for a contribution toward replacing the equipment.	

### “Defiance”

– failure to follow a reasonable request from a member of staff

Behaviour	Description	Initial Consequence/ Consequence range	Staff who should deal with the incident
Defiance – level 1	Refusal to do what has been asked within a reasonable timescale, walking away from a	C9 C10	All Staff LM

	member of staff, failure to accept a sanction, arguing with a teacher, failure to produce/ handover conduct card		
Defiance – level 2	Persistent Defiance. Student is defiance to multiple members of staff or defiant to one member of staff over a period of time	C11	AHT

### “Dishonesty”

– Where a student deliberately tries to mislead a member of staff

Behaviour	Description	Initial Consequence/ Consequence range	Staff who should deal with the incident
Lying about reasons for lateness / non completion of work / missing a deadline	If a student tells a member of staff something that later turns out to be untrue and that they have benefitted from that lie i.e. escaped a sanction.	C8	All Staff
Lying about something that puts another student in danger/ harms their well being	If a student tells a member of staff something that later turns out to be untrue and that the lie has put another student at risk.	C9	All Staff

### “Inadequate attitude to learning”

– where work is clearly of a standard significantly below that which the student is capable of.

Behaviour	Description	Initial Consequence/ Consequence range	Staff who should deal with the incident
Homework not completed by the deadline	Homework not completed by the deadline	C3a	All Staff
Inadequate effort	Homework completed but quality and or quantity is vastly below the ability of the student.	C3b	All Staff
Being unprepared for a lesson	Either having not completed the appropriate pre-reading and therefore unable to access the lesson or not having the appropriate equipment for a lesson	CC, If sixth form send to the library for them to do the missed work. Set a date when the missed work and the work from the missed lesson must be completed. Check on this date. If not completed then department detention. If	All Staff

		not enough effort, then effort detention. If not done then C3a detention.	
Being late to a lesson / registration/assembly	If student has not arrived within the form room at 8:35 or 1:20 then they are late. If the student arrives in a lesson 5 or minutes after the timetabled start time of that lesson then they are late.	CC	All Staff
Talking within an assembly/visiting speaker	If a student talks persistently within an assembly / visiting speaker i.e. more than just a 1 or 2 word comment	CC	All Staff
Deliberately missing a lesson		CC, Set a date when the missed work and the work from the missed lesson must be completed. Check on this date. If not completed then department detention. If not enough effort, then effort detention. If not done then C3a detention.	All Staff

### “Malicious Electronic Communication”

– Misuse of the internet, social media and other electronic platforms.

Behaviour	Description	Initial Consequence/ Consequence range	Staff who should deal with the incident
Sending malicious communication (level 1)	One off message sent ‘with the intent to cause distress or anxiety’. Sent/ posted across non-school network and outside of the school day.	<p>Inform the parent to pursue with the police (if the student has already informed the police then still contact the parent so that they are aware of what has happened)</p> <p>If receiver agrees ask sender to take it down (inform parent to secure evidence of posting for the police beforehand if necessary)</p> <p>Call the parent of the sender to let them know about the incident and that it is a police matter.</p> <p>Carry out a risk assessment for both the receiver and the sender to establish that they are safe in school and that</p>	LM/AST

		the matter will not escalate. Use mediation with the students to reach this point if necessary.	
Sending malicious communication (level 2)	One-off message sent 'with the intent to cause distress or anxiety'. Sent/ posted across school network or during the school day.	<p>Follow rudeness and aggression consequences depending on the nature of the message.</p> <p>Inform the parent to pursue with the police (if the student has already informed the police then still contact the parent so that they are aware of what has happened and that sanctions will apply because it is across the school network)</p> <p>If receiver agrees ask sender to take it down (inform parent to secure evidence of posting for the police beforehand if necessary)</p> <p>Call the parent of the sender to let them know about the incident and that it is a police matter.</p> <p>Carry out a risk assessment for both the receiver and the sender to establish that they are safe in school and that the matter will not escalate. Use mediation with the students to reach this point if necessary.</p> <p>Removal from the school network for 6 weeks except when directly supervised.</p>	AST
Sending malicious communication (level 3)	Repeated use of electronic communication 'with the intent to cause distress or anxiety'	<p>Follow bullying consequences depending on the nature of the messages.</p> <p>Involve police liaison to speak with the sender and/ or the receiver.</p> <p>Call the parents of the sender and receiver to let them know about the incident and that it is a police matter and that consequences for bullying will also apply.</p>	AST

