

ST TERESA'S EFFINGHAM

DAY & BOARDING SCHOOL FOR GIRLS

BEHAVIOUR, REWARDS AND SANCTIONS POLICY

Policy Area:	General
Relevant Statutory Regulations:	ISSR Part 2 ISSR Part 3 NMS Part G, Promoting Positive Behaviour and Relationships Equality Act 2010 Keeping Children Safe in Education 2026 School Standards and Framework Act 1998 DfE: Behaviour and discipline in schools: Advice for headteachers and school staff (2024) DfE Independent School Standards, Guidance for Independent schools 2026
Key Contact Personnel in School	
Nominated Member of Leadership Staff Responsible for the policy:	Rachel Waterhouse, Assistant Head (Pastoral)
Version:	2026.01
Date updated:	10 August 2026
Date of next review:	01 September 2027

This policy will be reviewed at least annually, and/or following any concerns and/or updates to national and local guidance or procedures.

POLICY STATEMENT

St Teresa's and Effingham Sixth Form ("the School"), we believe that positive behaviour and strong relationships are essential to pupils' wellbeing, personal development and academic success. We are committed to creating a safe, respectful and inclusive environment in which every pupil can thrive.

The School has high expectations of behaviour, conduct and mutual respect. The School recognises that some behaviour concerns may also constitute safeguarding concerns. Where behaviour indicates that a pupil may be at risk of harm, abuse, exploitation, child-on-child abuse or other safeguarding issues, concerns will be referred to the Designated Safeguarding Lead and managed in accordance with the School's Safeguarding and Child Protection Policy.

All members of the school community are expected to contribute positively to school life by demonstrating kindness, integrity, responsibility and consideration for others. Pupils should feel supported through clear expectations, effective pastoral care and opportunities to develop socially, emotionally and academically.

ST TERESA'S EFFINGHAM

DAY & BOARDING SCHOOL FOR GIRLS

This policy is underpinned by the School's values of faith, community, character, compassion and intellect. In particular, it seeks to promote:

Community

A Culture in which all members of the school community feel valued, respected and supported. We encourage pupils to celebrate diversity, show tolerance and kindness, and contribute positively to the life of the School.

Character

The development of confidence, resilience, integrity and self-awareness. We aim to support pupils in recognising their individual strengths, taking responsibility for their actions and making a positive contribution to society.

Compassion

An understanding of the importance of empathy, service and social responsibility. Pupils are encouraged to act with kindness, challenge injustice and demonstrate care and consideration for others both within and beyond the school community.

CODE OF CONDUCT

All pupils are expected to behave with respect, responsibility and integrity at all times, contributing positively to the school community and upholding the reputation of the school both in person and online.

1. Respect for Others

Pupils must:

- treat all members of the community with kindness, courtesy and respect
- listen to staff and other pupils without interruption
- contribute positively to lessons and school life
- respect personal boundaries and relationships
- report bullying, unsafe behaviour or concerns to staff
- behave responsibly online and follow the Acceptable Use Policy

Pupils must not:

- bully, intimidate, discriminate against or harass others
- disrupt learning or behave disrespectfully
- use offensive, abusive or inappropriate language
- make malicious allegations against others
- take photographs or videos without permission
- engage in cyberbullying or misuse social media, share harmful content, create or distribute manipulated images, or misuse artificial intelligence technologies to harass, intimidate or humiliate others

2. Respect for Learning

Pupils must:

- arrive punctually and prepared for school and lessons
- bring the correct equipment and complete work on time
- follow staff instructions promptly
- work quietly and allow others to learn

ST TERESA'S EFFINGHAM

DAY & BOARDING SCHOOL FOR GIRLS

- use devices only when authorised

Pupils must not:

- disrupt lessons
- interfere with the work of others
- use phones or social media during the school day unless permitted

3. Respect for the School Environment

Pupils must:

- wear school uniform correctly and smartly
- move around the school calmly and safely
- keep classrooms and communal areas tidy
- respect school property and the belongings of others
- use lockers and facilities responsibly
- remain within permitted areas of the school site

Pupils must not:

- litter, vandalise or damage property
- tamper with another pupil's belongings or locker
- eat in classrooms or corridors
- leave the school site without permission

4. Respect for Safety and Wellbeing

Pupils must:

- follow health and safety instructions at all times
- use equipment appropriately
- report illness, damage or safety concerns to staff
- attend registration and sign in/out when required

Pupils must not:

- run, push or behave dangerously
- bring prohibited items into school, including:
 - weapons or sharp objects
 - smoking, vaping or nicotine products
 - alcohol or drugs
 - harmful or inappropriate substances
- misuse medication or distribute medication to others

5. Technology and Online Conduct

- Pupils in Years 7–11 must keep mobile phones in their Yondr pouch during the school day.
- Sixth Form pupils may only use phones in approved areas.
- Social media must not be used during the school day.
- All pupils must follow the school's Acceptable Use Policy and maintain high standards of online behaviour.

