

BEHAVIOUR PROCEDURES

Glossopdale School & Sixth Form Behaviour Procedures 2026–2027

1. Purpose of This Document

This document provides staff with the **operational procedures** required to implement the Behaviour Policy. It is a working document for daily practice.

2. Behaviour Curriculum and Routines

2.1 Core Classroom Routines

- Line-up expectations
- Meet and greet
- Do Now routines
- Securing attention (non-verbal hand signal)
- Transitions within lessons
- End-of-lesson routines

2.2 Movement Around School

Corridor conduct

students are expected to:

- move calmly and purposefully between lessons
- respect personal space and the environment
- follow staff instructions immediately

These routines ensure that:

- transitions do not disrupt learning
- the school environment remains calm and orderly

Social times

During break, lunch, before and after school:

- students are expected to behave appropriately and safely
- staff supervise and reinforce expectations
- any behaviours that fall below expectations are addressed consistently

Community Dining:

- students are required to be sat down at a table whilst eating lunch in the Heart or Conservatory
- students should only eat in the Heart and Conservatory
- students take pride in their environment and after finishing their lunch they put their rubbish in the bin
- when students have finished eating, they can move to the Pavillion or go outside
- students should only have lunch at their year group's allocated time
- students queue at the servery calmly and sensibly and at their designated time

3. Behaviour Management System (C1–C4)

Sanction	Action
C1 Reminder	• Clear instruction • Reset opportunity
C2 Final Warning	• Explicit warning • Final chance to comply • Logged on Bromcom/MyChildAtSchool
C3 20-Minute Detention	• Issued after C2 or immediate escalation • Logged on Bromcom
C4 Removal (40-Minute Detention)	• Removal from lesson • Placement in alternative space • Logged on Bromcom

3.5 On-Call

Where required:

- staff may request support from on-call staff
- the focus is on:
 - de-escalation
 - restoring learning
 - supporting re-engagement
- Recording requirements
 - Logged on Bromcom

4. Detentions

The school is committed to promoting positive behaviour through reflection, learning and personal responsibility. When a detention is issued, staff will, where appropriate, ensure that pupils understand the reasons for the sanction and the impact of their behaviour. Detentions will be used not only as a consequence but also as an opportunity for pupils to reflect on their actions, consider alternative choices and develop strategies to support positive behaviour in the future.

Detentions are used as part of a consistent and structured approach to support students in improving their behaviour and ensuring that expectations are met across the school.

Detentions reinforce the importance of:

- taking responsibility for behaviour
- meeting expectations consistently
- maintaining a disruption-free learning environment

4.1 Escalation Beyond the Classroom

Where behaviour continues to fall below expectations:

Multiple C3 or C4 incidents in a single day may result in Internal Suspension (same day or following day).

Parents/Carers will be informed by the Year Manager of this decision.

Persistent concerns may lead to:

- SLT detention (60 minutes)
- Placement on report
- Pastoral interventions

- Further sanctions

4.2 Consistency of Application

- The system is applied consistently across all lessons
- Staff use shared language and expectations
- Students know what each stage means
- Staff are regularly trained in how to use the behaviour system
- Reasonable adjustments are made for students who require alternative strategies and support

5. Internal Suspension

Internal Suspension is used where behaviour requires a higher level of intervention beyond classroom-based sanctions.

It provides a structured environment for:

- reflection
- resetting behaviour
- supporting students to re-engage with expectations

Students placed in Internal Suspension:

- complete a full school day in a supervised setting
- may have alternative start and finish times where necessary
- are provided with appropriate work to complete

Parents/carers will be informed of:

- the decision
- the duration
- the expectations

Staff will:

- follow the break and lunch timetable for Internal Suspension, making adaptations where necessary
- ensure that students work in silence and complete work
- check students' phone pouches to ensure that students do not have access to a mobile phone

5.1 Expectations During Internal Suspension

Students are expected to:

- work in silence at all times
- follow all staff instructions immediately
- remain in their designated seat unless directed otherwise
- complete all work provided
- behave respectfully

Additional expectations include:

- no communication with other students
- food eaten only at designated times
- students will be escorted to the toilet, usually at a designated time (this may vary for students with a toilet pass)

5.2 Failure to Meet Expectations

If a student does not meet expectations in Internal Suspension:

- the placement may be extended

- the student may repeat the day
- further sanctions may be applied

Where behaviour does not improve a fixed-term suspension may be considered

6. Punctuality and Truancy

6.1 Sanctions for poor punctuality to school

- All students are expected to arrive at school by 8:35am, at which point the school gates will be closed. Students arriving after this time will be given a late mark
- Students who arrive late to school (without valid reason such as car breaking down, bus delayed, traffic accident, medical appointment) **before** the AM register closes will be required to attend a 20-minute detention, which will be scheduled for the next school day.
- Students who arrive late to school (without valid reason such as car breaking down, bus delayed, traffic accident, medical appointment) **after** the AM register closes will be required to attend a 40-minute detention, which will be scheduled for the next school day. Their morning session will also be recorded as an unauthorised absence.

