



This policy, which should be read by all pupils and parents, expands and complements the notes on pupil behaviour and disciplinary procedures as found in the Parents' Contract (signed on acceptance of a place in the School).

The aim of our Pupil Behaviour Policy is to encourage pupils to behave well, with thought and care for others, and to stay safe. Where pupils are disabled or have special educational needs, account will be taken of those circumstances and consideration will always be given to modifying any appropriate sanction. Where a pupil's behaviour may be influenced by safeguarding matters, there will be liaison with the Safeguarding team. Staff managing disciplinary issues will always be open to considering the possibility of a multi-agency assessment.

Promoting Good Behaviour

The school promotes good behaviour through educating pupils about the expectations which are placed upon them. The Behaviour Guidelines provide the basis of our expectations for pupil behaviour. These are publicised to pupils in House, printed in the *Student Handbook*, considered and reinforced in Prayers and are the foundation of the leadership which the Grey Jumpers exercise in their role as prefects upholding good order.

The School ethos, supported by each House's own ethos, encourages positive behaviour. Staff take every opportunity to reinforce the appropriate behaviours expected of pupils and these are discussed in PSHE lessons, Form Order, House Order and in tutor meetings. Staff are expected to be good role models and to educate pupils about how to behave.

The ethos of kindness and support which flourishes among the pupils, is adopted by those entering the school as they follow their student leaders and staff role models. Benenden has a very positive behaviour culture which is affirmed through the rewards system.

Appropriate Behaviour

1. We encourage and affirm responsible and considerate behaviour at all times. You should treat one another, staff and visitors with respect and courtesy.
2. You are expected to use your common sense and to keep within the law.
3. You should aim to realise your academic potential, by working hard, being organised and being punctual. You should show respect to each other and staff during lessons, ensuring your behaviour helps you and others to learn effectively. Prep and coursework should be completed and handed in on time.
4. Look after the school facilities and grounds when you use them. Keep your room tidy and do not damage any school property in any way. If you spot anything worrying or unsafe, please report this to a member of staff.
5. When in school, you must stay within the bounds mentioned in termly House briefings. Whilst you are free to use most of the site, you may not go to Weston Crescent, the Walled Garden or the surrounding area, near any of the ponds, the incinerator, the sewage works, the field leading down to the lake and any building sites where contractors may be working, unless accompanied by a member of staff. You may also not use the footpath which runs from Top Lax and goes behind the All-weather Pitch, accessed via the kissing gate.



6. In school you must wear the school uniform as required, and on all visits out of school you must dress appropriately to the occasion and with regard for your own safety.
7. Whenever you go out of the school grounds, you must have permission from the duty member of your House staff and sign out.
8. Your behaviour on all educational visits and trips organised by the school is expected to comply with these guidelines.

Inappropriate Behaviour

1. Bullying is not tolerated in any form and you should be aware of the Anti-bullying Policy which helps you understand what to do if you come across bullying at any point. Bullying includes any physical, verbal or emotional harm you cause to another person. You must not cause physical harm to another pupil: this is likely to result in a temporary or permanent exclusion.
2. Relationships which are inappropriate in a school context are not permitted. This means that whilst pupils may have girlfriends within the school community and girl or boyfriends beyond it, no physical expression of such relationships is allowed.
3. You must use the internet and electronic or virtual media including your personal mobile technology responsibly and comply with the Acceptable Use of ICT Agreement which you have signed.
4. It is not permitted to smoke or vape anywhere at school or on school visits. You must not possess cigarettes, tobacco related products, e-cigarettes, any form of vape **device**, any psychoactive substances (sometimes named Legal Highs), at any time in school or on school visits.
5. Similarly, alcohol must not be brought into school or drunk in school or on school visits or trips. There are some specific exceptions to the consumption of alcohol by members of the Sixth Form under formal staff supervision ([Alcohol Policy](#)).
6. You may not use illegal or controlled substances (drugs) at any time; such use is likely to result in permanent exclusion.
7. You must not engage in body piercing or tattooing in school.
8. You must not do anything inside or out of school which brings the school's name into disrepute. This is to be interpreted as widely as possible and also includes all forms of electronic media, for example communication through websites or mobile technologies. Do not communicate with any journalists without the permission and guidance of the Headmistress, Deputy Head or Head of Marketing.
9. You must not make a malicious allegation, spread rumours about or tell lies about a member of the school community. To do so would result in serious disciplinary action.