6. Attendance and Conduct Beyond the Classroom

- Pupils are expected to attend all registrations, lessons and school commitments. punctually unless absence has been authorised .
- Parents/carers should notify the School of any absence in line with school procedures .
- Pupils should sign in and out at Reception when arriving late or leaving the site

ST TERESA'S EFFINGHAM

DAY & BOARDING SCHOOL FOR GIRLS

- during the school day.
- Pupils are expected to remain on site during the school day unless permission to leave has been granted .
- pupils should follow all school expectations when travelling to and from school, and when representing the School off-site.
- Pupils are expected to behave responsibly and respectfully during school trips, fixtures and other external activities.

CLASSROOM PROCEDURES

Our SMART START protocols should be implemented by all pupils.

All lessons begin and end with clear, consistent routines designed to establish a calm, purposeful learning environment and maximise learning time. At the start of each lesson, pupils are expected to meet their teacher promptly at the classroom door and enter the room in an orderly manner. Upon entry, pupils should stand quietly behind their chair, take out all the equipment required for the lesson, and ensure that their uniform meets the school's expectations. They should remain standing until invited to sit down by the teacher.

Similarly, lessons conclude with a structured and respectful departure. Pupils are expected to pack away their equipment quickly and quietly, maintaining a tidy workspace. When directed, pupils should stand behind their desk and take a final moment to check that their uniform remains in line with school standards. Pupils should then wait calmly and respectfully to be dismissed by the teacher, ensuring that the end of each lesson is as orderly and purposeful as the beginning. These routines reinforce high expectations for behaviour and contribute to a consistent, respectful culture across the school.



The poster is titled 'SMART START' in large white letters on a dark blue background. It lists six bullet points in white text on a pink background. Below the list, it says 'AND a smart departure ...' in white. Another list of four bullet points follows in white text on the pink background. The St Teresa's Effingham logo is in the top corners.

SMART START

- Meet your teacher at the classroom door.
- Stand behind your chair.
- Take out your equipment for the lesson.
- Check your uniform.
- Wait to be allowed to sit down.
- Consider the **DO NOW** activity.

AND a smart departure ...

- Pack away quickly and quietly.
- Stand behind your desk.
- Check your uniform.
- Wait to be dismissed.

ST TERESA'S EFFINGHAM

DAY & BOARDING SCHOOL FOR GIRLS

While consistency is important, individual teachers have discretion to adjust this approach to suit the setting and context of their lesson.

MONITORING BEHAVIOUR

Behaviour of a pupil may be monitored through the use of a report card. The card will be personalised to the pupil.

REWARDS

Positive behaviour is rewarded through merits, commendations and communication to parents/guardians. Negative behaviour incurs behaviour points, lunchtime and after school detentions. Sanctions will be at a level that reflects the severity of the offence, the possible influence on others and the maturity of the pupil. (see Policy Appendices A2)

Merits

These can be given for good work, excellent behaviour, or a good deed. They are credited to the pupils' houses. Merits are recorded electronically on Involvement by the individual member of staff.

Years 7 – 9

The Head of Year will reward a pupil who receives:

- **20 merits** with a **bronze** merit badge
- **40 merits** with a **silver** merit badge
- **60 merits** with a **gold** merit badge
- **80 merits** with a **ruby** merit badge
- **100 merits** with a **diamond** badge
- **125 merits** with a **platinum** badge
- **150 merits** with a **rose diamond** badge
- **200 merits** with a **black diamond** badge
- **250 merits** with a **green holographic** badge

Badges are returned on receipt of the next level of award. The highest value badge achieved may be kept.

Years 10 & 11

The top merit scoring pupils each term have a reward celebration event with Senior staff.

Years 12 & 13 do not generally receive merits. Every week in the Sixth Form newsletter, individuals (nominated by a member of staff) are identified and praised for any achievements (academic and pastoral). After each report cycle, the Head of Sixth Form sends letters home praising the pupil's achievements.

ST TERESA'S EFFINGHAM

DAY & BOARDING SCHOOL FOR GIRLS

Department Commendation

A Head of Department may award a department commendation for an outstanding piece of work. The commendation is worth 5 merits. The Head of Department records the commendation electronically and notifies the Staff Secretary who issues the certificate to the Head. The commendation will be awarded in the year assembly.

Head's Commendation

This is awarded for an outstanding extended piece of work or for service to the school. The member of staff who wishes to award the commendation should discuss it with the Head. The commendation is worth 10 merits, it is given out at a main school assembly and a letter of notification is sent to the pupil's parents or guardians.

SANCTIONS

The School operates a zero-tolerance approach to child-on-child abuse. Behaviour that may constitute child-on-child abuse, including bullying, discriminatory behaviour, sexual harassment, sexual violence, harmful sexual behaviour, image-sharing offences or abusive online conduct, will not be dismissed as banter, part of growing up or harmless behaviour. Such incidents will be considered by the DSL and managed through safeguarding procedures where appropriate.

No member of staff should ignore poor manners or behaviour.

