

Senior School Behaviour Policy

This policy should be read in conjunction with the following policies:

Acceptable Usage Policy (Student)
[Anti-bullying Policy \(Appendix A\)](#)
[Discrimination, Victimisation and Harassment \(Appendix B\)](#)
[Drugs Policy \(Appendix E\)](#)
[Expectations Charter \(Appendix D\)](#)
Expulsion Process
Online Safety Policy
[Rewards System \(Appendix F\)](#)
Safeguarding and Child Protection Policy
[Sanction System - Senior School \(Appendix G\)](#)
[School Rules \(Appendix C\)](#)

And in line with following Government Guidance

Behaviour in Schools September 2022
Education and Inspections Act 2006
Equality Act 2010
Keeping Children Safe in Education September 2022
Preventing and tackling bullying in Schools July 2017
Searching, screening and confiscation July 2022
Sexual violence and harassment between children in schools and colleges September 2021

Introduction

Bedford Modern School is an inclusive community. We treat everyone as an individual and aim to develop the whole person equipped to take his/her place in the modern world.

At Bedford Modern School we encourage students to adopt the highest standards of behaviour, principles and moral standards and to respect the ethos of the School. Promoting the emotional well-being of all of our students is key to their development. We aim to teach trust and mutual respect for everyone. We believe that good relations, good manners and a secure learning environment play a crucial part in the development of intellectually curious students, who are motivated to become life-long learners. We also develop qualities of teamwork and leadership through our extensive programme of co-curricular activities.

Code of Conduct

Bedford Modern School community of governors, staff, parents and students adhere to an established routine and code of conduct. Bedford Modern School sees education as a partnership. Our staff are committed to excellence, aiming to achieve a spirit of trust and cooperation. We expect the highest values and standards of behaviour inside and outside the classroom, as well as outside the School and in any written or electronic communication concerning the School.

We expect students to treat staff and each other with respect, consideration and good manners and to respond positively to the opportunities and demands of School life. They should follow the School's Rules (Appendix C) and adhere to the BMS Student Expectations

Charter (Appendix D) and understand why sanctions may be imposed for inconsiderate behaviour.

Everyone has a right to feel secure and to be treated with respect at Bedford Modern School, particularly the vulnerable. Harassment and bullying will not be tolerated. Our Anti-bullying Policy (Appendix A) forms part of our Senior School Behaviour Policy and other policy documents can be found on our web site or requested from the school. The School is strongly committed to promoting equal opportunities for all, with regard to the nine Protected Characteristics¹.

We expect students to be ready to learn and to participate in School activities. They should attend school and lessons punctually and follow the School's Attendance Policy. They should care for the buildings, equipment and furniture. We expect students to behave at all times in a manner that reflects the best interests of the whole community.

Involvement of Parents and Guardians

Parents and guardians who accept a place for their child at Bedford Modern School undertake to uphold the School's policies and regulations, including this policy when they sign the Parent Contract. They will support the School's values in matters such as attendance and punctuality, behaviour, uniform/dress and appearance, standards of academic work, co-curricular activities and homework/private study.

We are always happy to consider suggestions from parents and hope they find the School responsive and open-minded.

The school will not routinely inform parents about sanctions at Level 1 as these often form the basis of a warning to the student with no further intervention required, however parents can request this information via the Form Tutor or the Head of Year. Parents will always be informed of Level 2 detentions, sometimes retrospectively to expedite proceedings and deal with the behaviour shown but will always be notified in advance of Level 3 or 4 detentions.

Involvement of Students

Our experience shows that the ethos of and respect for the School is enhanced by listening to our students and by encouraging constructive suggestions from them, in assemblies, tutor periods, student questionnaires and via the Year Councils and Student Government, which meets regularly.

School Rules

The School's Rules are designed to encourage positive behaviour and self-discipline. Our aim is to encourage good behaviour through our Rewards System (Appendix F). Sanctions help us to set boundaries and to manage challenging behaviour. Copies of the School Rules are set out in the Parent Information Booklet and in Essential Downloads on the website and may change from time to time to reflect the changing needs of our school community but will be reviewed annually alongside the Senior School Behaviour Policy. Parents and guardians undertake, when signing the Parent Contract, to support the authority of the Head in enforcing them in a fair manner that is designed to safeguard the welfare of the community as a whole.

The Head, for his part, undertakes to apply any sanctions fairly, and, where appropriate, after due investigative action has taken place. Sanctions may undergo reasonable change from time to time but will not involve any form of unlawful or degrading activity.

¹ age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, and sexual orientation.

Bedford Modern School does not use or condone the use of corporal punishment.

Rewards

At Bedford Modern School we like to encourage and reward effort, attainment and good citizenship. This can be through the praise we give to students either individually or as a group.

Our Rewards System perhaps best reflects our acknowledgement of the above through the awarding of 'Eagle Points'. Students are rewarded for things such as – particularly good effort, excellent work, or doing something for others above and beyond what would ordinarily be expected, or perhaps independently undertaking a task to benefit the School in the way it looks, or perhaps that enhances our reputation.

When a student accrues a defined number of 'Eagle Points', certificates and ultimately badges will be presented to them to celebrate their achievement. At various times in the school year, we have awards evenings, where prizes are presented to a large number of students for excellence, effort, progress and contributions to the School.

Staff Development and Support

All staff are supported through our pastoral and academic structures via Head of Year, Head of Subject, Head of Faculty and Extended Leadership Team. There is training for all new staff in the Sanction/Reward system and INSET on various areas of these systems.

Sanctions

Sanctions fall into two broad categories – academic (those problems that occur within the classroom) and non-academic (those that occur outside the classroom). Our Sanctions System allows the opportunity for students to make mistakes but learn from them. Academic and non-academic sanctions will run in parallel, although pastoral staff will continue to monitor for any patterns of behaviour and act accordingly to support the student. They are overseen by the tutor teams who communicate with parents if they are concerned about the overall behaviour of the student.

Some **examples** of behaviours (not exhaustive) and what the sanction might be are given below. This will depend largely on the context of the behaviours exhibited, the number of times a student will have committed the behaviours, and any mitigating circumstances related to the students involved which could include the age and individual needs of the students, locations of any incident and the date when it occurred.