6.2 Sanctions for poor punctuality to lessons

- students are expected to arrive on time to every lesson, and sufficient time is given for them to transition between lessons and breaks to ensure that they are punctual and ready to learn.
- students that are late to lessons will be given a late to lesson mark from their teacher. For every two lates to lesson they will receive a 20-minute detention.
- students who persistently arrive late to school or lessons will receive further sanctions and interventions, following our attendance and punctuality processes.

6.3 Internal Truancy

- Truancy from lessons is a serious safeguarding issue, it disrupts learning and presents a risk to the calm, safe school environment.
- Any student that is more than 10 minutes late to a lesson, without a valid reason, will be marked for Truancy.
- Students who truant will be given an immediate sanction. The default sanction is internal suspension, but in some circumstances truancy may also lead to further sanctions including Fixed Term Suspension or Off-site direction.
- Parents/carers will be expected to attend meetings in school if their child is repeatedly truanting lessons and a Support Plan will be put in place.

7. Uniform and Mobile Phones

7.1 Mobile Phones

Mobile phones and internet-enabled devices must be switched off and secured in a school-issued phone pouch on entry to the site and remain so throughout the school day. This ensures a calm, distraction-free environment that supports learning, wellbeing and positive social interaction.

- Any device that is found not properly locked in a student's phone pouch or goes off whilst in a phone pouch will be confiscated until 3.30pm the following school day.
- The phone pouch is listed as essential equipment in the Uniform and Equipment policy and must be brought into school every day, whether the student brings in a phone or not.
- Devices may only be accessed before 8.15am and after 3.10pm, outside of the school building.

- All details are outlined in the Mobile Phone policy.
- Students wishing to contact Parents/Carers should contact their Year Team who can help facilitate a phone call. Likewise, Parents/Carers should refrain from contacting students directly and instead, ring the school reception number. This prevents any misunderstandings and miscommunication.
- If staff at the school feel that a mobile phone has been used, they will follow the actions and sanctions in the Mobile Phone Policy. The information above also applies to smart watches and any Bluetooth enabled devices.
- Any student in breach of the above rules will have their mobile phone/smart watch confiscated with immediate effect and this will only be returned through collection by parents/carers from reception at the end of the day.
- When students are being spoken to regarding an incident, staff may request for a student's mobile phone be handed in and switched off to staff to prevent communication with a third party that may interfere with the investigation.

7.2 Uniform Expectations

Uniform and equipment expectations are detailed in our Uniform and Equipment Policy. In the event of non-compliance with the policy, this will be addressed as follows:

- Confiscation of non-uniform items
- If a student arrives to school with incorrect uniform, we will issue them with the correct item of uniform e.g. shoes, blazer, skirt etc. from school stock until the student is able to source the correct item of uniform
- If the student refuses to wear the school issued item of uniform, they will be placed in internal suspension. Appropriate work will be provided by the student's teachers throughout the day. Contact will be made that day with parents/carers to ensure that the student wears the correct uniform the following school day and enquire if they need any assistance from the school to support this.
- Students wearing non-permitted items e.g. facial piercing, will be issued with a sanction. The default sanction for wearing a facial piercing is an SLT detention. Sanctions will escalate for repeated infringements and could include fixed term suspension.

8. Parental Meetings

Meetings may be required to discuss a particular issue in relation to a concern over a student's general behaviour, or in relation to a specific incident.

Parents unable to attend can request that another appropriate adult can attend on their behalf

Meetings are not allowed to be recorded. Any parent/carers found to be recording or filming a meeting may be banned from the school site with immediate effect

9. Searching, Screening and Confiscation

Grounds for search:

The Headteacher, under their statutory powers, has authorised all staff with the power to search for students or their possessions without consent, where they have grounds for suspecting that the student may have a prohibited item in their possession. This extends to school trips and/or visits where the member of staff has lawful control of the student(s).

If the statutory powers need to be used then the school will ensure that all searches are conducted by two members of staff, one of which will be the same sex as the student at birth. Where possible the search will be

conducted by members of either the Senior Leadership Team or the Pastoral Team. A member of the same sex will be present, where possible, when a search is conducted.

A clear explanation of why the search is being carried out will always be given and a communication note following the search will also be provided. All searches will be recorded on CPOMS, the safeguarding team will be made aware of the details of the search and the findings and parents informed.