Minor infractions of the school rules and expected behaviour should be dealt with immediately by the member of staff concerned. A verbal warning should be given, behaviour points known as *Order Marks*, will be issued in accordance with the *Sanctions Flow Chart*. Once a pupil accrues multiple Order Marks their sanctions will be escalated in line with the Flow Chart. However, if a pupil accrues multiple Order Marks in a single lesson for behaviour further disciplinary action will be taken see *Classroom Behaviour Escalation Flow Chart*.

All order marks are recorded electronically on Involve by the individual member of staff. The pupil will be informed in person and there will be an Involve notification sent to the parent.

Through Involve, the Heads of Year and Houses will monitor sanctions and will talk to the pupil about their behaviour.

DETENTIONS

Lunchtime Detention: Accruing two order marks for behaviour infractions in one lesson will result in a centralised lunchtime detention. These will take place on a Tuesday or Thursday with a Middle Leader between 13:45 and 14:15 in Room 17.

Detentions for missing homework will be managed within departments.

After school detentions: in addition to the above, this sanction may be used when deemed necessary by when a pupil has committed a more serious infraction of a school rule as outlined by the *Sanction Flow Chart*. These detentions are supervised by senior members of staff. Parents or guardians of a pupil will be informed with a minimum of 24 hours' notice of the after-school

ST TERESA'S EFFINGHAM

DAY & BOARDING SCHOOL FOR GIRLS

detention, and they are expected to acknowledge the detention. The time, date and reason for the detention are logged electronically. Detention length will vary based on the severity of the infraction as outlined by the *Sanction Flow Chart*.

All detentions are logged electronically on Involve.

DISCIPLINARY ACTIONS

If a pupil fails to respond to an initial warning and continues to display disruptive or rude behaviour in a lesson, then further disciplinary action will be taken in line with the *Classroom Behaviour Flow Chart*. Attending lessons and engaging in learning is a privilege, and any actions that disrupt the education of others are considered a serious offence. If a pupil refuses to leave the classroom when instructed, parents will be contacted to collect them. In such cases, the Head may exercise discretion to issue an external exclusion.

SUSPENSION

This occurs at the discretion of the Head, following discussion with the Assistant Head (Pastoral) and/or the Designated Safeguarding Lead.

Suspension will be sanctioned when there has been a serious breach of the school rules, such as:

- improper use of mobile phones or email
- serious bullying, discriminatory bullying, cyberbullying or child-on-child abuse
- extreme disruptive, discriminatory or destructive behaviour
- malicious accusations against staff, possession or use of cigarettes, e-cigarettes or vaping equipment, alcohol, drugs or a weapon (*see policy appendices B*)
- creation, possession or distribution of inappropriate, manipulated or AI-generated images intended to humiliate, intimidate or abuse others

A pupil may be suspended from school **internally** for a half, whole or number of days. During that time, they will be provided with work by the staff from whose lessons they are withdrawn; they will not be allowed to spend the break or lunchtime with their peers and they will be supervised by the Senior Leadership Team (SLT).

A pupil may be suspended from school **externally**. The Head will decide the period of time for the temporary suspension. The parent or guardian will be expected to come to the school to discuss the pupil's behaviour and to remove the pupil from the premises.

Parents and guardians will be notified both verbally and in writing of the suspension, and a record of this placed in the pupil's file.

In the case of the most serious breaches of the school rules or code of conduct, a pupil may be **permanently excluded** from the school. This decision will be taken by the Head in conjunction with the Board of Governors. Please refer to the EST Exclusions Policy which can be found on the school website.

The school does not use corporal punishment.

ST TERESA'S EFFINGHAM

DAY & BOARDING SCHOOL FOR GIRLS

REASONABLE ADJUSTMENTS:

The School will actively consider equality and SEND needs by ensuring that disciplinary actions are tailored to individual pupils' abilities or needs, taking into account any disabilities or special educational needs, and avoiding a one-size-fits-all approach that could unfairly disadvantage pupils with SEND; this means making reasonable adjustments to support their learning and behaviour management strategies, while still maintaining high expectations for all students.

Pupils who have SEND or other specific needs may receive adaptations to this policy by:

- Individualised approach:
 - This behaviour policy should not apply sanctions uniformly, but instead consider the specific needs of each student with SEND, including their communication methods, triggers, and potential challenges related to their disability.
- Reasonable adjustments:
 - The School may implement reasonable adjustments for students with SEND, which could include modified expectations, visual aids, verbal cues, or altered classroom environments to help them manage their behaviour.
- Positive reinforcement:
 - Focus on positive reinforcement strategies like praise, rewards, and clear expectations to encourage appropriate behaviour, especially for students with SEND who might struggle with traditional disciplinary methods. This will be tracked through e.g. Positive report cards.
- Collaboration with professionals:
 - Regular communication with parents, SEND specialists, and other professionals is crucial to fully understand a student's needs and develop effective behaviour management plans.
- Early intervention:
 - Identify potential behavioural issues early and provide proactive support to prevent escalation, especially for students with SEND.
- Sensory needs:
 - Consider the sensory needs of students with SEND when managing behaviour, providing calming spaces or strategies if needed e.g. Time out breaks.
- Communication adaptations:
 - Use visual aids, simplified language, and other communication methods to ensure students with SEND understand expectations and consequences.
- Review and monitoring:
 - Regularly review the effectiveness of behaviour interventions for students with SEND and adjust strategies as needed.