Level 1 = discussion with teacher – record kept:

- Boisterous behaviour in class or at break/lunchtime. Failing to follow the School Rules
- Chewing gum
- Commenting inappropriately
- Dropping litter
- Exhibiting behaviours which do not follow the School's Expectations as outline in the BMS Expectations Charter
- Failure to hand in homework
- Not having correct equipment
- Late to lessons

Sanctions

Level 2 = Faculty (academic) or Head of Year (non-academic) Detentions - lunchtime = 30 minutes.

Repetition of the behaviours exhibited at Level 1 will escalate to Level 2 (dependent on timescales between incidents).

A Level 2 sanction can be given without the need to go through lower-level sanction if the offence is serious enough:

- Disruptive behaviour during a lesson
- Failure to undertake homework
- Inappropriate behaviour before school, after school or between lessons
- Inappropriate behaviour in class
- Not wearing the School Uniform correctly

Level 3 = After School Detention – 1-hour Thursdays 4.15-5.15pm.

Repetition of the behaviours exhibited at Level 2 will escalate to Level 3.

A Level 3 sanction can be given without the need to go through lower-level sanction if the offence is serious enough:

- Causing or attempting to cause minor damage to property
- Defiance
- Failing to attend a lesson
- Failure to submit coursework
- Inappropriate use of technology
- Lack of respect towards a member of staff
- Persistent disruptive behaviour
- Running in the Science Centre (Health & Safety consideration)
- Swearing

Repetition of the behaviours exhibited at Level 3 may escalate to Level 4 or result in further intervention from a Head of Faculty or Head of Year through a Faculty or Year Report and could include additional detentions or a student being placed on report.

Level 4 = Leadership Detention – 2 hours after School (4.00pm-6.00pm) on a date set by a member of the Senior Management Team.

A Level 4 sanction can be given without the need to go through the lower-level sanction if the offence is serious enough:

- Acts of aggression – striking another student (dependent on severity - might escalate to Level 6/7)
- Bullying
- Inappropriate comments about a teacher
- Offensive behaviour towards another student
- Possession of or use of alcohol in School
- Smoking or vaping on the school site or possession of related materials.

If a student is given a second Deputy Head's Detention a contract may be drawn up listing specific requirements and adjustments the student must make and which the School expects to be the norm in the future. This will be signed by the student, parents and a member of the Extended Leadership Team. It is expected that a meeting will take place between all parties involved around this time. The contract may also lead to the implementation of a Student Report which should be given to each member of staff at the beginning of a lesson or form period.

Level 5 = Senior Deputy Head's Interview

Repetition of the behaviours exhibited at Level 4 may escalate to Level 5.

A third Level 4 sanction/detention of any kind (academic or non-academic) will automatically lead to an interview with the Senior Deputy Head. This may lead to further interventions being implemented, suspension or even permanent exclusion.

Exclusions

Level 6 = Suspension – between 1 & 5 days depending on severity of offence.

This sanction is restricted to very serious offences or where there has been little or no improvements in the behaviour of student who has been sanctioned at the previous level; therefore, by-passing the aforementioned 'Levels'. Possible examples of offences:

- Abuse of individuals linked to one or more of the nine protected characteristics
 - Age
 - Disability
 - Gender re-assignment
 - Marriage and civil partnership
 - Pregnancy and maternity
 - Race
 - Religion and belief
 - Sex
 - Sexual orientation.
- Being under the influence of alcohol on the school premises
- Bullying
- Criminal damage
- Failing to comply with the terms of a report following previous interventions
- Fighting (Could be escalated dependent on severity of incident)
- Inappropriate behaviour of a serious kind towards another student or adult
- Involvement with illegal substances
- Persistent disruptive behaviour, inside or outside the classroom
- Physical Assault
- Serious inappropriate behaviour before school, after school or between lessons
- Serious inappropriate behaviour in class
- Selling or distribution of banned items in School
- Theft

Level 7 = Permanent Exclusion – the most severe of sanctions and one that will be used only when it is absolutely necessary, perhaps to protect the safety of others (students and/or staff) within our community. It may be due to the seriousness of the offence, or it may have been a repeated action which has been punished previously by a suspension (Level 6) or the law has been broken and therefore we are obliged to apply this sanction. Examples of possible offences:

- Multiple fixed-term exclusions
- Drugs – use of drugs on school site, supplying/distribution of drugs, including alcohol
- Bringing weapons to School, to be used in a threatening manner
- Persistent bullying
- Threatening/malicious behaviour to students or staff
- Physical assault
- Premeditated stealing
- Sexual misconduct
- Participating in events of a serious nature which adversely effects the good reputation of the School

Whenever a sanction is imposed (especially from Level 4 upwards), an investigation will be undertaken by a senior member of staff and parents will be notified at a point in time where detail is clearest. Interviews will be held (notes will be taken), meetings may take place and time will be taken to ensure the best chance of correct decisions being made. The student will usually be given the opportunity to provide a written account to clarify in their own mind what happened, what went wrong and how they would act differently in the future.

If there is a possibility that a Level 6 or 7 sanction may apply, an investigation report will be presented to the Head. The Head will discuss the report and the possible outcomes with one or more of his Deputies to ensure all areas of concern have been investigated and clarified as far as is reasonably practical. The Head will always take into account any mitigating factors including Special Education Needs or Disabilities, safeguarding concerns or specific vulnerabilities of the student(s) involved before making a decision.

From time to time, the pastoral team may decide it is appropriate to replace a detention with a different type of consequence which supports the student to modify their behaviour – e.g. a training session with the police. This will be agreed on a case by case basis and agreed with parents as necessary.

If a student engages in persistent disruptive behaviour, inside or outside the classroom, behaviour sanctions will be escalated accordingly and may include suspension, or even permanent exclusion.

The School has an appeal policy/process.

Appropriate outside agencies may be contacted, and advice sought from them, this could include the Police, Integrated Front Door (which incorporates social care and the Police Force) and any other expert body which we are either obliged to inform or that we think might be beneficial to the students and the School.

We aim for transparency, fairness and consistency in our 'Sanction System' and do not at any stage make decisions that will substantially affect our student's lives without very careful consideration.

