



# **BOARDING BEHAVIOUR POLICY**

## **2021 - 2022**

THE HAMMOND SCHOOL LTD., MANNINGS LANE, CHESTER, CH2 4ES

Telephone: 01244 305350 | Web: [www.thehammondschool.co.uk](http://www.thehammondschool.co.uk) | Email: [contact@thehammondschool.co.uk](mailto:contact@thehammondschool.co.uk)

The Hammond School Limited is registered in England and Wales Number 838325. Registered office is above. Charity Number 1022427 incorporating the Betty Hassall Foundation. The school is accredited by the I.S.A and C.D.E.T. and is a member of the B.S.A and I.S.I.

**Boarding Behaviour Policy**

This policy must be read in conjunction with the whole school Behaviour Policy; all regulatory standards found within the whole school Behaviour Policy apply to this policy.

The purpose of this policy is to ensure high standards are understood and maintained within the boarding community, and that all staff feel confident in promoting positive choices and are consistent in dealing with negative choices.

It is expected that all boarders show the utmost respect to boarding staff at all times, and also to the boarding environment. In return, boarding staff must also demonstrate respect and care for all boarders at all times. Should a boarder feel they are unable to talk to a member of the boarding team, or feel that they are not being listened to as regards behaviour issues, boarders should contact a member of the pastoral or leadership team. This can be achieved whilst at school, or via Teams during evenings and weekends.

Students boarding at The Hammond, accommodated in the boarding complex on Liverpool Road, are expected to behave in accordance with the school behaviour policy and also the rules, regulations, standards and expectations specific to boarding. These can be found in the boarding handbooks updated annually before the start of the academic year.

Unacceptable behaviour contrary to a cohesive home environment is not tolerated. In most cases, students will receive a sanction appropriate to the issue in keeping with the consistent parental approach adopted by all boarding staff. This may include, but is not limited to:

- The student being sent to their bedroom for a set period of time
- Removal of privileges
- Earlier bed time
- Restriction of out-time (this may be referred to as 'gating')
- Restriction from excursions, trips and activities
- Isolation within boarding away from others for a set period of time
- Exclusion from boarding for a specific time period
- Withdrawal of boarding place

During any sanction boarders will not be denied food, refreshments or medical care available to all other boarders and arrangements will be made to ensure the availability of basic provision.

Where appropriate, boarding students following a behaviour or disciplinary incident may be asked to provide a written statement of events and may be interviewed by a member of the house staff. Boarding staff reserve the right to search students and their property should boarding staff have reasonable suspicions that students are in possession of offensive material, weapons, drugs, alcohol, tobacco, stolen items or other items deemed potentially harmful to themselves or others in boarding. Such searches will take place in the presence of two members of boarding staff (the student will ideally be present, although there may be occasions where this is not possible or

advisable) and the student and the police will be informed where necessary. This is in accordance with regularly reviewed guidance.

### **Leaving on-time, Room Tidiness and Bedtime Routine**

Boarders must cooperate with the expectations as follows:

1. Leave the boarding house in the morning for school every day at the time stipulated and agreed beforehand.
2. Keep a tidy bedroom and bathroom area. Students must follow requests to tidy their room promptly.
3. Remain in their designated bedroom after light-out time unless seeking assistance from boarding staff for reasonable requests or medical emergencies. Lights-out means go to sleep and does not mean switch off lights and proceed to use digital items for entertainment or communication. Boarders must hand in electronic devices before lights out.
4. Be in bed, having taken care of pre-bedtime routine within sufficient time before the designated lights out time. Boarding students may face a sanction if out of bed or the member of staff deems their behaviour or actions to be inconsistent or disruptive.

Boarders who leave late in the morning will be given an early bedtime sanction that evening and will face further sanction for accumulating several lates in a week.

Those boarders persistently not adhering to these basic expectations may face further sanction including early to bed, loss of out-time, and being withdrawn from trips.

### **Returning Late after out-time**

In order to ensure appropriate care and supervision boarders must return from their out-time on time or risk sanctions. Sanctions include, but are not limited to:

- restriction of out-time
- early bedtime or restriction of activities.

Some boarders, during out-time during the week and at weekend, may be required to check-in with boarding staff at set times. This is dependent on individual circumstances. Persistent failure to adhere to returning to the boarding house on-time and also absconding from the boarding house will result in the students' suitability for boarding being reviewed.

**Alcohol, tobacco and illicit substances** (please read alongside the Responses to Alcohol, Smoking and Substance Abuse Policy)

Boarding staff will put in place all the necessary precautions in order to ensure the health and safety of students in relation to alcohol, tobacco and illicit substances. Any student suspected of being intoxicated with alcohol or believed to have been smoking tobacco will be immediately denied any further time out of the house until an investigation has been completed. Statements from the students, staff and any witnesses may be taken, and a decision will be made following this review. The following sanctions apply:

- 1st alcohol/tobacco violation - 2 whole-weekend loss of out-time. Letter home following meeting with an appropriate member of staff.
- 2nd alcohol/tobacco violation – 2 further weeks, weekend and mid-week, loss of out-time from boarding house. Letter home following meeting with an appropriate member of staff.
- 3rd alcohol/tobacco violation – Suspension from boarding pending review of suitability for boarding and meeting with parents and senior leaders. Students may also lose out-time during the week if the circumstances mean this is when the violation occurred or further violation is likely. Attempts to smuggle alcohol into the boarding house, consuming alcohol in the boarding house or storing alcohol in the boarding house will be considered a violation of the alcohol policy and be subject to the same sanctions listed above.