PASTORAL MONITORING

The Heads of Year are responsible for monitoring the Involve entries for merits, order marks and detentions. These are reported to the parents or guardians on the pupil's school report.

The Assistant Head (Pastoral) and Designated Safeguarding Lead monitor and keeps an overview of serious sanctions and safeguarding-related behaviour concerns. Behaviour, safeguarding,

ST TERESA'S EFFINGHAM

DAY & BOARDING SCHOOL FOR GIRLS

bullying, discrimination and child-on-child abuse concerns are recorded and monitored via CPOMS in accordance with safeguarding procedures.

POLICY REVIEW:

Reviewed and updated: CSP/PCA/VLO 2 May 2023,
Reviewed and updated: RWI/DBR/SRA 6 September 2023
Reviewed and updated: RWH/DBR/ CMS February 2024
Reviewed and updated: RWH/DBR/ CMS September 2025
Reviewed and updated: RWH/DBR/ CMS February 2025
Reviewed and Updated: RWH/DBR March 2025
Reviewed and Updated: RWH/SRA September 2025
Reviewed and Updated: RWH/RWA/DBR August 2026

Endorsed: Pastoral Committee January 2025

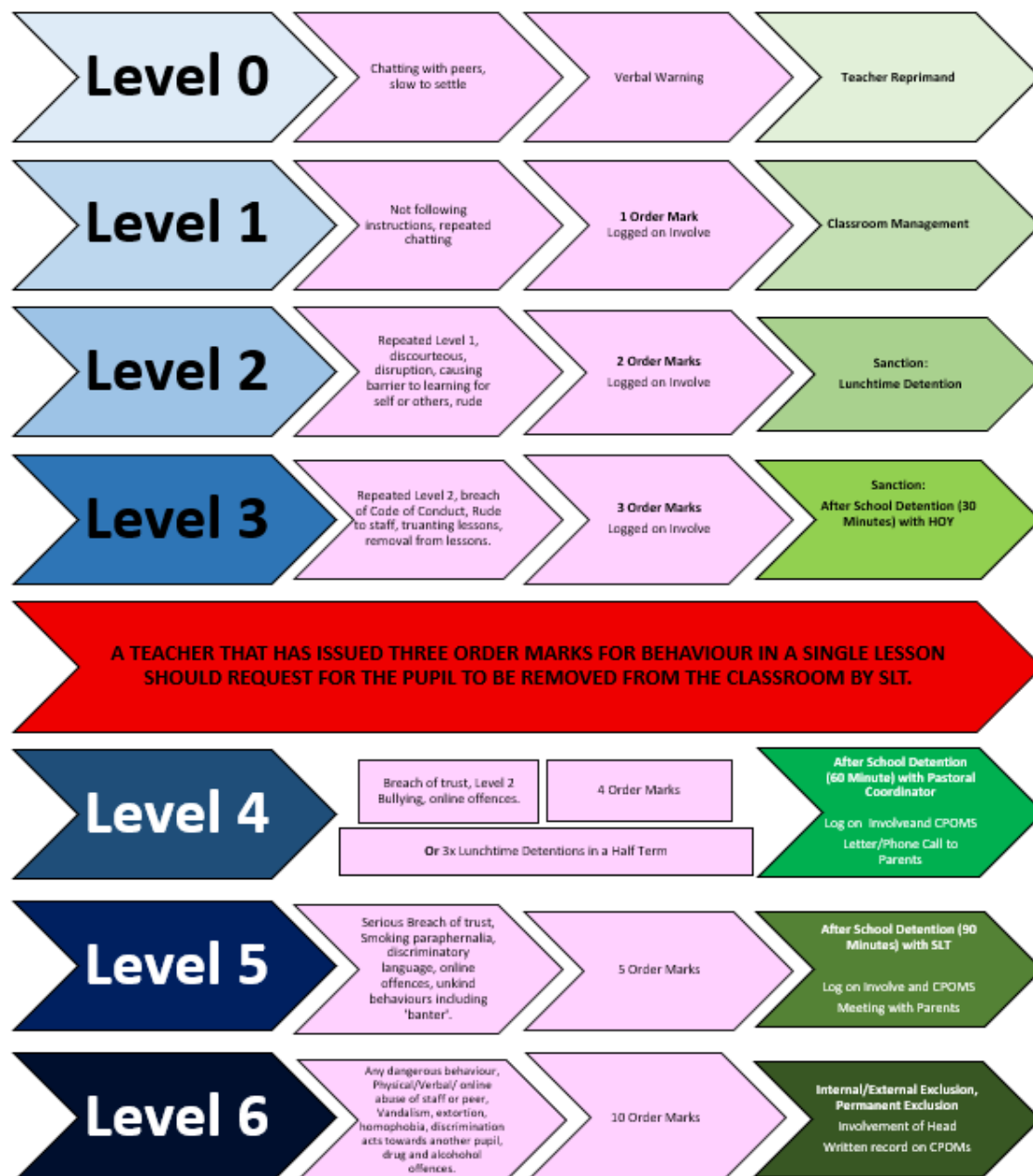
Next update: RWA/DBR September 2027

ST TERESA'S EFFINGHAM

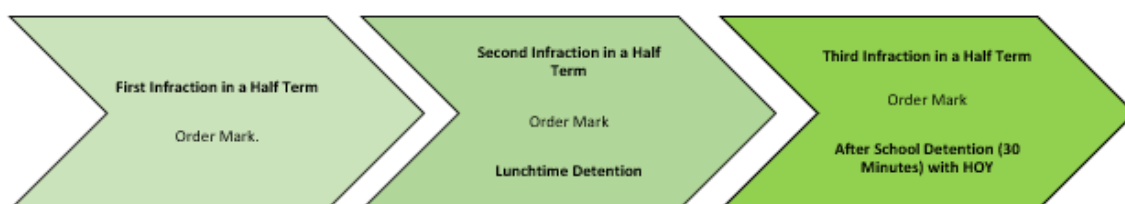
DAY & BOARDING SCHOOL FOR GIRLS

APPENDICES A1: Rewards and Sanctions

Behaviour Sanctions Flow Chart



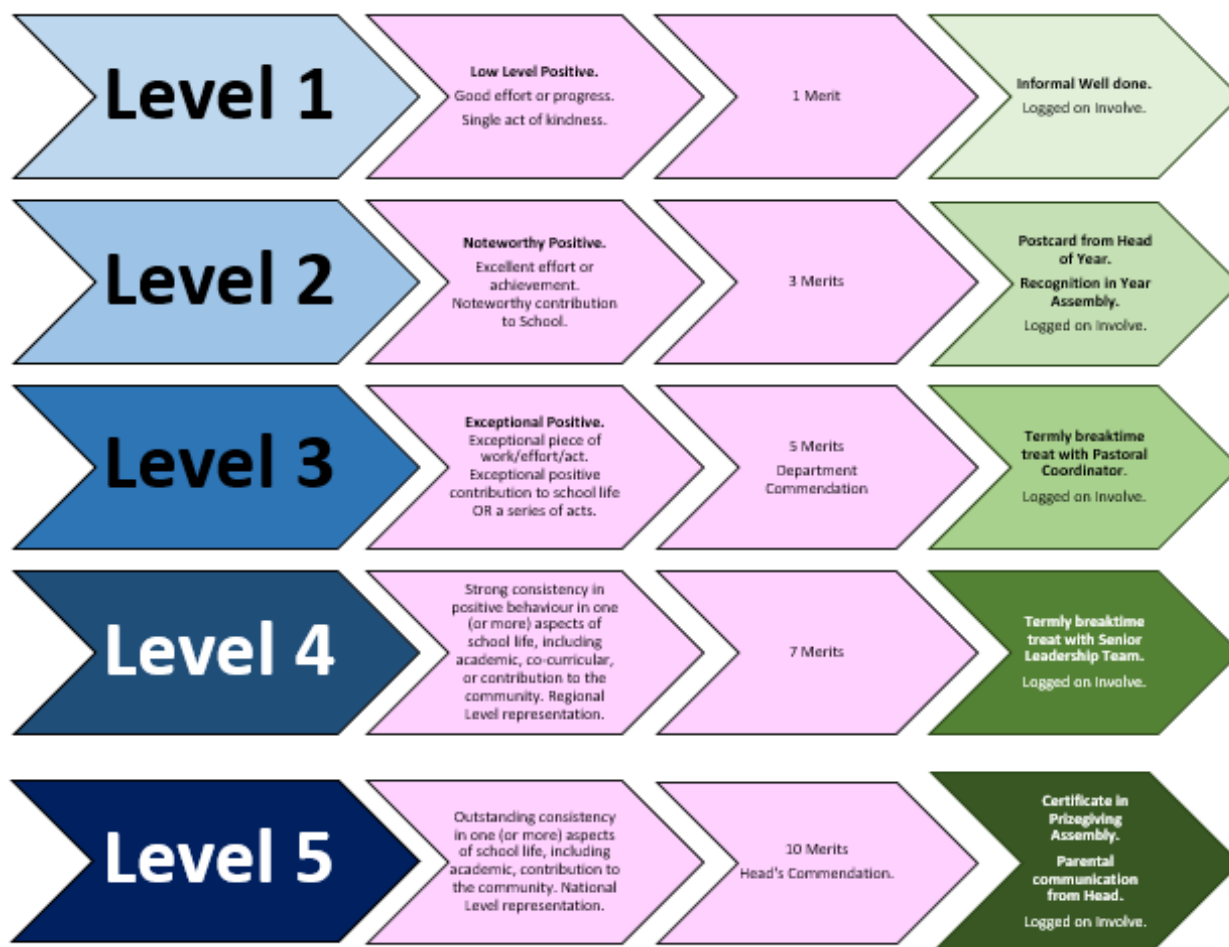
Other Infractions: Uniform, Jewellery, Make-up, Lack of Equipment etc.