Breaking these guidelines is likely to result in a sanction being applied. If you find it difficult for any reason to keep to these guidelines and/or you find yourself in trouble for having broken the guidelines, you should seek support from someone in school. There is a section earlier in this handbook entitled Pastoral Care, which outlines support for pupils.

Older pupils, especially those in the Sixth Form, Grey Jumpers and those with other positions of responsibility, have a duty to be good role models and promote good behaviour in school. They should lead by example and should never underestimate the influence they have on younger girls.



Reward and Sanctions

Rewards

Benenden's reward system is noted through **Pink Slips** which are awarded electronically, with a verbal communication. The system is designed to promote communication between the teacher, the tutor and the House staff and to increase a student's self-esteem by recognising her achievements in a wide range of areas from academic to pastoral. Each Department should include a policy in their Handbook about their criteria for awarding the slips within the Department.

Guidelines for when to give Pink Slips are best understood from looking at the list of reasons given on the Pink Slip. These are as follows: conspicuous effort; excellent prep; excellent work or performance in lesson; excellent test; initiative; noticeable/encouraging improvement (in.....); positive contribution in class; boarding house award, special helpfulness, and other.

As an approximate guide to quantity, a teacher might expect to issue as many Pink Slips as there are pupils in the class, per term. It is essential that pupils perceive the issue of Pink Slips as being applied fairly and consistently within a Department and indeed across the School.

Pupils and tutors will receive Pink Slips electronically. The tutor will discuss the slip with their tutee. A consolidated record is available through iSAMS. Once three have been awarded in one term, the pupil is called to receive a simple commendation from the Headmistress at a ceremony known as Pink Slippers. Certificates of Achievement will be awarded in Mark Reading at the end of every term to the girls who have the greatest number of Pink Slips.

Outstanding pieces of work may be sent by staff to the Headmistress for consideration. She may decide to award a Head's Commendation. This is a special award for a student who has produced outstanding work. The Head of Department should approve your proposal to make such an award and the Headmistress should then be notified. She will see both the work and the pupil and congratulations and a certificate will be given at a Monday Prayers (assembly).

In addition, Grey Jumpers may award **Orange Slips** for good and helpful behaviour which sets an example to others. Such slips are completed and handed in to the First Deputy who records them on iSAMS and passes them on to House staff.

Behaviour and Performance Issues

Concerns about a pupil's academic performance: Girls of Concern slips

Where a pupil's work falls below the standard that you would expect of them a **Girls of Concern** slip should be used. These GoC slips are for issues concerning **ATTAINMENT**. It is important to follow up on this, ideally via a discussion with the pupil in the first instance. Early identification of an emerging problem allows us to intervene sooner and help support girls to meet their full potential. The slip should state the problem and what is being done by the class teacher to try to address the problem.

Girls of Concern slips are **NOT** seen by the student but go to the student's tutor, Hm, HoY and the Academic Office to alert them of a problem. These are reviewed by the Deputy Head Academic every fortnight to assess action being taken to support the student. In addition, the girl should be raised at the next departmental meeting via the Girls of Concern agenda item.



Sanctions for Poor Behaviour

The School rejects the use of corporal punishment as a sanction for any type of poor behaviour. The sanctions for behaviour of increasing concern are listed here.

There are two levels of sanctions for poor behaviour which you can use via iSAMs.

- 1) **Notification Slips** are available to teaching staff for use as an early warning of concerns about an aspect of behaviour or attitude to learning. Examples are given in a table at the end of this document. The slips go to the tutor, HoY, Hm and the girl.

On receipt of **three** such notifications, a girl will automatically be given a Blue Slip. They should be discussed with pupils in the same way as Blue Slips but there is no need for them to be recorded on reports.

- 2) **Blue Slips** are also given for poor behaviour, but where it is more serious than a notification slip would merit, or for accumulation of three notification slips. Tutors will discuss the reasons with tutees; three Blue Slips will usually lead to further measures, such as and most commonly Detention.

Grey Jumpers may hand out a **Grey Slip** to a pupil for poor or unacceptable behaviour (such as talking in Prayers, behaving thoughtlessly in the Dining Room or House). These are treated in the same way as Blue Slips and three within a term will usually result in the pupil being put in detention.

