

Academy Behaviour Policy

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Haven High Academy is dedicated to ensuring that our Academy environment supports learning and the wellbeing of students and staff through a strong sense of community cohesion. Cooperation, support, and respect are the foundations of our community, and we work hard to provide a safe Academy where students feel included in every aspect of Academy life and comfortable to voice their opinions.

This policy outlines what we expect from all our students in terms of their behaviour, the support and interventions used to address poor behaviour, and the sanctions that will be consistently enforced if this policy is not adhered to. The policy applies in and out of Academy time and premises. It extends to all members of our Academy community. Good behaviour and self-discipline have strong links to effective learning and are vital for students to carry with them both during and after their Academy years.

The policy is based on the good practice outlined in DfE guidance on Behaviour in Schools (2024) and is in line with the duties set out in [sections 88-94 Education & Inspections Act 2006 (maintained schools)][Schedule 1 to the Independent Academy Standards Regulations 2014 (academies)].

1. Aims

Haven High Academy believes that all students should be aware of the standards of behaviour that are expected of them and takes responsibility for promoting these standards. We hope that by encouraging positive behaviour patterns we can promote good relationships throughout the Academy built on trust and understanding, and that through the use of this policy we can support all of our students in developing a high level of social awareness. Our aim is to ensure that all our students leave the Academy with the key skills they need to continue to progress to the best of their ability in all areas of life.

This policy should be read in conjunction with the following:

- HHA Site Specific Arrangements for Safeguarding & Child Protection
- Trust Exclusion Policy
- ICT Acceptable Use Policy

These policies are all available on the Academy’s website

2. Creating the right culture via the school values

There is an expectation that all students follow our values.

Vision: To provide an exceptional, aspirational and inclusive education, driven by ambition, where all members of our community can reach their full potential.

Mission: We are relentlessly ambitious for ourselves, each other and the community.

Values: We value effort, engagement and excellence

The expectations for students are shown in our brilliant basics.



3. Standards of behaviour

3.1 Academy

The Academy understands that the first step to modelling good behaviour is to lead by example, which means that all staff, volunteers, and anyone else who comes to the Academy must act responsibly and professionally and will never denigrate students or colleagues. A response to behaviour may have various purposes including deterrence, protection and/or improvement. We work hard to ensure that discipline is consistent across the Academy so that behaviour boundaries and sanctions are clear to all and are applied fairly, proportionately, and without discrimination, taking into account SEN needs and disabilities as well as the additional challenges that some vulnerable students may face. Staff are trained to deal with behavioural strategies as part of their continual professional development and are well informed of the extent of their disciplinary authority.

Expectations are clearly communicated through regular assemblies, pastoral messaging and tutor time. All students are issued with a student handbook which clearly states the expectations outlined in this policy. We work with parents to understand their children and their behaviour and believe that in conjunction with behaviour boundaries and sanctions, good support systems, praise, and rewards for good behaviour are an important part of building an effective learning community. The Academy will report behaviour, good or bad, to parents regularly. We encourage parents to communicate with the Academy if they have a concern about their child's behaviour, and we will do as much as is possible to support parents as and when they need it. We promote good behaviour within the Academy curriculum and reminders of Academy rules and expected standards of behaviour are up on walls in classrooms and situated around the Academy.

Staff are a constant presence around the Academy, in-between classes, during breaks in the Academy Day, and at lunch times, to check that students are using the Academy grounds respectfully and behaving appropriately.

We recognise that where individual students are engaging in continuing disruptive behaviour this can be because of unmet needs. If such needs are identified, we will do all we can to ensure that the student receives appropriate support. The Academy will put in place general and targeted interventions for students who are experiencing difficulties in developing or sustaining appropriate behaviour to improve student behaviour and provide support. This could include additional and supportive interventions such as monitoring reports, increased frequency of parental liaison, bespoke mentoring and coaching intervention programmes, Student Support Unit, key staff relationship behaviour support check in, check-up, check outs and referrals to external support agencies.