9.1 Prohibited items include:

- Knives or weapons
- Alcohol
- Illegal drugs or paraphernalia
- Stolen items
- Tobacco and cigarettes/chewing tobacco/ papers/lighters/matches
- Vapes/E-cigarettes
- Fireworks
- Pornographic images
- Any article that the member of staff reasonably suspects has been, or is likely to be used to commit an offence or to cause personal injury to, or damage to the property of, any person (including the student)

Any items banned under the school rules that has been identified in the rules and any item which may be searched for to include:

- Fizzy drinks
- Sugary food; sweets, lollipops
- Chewing gum
- Jewellery (apart from one set of stud earrings)
- Mobile phones
- Laser pens
- Any form of medication except an asthma inhaler or medication that has been agreed by school having taken medical advice.

9.2 Process for Searching a Student

- Searches will only be carried out by a member of staff who has been authorised to do so by the Headteacher, or by the Headteacher themselves.
- Subject to the exception below, the authorised member of staff carrying out the search will be of the same sex as the pupil, and there will be another member of staff present as a witness to the search.
- An authorised member of staff of a different sex to the Student can carry out a search without another member of staff as a witness if:
- The authorised member of staff carrying out the search reasonably believes there is risk that serious harm will be caused to a person if the search is not carried out as a matter of urgency; and
- In the time available, it is not reasonably practicable for the search to be carried out by a member of staff who is the same sex as the pupil; or
- It is not reasonably practicable for the search to be carried out in the presence of another member of staff
- When an authorised member of staff conducts a search without a witness they should immediately report this to a member of SLT, and ensure a written record of the search is kept.
- If the authorised member of staff considers a search to be necessary, but is not required urgently, they will seek the advice of the Headteacher, Designated Safeguarding Lead (or Deputy) or pastoral member of staff who may have more information about the pupil. During this time the Student will be supervised and kept away from other students.
- A search can be carried out if the authorised member of staff has reasonable grounds for suspecting that

the Student is in possession of a prohibited item or any item identified in the school rules for which a search can be made, or if the Student has agreed.

- An appropriate location for the search will be found. Where possible, this will be away from other students. The search will only take place on the school premises or where the member of staff has lawful control or charge of the student, for example on a school trip.

Before carrying out a search the authorised member of staff will:

- Assess whether there is an urgent need for a search
- Assess whether not doing the search would put other students or staff at risk
- Consider whether the search would pose a safeguarding risk to the pupil
- Explain to the Student why they are being searched
- Explain to the Student what a search entails – e.g. I will ask you to turn out your pockets and remove your scarf
- Explain how and where the search will be carried out
- Give the Student the opportunity to ask questions
- Seek the student's co-operation
- If the student refuses to agree to a search, the member of staff can give an appropriate behaviour sanction.
- If they still refuse to cooperate, the member of staff will contact a member of the Senior Leadership Team, to try and determine why the student is refusing to comply.
- The authorised member of staff will then decide whether to use reasonable force to search the student. This decision will be made on a case-by-case basis, taking into consideration whether conducting the search will prevent the student harming themselves or others, damaging property or from causing disorder.
- The authorised member of staff can use reasonable force to search for any prohibited items identified in section 3, but not to search for items that are only identified in the school rules.
- The authorised member of staff may use a metal detector to assist with the search.
- An authorised member of staff may search a student's outer clothing, pockets, possessions, desks or lockers.

9.3 Screening - What the law allows:

- Schools can require students to undergo screening by a walk through or hand-held metal detector even if they do not suspect them of having a weapon and without the consent of the student.
- Only members of the pastoral team, supervised by members of the Senior Leadership Team, can screen students.

9.4 Confiscation

- School staff can seize any prohibited item found as a result of a search. They can also seize any item they consider harmful or detrimental to school discipline.

10. Use of Reasonable Force

Reasonable force covers a range of interventions that involve physical contact with students. All members of staff have a duty to use reasonable force, in the following circumstances, to prevent a Student from:

- Causing disorder
- Hurting themselves or others
- Damaging property
- Committing an offence
- Incidents of reasonable force must:
 - Always be used as a last resort
 - Be applied using the minimum amount of force and for the minimum amount of time possible
 - Be used in a way that maintains the safety and dignity of all concerned

- Never be used as a form of punishment
- Be recorded and reported to parents
- When considering using reasonable force, staff should, in considering the risks, carefully recognise any specific vulnerabilities of the pupil, including SEND, mental health needs or medical conditions.

Where reasonable force is used, this will be recorded on the school system via CPOMS. Parents/Carers will also be notified.

DfE guidelines effective 1st April 2026:

https://assets.publishing.service.gov.uk/media/6943dad6501cdd438f4cf5aa/Restrictive_interventions_including_use_of_reasonable_force_in_schools.pdf

10. Responding to misbehaviour from students with SEND

10.1 Recognising the impact of SEND on behaviour

The school recognises that students' behaviour may be impacted by a special educational need or disability (SEND). When incidents of misbehaviour arise, we will consider them in relation to a pupil's SEND, although we recognise that not every incident of misbehaviour will be connected to their SEND. Decisions on whether a pupil's SEND had an impact on an incident of misbehaviour will be made on a case-by-case basis.