Physical Restraint

Like all schools, we reserve the right for our staff to use reasonable force to control or restrain a student in specific circumstances. The Education and Inspections Act 2006 enables school staff to use "such force as is reasonable in the circumstances to prevent a student from doing or continuing to do" any of the following:

- *"Committing any offence (or, for a student under the age of criminal responsibility, what would be an offence for an older student)"*
- *"Causing personal injury to any person (including the student themselves)"*
- *"Causing damage to the property of any person (including the student themselves)"*
- *"Prejudicing the maintenance of good order and discipline at the school, and among any students receiving education at the school, whether during a teaching session or otherwise"*

The Act also defines to whom the power applies as follows:

- *"Any teacher who works at the school"*
- *"Any other person whom the Head Teacher has authorised to have control or charge of students"*

Staff are advised always to use their voices first, to use the minimum force necessary to restrain a student for the shortest possible period of time and use their professional judgement as to whether the use of physical restraint is appropriate. They should consider:

- *"The seriousness of the incident, assessed by the effect of the injury, damage or disorder that is likely to result if force is not used"*
- *"The chances of achieving the desired result by other means"*
- *"The relative risks associated with physical intervention compared with using other strategies"*

Every member of staff will inform the Head immediately after s/he has needed to restrain a student physically. We will always inform a parent when it has been necessary to use physical restraint, and invite them to the School, so that we can, if necessary, agree a protocol and/or sanction for managing that individual student's behaviour. Concerns surrounding any possible repeat of this type of behaviour may be taken in to consideration when considering sanctions.

Incidents which occur outside the school

The law gives teachers power to discipline students for misbehaving outside of the school premises 'to such an extent as is reasonable'. Bedford Modern School may apply the behaviour policy when the students is:

- Taking part in any school-organised or school related activity
- Travelling to or from school
- Wearing school uniform or
- In some other way identifiable as a student at the school

Or when the misbehaviour:

- Could have repercussions for the orderly running of the School
- Adversely affects other members of the School community
- Pose a threat to another student or member of the public
- Could adversely affect the reputation of the school

This includes the use of technology and in particular the use of social media.

Safeguarding

Safeguarding children is our priority with dealing with any disciplinary matter and will always be taken into account when responding to any incidents of poor behaviour. Bedford Modern School recognises that children's behaviour can be an outward manifestation of other issues that are happening in their life. We also recognise that for some misdemeanours a 'safeguarding response' may be more appropriate than a particular sanction. When this may be the case, pastoral staff will always discuss this with the Designated Safeguarding Lead (or Deputy DSL) who in turn will discuss with parents unless there is a specific risk to the child's safety.

More detailed information on peer-on-peer abuse, sexting, cyber bullying, sexual harassment and sexual violence is included in the Safeguarding Policy.

Confiscation of items

Schools can search a student for any item if the student agrees. Head teachers and staff authorised by them have a statutory power to search students or their possessions, without

consent, where they have reasonable grounds for suspecting that the student may have a prohibited item. These can include:

- Knives or weapons
- Alcohol
- Illegal drugs
- Stolen items
- Vapes, tobacco products, lighters and cigarette papers
- Fireworks
- Pornographic images
- Any article that the member of staff reasonably suspects has been, or is likely to be used to:
 - Commit an offence
 - To cause personal injury to, or damage the property of, any person (including the student)

The Head and authorised staff can also search for any item banned by the school rules which has been identified in the rules as an item which may be searched for.

When it is necessary to search a student, pastoral staff will do so following the guidelines laid out in Searching, Screening and Confiscation, July 2022.

Mobile phones

Electronic items including, but not limited to, mobile phones and smart watches and valuable items should not be brought into school. Personal electronic devices should only be used outside the school premises. If any of these devices are brought into school, BMS accepts no responsibility for loss or theft.

Mobile phones or similar devices are not allowed in the refectory at lunchtime or when in the corridors and walking around the school site. Mobile phones should only be used in sixth form only areas or when specific permission has been provided by a member of staff.

Mobile phone use in Years 7 to 11: Students in Years 7 and 11 may bring a phone to school with parental permission but it must be switched off and kept out of sight when on school grounds unless there are exceptional circumstances and by prior arrangement with a member of staff. In these circumstances, a time and place will be agreed for a phone call or text. Any urgent message to or from parents should go via the School Reception or the School Office.

Students may be allowed mobile phones on trips and fixtures; this will be agreed in advance and communicated by the relevant member of staff.

Mobile phone use in Years 9 to 11: Students in Years 9 to 11 may use their phones during the school day for teaching and learning purposes when given express permission by their teacher.

During examination periods, there will be special dispensation given to students in Year 11 where appropriate and as agreed with their Head of Year in consultation with the Assistant Head Years 9-11 or Deputy Head Pastoral.

No-one should walk around the school or over the crossing/bridge wearing headphones; they may only be worn in school when express permission has been given by a member of staff.

Confiscation of mobile phones

If it is necessary to confiscate a mobile phone due to breach of the policy the following will apply:

- The mobile phone must be switched off by the student and then passed to the teacher.
- The teacher will take the mobile phone to reception where it will be placed in an envelope and labelled with the student's name and form.
- In the first instance the student may collect their phone at the end of the school day.
- Names, dates and details will be recorded and passed to the Pastoral Team. Any repeat confiscation will be recorded, and further sanctions imposed using the behaviour policy for students not following the school rules.

If there is a concern about material that is stored on the phone, the Deputy Head Pastoral will be informed in the first instance (the Senior Deputy Head or Head in their absence) and safeguarding or disciplinary procedures implemented.

Teaching and Learning

Bedford Modern School aims to raise the aspirations of all its students and to help them to appreciate that there are no barriers to their potential achievements both inside and outside the classroom. Students are encouraged to take responsibility for their own learning. We celebrate success, emphasise the positive and deal with the negative in a sensitive and tactful way. Our teaching staff offer every student a high level of individual attention, together with consistent and helpful advice. In return, we expect every student to cooperate and to work hard.

The Sixth Form

We encourage and expect our most senior students to behave maturely, and act as role models for our younger students. The 'Sanctions System' applies to all students in the Senior School however, when dealing with students in the Sixth Form, consideration will be given to their age and they will always be expected to take responsibility for their own actions. If serious behaviour incidents do occur, a full investigation will take place as already described previously, however this will be led by the Director of Sixth Form. The Director of Sixth Form in discussion with one or more of the Deputies or with the HM, will decide on the most appropriate course of action and level of sanction.