Rewards Flow Chart

ST TERESA'S EFFINGHAM

DAY & BOARDING SCHOOL FOR GIRLS



ST TERESA'S EFFINGHAM

DAY & BOARDING SCHOOL FOR GIRLS

APPENDICES A2 – Uniform List

Years 7 - 11 Uniform List

Pupils in Years 7–11 wear a navy jacket and school kilt or school trousers every day. The Pupils are expected to wear uniform from the list below – **NO additional or alternative items may be worn.**

Unless indicated*, all uniform items should be purchased through our suppliers, Schoolblazer.

The Pupils are expected to take pride in their appearance at all times:

- ☐ All hair styles should be conventional and natural in colour. Long hair should be tied back completely, and hair should be generally tidy.
- ☐ Hair bands should be plain dark blue, black or pink.
- ☐ Any type of vest top worn under school shirts must be **white**
- ☐ **Suitable, sensible black shoes** should be worn at all times - shoes should be **black leather** - **not high heeled or pump/trainer style footwear.**
- ☐ Earrings should be in the form of a simple stud and **may only be worn in the ear lobe – one in each ear lobe.**
- ☐ **Year 11 are allowed one ring on their finger.**
- ☐ **Multiple earrings and piercings in any other part of the ear are NOT permitted**
- ☐ No other form of body piercing is allowed.
- ☐ **Make-up, false eye lashes or nail varnish is not acceptable with school uniform.**
- ☐ Items of jewellery permitted are a necklace with a religious significance and a simple wrist watch which should have the pupil's name on it.
- ☐ Skirts worn must be no shorter than approx 2.5inches above the knee, pupils should not roll or have skirts tailored to be shorter. School trousers are an alternative to skirts.

Uniform:

Navy one button fitted jacket with cerise lining

Navy and pink tartan kilt (**worn on the knee** – kilts must not be shortened) or school trousers

Pink and white stripe reverse collar blouse (long and short sleeve options)

Navy jumper with cerise stripe at v

Navy knee high socks* or navy opaque or cotton microfibre/wool tights*

Navy ankle socks* (optional for summer)

Navy art overall (Years 7-9)

Navy reversible storm-proof branded jacket (optional)

Navy/black coat

Branded puffa jacket (available from the school)* - please note that North Face puffa jackets are not permitted for any pupil enrolled from September 2024,

Navy and cerise scarf (optional)

Black leather shoes (not purchased from Schoolblazer)

ST TERESA'S EFFINGHAM

DAY & BOARDING SCHOOL FOR GIRLS

Schoolbag: Pupils may use their own bags for school – it needs to be sensible and appropriate to carry schoolbooks and equipment e.g. back-pack or satchel style bag

Sportswear:

Navy and cerise tracksuit top

Navy and cerise hoodie

Navy training pant with cerise pipe

Cerise and navy polo shirt

Navy and cerise skort

Navy crested cycling shorts

White PE socks

Navy Speedo Endurance swimming costume*

White crested swim cap

Swimming goggles (Years 7 to 9)

Navy games socks with cerise turnover

Navy crested base layer top (optional)

Navy crested base layer legging (optional)

Navy and cerise athletics/ cross country vest (optional)

Shin pads (Years 7 to 9) - (can be bought through school)

Navy and cerise games bag

Effingham Sixth Form Uniform:

The dress code for Effingham Sixth Form is business attire.

The expectation is to look professional and smart, so all students will wear a business suit with polishable shoes.

All pupils have the autonomy to choose their attire as they see fit so long as they present as professional and smart in their business suit. The Sixth Form team feel it is important that pupils have independence and responsibility when making decisions about how they present themselves.

In terms of hairstyles, jewellery and make-up, wear what is appropriate for a formal interview. Any attire that distracts and causes unnecessary attention is inappropriate.