We recognise our legal duties under the Equality Act 2010 in respect of students with SEN and/or disabilities. Whilst all students identified with SEN and/or disabilities are covered under this behaviour policy, we recognise that these students often require support, which is different from, or in addition to, that required by their peers in order to take full advantage of the educational opportunities available to all students. A behaviour improvement plan and/or a risk assessment and co regulation plan will be used for pupils whose SEN and/or disabilities cause them to display challenging behaviour. Advice will be sought from external agencies where necessary to assist with putting in place appropriate support strategies, which will be monitored and reviewed. Please read the Academy's SEN Information Report and the Trust SEND and Disabilities policy for more information.

The Academy will take all reasonable measures to ensure the safety and wellbeing of all students and staff and this includes protection from bullying. We aim to combat bullying and other harmful behaviour using, amongst others,

preventative strategies through the active development of students' social, emotional and behavioural skills. For more information, see section 6 of this policy.

Staff will receive regular training, development and support on behaviour which will include bespoke training on the needs of the students at the Academy, including matters such as how certain special educational needs, disabilities, or mental health needs may at times affect a student's behaviour. Where relevant, engagement with experts, such as Educational Psychologists and other support staff such as counsellors and Mental Health Support Teams, can help to inform effective implementation of this policy.

3.2 Students

The Academy expects all of its students to follow the brilliant basics which includes showing respect to one another, to Academy staff, and anyone else that they may meet. Incidents of bullying, belittling, or bringing intentional harm to other students or staff will not be tolerated. Students are ambassadors to our Academy even when off Academy premises, and we expect them to act accordingly. They are expected to follow Academy rules, listen, follow instructions by staff, and accept and learn from any sanctions that they receive. This extends to any arrangements put in place to support their behaviour, such as behaviour support plans and pastoral support plans. Academy work and homework should be well presented, completed to a high standard, and handed in on time. Failure to hand in work on time will lead to disciplinary sanctions. If students are struggling to meet the requirements of their workload for any reason, they should discuss this with their teacher who will work with them to draw up a support plan. The Academy asks that students carefully read what is expected of them and acknowledge the responsibility that they have for their own behaviour.

Off-site activities, including educational visits, sporting events and enrichment opportunities, are a privilege rather than an entitlement and provide students with the opportunity to represent Haven High Academy in the wider community. Participation is therefore dependent upon students consistently demonstrating the Academy's expected standards of behaviour, attendance and conduct. Where a student's behaviour indicates that their participation may compromise their own safety, the safety of others, the successful delivery of the activity, or the reputation of the Academy, the Academy reserves the right to withdraw that student from the activity. In these circumstances, suitable alternative educational provision will be provided at a Haven High Academy site under the supervision of Academy staff.

Under no circumstances will **illegal or inappropriate** items be tolerated in Academy, and all students will respect and look after the Academy premises and environment.

3.3 Unacceptable behaviour

The following behaviour is regarded as completely unacceptable and will result in disciplinary actions and possibly in suspension or exclusion in accordance with the Trust Exclusion Policy, depending on the circumstances, this includes but is not limited to:

- Use or threat of use of an offensive weapon or prohibited item(s)
- Abuse against sexual orientation and gender identity including bullying
- Abuse against disability including bullying
- Inappropriate use of social media or online technology
- Wilful and repeated transgression of protective measures in place to protect public health
- Physical assault against pupil
- Physical assault against adult
- Verbal abuse / threatening behaviour against pupil
- Verbal abuse / threatening behaviour against adult

- Bullying
- Alcohol related
- Cyber bullying or threatening behaviour online
- Damage to property
- Use of mobile phone
- Vaping related
- Smoking related
- Theft
- Misandry behaviour
- Misogynistic Behaviour
- Harmful sexual behaviour
- Racist abuse including bullying
- Found to have brought a weapon or prohibited item(s) into school (see section 4.1)
- Sexual Misconduct
- Drug related
- Persistent or general disruptive behaviour-low level disruption
- Persistent or general disruptive behaviour- challenging behaviour
- Misbehaviour outside of school

3.4 Parents

Parents play a big part in ensuring that their children are responsible for their own behaviour in the Academy. We ask that parents read, respect and support the Academy's behaviour policy, including academy sanctions, detentions and attending meetings.