Complaints

We hope that you will not feel the need to complain about the operation of our Behaviour Policy and that any difficulty can be sensitively and efficiently handled before it reaches that stage; however, the School's Complaints Procedures are on our web site. Copies can be sent on request.

Mr A Whomsley
Senior Deputy Head

May 2023
Review Date May 2024

Anti-Bullying Policy

This policy should be read in conjunction with:

- Expulsion Policy
- Online Safety Policy
- Safeguarding and Child Protection Policy

and the following guidance:

- Equality Act 2010
- Keeping Children Safe in Education 2022
- Preventing and tackling bullying July 2017
- Sexual violence and sexual harassment between children in schools and colleges 2017

Aims and Objectives

At Bedford Modern School, our community is based upon respect, good manners and fair play. We are committed to providing a safe and caring environment that is free from disruption, violence and any form of harassment so that every one of our students can develop his/her full potential. We expect our students to treat members of staff with courtesy and co-operation so that they can learn in a relaxed but orderly atmosphere. All students should care for and support each other.

Bedford Modern School prides itself on its respect and mutual tolerance. Parents/guardians have an important role in supporting Bedford Modern School in maintaining high standards of behaviour. It is essential that school and homes have consistent expectations of behaviour and that they co-operate closely together.

Acceptance of this policy forms part of our standard terms and conditions. This policy is available to parents of students and prospective students on our website and on request. It is also available and known to staff.

Bullying, harassment, victimisation and discrimination will not be tolerated (See Appendix A). We treat all of our students and their parents fairly and with consideration and we expect them to reciprocate towards each other, the staff and the School. Any kind of bullying is unacceptable. This policy applies to all students in the School.

Definition of Bullying

"Bullying may be defined as: *Behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group, either physically or emotionally*".

Bullying is the intentional hurting, harming or humiliating of another person by physical (including sexual), verbal (including email, social media and text messages), and emotional means (by excluding, tormenting or spreading malicious rumours). It can involve manipulating a third party to tease or torment someone. It can involve complicity that falls short of direct participation. Bullying is often hidden and subtle. It can also be overt and intimidatory.

Bullying may involve actions or comments that are related to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, inappropriate sexual behaviour, sexual orientation or other physical attributes (such as hair colour or body shape). Bullying can happen anywhere and at any time and can involve everyone - students, staff and parents.

Bullying can be so serious that it causes psychological damage, eating disorders, self-harm and even suicide, and whilst bullying is not a specific criminal offence, there are criminal laws which apply to harassment and threatening behaviour.

Cyber-Bullying – Definition

Cyber-Bullying is any form of bullying which takes place online or through smartphones and tablets.

For more information see below

<https://www.familylives.org.uk/search?q=cyberbullying>
<https://www.familylives.org.uk/advice/bullying/cyberbullying/what-to-do-if-you-re-being-bullied-on-a-social-network>
https://www.thinkuknow.co.uk/11_13/Need-advice/Cyberbullying/

What is Cyber-Bullying? The 8 Types of Cyber-Bullying...

The 8 different types of cyber-bullying are listed below:

Flaming: Online fights usually through emails, instant messaging or chat rooms where angry and rude comments are exchanged.

Denigration: Putting mean online messages through email, instant messaging, chat rooms, or websites set up to make fun of someone.

Exclusion: Intentionally leaving someone out of a group such as instant messaging, friend sites, or other online group activities.

Outing: Sharing secrets about someone online including private information, pictures, and videos.

Trickery: Tricking someone into revealing personal information then sharing it with others.

Impersonation: Pretending to be someone else when sending or posting mean or false messages online.

Harassment: Repeatedly sending malicious messages to someone online.

Cyber stalking: Continuously harassing and denigration including threats of physical harm

The School's Response to Bullying and Cyber-Bullying

At Bedford Modern School, we always treat bullying, including allegations of bullying, very seriously. This complements the School's policy on equal opportunities, as well as its social and moral principles.

Signs of Bullying

Changes in behaviour that may indicate that a student is being bullied include:

- Unwillingness to return to school
- Displays of excessive anxiety, becoming withdrawn or unusually quiet

- Failure to produce work, or producing unusually bad work, or work that appears to have been copied, interfered with or spoilt by others
- Books, bags and other belongings suddenly go missing, or are damaged
- Changes to established habits (e.g. giving up music lessons, change to accent or vocabulary)
- Diminished levels of self confidence
- Frequent visits to the Nurses' Department with symptoms such as stomach pains, headaches
- Unexplained cuts and bruises
- Frequent absence, erratic attendance, late arrival to class
- Choosing the company of adults
- Displaying repressed body language and poor eye contact
- Difficulty in sleeping, experiences nightmares
- Talking of suicide or running away

Although there may be other causes for some of the above symptoms, a repetition of, or a combination of these possible signs of bullying should be investigated by parents and teachers.

Preventative Measures

'Where reference is made to the Deputy Head Pastoral this should also be taken to mean Deputy Head of Junior School where this is clearly more relevant or appropriate'.

We take the following preventative measures in order to ensure that bullying does not become a problem which is associated with Bedford Modern School:

- All new students are briefed thoroughly on the school's expected standards of behaviour. They are told what to do if they encounter bullying. Any student who reports bullying will be supported.
- All new members of staff are given guidance on the school's anti-bullying policy and in how to react to allegations of bullying in their first weeks at Bedford Modern School. They are required to read the School's policy as part of their induction. We use appropriate assemblies to explain the school policy on bullying. Our PSHE programme is structured to give students an awareness of their social and moral responsibilities as they progress through the school. The programme is structured to enforce the message about community involvement and taking care of each other.
- Other lessons, particularly RS, English and Drama, highlight the issue of bullying and reinforce this message by teaching moral and spiritual values that show bullying to be unacceptable and by developing social skills.
- All our students are encouraged to tell a member of staff at once if they know that bullying is taking place in line. For youngest Junior School students there are signs encouraging them to report any incidents of bullying displayed around the building.
- All reported incidents are recorded on CPOMs and investigated at once. We always monitor reported incidents. Records of any incidents are kept securely passed on to the Deputy Head Pastoral in order that patterns of behaviour can be identified and monitored.