Teacher action for Notification Slips and Blue Slips

1. **Speak to the girl before issuing the slip.** Choose your moment: it is usually unhelpful to discuss these issues in public.
2. If there is no mitigating circumstance from the discussion, issue the slip as soon as possible after the lesson/incident.

Tutor action for Blue Slips

1. Discuss slip with student and take any other appropriate action
2. Inform Hm/Head of Year of the outcome of the discussion with the pupil
3. Make sure that slips are recorded in Reports, where appropriate.

Following up on slips

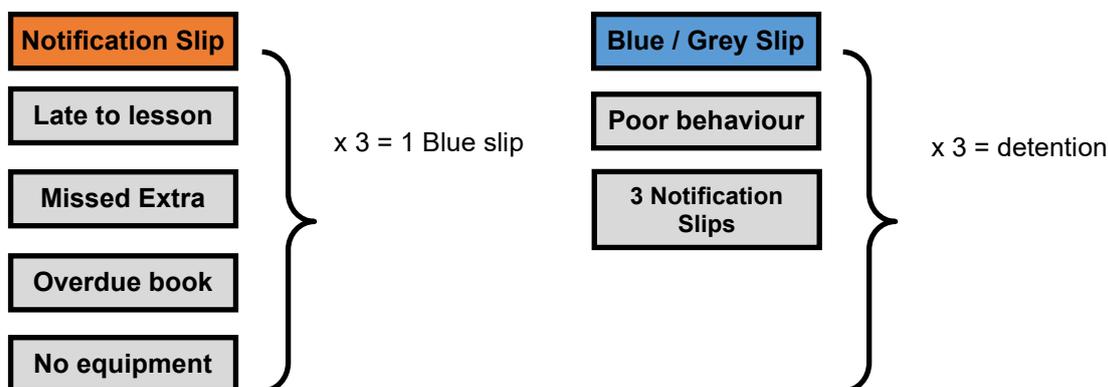
The school operates two complementary systems to support and monitor girls: a pastoral system involving tutors and Hms and an academic system that involves Heads of Year and the Academic office.

In the case of Notification Slips and Blue Slips, the first member of staff to speak to a girl about a slip she has received should be her tutor. The tutor should make a record in their tutor notes about the outcome of any discussions and should liaise with the member of staff who issued the slip in order to resolve/improve the situation. Where the slip was given primarily for a behavioural issue Hms will monitor the situation and may ask the tutor for updates. If a situation is not improving the tutor may pass the problem on to their Hm. Where the slip was given primarily for an academic issue, Heads of Year will monitor the situation and may ask the tutor for updates. If a situation is not improving the tutor may pass the problem on to the Head of Year.

In the case of Girls of Concern slips, the tutor is again the first port of call and they should liaise with the issuing teacher to resolve/improve the situation. The relevant Head of Year will monitor the situation and support the tutor in finding a resolution.

Notification Slips and **Blue Slips** are for **organisational** or **behavioural** issues and form part of the school's sanction system. This means that sufficient numbers of Notification and/or Blue Slips will result in a girl being placed in detention and / or being put on report.

When these slips are issued copies go to: Tutor, Hm **and** the girl



If you are unsure regarding which slip to issue in a given situation the following examples may be helpful:

Example of issue	Appropriate sanction
Girl forgets equipment – first time	Verbal warning
Girl forgets equipment – second time	Conversation and Notification Slip
Girl late to lesson – first time	Verbal warning
Girl late to lesson – second time	Conversation and Notification Slip
Girl's work below usual standard – first time	Conversation with girl
Girl's work remains below usual standard	Girl of Concern Slip and conversation with tutor
Girl has not done her prep – first time	Conversation (and Notification Slip if warranted)
Girl has not done her prep – second time	Conversation and Blue Slip
Prep plagiarised	Conversation and Blue Slip
Girl rude to member of staff	Conversation and Blue Slip

Generally, the first time a minor infringement occurs, give a verbal warning and ask for an explanation – there may be a very good reason. If there is not, and the infringement happens again, give a Notification Slip. Three of these equal a Blue Slip.

For more serious offences e.g. rudeness, deliberate unkindness, cheating etc., a Blue Slip should be the default.

Detention

Detentions are penalties incurred for bad behaviour, including going out of bounds without permission, being disruptive in class and repeated failure to do preps. It will also be used as a sanction for unkind behaviour between pupils, including bullying.