We ask parents to work with the Academy in support of their child's learning, which includes informing the Academy of any special education needs or personal factors that may result in their child displaying unexpected behaviour. We ask that parents be prepared to attend meetings at the Academy with staff or the headteacher to discuss their child's behaviour and to adhere to any parenting contracts put in place.

In the case of suspensions and exclusion, parents are expected to provide appropriate supervision for their child during the first 5 days of the suspension/exclusion, ensure that their child is not present in a public place during Academy hours without reasonable justification and, if invited, to attend a reintegration interview at the Academy with their child.

4. Academy rules

The Academy expects compliance with the rules as laid out in the Brilliant Basics, Corridor Rules and Mobile Device Rules. These can be seen below:



- Unauthorised absence from Academy will not be tolerated (please refer to **Attendance Policy**)
- Please see the Academy **Device Policy** for further information regarding Mobile Devices and Electronic equipment.

4.1 Prohibited and Banned Items

Legal Framework: Confiscation of Prohibited Items in Schools (England)

Education Act 1996 (ss.550ZA–550ZC) — grants the headteacher and authorised staff the statutory power to search pupils without consent where there are reasonable grounds to suspect possession of a prohibited item. The power to seize what is found flows from this.

Education and Inspections Act 2006 (s.91) — gives schools the general power to discipline, which includes the power to confiscate, retain or dispose of a pupil's property as a disciplinary sanction where it is reasonable to do so.

The Schools (Specification and Disposal of Articles) Regulations 2012 — sets out the statutory list of prohibited items and what must or may be done with them once seized.

- **The list below shows items that are either illegal or illegal for people under the age of 18 to have on their persons so will result in suspension from school and/or consideration for permanent exclusion from the Academy. These items are not allowed in Academy under any circumstances:**
 - Alcohol and drugs, including legal highs
 - Vapes, tobacco products, matches, and lighters
 - Weapons of any kind or instruments/substances intended to be used as weapons
 - BB guns, air guns, toy guns, anything with a blade, anything designed to look like a weapon
 - Material that is inappropriate or illegal for children to have, such as racist or indecent material
 - Any article that is likely to commit an offence or to cause personal injury or damage to a person or property
 - Fireworks or bangers
 - Dangerous or Toxic chemicals
 - Anything that has been fashioned into a dangerous item (For example sharpened stick or shard of glass)

- Anyone found to be selling or distributing any prohibited item in school will be considered for a permanent exclusion.
- **In addition to the above list the following are not allowed in the Academy**
 - Sprays of aerosols of any kind (including deodorant, anti-perspirants, body sprays, aftershave, perfume or anything that emits a spray)
 - Unauthorised electronic or recording devices
 - Rope or Cable Ties
 - Energy Drinks
 - Nuts
 - Chewing gum
 - Laser pens
 - Electric Scooters (these are currently illegal and will have to be collected by a parent)
 - Gaming Devices
 - Any article which a staff member 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)
- Gambling is not allowed on Academy property.
- The school requests that students do not bring oranges or nuts to school due to a member of the school community having a severe allergy to oranges. If they are to be brought in the school they can only be consumed in the canteen at break and lunchtime and in no other parts of the school grounds

4.2 Drugs

The Academy will not tolerate drug use of any sort on Academy property or during off-site Academy activities. The Academy takes its anti-drugs stance very seriously and will discipline any person found to be in possession, under the influence of drugs or appearing to be under the influence of drugs. This includes solvents and any other substance that can be misused or harmful. Students may be permanently excluded if they are found to be involved in drug-related incidents. This includes supplying, possessing, or taking drugs.

Prescription drugs

Carrying, supplying or taking prescription drugs without lawful reason could result in a permanent exclusion.

Non-prescription drugs

Some over-the-counter drugs can be harmful if misused. If a student wishes to bring non-prescription medication into the Academy they will need to leave them with the front office. If they need medication they can go to a designated first aider.