- We have a strong and experienced pastoral team of Form Tutors, Heads of Year, Assistant Heads of Year, Senior Tutors and other Pastoral staff who will deal with any incidents as an immediate priority and are always alert to possible signs of bullying.
- Our pastoral team gives support and guidance to other staff on handling and reporting incidents, and on the follow-up work with both victims and bullies.
- Our trained School Counsellors are an important part of our pastoral support service, providing specialist skills of assessment and counselling. They are available to give confidential advice and counselling support to students who can refer themselves to them when they have social, emotional or behavioural concerns. On occasion, a member of our pastoral team may refer a student to them.
- Staff are always on duty at times when students are not in class and patrol the school site, including areas where bullying might occur. They are alert to inappropriate language or behaviour.
- Our Nurses' Department displays advice on where students can seek help, including details of confidential help lines and web sites connecting to external specialists, such as Childline.
- We provide training to our Head Boy/Girl and their team of Senior Monitors, Monitors & House Captains which specifically covers the importance of offering support and assistance to younger and to vulnerable students.
- We reserve the right to investigate incidents that take place outside school hours, on school visits and trips and that occur in the vicinity of the school, involving our students.
- We welcome feedback from parents and guardians on the effectiveness of our preventative measures.

Cyber-Bullying – Preventative Measures

In addition to the preventative measures described above, Bedford Modern School:

- Expects all students to adhere to its charter for the safe use of the internet. Certain sites are blocked by our filtering system and our IT Department monitors students' use.
- May impose sanctions for the misuse, or attempted misuse of the internet.
- Issues all students with their own personal school email address.
- Offers guidance on the safe use of social networking sites and cyber-bullying in PSHE lessons, assemblies and through visiting speakers which covers: sharing personal information, sending of inappropriate pictures of oneself, legal repercussions of cyber-bullying and technical issues about traceability and logging of texts and emails.
- Allows students to connect their own devices to the BMS Wi-Fi network, which is also filtered and usage logged.
- Tells its students not to respond to abusive emails, text messages or telephone calls and advises them to keep copies of any offensive material.
- Offers guidance on keeping names, addresses, passwords, mobile phone numbers and other personal details safe.
- States that the use of cameras on mobile phones is not allowed without the express permission of any and every person that might appear in the resulting 'picture/video'. They must not be used in any way that might humiliate, demean or offend anyone.

- Students and/or parents who do not wish their photograph to be published may opt out.
- Unofficial photographing or recording of student images is not permitted.
- Keeps up a dialogue with parents about emerging technologies their child might be using via letters and publications.
- Ensures parents know what steps to take if they suspect their child is being cyber-bullied or is bullying someone else.

Procedures for Dealing with Reported Bullying

If an incident of bullying is reported, the following procedures are adopted:

Senior School

- The member of staff to whom it was reported or who first discovers the situation, will control the situation, reassure and support the students involved and reinforce that school take bullying very seriously.
- He/she will inform an appropriate member of the pastoral team as soon as possible.
- The alleged bully, together with all others who were involved, will be interviewed individually and records will be made of the account of events.
- A decision will be made about appropriate next steps in order to resolve the issue. These may involve
 - resolution meetings between students;
 - further investigations which lead to more serious sanctions;
 - a discussion by the Safeguarding Team.
- Once the next step is agreed support will be offered to all involved and a monitoring review strategy put in place.
- If it is decided that the next step would be disciplinary proceedings appropriate disciplinary sanctions will be applied with reference to the following documents – the Bedford Modern School Senior School Behaviour Policy (website), the Bedford Modern School Sanctions System (website & Student Organiser), the Online Safety Policy (website), the School Code of Conduct. Reasonable adjustments will be made where appropriate.
- Parents/guardians will be informed at an appropriate time and may be invited into school to discuss the matter. Their support should be sought.
- In very serious cases, and only after the Head has been involved, it may be necessary to make a report to the Police or to the Social Services. However, it is the policy of Bedford Modern School to attempt to resolve such issues internally under the School's own disciplinary procedures, unless the matter is of such gravity that a criminal prosecution is likely.
- The School may exclude a student, either temporarily or permanently, in cases of severe and/or persistent bullying and in the event that the support put in place for the bully does not result in the modification of behaviour to an acceptable level.
- The school will keep records of bullying so that trends can be identified and action taken if necessary.

Junior School

If an incident of bullying is reported, the following procedures are adopted:

- The member of staff to whom it was reported or who first discovers the situation, will control the situation, reassure and support the students involved and reinforce that school take bullying very seriously.
- He/she will inform the Form Tutor as soon as possible.
- The Form Tutor will inform the Deputy Head of the Junior School as soon as possible if deemed a serious incident.
- The alleged bully, together with all others who were involved, will be interviewed individually and records will be made of the account of events.
- A decision will be made about appropriate next steps in order to resolve the issue. These may involve
 - resolution meetings between students;
 - further investigations which lead to more serious sanctions;
 - a discussion by the Safeguarding Team.
- Once the next step is agreed support will be offered to all involved and a monitoring review strategy put in place.
- If it is decided that the next step would be disciplinary proceedings appropriate disciplinary sanctions will be applied with reference to the following documents – the Bedford Modern Junior School Behaviour Policy, the Online Safety Policy, the School Code of Conduct, and the Junior School Behaviour Plan. Reasonable adjustments will be made where appropriate.
- Parents/guardians will be informed at an appropriate time and may be invited into school to discuss the matter. Their support should be sought.
- In very serious cases, and only after the Head has been involved, it may be necessary to make a report to the Police or to the Social Services. However, it is the policy of Bedford Modern School to attempt to resolve such issues internally under the School's own disciplinary procedures, unless the matter is of such gravity that a criminal prosecution is likely.
- The School may exclude a student, either temporarily or permanently, in cases of severe and/or persistent bullying and in the event that the support put in place for the bully does not result in the modification of behaviour to an acceptable level.
- The school will keep records of bullying so that trends can be identified and action taken if necessary.

Complaints Procedure

Parents and students are encouraged to use our complaints procedure (which is published on our website) if they feel that their concerns about bullying (or anything else) are not being addressed properly.