		Removal from the school network for 6 weeks except when directly supervised.	
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### “Misuse of substances”

– Consumption, possession and/or supply of any banned substance, including; Vaping, Cigarettes, Alcohol or Drugs

Behaviour	Description	Initial Consequence/ Consequence range	Staff who should deal with the incident
Possession and Consumption of E-cigarettes, cigarettes, alcohol or class C drugs on the school premises or during a trip		C10-C11	LM
Possession and Consumption of E-cigarettes, cigarettes, alcohol or class b and /or A drugs on the school premises or during a trip		C12-C13	DHT, HT Police
Supply of any banned substance		C12-C13	DHT, HT Police

### Mobile Phone

Behaviour	Description	Initial Consequence/ Consequence range	Staff who should deal with the incident
Goes off in Lesson/ Reg time / Form time / Assembly		CC	Staff
Using phone in an unauthorised area	Sixth Form – Anywhere outside the sixth form block, within school hours or within a lesson Y7-Y11 – Anywhere outside the reception area with permission from a member of staff	Phone confiscated and taken to student services.  C8 detention given.	Staff

		<p>Phone retained until the end of the day when the student will collect it.</p> <p>Student expected to hand in their phone to student services each day for 1 week.</p> <p>Failure to hand in the phone will result in social isolation for that day outside LBO's office.</p>	
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### “Not taking pride in appearance”

– Where school uniform rules are breached

Behaviour	Description	Initial Consequence/ Consequence range	Staff who should deal with the incident
Inappropriate uniform	Any deviation from the required school uniform	<p>CC</p> <p>24 hrs to correct the uniform infringement (i.e. CC cannot be marked more than once in the same day for most same infringements. Wearing a hoody/ not wearing blazer can be)</p> <p>If not corrected then treat as defiance level 1.</p> <p>Inappropriate piercings must be covered by a plaster or removed. Sixth Form may replace with a transparent piercing.</p> <p>Inappropriate hair colouring must be covered with a black or green headscarf or social isolation until hair colour is changed. Consequences for defiance must also be followed.</p>	All Staff

### “Physical Aggression”

– Unwanted and harmful physical contact between two or more students.

Behaviour	Description	Initial Consequence/ Consequence range	Staff who should deal with the incident

Physical Aggression – level 1	Physical contact initiated by student. Not a pre-planned attack, contact made, no visible injuries	C8-C10	LM
Physical Aggression – level 2	Physical contact initiated by student. Planned attack, contact made, minor injuries sustained Or Not planned but significant injury inflicted	C11-C12 C13	AHT/DHT HT
Physical Aggression – level 3	Physical contact initiated by student. Planned attack, significant injury inflicted	C12-C13	DHT/HT Police
Self-defence – level 1	Physical contact not initiated by the student. No visible injuries. Reasonable force used.	No consequence	LM
Self-defence – level 2	Physical contact not initiated by the student. Significant injuries inflicted. Beyond reasonable force used.	C9	AHT/DHT

#### “Property offences”

– taking or damaging items that do not belong to the student.

<b>Behaviour</b>	<b>Description</b>	<b>Initial Consequence/ Consequence range</b>	<b>Staff who should deal with the incident</b>
Theft	Taking property that does not belong to the individual with the intention of not returning it	C9 detention	Staff, LM
Extortion	Taking property that does not belong to the individual by threatening the owner of the property with violence	C10 or C11	AST