Medication

We are aware that it may be necessary for some students to take medication during the Academy Day. Parents should make the Academy aware of this in writing as soon as their child starts taking the medication. Further details around medication are set out in the 'Supporting children with medical needs' policy.

4.3 Alcohol

Consuming, carrying, supplying, being under the influence or appearing to be under the influence of alcohol is strictly prohibited. Any student involved in any alcohol-related activity may be permanently excluded.

4.4 The Blue Line

The Academy has a blue line painted on the floor at each student entrance. This will be manned by staff at the start and ends of the day. Prior to passing the blue line students should be wearing the correct uniform in the correct manner according to this behaviour policy. Equipment for the day must be shown to staff and mobile phones and other devices should be switched off and placed in bags or blazers. This remains the case until crossing the blue line again when leaving the Academy.

5. Mobile Phone Policy – “see It, Hear It, Lose It”

Haven High Academy operates a strict “See It, Hear It, Lose It” policy. In line with DfE expectations that “pupils do not have access to their mobile phone throughout the school day including during lessons, the time between lessons, breaktimes and lunchtime”, mobile phones must be switched off and out of sight from the moment students cross the blue line when entering the academy until they cross the blue line when leaving.

This policy applies to all mobile phones and any smart technology with similar functionality, consistent with the guidance stating that schools should prohibit devices with “the ability to send and/or receive notifications or messages... or the ability to record audio and/or video”.

Implementation

The Blue Line System

- Students must switch off phones before crossing the blue line at academy entrances
- Devices must remain completely out of sight throughout the school day
- The policy applies during lessons, transitions, break, lunch, and all movement around the academy
- Students may only use devices after crossing the blue line when leaving the premises

This aligns with the DfE expectation that schools should be “mobile phone-free environments by default”.

Implementation

The DfE states that schools may use confiscation as a sanction and that staff are protected in doing so where they act lawfully. The school accepts no responsibility for any damage or loss to confiscated items.

Haven High Academy applies the following graduated sanctions:

First Offence

- Immediate confiscation by any staff member
- Device collected at the end of the school day
- Parent notified via ClassCharts
- 15-minute detention

Second Offence

- Device confiscated for 48 hours
- Parent must collect device from the academy office
- 30-minute after-school detention
- Discussion with a member of staff

Confiscation may be extended beyond 48 hours, in line with DfE guidance that headteachers may confiscate devices “for whatever length of time they deem proportionate”

Third and Subsequent Offences

- Longer confiscation periods, proportionate to the behaviour for example: a week, a month or the remainder of the term.
- Student may be required to hand the device to the Head of Year each morning for a set period
- Further sanctions may be applied in line with the academy behaviour policy
- Suspension may be issued for refusal to hand over a device or persistent breaches

Refusal to Hand Over a Device

- Refusal to hand in a prohibited item will result in suspension, consistent with DfE guidance that confiscation is a lawful disciplinary penalty.

Emergency Contact

- All emergency contact must go through the academy office.
- Parents should contact reception for urgent communication with students.
- This reflects DfE expectations that parents should be “directed to the school office” for contact during the school day .

Adaptations and Reasonable Adjustments

In line with the Equality Act 2010 and DfE guidance, reasonable adjustments will be made where necessary. Where adjustments are required:

- Access will be for a specific purpose,
- At specific times and locations,
- Supervised or monitored as appropriate (e.g., in the Head of Year's office).
- Students with exceptional circumstances (e.g., young carers) may also be granted controlled access, as recommended in the DfE guidance.
- All other notifications need to be disabled.

Use of Phones Outside the School Day

The academy recognises that students may need phones for safety when travelling. The DfE notes that schools should consider “the impact on children travelling to and from school”.

Phones may be used only after crossing the blue line when leaving the premises.

6. Child on Child Abuse including Bullying

Bullying is defined as the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power.