Mrs J Goodacre
Deputy Head (Pastoral and Student Progress)

May 2023
Review Date May 2024

Appendix B

Discrimination, Victimisation and Harassment

Discrimination on grounds of race, sex, disability, religion or belief, or sexual orientation is illegal. However, for the school community, discrimination is also unacceptable on any of the other grounds referred to in this policy statement.

Failure to comply with the policy will be fully and promptly investigated using the appropriate procedures. There are four ways in which discrimination may occur:

1. Direct discrimination: This means treating someone less favourably than others would be treated in the same or similar circumstances on the grounds of race, sex etc.
2. Indirect discrimination: This means applying a requirement or condition which cannot be justified to all groups, but which has a disproportionately adverse effect on one group because the proportion of that group which can comply is smaller than the proportion of the group(s) which can comply with it.
3. Victimisation: This occurs when a person is treated less favourably than other persons would be treated because that person has done a 'protected act' under the Equal Pay Act, Sex Discrimination Act, Race Relations Act or Employment Equality Regulations, for example, by bringing forward proceedings or giving evidence or information.
4. Harassment: Harassment can take many forms, from the most obvious abusive remarks to extremely subtle use of power. As with unfair or unlawful discrimination, harassment can be intentional or unintentional. However, the key issue is not simply the intention of the offender but the impact of the behaviour on the person receiving it. Whatever the form, the school will provide support for any member of the school community who feels threatened or isolated because of such actions.

School Rules

Conduct

All students will adhere to the BMS Expectations Charter. This includes when they are at school but also on their journey to and from school as well as on school trips, sports fixtures or at any other times when representing BMS.

All members of the school community will be polite and courteous to each other at all times. This includes holding doors open for visitors and each other and walking sensibly around the School.

Students are permitted to eat in 'designated eating areas' only; eating in classrooms and corridors is forbidden. Chewing gum is not allowed on the school site.

Possession or use of illegal drugs or other harmful substances is considered a very serious offence and renders the possessor liable to exclusion. Students are not permitted to carry items that could be used as weapons.

It is an offence to smoke, including e-cigarettes, on school premises or in public during school hours, when in school uniform or when engaged in any school activity.

No student may interfere with the property belonging to others. Borrowing without permission is regarded as stealing and is liable to the severest of consequences that may include exclusion.

Appearance

Students are required to wear their school uniform correctly and take pride in their personal appearance at all times. Variations from the agreed uniform list are not permitted. Students may wear a plain dark coat (colouring for road safety is permitted). Hoodies (including school sports or leavers' hoodies) are not to be worn as a replacement jumper or coat. Girls may wear a small, simple, single stud in each ear lobe. For health and safety reasons, no other jewellery should be worn and no other body piercings are permitted. Make-up is not allowed for Year 7 and 8 students. Make-up for Year 9 and upwards must be discrete. In extreme weather, adjustments may be made to the uniform at the discretion of the Head.

Hair styles must be such that they can easily be kept neat and are not ostentatious. Short hair should not be excessively short, no shorter than grade two, or have extreme difference in length between the sides and the top (including shave lines). Facial hair is not permitted. Religious considerations are accepted, but a letter of explanation must be sent to the Head.

Safety

Students may come to school on bicycles only if they ride safely. Bicycles must not be ridden on school premises or within the gates of the school field. For added security, students must use the bicycle racks which can be found in a variety of locations. The use of helmets when cycling is strongly advised. The School cannot accept responsibility for any bicycles or vehicles parked on school premises. Pillion passengers should not be carried on cycles, motorcycles or motor scooters. Cars may not be parked on school premises or at the school field/King Room without special permission.

Students who travel to school via public or private coaches are expected to behave safely and appropriately at all times, following both the BMS Expectations Charter and the individual bus companies' Codes of Conduct where appropriate.

No student may leave the school grounds during the school day unless permission (leave of absence) has been obtained by their Head of Year/School Nurse and they have signed out at Reception. Students are not permitted to leave the school site after 4pm and then return to the School (e.g. having visited the shops) unless in exceptional circumstances.

Mobile Phones and other electronic items:

Valuable items should not be brought into school. Personal electronic devices should only be used outside of the school premises. If any of these devices are brought into school, the School accepts no responsibility for loss or theft.

Mobile phones or similar devices are not allowed in the Refectory at lunchtime or when in the corridors and walking around school.

No one should walk around the school or over the road crossings wearing headphones; they may only be worn in school when express permission has been given by a member of staff.

Smart device use in Years 7 and 8

Students in Years 7 and 8 may bring a phone or smart watch to school with parental permission but it must be switched off and kept out of sight when on school grounds unless there are exceptional circumstances and by prior arrangement with a member of staff. In these circumstances, a time and place will be agreed for a phone call or text. Any urgent message to or from parents should go via the School Reception or the School Office.

Students may be allowed mobile phones on trips or fixtures; this will be agreed in advance and communicated by the relevant member of staff.

Smart device use in Years 9 to 11

Students in Years 9 to 11 may use their phones or smart watches during the school day for teaching and learning purposes when given express permission by their teacher.

During examination periods, there will be special dispensation given to students in Year 11 where appropriate and agreed by their Head of Year.

Responsibility

All breakage or damage to school property must be reported at once and may be payable at the student's expense.

The School should be informed at the beginning of each term by a letter to the Form Tutor of any outside employment undertaken by a student.

Games

Games are compulsory for all students unless excused for health reasons. Students are expected to arrive and depart from school in their school uniform.

The School expects all students to make themselves available for sports fixtures and to follow the guidelines regarding appearance and conduct when representing the School both home and away. Failure to do so may result in a disciplinary sanction. On rare occasions when there is a significant clash (such as a family wedding) requests should be made in advance to the Head in writing.