#### “Rudeness, Aggressive and / or Disrespectful behaviour”

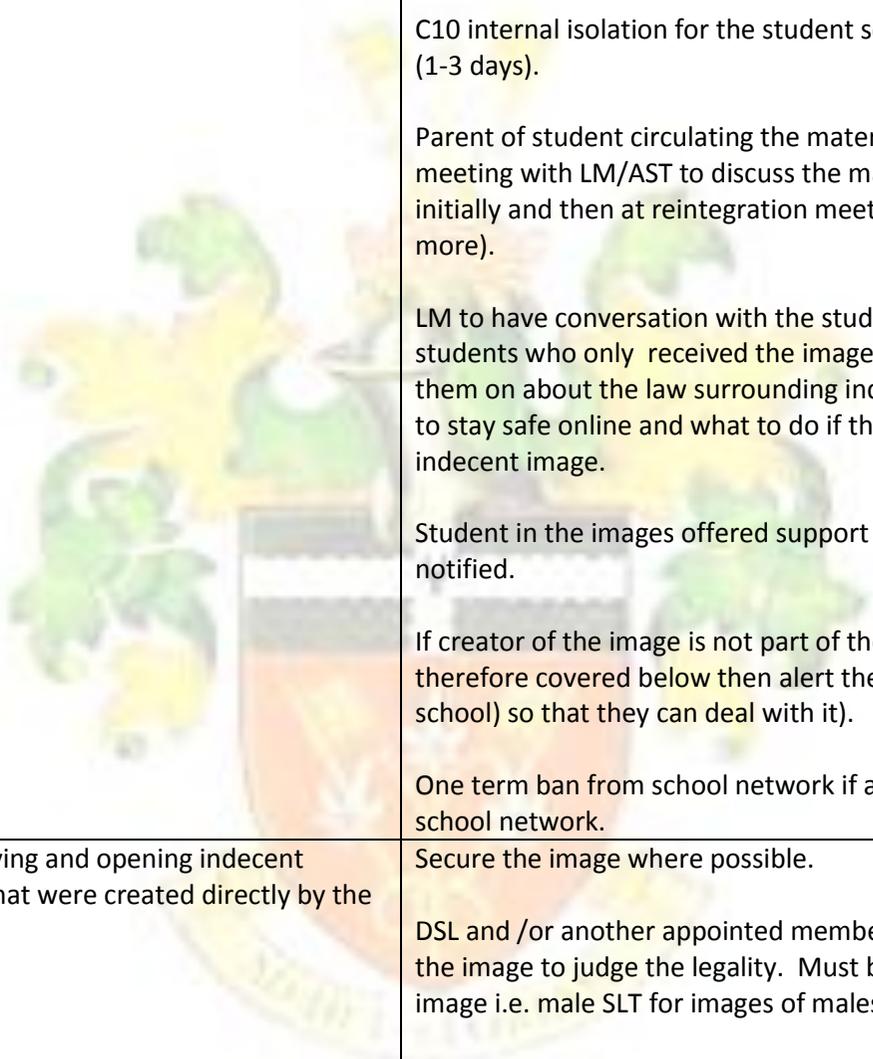
– Isolated incidence of verbal rudeness and aggression (R&A) towards another student or a member of staff i.e. not bullying or physical aggression. No imbalance of power. If symptom of a breakdown of a friendship then please use mediation to help all parties either rebuild or leave the friendship.

Behaviour	Description	Initial Consequence/ Consequence range	Staff who should deal with the incident
R&A towards another student – level 0	Vague, non-directed insult, not about anyone in particular	No action.	All staff
R&A towards another student – level 1	Hurtful insult directed towards another student, but no threat of escalation. Bad language used in public to cause offence.	Conversation about the appropriateness of the language used/impact of the words used. Sign the conduct card (CC).	All staff
R&A towards another student – level 2	Hurtful insult directed towards another student, direct threat of some kind of further aggressive behaviour or a threat to personal safety, or racist/homophobic comment.	C8	LM
R&A towards another student – level 3	Any action that significantly and immediately risks the safety of another student	C9, C10	AHT/DHT
R, A and D towards a member of staff – level 1	Hurtful insult directed towards a member of staff, but no threat of escalation. Including misuse of social media.	C9	AHT/DHT
R&A towards a member of staff – level 1	Any action that significantly and immediately risks the safety of a member of staff	C10+	AHT/DHT

### “Sexting”

– Sending and / or receiving indecent images (defined as any naked child (less than 18 yrs), a topless child/adult, genitals, sex acts including masturbation, overly sexualised images of a child/adult in their underwear). It is an offence to send, open, print off, forward on indecent images as per the description above.