Detention may be used as a penalty for any inappropriate use of electronic technology, such as sending inappropriate emails or making unpleasant comments on social networking platforms. Teachers and Hms may request a detention for a pupil for a series of minor incidents (most commonly, the accumulation of three or more Blue Slips). Only in exceptional circumstances may a detention be given for an offence without Blue Slips having been issued as part of the formal warning process. In these circumstances there must be consultation with the First Deputy.

Detentions are held by one of the Deputy Heads on Saturday mornings from 7.45am for 45 minutes. Pupils complete set work under supervision. For weeks where the Saturday morning is not possible, such as exeat and half terms, the detention will instead be held on a Wednesday morning so that the time between a sanction being set and then completed is kept as short as it practical.

Teacher/Hm action:

The pupil must be notified, and the detention must be recorded on iSAMS by the end of each Wednesday for detention that weekend. The First Deputy notifies the Hms on Thursday of who is in detention that weekend. For Wednesday detentions these actions will happen earlier in the week.

Evening Detention

Evening detentions take place from 6.30pm-8.30pm on Saturday evenings. They are given for more serious examples of the offences above and can be given for other offences such as:

- Missing Saturday morning detention for reasons which were avoidable, e.g. sleeping in.
- A repeat offence for which a morning detention has already been given within the same term.
- Issues of Health and Safety, e.g. abandoning someone who may need medical assistance.
- Any other offences which are not serious enough to result in gating.

Evening Detentions are supervised by a Deputy Head and usually comprise a mixture of copying the school behaviour policy, community service tasks and completing outstanding school work.

Gating

Gating is a more serious punishment than detention and is always combined with attendance at both morning and evening detentions. It is given after discussion between the Deputy Head, the Hm and the pupil concerned for offences such as drinking alcohol, smoking or vaping but it may also be used at the discretion of the Deputy Head in different situations where a single or double detention may not be sufficient punishment.

When a pupil is gated, she may not leave the school premises for the duration of the gating unless on a staff supervised curricular activity. Pupils may not represent the school at away matches or go out of school on trips or attend other activities off site. The gating card is issued the day after the sanction is confirmed. For the duration of the gating, the pupil is required to sign in regularly with a combination of the Duty Hm and her own Hm every hour at weekends and at various points during the week.

In exceptional circumstances, pupils may also be required to attend weekday evening detentions or miss organised activities, as deemed appropriate by the Deputy Head.

Internal Suspension

Some offences may be deemed serious enough to warrant a punishment greater than a gating, but it may not be practical for a student to return home for a period of temporary suspension. In such cases pupils may receive an 'internal suspension'. This will take the form of the student leaving her boarding accommodation, and the company of her peer group during the day, for a number of days and to either attend lessons as usual or, for more serious offences, spend time in the Deputy Head office instead of attending lessons. During this time the student will be encouraged to use her time purposefully but will not be permitted to socialise with other pupils, or join in with school lessons and activities, or enjoy use of her mobile phone or tablet. She may use a computer, but only for the purposes of work.

Temporary and Permanent Exclusion

Where a pupil has either persistently offended or has committed an offence which is serious enough to warrant a period of exclusion from School, she will normally be excluded for a period of up to one week in the first instance. Where a pupil is subject to temporary exclusion, it is the pupil's responsibility to contact her teachers in order to make up missed work in her own time at home. It is likely that any further poor behaviour will result in the pupil being permanently excluded. Exclusions are always discussed with parents or guardians. Where a permanent exclusion is being considered, it is likely that the parents will be given the option of withdrawing their daughter. The process for exclusion is outlined in the [Exclusions Policy](#). An appeal against any decisions reached may be initiated using the School's Complaints Procedure, which is found in the Parents' Information Handbook and on the portal.

Pupils will meet with the Headmistress or the Deputy Head on return from internal suspension or temporary exclusion.

In any case of misbehaviour, where it is clear that a student is having significant difficulty, support is available from her tutor, House staff, Medical and Counselling staff or other sources. This applies particularly to pupils with special educational needs and/or disabilities.

Contacting Parents about Poor Behaviour

The Housemaster/mistress will make parents aware of any poor behaviour and consequent sanctions where these are a concern. Hms will always use their discretion in this and it is recognised that parents (unless they have specifically requested otherwise) do not need to be informed of every transgression.