BMS Expectations Charter

We should:

Be independent

- Be 'Equipped to Learn' for every lesson
- Learn from our mistakes
- Take control of our own learning through pro-activity and reflection
- Ask questions when we require clarification
- Give 24 hours' notice if we are to miss an activity or lesson or part thereof
- Catch up missed work without being reminded

Be ambitious

- Be positive about what we, and others, can achieve
- Be enthusiastic learners and do everything to the best of our ability
- Spend focused time on our work, present it well and take pride in it
- Participate in all discussions and activities and not hang back
- Aim high through knowing our strengths and weaknesses
- Tackle difficult problems and activities
- Take risks, go outside our comfort zone and not be afraid to 'fail'
- Take pride in the recognition of our success/es
- Involve ourselves in all the opportunities available to us

Be considerate

- Be honest and co-operative in our dealings with others
- Move around the School site in a calm and orderly way
- Show respect and tolerance for each other's views and ideas
- Treat everyone as we would like to be treated
- Listen carefully when others are talking
- Help, encourage and praise others
- Respect both the School environment and all the equipment in it
- Wear our uniform with pride in school and outside

Be prepared

- Arrive punctually to every activity
- Be 'Equipped to Learn' for every lesson
- Submit and return all work punctually

Drugs Policy, Practice & Procedure

Guidelines for Students and Parents

The overall aim of this Drugs Education Policy is to present a broad drugs education programme which will raise the students' and parents' awareness of the significance and impact of taking drugs, or the abuse of otherwise legal products (e.g. lighter fuel, aerosols etc.).

Medicines

Some drugs are, of course medicines prescribed by a doctor or over the counter medicines given to students by their parents. The use of these is covered by the School's Medicines policy which should be read in conjunction with this policy.

Illegal Drugs

Under the Misuses of Drugs Act 1971, it is illegal to possess or supply a drug covered by the Act, unless authorised (e.g. possessing drugs prescribed for personal medical use). Solvents are dangerous substances as well. Under the Intoxicating Substances (Supply) Act 1965, it is illegal for anyone to supply or offer to supply a substance if they know or believe that the substance being supplied will be used by a person under 18 for the purpose of intoxication. Additionally, the Psychoactive Substances Act 2016 makes supplying such substances illegal and therefore we will treat the possession and use of such substances with the same degree of seriousness as would be applied to a class A, B or C controlled substance. Wherever this policy refers to illegal drugs this term includes both illegal drugs and psychoactive substances. At Bedford Modern School we resolutely oppose the use of all such substances. Therefore, any student who renders themselves unfit to be in School through the consumption or use of such a substance can expect the consequences to be serious.

Any student involved in the use of illegal drugs when they are under the School's authority is subject to this Policy. Being under the School's authority means:

- Throughout the School day, whether on or off the premises
- Whenever they are involved in any activity organised by the School
- Whenever they are identifiable as a member of the School

If a student brings illegal drugs onto School premises, or is found to be responsible for any of the normal functions of the School being affected by the use of illegal drugs, exclusion of a temporary or permanent nature may result.

The sale or passing on of illegal drugs will almost certainly lead to permanent exclusion.

Implementation of the policy will enable students to make healthy, informed choices by increasing knowledge and challenging attitudes. It will warn of the dangerous effects of taking harmful substances, placed alongside the beneficial effects of medically prescribed drugs.

Drugs Education Programme

With the help of visiting speakers, videos, and our own nursing staff, the PSHE programme which is in place throughout a student's school career at Bedford Modern will address matters such as:

- Information on drugs and their effects, including the media and advertising
- The law and drugs

- Peer pressure and decision making
- Advice, guidance and support on the problems of drug abuse (internally and externally)
- Attitude and beliefs about drugs and drug users

Procedure for Management of Drug Related Incidents Legal Considerations:

This section may be read in conjunction with the Department for Education document “Searching, screening and confiscation” dated January 2018.

1. Schools have “in loco parentis” responsibilities to individual students and the whole school community.
2. The School will consider if the student is at risk of significant harm and if there are any Child Protection issues. If there are, further advice will be sought.
3. School staff can search a student for any item with their consent.
4. **Headteachers and staff authorised by them have the statutory power to search students or their possessions without consent where they have reasonable grounds for suspecting that the student may have a prohibited item.**
5. School staff can seize any prohibited item found as a result of a search. Any illegal items will be passed directly to the police in line with the Guidance.
6. When a drugs investigation takes place, the Head is informed and a decision will be made as to whether the parents are informed at this stage or later.
7. Drugs, alcohol, tobacco or solvents found in School should be taken and stored securely in a designated storage area.
8. The Head may consult the police about possible legal considerations.

Pastoral Considerations

The School will decide on its response; and taking into account the circumstances, decide if a disciplinary and / or counselling approach is required in consultation with the parents/guardians.

Testing for Substance Misuse

1. All schools must appreciate that they will have a number of illegal drug users amongst their students. No school is immune;
2. Drugs testing is viewed as a useful tool in our drugs education programme;
3. It is incumbent upon the School to ensure that students feel we have an effective and easily used tool for detecting drug use;
4. Testing will be carried out only where there is cause to suspect the misuse of drugs. Bedford Modern School has introduced a rapid, one step screening test for detection of multiple drugs in urine. This is a screening device only and would be used initially if we had reason to suspect a student of drug misuse. Detection by screening would not in itself lead to disciplinary action. If a positive result were obtained, then further samples of urine may be taken from the student and sent to a laboratory for analysis.
Bedford Modern School expects that parents will approve of this measure and that we can assume their consent for its use.

If parents do not wish to give their consent for its use they should write in the first instance to the Head.

Parents are reminded that whilst our rules state clearly that a student found in possession or using drugs may be asked to leave the School, this policy about drugs allows for the possibility of a student returning to school after a period of suspension ***on condition that they agree to random testing.***

Tobacco and all smoking substitutes

Smoking is the single most preventable cause of premature death and ill-health in our society. The School policy on smoking aims to give students the message that the habit creates health problems for smokers and non-smokers alike, that non-smoking represents the norm in society and that it receives support from the School and staff. It is an offence for children under 18 years to be sold tobacco products. In addition, the School will not accept the use of "vaping".

Bedford Modern School is a non-smoking site.

Aims:

- to ensure that smoking is not tolerated at the School
- to educate students as to the immediate dangers of smoking
- to encourage those students who do smoke to break free from the habit

Smoking, or being in possession of cigarettes or tobacco or vaping products, is prohibited when a student is under the School's authority. The School's policy on drugs above defines when a student is under the School's authority.

Students found smoking or in possession of cigarettes or tobacco or vaping products can expect their parents to be informed and an appropriate punishment administered. Subsequent offences may result in suspension. For a persistent offender the Head reserves the right to review the student's membership of the School community.