When dealing with misbehaviour from students with SEND, especially where their SEND affects their behaviour, the school will balance their legal duties when making decisions about enforcing the behaviour policy. The legal duties include:

- Taking reasonable steps to avoid causing any substantial disadvantage to a disabled Student caused by the school's policies or practices (Equality Act 2010)
- Using our best endeavours to meet the needs of students with SEND (Children and Families Act 2014)
- If a Student has an education, health and care (EHC) plan, the provisions set out in that plan must be secured and the school must cooperate with the local authority and other bodies
- As part of meeting these duties, the school will anticipate, as far as possible, all likely triggers of misbehaviour, and put in place support to prevent these from occurring.
- Any preventative measures will take into account the specific circumstances and requirements of the Student concerned. This may include:
 - Short, planned movement breaks for a Student with SEND who finds it difficult to sit still for long
 - Adjusting seating plans to allow a Student with visual or hearing impairment to sit in sight of the teacher
 - Adjusting uniform requirements for a Student with sensory issues or who has severe eczema
 - Training for staff in understanding conditions such as autism
 - Use of separation spaces (sensory zones or nurture rooms) where students can regulate their emotions during a moment of sensory overload

10.2 Adapting sanctions for students with SEND

When considering a behavioural sanction for a Student with SEND, the school will take into account:

- Whether the Student was unable to understand the rule or instruction
- Whether the Student was unable to act differently at the time as a result of their SEND
- Whether the Student is likely to behave aggressively due to their particular SEND

The school will then assess if it is appropriate to use a sanction and if so, whether any reasonable adjustments need to be made to the sanction.

10.3 Considering whether a Student displaying challenging behaviour may have unidentified SEND

The school's Special Educational Needs Coordinator (SENCO) may evaluate a student who exhibits challenging behaviour to determine whether they have any underlying needs that are not currently being met.

Where necessary, support and advice will also be sought from specialist teachers, an educational psychologist, medical practitioners and/or others, to identify or support specific needs.

When acute needs are identified in a pupil, we will liaise with external agencies and plan support programmes for that child. We will work with parents to create the plan and review it on a regular basis.

10.4 Students with an Education, Health and Care (EHC) plan

The provisions set out in the EHC plan must be secured and the school will cooperate with the local authority and other bodies.

If the school has a concern about the behaviour of a student with an EHC plan, it will make contact with the local authority to discuss the issue. If appropriate, the school may request an emergency review of the EHC plan.

11. Sanctions Tables

The table below lists the indicative sanctions for potential infringements. Staff are guided to follow this process whilst using their professional judgment and applying any reasonable adjustments according to the context of the student and the situation.

Table of <i>Possible</i> Consequences for Different Behaviours	Teacher/ Any staff member		YM/ HOY/ Pastoral Manager		Headteacher	
	C2 Warning	C3/ C4 Detention	SLT detention	Internal Suspension	Fixed term Suspension	Permanent Exclusion
Classroom disruption	✓					
Repeated classroom disruption		✓	✓	✓		
Non-permitted piercings (eg. nose stud)			✓			
Refusal to correct uniform				✓		
Late to school		✓				
Two lates to lesson		✓				

Repeated lateness			✓	✓	✓	
Littering		✓				
Lack of effort		✓				
Missing equipment, including phone pouch and PE kit		✓				
Graffiti		✓	✓	✓		
Out of class disruptive behaviour		✓	✓	✓	✓	
Truancy				✓	✓	
Defiance		✓	✓	✓	✓	
Vaping / Smoking			✓	✓	✓	
Fighting				✓	✓	✓
Possession of a banned item eg. sweets, fizzy drinks	✓					
Possession of a banned item eg. laser pen		✓				
Possession or use of mobile phone (not in pouch)				✓		
Repeated use/ possession of mobile phone					✓	

Racist comments or behaviour				✓	✓	
Sexualised language			✓	✓	✓	
Swearing at member of staff				✓	✓	
Dangerous behaviour		✓	✓	✓	✓	✓
Online abuse / bullying		✓	✓	✓	✓	✓
Prolonged bullying				✓	✓	✓
Theft of property				✓	✓	✓
Sexual / homophobic / racist harassment				✓	✓	✓
Verbally threatening a member of staff				✓	✓	✓
Bringing a dangerous weapon into the school					✓	✓
Bringing drugs into school					✓	✓
Dealing drugs in school					✓	✓
Physical violence toward staff					✓	✓
Bringing fireworks into school					✓	✓