Behaviour	Description	Initial Consequence/ Consequence range	Staff who should deal with the incident
Sending / receiving and opening indecent images of a third party across the school network / during the school day / involving a pupil at the school	Sending / receiving and opening indecent images that are not of the sender and were not created directly by the sender.	Secure the image where possible.  DSL and /or another appointed member of SLT can view the image to judge the legality. Must be same sex as the image i.e. male SLT for images of males etc.	LM/AST

		<p>If illegal material (children) then report to the police CSE team as soon as possible. Ask for confirmation of what they are going to do.</p> <p>C10 internal isolation for the student sending the images (1-3 days).</p> <p>Parent of student circulating the material to have a meeting with LM/AST to discuss the matter (telephone initially and then at reintegration meeting if 3 days or more).</p> <p>LM to have conversation with the students and parents of students who only received the images and did not pass them on about the law surrounding indecent images, how to stay safe online and what to do if they receive an indecent image.</p> <p>Student in the images offered support and parents notified.</p> <p>If creator of the image is not part of the school (and therefore covered below then alert the other school (if at school) so that they can deal with it).</p> <p>One term ban from school network if accessed across the school network.</p>	
<p>Creating / Sending / Receiving and opening indecent images of self across the school network / during the school day / involving a pupil at the school</p>	<p>Sending / receiving and opening indecent images of self that were created directly by the sender.</p>	<p>Secure the image where possible.</p> <p>DSL and /or another appointed member of SLT can view the image to judge the legality. Must be same sex as the image i.e. male SLT for images of males etc.</p> <p>DSL/other suitably trained staff to assess whether student was coerced into picture etc.</p>	<p>LM/AST</p>

		<p>If illegal material (children) then report to the police CSE team as soon as possible. Ask for confirmation of what they are going to do.</p> <p>C10 (1 day) internal isolation (if appropriate, i.e. non-coercion), If coerced offer support. AST to discuss with parents either by telephone or face to face. Support given to the student to help them understand how to keep safe on line / would a healthy non-coercive relationship should be like.</p> <p>One term ban from school network if accessed across the school network.</p>	
<p>Creating and sharing indecent images of a third party the school network / during the school day / involving a pupil at the school</p>	<p>Creating and sending indecent images of a third party that were created directly by the sender.</p>	<p>Secure the image where possible.</p> <p>DSL and /or another appointed member of SLT can view the image to judge the legality. Must be same sex as the image i.e. male SLT for images of males etc.</p> <p>If illegal material (children) then report to the police CSE team as soon as possible. Ask for confirmation of what they are going to do.</p> <p>C10 (3 days+) internal isolation.</p> <p>AST to discuss with parents either by telephone or face to face.</p> <p>One term ban from school network if accessed across the school network.</p>	LM/AST

**“Sexual Aggression”**

– Unwanted sexual contact between two or more students.

<b>Behaviour</b>	<b>Description</b>	<b>Initial Consequence/ Consequence range</b>	<b>Staff who should deal with the incident</b>
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Indecent exposure	Exposing breasts, genitals or bottom to another person	C9	LM
Exposing someone else's body	Lifting up someone else's skirt against their will	C9	LM
Unwanted Sexual Touching	Any unwanted touching of inside thighs, Breasts, Genitals or Bottom through clothes.	C9-C10	LM
Unwanted Sexual Groping	Any unwanted touching of inside thighs, Breasts, Genitals or Bottom directly, i.e. not through clothing.	C11-C13	AHT, DHT

### "Truancy"

– Where a student does not attend a timetabled lesson, assembly or registration period.

Behaviour	Description	Consequence(s)	Who?
Truant from lesson	Student intentionally does not attend a timetabled lesson	C8	All Staff
Truant from whole school day (first offence)	Student intentionally does not attend an entire school day	C10 Social Isolation for 5 days per day truanted	LM/SLT
Truant from whole school day (multiple offences)	Student intentionally does not attend an entire school day	C10 Social Isolation for 5 days per day truanted	SLT