Alcohol

Alcohol is a depressant drug, particularly when taken in large quantities. Even at low levels, the potential for serious accidents arises. The Licensing Act 2003 makes it generally illegal for alcohol to be sold to or purchased by anyone under the age of 18. Students found in possession, using or under the influence of alcohol whilst under the authority of the School (as outlined in the policy on drugs) can expect to be suspended.

Sixth form students attending School functions on-site at which alcohol is available may consume such alcohol in accordance with the terms of the Premises Licence and under the strict supervision of staff.

Mrs J Goodacre
Deputy Head (Pastoral and Student Progress)

May 2023
Review Date May 2024

Appendix F

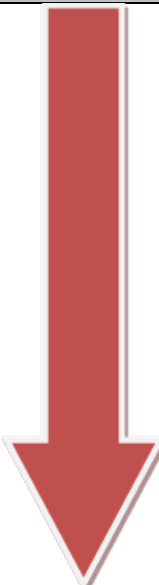
BMS Rewards System (Years 7-11)

This system is cumulative and runs throughout Years 7-11.

The key building block for the Reward System at BMS is the Eagle Point. These are awarded when the student exceeds our expectation in one of the following areas: Academic, Citizenship, Co-curricular and House.

The specific criteria used to determine whether an Eagle Point should be given for one of these four areas are listed below. However please note that for some key co-curricular activities such as sports teams, major drama productions and concerts, participation in itself is deemed a reward, and thus Eagle Points will not be awarded in these circumstances.

Students can keep track of their progress via the student portal.

Level of Reward		Form of Reward	
	1	Eagle Point	1 Eagle Point
	2	Tutor Letter	10 Eagle Points
	3	Bronze Half Eagle (Badge & Head of Year Letter)	25 Eagle Points
	4	Bronze Full Eagle (Badge & Head's Certificate)	50 Eagle Points
	5	Silver Half Eagle (Badge & Head's Certificate)	75 Eagle Points
	6	Silver Full Eagle (Badge & Head's Certificate)	100 Eagle Points
	7	Gold Half Eagle (Badge & Head's Certificate)	125 Eagle Points
	8	Gold Full Eagle (Badge & Head's Certificate)	150 Eagle Points

Criteria for the Award of Eagle Points:

Academic:

Departments will have their own subject specific criteria in line with the general principles below.

Attainment:

- Excellent performance in a test or exam (GCSE Grade A* equivalent)
- 3 top grades within a half term
- An outstanding piece of work for a student at that level

Effort:

- Consistently high effort (to be reviewed every half term)
- Progress e.g. improving overall attainment through increased effort
- A single piece of work which has clearly taken a level of effort beyond expectation for a student at that level.

Citizenship:

- Well-kept organisers
- Serving as form captain/student council rep/charities rep/guide for Open Day or other occasion
- Welcoming and supporting new students
- Tidying common rooms/locker areas
- Working as Front of House/Stage Management/Wardrobe for school productions and concerts
- Contribution to assembly
- Helping with Senior Citizen Party/raising money for others/community spirit
- Work on the Eagle Magazine
- Spontaneous acts of kindness/public spiritedness

Co-Curricular:

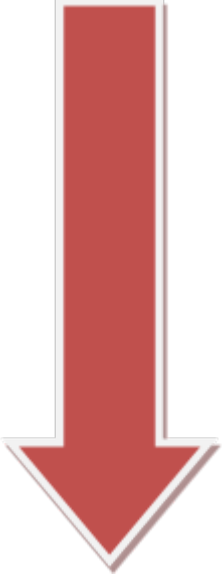
Co-Curricular Eagle Points can be awarded to students who are involved with co-curricular sport, music, performance arts and other activities such as Duke of Edinburgh. They should be given for something over and above simply attending the activity regularly e.g. outstanding effort in a music rehearsal.

House:

House Eagle Points should cover:

- Participation (Regular participation and not just for attending an event)
- Performance (reading reports or at events)
- Effort
- Success
- Teamwork
- Leadership
- Commitment

Sanction System (Senior School) (Years 3-6: refer to Junior School Behaviour Plan)

Level of Sanction	Academic	Non-Academic
	1 Teacher sanction (record kept)	Teacher sanction (record kept)
	2 Subject Detention (Lunchtime = 30 minutes)	Head of Year Detention (Lunchtime = 30 minutes)
	3 After School Detention (1 hour)	After School Detention (1 hour)
	4 Senior Management Team Detention and Interview	
	5 Senior Deputy Head's Interview	
	6 Suspension	
	7 Permanent Exclusion	

- **Level 1:** Supervised by teacher/tutor – record kept (Maximum 15 minutes at break time).
- **Level 2:** Head of Subject/Head of Year Detention (lunchtime – 30 minutes) – recorded centrally by Head of Subject/Head of Year, supervised by Faculty member/Head of Year. Assistant Heads, Head of Year, Tutor. **Student and parent informed.**
- **Level 3:** After School Detention (1 hour) – recorded centrally and letter sent to parents. Tutor/Head of Year/Assistant Head informed.
- **Level 4:** Senior Management Team Detention and interview (2 hours) – letter sent to parents. On the second occasion a contract will be drawn up and agreed by student, parents and the School. Tutor/Head of Year informed.
- **Level 5:** Senior Deputy Head's interview – will automatically generate a Leadership Detention and a letter home to parents warning of the consequences of any further similar behaviour – in some circumstances this interview could lead to suspension or permanent exclusion.
- **Level 6:** Suspension – between 1 and 5 days. This will be determined by the Head in consultation with his Deputies.
- **Level 7:** Permanent Exclusion. Decision taken by the Head.

Escalation over the course of an Academic Year

- Repetition of any sanction could lead to a sanction at the next level. A contract may be drawn up if the student receives a second Senior Management Team detention addressing the problems that seem to be prevalent in the behaviour/attitude of the student.
- Work will be set for completion during detentions by the appropriate member of staff.

- NOTE - a student can be given any of the sanctions mentioned above immediately, if the offence warrants that particular punishment, WITHOUT going through the lower level sanctions.
- If a student fails to attend a detention of any description without a very good reason, they can expect the punishment to automatically escalate to the next level.