Bullying is, therefore:

- Deliberately hurtful
- Repeated, often over a period of time
- Difficult to defend against

TYPE OF BULLYING	DEFINITION
Emotional	Being unfriendly, excluding, tormenting
Physical	Hitting, kicking, pushing, taking another's belongings, any use of violence
Prejudice-based and discriminatory, including: • Racial • Faith-based • Gendered (sexist) • Homophobic/biphobic • Transphobic • Disability-based	Taunts, remarks, gestures, graffiti or physical abuse focused on a particular characteristic (e.g. Gender, race, sexuality)
Sexual	Explicit sexual remarks, display of sexual material, sexual gestures, unwanted physical attention, comments about sexual reputation or performance, or inappropriate touching
Direct or indirect verbal	Name-calling, sarcasm, spreading rumours, teasing
Cyber (online) - bullying	Bullying that takes place online, such as through social media, messaging apps or gaming sites

Sexual violence and sexual harassment are never acceptable and will not be tolerated. The Academy will act swiftly in response to instances of alleged child-on-child abuse and will follow its safeguarding policy, Keeping Children Safe statutory guidance and the DfE guidance on sexual violence and harassment between children. Risk assessments will be carried out and measures put in place while investigations into any reports continue. Please refer to the Academy's Safeguarding Policy for more information. Support will be provided to the reported victim and abuser. The outcome of the investigation may lead to sanctions being imposed in accordance with the terms of this policy.

Haven High Academy wants to make sure that all students feel safe at Academy and accepted into our Academy community. Our ethos is one of inclusion and equality; bullying of any kind is regarded as a serious breach of our behaviour policy and will not be tolerated.

Bullying can be verbal or physical, by person or by electronic, on-line or written means and can be directed at both staff and students. The Academy practices a preventative strategy to reduce the chances of bullying, and our anti-bullying stance is instilled in our curriculum and everything we do at the Academy. It is made very clear to students what is expected of them in terms of respecting their peers, members of the public, and staff, and any intentional breach of this will result in disciplinary action.

If an allegation of bullying does come up, the Academy will:

- take it seriously
- act as quickly as possible to establish the facts

- record and report the incident; depending on how serious the case is, it may be reported to the headteacher
- provide support and reassurance to the victim
- make it clear to the 'bully' that this behaviour will not be tolerated. If there is a group of people involved, they will be spoken to individually and as a whole group. It is important that children who have harmed another, either physically or emotionally, redress their actions, and the Academy will make sure that they understand what they have done and the impact of their actions
- ensure that if a sanction is used, it will correlate to the seriousness of the incident, and the 'bully' will be told why it is being used
- consider whether suspension or exclusion is appropriate considering the circumstances.

7. Disciplinary sanctions

Section 91 of the Education and Inspections Act 2006 introduced a statutory power for teachers and certain other staff to discipline students. Haven High has a clear behaviour process that is followed by all staff and is shown below.

When establishing the facts in relation to an incident of poor the Academy must apply the civil standard of proof, i.e., 'on the balance of probabilities' it is more likely than not that a fact is true, rather than the criminal standard of 'beyond reasonable doubt'.

The school will also take into account Joint enterprise, which can mean that if more than one student is involved in the same incident, irrelevant of the role they played, all students will receive a sanction.

Level 1 – (in lesson behaviour strategy)

- On the first occasion of unwanted behaviour in a lesson a pupil is given a **chance** to change their behaviour. This will be issued verbally and made clear to the student. Their name may be written on the board.
- On a second occasion within the same lesson the student is given a **choice**. This will be issued verbally and made clear to the student. This may also be written down on the board. The teacher will carry out an in-class intervention such as moving seats or moving the student away from a distraction. The teacher will make it clear what the student needs to do to avoid a consequence.
- On the third occasion within the same lesson the student is given a **consequence** this will be a 15-minute detention. This will happen on the same day, either at lunch time or after school, as directed by staff.
- On the fourth occasion the teacher will call for another member of staff for an **Intervention** and a discussion about the next steps to be taken to modify behaviour. A duty staff member will visit the classroom and carry out an intervention so that the class can continue learning without interruption. This could be one of the following:
 - Talk to the student and resettle them
 - Spend some time in the lesson to support the teacher
 - Look after the class so the teacher can have a private behaviour conversation
 - Remove the student from the lesson to have a conversation with a behaviour mentor
 - Remove the student from the lesson and place them in a partner class for the rest of the lesson. This will result in an additional sanction