It is recognised that a small number of pupils may experience difficulty in maintaining the standard of behaviour expected of them. In such circumstances the Deputy Head will work closely with other members of staff including the Deputy Head Boarding and Pastoral, House staff, SENDCO, outside agencies and parents to provide the support and disciplinary structure necessary for the student to succeed.

Record Keeping

Records of all pink, blue, orange and grey slips received are held on iSAMS. A record of all School Sanctions including Gatings, Detentions and Exclusions is held by the Deputy Head. The Chairman of Council reviews the log of School Sanctions on a termly basis.

Smoking, Alcohol and Illegal/Controlled Substance Offences

The School has specific sanctions for smoking and alcohol offences and the use of illegal substances. There is a separate [Alcohol Policy](#) which explains when student are allowed alcohol and a separate [Taking of Illegal of Controlled Substances Policy](#).

The sanctions for smoking, alcohol and illegal/controlled substances are outlined below.

Smoking

Where a student smells of cigarette smoke, is in possession of cigarettes, tobacco products, any form of vape pen, e-cigarettes or any other lookalike-controlled substance, the following sanctions will be applied.

First Offence

- Interview with the Deputy Head
- Letter home (including written warning about random staff searches of property and areas)
- One week's gating

Second Offence

- Interview with the Deputy Head
- Letter home (including written warning about random staff searches of property and areas)
- Two week's gating

A third offence of smoking is likely to result in temporary exclusion.

This list refers to smoking/vaping outside the school buildings. Smoking inside buildings is illegal and a more serious offence because of the fire hazard it creates. Vaping inside a building infringes on the ability of other pupils to enjoy the shared space in the boarding house. Anyone caught smoking/vaping inside the buildings will go straight to a second offence and a repeat offence is likely to involve temporary exclusion.

When a pupil has been caught smoking/vaping, they are recommended to contact the Medical Centre who can advise on the health risks of these activities and also to give support for those wishing to stop smoking/vaping.

Alcohol

Pupils found to be in possession of alcohol can usually expect to be treated as for a first offence of smoking. Pupils found drinking or drunk will normally be dealt with as at the second smoking offence, but the school reserves the right to consider temporary exclusion in the case of a pupil who repeatedly drinks or is found on at least one occasion to be drunk to the point of being incapacitated or who contravenes the Alcohol Policy when on a school trip, where the staff do not have the support of the Medical Centre. Pupils who are found drinking are likely to be excluded from the next social event for their year group. Supplying drinks to other pupils is also a serious offence and will be dealt with on the appropriate point on the scale above. This is likely to be with two weeks' gating. When a pupil has been caught drinking unwisely, they are recommended to contact the Medical Centre who can advise on the health risks associated with drinking and also to give support for those who are concerned about their drinking habits.

Offences concerning smoking/vaping and alcohol are considered very serious. These sanctions apply on all educational visits as well as at school. Pupils who have been sanctioned for either of these offences should be aware that they may be subject to random searches of their property and area with an adult present in addition to the member of staff conducting the search. Offences 'carry' for the duration of a student's time in: a) IV/UIV; b) LV, V, UV; and c) VI. Generally, at the end of the UIV and of the UV pupils are given a fresh start.

Illegal and Controlled Substances

Illegal and controlled substances can cause serious damage to pupils' health. If there is a concern that a pupil has taken an illegal or controlled substance at school or returns from time out of school appearing to be under the influence of an illegal substance, the pupil will undergo a substance test.

The following guidelines will be used for the test:

1. A student will be accompanied to an appropriate place by the Deputy Head Boarding and Pastoral (or the Senior Matron, if the Deputy Head Boarding and Pastoral is unavailable). Wherever possible, she will be accompanied by another responsible adult of the pupil's choice, assuming that they can be contacted within a reasonable time frame. This is likely to be a member of the



House team.