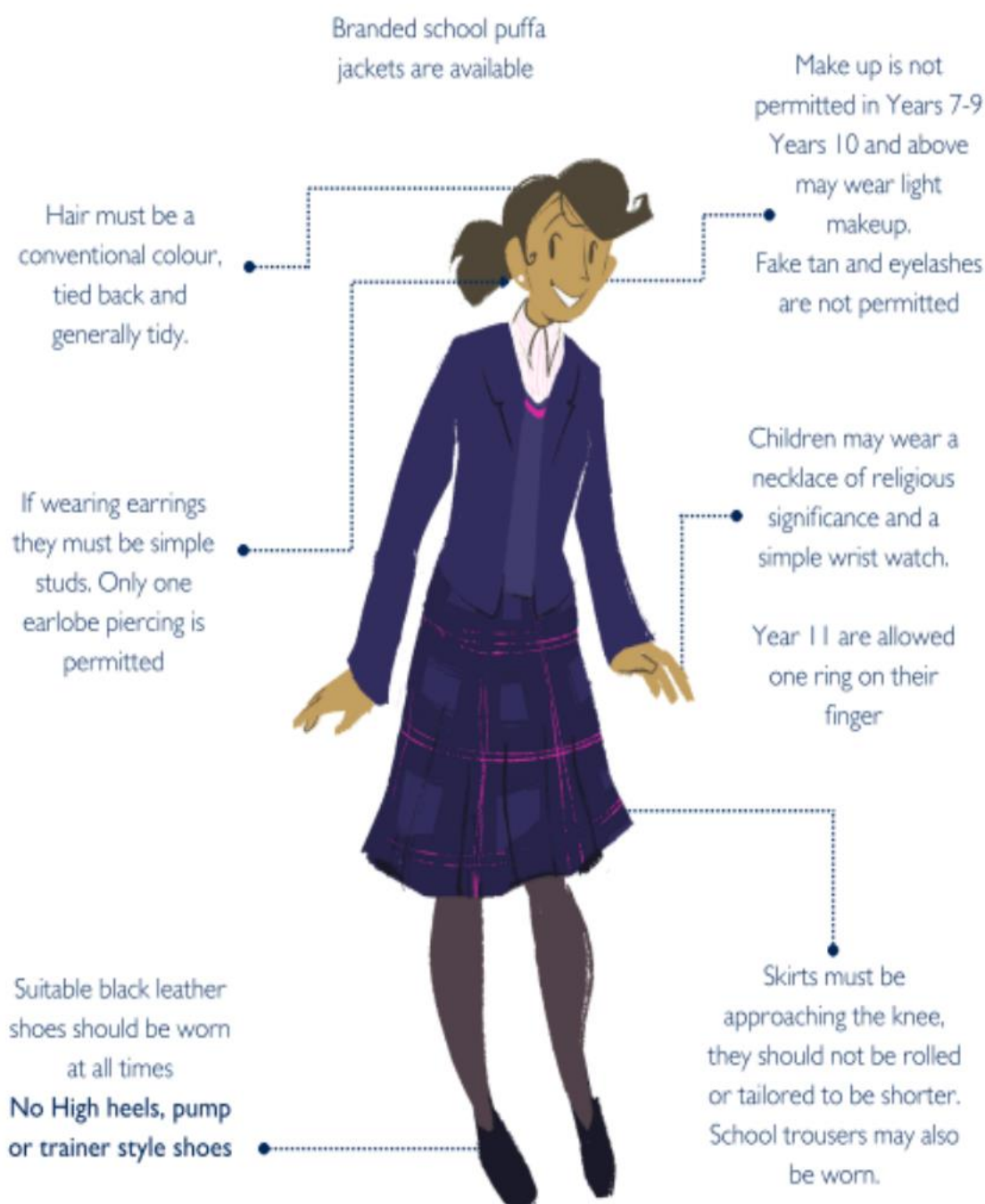
ST TERESA'S EFFINGHAM

DAY & BOARDING SCHOOL FOR GIRLS

Years 7 - 11 Uniform Diagram

Pupils in Years 7 - 11 wear a navy blazer and school kilt or trousers everyday. The pupils are expected to follow the below uniform rules.

NO additional or alternative items may be worn.



ST TERESA'S EFFINGHAM

DAY & BOARDING SCHOOL FOR GIRLS

APPENDICES A3 – School Transport Rules: Keeping Safe on School Buses

These rules will keep everyone safe and help us be fair to others. The agreement is that:

Keeping Safe on EST Buses

These rules will keep everyone safe and help us be fair to others. The agreement is that:



I will be well-behaved when waiting for the bus at the allocated time and place.



I will be considerate to the driver and the passengers on the bus.



I will keep the noise levels down, remembering to use an indoor voice.



I will not distract the driver in any way when they are driving the bus.



I MUST wear a seatbelt and will always keep it fastened during the journey to and from school.



I will not use my phone or any electronic device on the bus.



I will only use my water bottle for drinking water.



I will use appropriate language, taking into consideration the age of all the pupils on the bus



I will not eat on the bus, and I will leave it as I find it.



If anything happens on the bus that I am unhappy about, I will tell my bus driver and a member of staff as soon as possible.

I agree that I will follow the above code of conduct when using the School Buses to and from school. I understand that if I do not comply, I may not be able to use the bus service for a determined time and may face further sanction at school.

Please be aware that any pupil reported to be not adhering to these rules will be dealt with through the School's Rewards and Sanctions Policy. The School also reserves the right to remove any pupil from school transport permanently if they persistently ignore the rules and regulations.

These rules and regulations are in place to ensure that the law is adhered to and, for the health and safety of the pupils, drivers and public.