If a student shows extreme behaviours or there is a serious incident the above system can be bypassed so the teacher can immediately call for help. Examples of extreme behaviour include, but are not limited to:

- Abusive Language
- Continued refusal to follow reasonable requests
- Any actions that are unsafe to students or staff

Level 2 (detention sanctions)

- Detentions are issued on the same day or the following day.
- Detentions can be issued for in lesson poor behaviour (see above) or for more serious out of lesson behaviours.
- Detentions are completed at break, lunchtime and after school
- Students are expected to attend their detention or there will be an elevated sanction

Level 3 (use of Student Support Unit)

If there is an incident that is deemed more serious than a detention but is not significant enough for an external suspension, then a period of time in the SSU may be used as an opportunity to reflect on behaviours. This is used at the discretion of SLT/HOY. Students who have failed to attend detentions may be placed in the SSU. Students returning from suspension from school will be expected to complete a period of time in the SSU. Students may be asked to complete time at the SSU at an alternative academy site, for example Tollfield students may be required to spend the day at the Marian campus or vice versa.

Level 4 (Suspension from school)

- Use of suspension for serious breaches of the behaviour policy, including refusal to carry out reasonable requests from adults, where this is a proportionate and necessary response.
- Suspension will normally be used where other strategies and interventions have not been successful, or where the seriousness of the incident warrants it.
- Any decision to suspend will take into account individual circumstances, including pupil voice, safeguarding considerations, and any SEND needs.
- Students who demonstrate repeated serious poor behaviour in the SSU may be considered for suspension.
- Students with repeated placements in the SSU may be suspended where behaviour does not improve and further intervention is required.
- Suspensions will usually be between ½ and 5 days, within the statutory limit of 45 days in an academic year.
- Following a suspension, a reintegration meeting and short period of supported provision (e.g. SSU) may be used to support a successful return to mainstream lessons.
- Repeated or escalating behaviours may result in further suspensions or consideration of permanent exclusion
- Suspensions for 1 day may result in arriving at the Academy part way through the following day.
- It is expected that students returning to school will spend at least 2 lessons in the SSU prior to returning to classes.
- If a student repeatedly fails to attend a detention, a suspension from school may be considered.

Level 5 (Pastoral Support Plan)

- If a student receives a number of suspensions or placements in the SSU, a Pastoral Support Plan will be considered.
- Parents invited into school to set up a PSP with the behaviour mentor and HOY. SEND screening takes place and Early Help is offered. Referral to BOSS and Lincs PRT if appropriate.
- Students will not have access to rewards trips at the discretion of the HOY/SLT. A list of these students will be kept and regularly updated.

Level 6 (External support)

- Consideration to be given to a managed move or alternative provision.

Level 6 (Permanent Exclusion)

- Permanent exclusion from school due to continued or repeated poor behaviour.

For more information on our use of suspensions and exclusions, please refer to the Trust Exclusion Policy.

Sanctions are adapted relating to the seriousness and frequency of the behaviour.

Homework

Homework is an important part of the learning process, and it plays a vital part in ensuring that students have gained the suitable knowledge and skills to be successful in, and beyond, school. As such all students are expected to complete all tasks set by staff as homework to the best of their ability and within the set time frame.

Each occasion of incomplete or unsatisfactory homework will be recorded by staff as such. On the third such occasion students will be issued a detention of 15-minutes in length to be completed at either lunch or after school on the same day.

The Academy operates a Homework club to support students with the completion of homework each evening in the learning hub.

Searching and confiscation

The Education and Inspections Act 2006 authorises our members of staff to use confiscation as a disciplinary sanction if it is lawful. This means that staff may confiscate or seize items in the possession of students that are illegal or banned by the Academy. It is our first priority to ensure that students are in a safe and secure environment when they are in our care, and any items that may jeopardise the safety of other students or themselves will be taken off students without notice.