2. The student is interviewed, and a perspiration sample is taken from her forehead with a simple wipe. If this is negative, no further action is taken.
3. If the perspiration wipe test is positive, then Drug Test Ltd is contacted. They will provide a call out service. Once in school, they arrange the collection of the urine sample, ensuring it is not tampered with. A member of staff should stay with the student until Drug Test Ltd arrive and will be needed to identify the student to the collector. The urine sample confirms the presence of any drugs found in the in-house screening process. The sample is sent for analysis ensuring chain of custody. The Deputy Head Boarding and Pastoral will be informed of the result by telephone and this will be confirmed by letter and appropriate action will be considered in line with school procedures, primarily as outlined in this policy.
4. Staff, pupils and parents should also understand the school's procedures in relation to the misuse of illegal or controlled substances as outlined in the [Taking of Illegal or Controlled Substances](#)

All staff, pupils and parents should be aware that:

- Any student found in possession of illegal or controlled substances, under the influence of illegal or controlled substances, or passing illegal or controlled substances to other pupils must normally expect to be permanently excluded.
- In the event of a student being allowed to remain at school after an illegal or controlled substance offence, a condition will be that the individual submit to random testing.
- The school reserves the right to test any student suspected of illegal or controlled substance misuse.
- It is school policy to inform the police of our concerns in these instances.
- Parents will be informed if the school becomes aware that illegal or controlled substance misuse has occurred in the holidays or weekends away from school.

These sanctions are designed to protect the individual and the school community. The school will be helpful to any individual seeking advice and guidance in this area, within the constraints of the law and our responsibility to maintain good discipline.

In addition to our own PSHEE programme, Kent NHS provide a 'School Health' service which can be contacted on 03001234496 or emailed at nem-tr.kentchildrenandyoungpeoplehealthservices@nhs.net

Searches for illegal or harmful items

When there is reasonable suspicion that a pupil, or group of pupils, are in possession of cigarettes, vape equipment, alcohol, illegal or controlled substances, stolen property or any item that may cause personal injury, including matches, cigarette lighters, sharps being used for self-harm and medication which is not locked away, the school reserves the right to search the area and belongings of those individuals. Mobile devices and laptops will be confiscated if they contain illegal images such as pornography.

It is likely that little or no notice will be given of such searches. However, efforts will be made to conduct such searches with due regard to the personal distress and embarrassment which may be caused to the pupil/pupils. The search will normally be conducted with the consent of the pupil/pupils and in her/their presence, unless there is a risk that serious harm might be caused if the search does not take place immediately. There will always be at least two adults present, at least one of whom will be female. Members of the Safeguarding Team, the Deputy Heads and Hms are sanctioned by the Headmistress to search pupil belongings.

Whilst staff do not conduct personal body searches for the items mentioned above, it is appropriate for staff to ask the pupil to hand over any such substance or item. Once confiscated, items will be dealt with in one of the following ways:

- Alcohol, cigarettes, vape pens and lighters and self-harm sharps will be disposed of
- Medication will be either returned to the parents of the pupils concerned or disposed of on their instruction
- Controlled drugs will either be handed to the police or disposed of
- Other substances such as 'legal highs' will be disposed of
- Stolen items will be returned to their owner or handed to the police
- Pornographic images will either be deleted or saved as evidence and handed to the police. The device on which they are held will be returned to the owner once the issue has been dealt with.

Where a pupil refuses to cooperate with a search and/or refuses to turn out her pockets or hand over a bag to be searched, parents will be contacted to seek their permission. A refusal to cooperate may result in a sanction being given in lieu of cooperation.

Where there is good reason to suspect the possession of illegal or controlled substances the police may be called. The police are sometimes accompanied by sniffer dogs on such occasions.

Department for Education guidance on searches can be found in the document: [Searching, Screening and Confiscation January 2018](#).

If illegal or controlled substances are found, staff should ensure the following:

- A second adult witness is present throughout.
- Seal the sample in a plastic bag and include details of the date and time of the seizure/find and the name of the witness present.
- Store it in a secure location, such as a safe or other lockable container with access limited to senior members of staff.
- Notify the Head who will notify the police without delay (they will collect it, and then store or dispose of it in line with locally agreed protocols.) The law does not require a school to divulge to the police the name of the pupil from whom the drugs were taken but it is advisable to do so.
- Record full details of the incident, including the police incident reference number.

Appeals against any action taken by the school may be initiated using the [Complaints Procedures for Parents](#).

This Policy is drafted having regard for **Behaviour and discipline in schools** (DoE January 2016). Further, this policy acknowledges the school's legal duties under the Equality Act 2010, in respect of safeguarding and in respect of pupils with special educational needs (SEN).

All staff must comply with this policy. Any breach will be regarded as a disciplinary matter.

Reviewed by AST 27.4.19

Reviewed by SMT 3.5.19

Ratified by the Safeguarding and Pastoral Care Committee 13.5.19

Reviewed by STM 23.9.19