APPENDICES A4

CLASSROOM RULES

- ☐ Before form time and lessons wait until you are invited into the classroom
- ☐ Be polite and helpful to teachers and your peers
- ☐ Do not talk when teachers are talking
- ☐ Treat everyone as you would like to be treated
- ☐ Do not touch any member of staff's property in the room
- ☐ Respect your, and your classmates', property
- ☐ No eating or drinking in classrooms at any time
- ☐ Do not write on the boards
- ☐ Put chairs under desks
- ☐ Do not use your device unless invited to by your teacher, and only for the set activity
- ☐ Do not leave any litter
- ☐ Tidy your area before you leave

Thank you

ST TERESA'S EFFINGHAM

DAY & BOARDING SCHOOL FOR GIRLS

APPENDICES A5

STANDARDISED DETENTION REFLECTION

I understand that my behaviour was inappropriate and did not meet the expectations of the school. I take responsibility for my actions and understand that my behaviour affected my learning and/or the learning of others. I understand why I received this detention and will make a better effort to make positive choices in future.

Order Mark 1

What was it for?

What can you do differently in future?

Order Mark 2

What was it for?

What can you do differently in future?

Order Mark 3 (if applicable)

What was it for?

What can you do differently in future?

I agree to improve my behaviour in future and follow school expectations more responsibly.

Signed: _____

Date: _____

HOY TO SCAN AND PLACE ON CPOMS

ST TERESA'S EFFINGHAM

DAY & BOARDING SCHOOL FOR GIRLS

POLICY APPENDICES B

PROCEDURE TO BE FOLLOWED WHEN DEALING WITH THE USE OF ALCOHOL

There are occasions when the use of alcohol on school premises in relation to various social or other events may be sanctioned.

Pupils are not allowed to bring alcohol on to school premises at any other time, either for their own use or for the use of others.

Any flouting of this rule must be reported to the Head immediately or one of the SLT and will be dealt with on an individual basis. It will be regarded as a very serious offence and punished accordingly.

PROCEDURE TO BE FOLLOWED WHEN DEALING WITH SMOKING

The possession and/or use of cigarettes, e-cigarettes and vaping items or paraphernalia are forbidden on school premises, school transport or off-site where pupils can be identified in uniform.

Anybody disobeying this rule will be reported to the Head or one of the SLT and will be dealt with on an individual basis. It will be regarded as a very serious offence and punished accordingly.

PROCEDURE TO BE FOLLOWED WHEN DEALING WITH THE POSSESSION OF PRESCRIPTION AND NON-PRESCRIPTION MEDICATIONS

It is against school rules to be in possession of any medication (prescription or non-prescription) at school. The only exceptions are for those who have an agreement with the school to self-medicate or are required to carry their medication on them at all times. For these pupils, documentation is in place to ensure their and others' safety.

Any medicines (prescription or non-prescription) found in the possession of pupils (on their person or, if a boarder, in their room) will be confiscated immediately. Such a confiscation should be witnessed by another adult (as a defence against any accusation that the drug belonged to the teacher or member of the boarding staff).

The Head, Lead School Nurse or one of the SLT should always be informed of medicine in possession of a pupil on school premises.

Pupils will be dealt with using the Rewards and Sanctions Policy, and medication will be immediately removed.

PROCEDURE TO BE FOLLOWED WHEN DEALING WITH THE POSSESSION OF ILLEGAL DRUGS

It is against school rules to be in possession of illegal drugs or to be found to have brought these into school for use by another pupil. It is known and understood that either action may result in expulsion.

ST TERESA'S EFFINGHAM

DAY & BOARDING SCHOOL FOR GIRLS

Any drugs found in the possession of pupils will be confiscated immediately. Such confiscation should be witnessed by another adult as a defence against any accusation that the drug in fact belonged to the teacher or member of the boarding staff.

The Head or one of the SLT should always be informed of drug possession on school premises.

If the drug is handed to the police, the Head is not bound by law to give the name or other identifying characteristics of the young person from whom the drug was taken.

A school may maintain confidentiality over such matters.

A record of the incident is to be produced and kept on the pupils CPOMS file.

The Governors will be informed by the Head.

MALICIOUS ACCUSATIONS AGAINST STAFF

Any pupil found to have made a malicious accusation against a member of staff will be subject to the school's most serious sanctions.

The Head and SLT will have been involved in the investigation and it is likely that the Chair of Governors and the Safeguarding Governor will also already be aware.

The school will take direction and/or advice from the LADO and police as required. Parents and guardians will be kept aware of the matter with direction from appropriate authorities.

PROCEDURE TO BE FOLLOWED WHEN DEALING WITH POSSESSION OF AN OFFENSIVE WEAPON

It is against school rules to be in possession of offensive weapons. The School has a duty to protect pupils' health and safety. If a pupil is suspected of having an offensive weapon in their possession, the Head and any authorised member of the school staff has the right to search that pupil.

If a search reveals any 'offensive weapons or knives, or evidence in relation to an offence', the school must summon the police. The school has no discretion in this. (Section 45 of the 'Violent Crime Reduction Act').

This offence is punishable by exclusion.