A teacher or someone who has lawful control of the child can search a student **with their permission** to look for any item that the Academy's rules say must not be brought into Academy. The Executive Headteacher, Head of School and other members of staff authorised by them have the power to search a student **without the student's consent** if they suspect they are in possession of any prohibited items. Before using reasonable force to conduct a search the member of staff should consider whether conducting the search will prevent the student harming themselves or others, damaging property or from causing disorder. Prohibited items can be searched for without with consent. Prohibited items that can be searched for without consent include:

- knives or weapons
- alcohol
- illegal drugs
- "legal highs"
- stolen items
- e-cigarettes, tobacco and cigarette papers
- fireworks
- pornographic/Indecent images
- articles that have been or could be used to commit an offence or cause harm

Staff will take into consideration the age and needs of students being searched or screened. This includes the individual needs or learning difficulties of students with Special Educational Needs (SEN) and making reasonable adjustments that may be required where a student has a disability.

Before any search takes place, the member of staff conducting the search should explain to the student why they are being searched, how and where the search is going to take place and give them the opportunity to ask any questions

The headteacher will oversee the practice of searching to ensure that a culture of safe, proportionate and appropriate searching is maintained, which safeguards the welfare of all students and staff with support from the designated safeguarding lead (or deputy). The headteacher will ensure that a sufficient number of staff are appropriately trained in how to lawfully and safely search a student who is not co-operating, so that these trained staff can support and advise other members of staff if this situation arises.

When conducting a search students must not be required to remove any clothing other than outer clothing. 'Outer clothing' any item of clothing that is not worn wholly next to the skin or immediately over a garment that is being worn as underwear, as well as hats, shoes, boots or scarves)." Staff may use a metal detecting wand to support with searches.

Staff will keep records of all searches. Records will include:

- the date, time and location of the search
- which student was searched
- who conducted the search and any other adults or students present

- what was being searched for
- the reason for searching
- what items, if any, were found and
- what follow-up action was taken as a consequence of the search.

The designated safeguarding lead (or deputy) should be informed of any searching incidents where the member of staff had reasonable grounds to suspect a student was in possession of a prohibited item or if they believe that a search has revealed a safeguarding risk without delay.

The Education Act 2011 allows for staff seizing an electronic device to examine any data or files on the device if they think there is good reason to do so. These data or files may be erased before returning the item if they believe there is good reason to do this. Guidance on what to do with particular confiscated items can be found in the latest DfE guidance on searching, screening and confiscation.

Any cigarettes and vapes confiscated in Academy will be destroyed.

Use of force

Section 93 of the Education and Inspections Act 2006 enables Academy 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, or damage to the property of, any student (including him or herself); or
- prejudicing the maintenance of good order and discipline at the Academy or among any students receiving education at the Academy, whether during a teaching session or otherwise.

Haven High Academy does not encourage the use of force and it will be used very rarely in special circumstances. There is no definition of when it is reasonable to use force, and every situation will have to be judged by the person in charge at that time. The degree of force used should be the minimum needed to achieve the desired result.

All staff at the Academy have the authority to use force when reasonable, and this extends to any other person whom the head has given the responsibility to be in charge or in control of the students. Staff can also use this power when they are lawfully in charge of students but off the Academy premises – i.e., on an Academy trip.

Following significant incidents involving the use of force, the Academy will speak to the parents concerned and also be recorded by the Academy. See *Trust Use of Reasonable force and Physical Intervention Policy*.

8. Attendance

Regular attendance at Academy is required by law, and Haven High Academy takes attendance very seriously. There is a register taken twice daily and at the start of each lesson, and disciplinary/action will be taken against any students who are discovered to be truanting or are repeatedly late. Parents or carers will be contacted to discuss possible reasons and Academy support systems that could help. More information can be found in the **Trust Attendance Policy and the Academy specific Attendance Procedures**.

9. Uniform and Appearance

Effective teaching and learning requires proper organisation, and this starts with a smart, tidy and natural appearance which helps to instil discipline and pride in appearance in students and reduces the risk of distraction in lessons.

The standard uniform is as follows:

All Year Groups	
Trousers	Black tailored school uniform trousers, slim fit is acceptable, not skintight. NO jeans, Lycra, leggings, jeggings or skinny trousers. Trousers must be wide enough to cover the top of the shoe.
Skirt	Black, knee length tailored school uniform skirt. No elasticated skirts.
Shirt	White long or short sleeved shirt with a collar and buttons to the neck.
Tie	Haven High Academy tie, year group specific.
Jumper	Black V necked jumper (optional)
Blazer (compulsory from Sept 2025)	Haven High Academy blazer
Socks	Black socks.
Footwear	Flat, plain, smart ALL BLACK securely fitted polishable leather or patent leather shoes.

Jewellery: one pair of **PLAIN** stud earrings and a non-smart watch permitted only. No nose piercings, rings or bracelets.

The academy uniform should be worn by all students in year 7 through to year 11. Students who come in without the correct academy uniform will be subject to the sanctions as described in this policy if not corrected straight away.

PE Kit:

- Plain red polo shirt with the Haven High logo
- Plain red sweatshirt (no hoody tops) with the Haven High Logo
- Plain black shorts or black tracksuit bottoms
- Plain black football socks (for outdoor wear)
- Trainers (non-marking sole) (no plimsolls)
- Football boots when playing football
- Shin pads are required for those in football teams

Coats and Bags:

- Plain (blue or black) coats, single colour, no large logos.
- A large bag or rucksack suitable to carry multiple A4 books.

10. Regulating students' offsite conduct

Students who are caught or known to have been misbehaving on the way to or from Academy, near the Academy premises or where it would be considered reasonable to impose sanctions for behaviour outside Academy e.g. cyberbullying, will be disciplined by the Academy. This also applies to students who break Academy conduct during work experience, Academy trips, or extended Academy activities such as sports events, or any event where poor behaviour might jeopardise the chances of future students participating.

Any off-site misbehaviour could result in sanctions. The Academy will take into consideration:

- the severity of the misbehaviour;
- the extent to which the reputation of the Academy has been affected;
- the effect such an action may have on the other students;
- the extent to which the behaviour has repercussions for the orderly running of the Academy/or might impose a threat to another student or member of staff;
- whether the misbehaviour was on the way to or from the Academy or the student was taking part in any Academy-organised or Academy-related activity; and
- if it was at a time when the student is in some other way identifiable as a student of the Academy or might be expected to act as an ambassador for the Academy.
- Poor behaviour includes in person and online behaviour.

The journey to and from school

We expect students to behave responsibly on the journey to and from school whether that be on bike, walking or by bus. Students should be respectful of our neighbours and members of the community. If a student is found to be misbehaving on a bus to school they may be banned from using the transport for a period of time. We would ask students who bike that they ride sensibly and in accordance with the law and that their bikes are appropriately maintained and road worthy. Students should bring lights for travelling home in the dark. We recommend that students wear a helmet for safety. Any student found without a roadworthy bike or are riding in a dangerous manner will not be allowed to bike to school. E-Scooters are currently not legal and should not be brought into school as travelling on public roads would be an offence.

11. Rewards Policy

Haven High believes that it is important to encourage good conduct throughout the academy. We reward good behaviour and celebrate the success of all learners in all areas of academy life. We reward for our core values and Brilliant Basics. Class charts records all positive and negative actions of students. The school monitors the positive awards on a regular basis and seeks opportunities to celebrate and reward this behaviour.

12. Complaints

The Academy has a standard complaints procedure. We encourage parents to take complaints or concerns to a relevant staff member or a formal complaint to the Head of School. The Academy will do everything in its power to help resolve conflict or complaints swiftly and effectively. For details of the full complaints procedure see the **Trusts Complaints Policy**.

This policy will be reviewed annually.

In the event of a school concern please use this link: [Haven High Academy - Raising a Concern](#)