A £100 fee may be charged for additional cleaning and/or staff supervision in the event of an alcohol violation. This amount will be added to school invoices.

Boarding staff are constantly assessing and observing students to ensure their safety in relation to illicit substances.

The use and storage of illicit substances/drugs or related paraphernalia in boarding is strictly prohibited and will result in the student's suitability for boarding being reviewed.

Students found to be using illicit/drugs products may be referred to health support agencies and items found in boarding will be disposed of and additional sanctions may be imposed. The use of illicit products is forbidden in the boarding house and such actions will result in the student's suitability for boarding being reviewed. We will work closely with the local police, social care and other agencies to ensure the appropriate care and support of boarders in relation to alcohol, tobacco and illicit substances and may refer to any of these outside agencies as necessary.

In the first instance of a student using illicit drugs or other illicit substances the student will be placed on a fixed-term suspension whilst a review is undertaken as regards their suitability for boarding.

**Promoting positive behaviour and relationships**

The boarding staff are committed to promoting positive behaviour throughout the boarding programme and adopts all school-based policies related to behaviour, bullying and cyberbullying in addition to the expectations within the boarding programme itself.

The expectations of tolerance and acceptance, respect, and positive attitude and good behaviour and constantly reiterated and enforced in addition to the values and virtues associated with British Values. The Hammond's priority is to ensure the safety and well-being of all students at all times. The boarding houses adopt a very robust and serious policy for students in order to safeguard them from harm and ensure they are housed appropriately in single sex rooms and dorms regardless of sexual orientation or relationship status.

The Hammond staff will put in place all the necessary precautions in order to ensure the health and safety of students in relation to ensuring boys and girls are housed appropriately. Visiting a room, corridor or dorm space of a member of the opposite sex is strictly prohibited. A student should not invite, encourage or facilitate students of the opposite sex into the corridors, rooms, lavatories and stairwells throughout the boarding house and if found to have done so will be in breach of this policy.

If a student discovers a member of the opposite sex in their room, uninvited and/or without prior knowledge, they must ensure that they leave the room immediately and inform a member of staff. Any student suspected of having violated this policy will be immediately denied any further time out of the boarding house until a full investigation has been completed. Statements from the students and staff and any witnesses will be reviewed and a decision made following this review.

Consequences for students who have violated the mixed company policy are listed below:

- 1st mixed company violation - 2 whole-weekend loss of out-time. Letter home following meeting with an appropriate member of staff. If residing in senior rooms, the student may lose their single room for the rest of the academic year. A decision on whether they are permitted to have a single room the following year will be taken.
- 2nd mixed company violation - one half-term loss of out-time and weekend suspension from boarding house. Letter home following meeting with an appropriate member of staff. If residing in senior rooms, the student will continue to lose their single room status, and this will be permanent
- 3rd mixed company violation – suspension from boarding pending review of suitability for boarding and meeting with parents and senior leaders.

There will be no refund for those students in this house who have been removed from boarding due to violation of any of the above.

### **Behaviour logs and suitability for boarding**

Behaviour incidents are logged on the internal boarding management system (duty logs) and in Class Charts. The Principal reviews all disciplinary measures half-termly to ensure oversight and is in constant dialogue with the Vice Principal and Head of Boarding about the behaviour, safety and wellbeing of the boarders.

Parents will not always be contacted following each individual behaviour incident unless deemed necessary by the Vice Principal/Head of Boarding or other boarding staff.

A boarding place will be withdrawn, following a review of suitability for boarding by the Principal/Head of Boarding, if they both feel that a student is no longer benefitting from the boarding experience, has been involved in disciplinary issue of a serious nature and/or poses a threat to the experience, safety and security of other boarders. A withdrawal of a boarding place does not necessarily mean an exclusion from school, and no refund will be given.

Boarders may speak to the staff who gave sanctions to discuss their actions and to discuss ways of improving their cooperation with the boarding house expectations. Behaviour expectations and standards are under constant review and this policy is in addition to all school-based behaviour, safety and safeguarding policies.

Boarding staff will use a consistent approach to dealing with all behavioural issues (other than the issues relating to alcohol, tobacco, drugs, and mixed company). The process is as follows:

**Minor negative choices, such as:**

- Lateness (for bus, curfew)
- Disruption of boarding experience for others
- Rude behaviour

1<sup>st</sup> incident – boarding staff calmly check and offer guidance for better behaviour (1<sup>st</sup> warning)

2<sup>nd</sup> incident – boarding staff remind student of previous behaviour, and calmly offer guidance for better behaviour (2<sup>nd</sup> warning)

3<sup>rd</sup> incident – boarding staff arrange a meeting with the student to explain how to correct behaviour. An appropriate sanction is given (from the list below) This meeting is logged on Class Charts and in the boarding duty log.

- The student being sent to their bedroom for a set period of time
- Removal of privileges
- Earlier bed time
- Restriction of out-time (this may be referred to as 'gating')
- Restriction from excursions, trips and activities

**Serious or persistent negative choices, such as:**

Regular punctuality issues

Persistent defiance

Violent/aggressive language or action

Any form of intended prejudice (racism, sexism, homophobia e.g.)

Sexual activity or assault

1<sup>st</sup> incident – student removed from vicinity of other students and boarding staff contact leadership team duty manager (rota below)

The leadership team and the boarding team will then review the suitability of a boarding place for the student.

<b>MONDAY</b>	AMANDA DOYLE
<b>TUESDAY</b>	JULIE WILLIAMSON
<b>WEDNESDAY</b>	ROBERT SEARLE
<b>THURSDAY</b>	EMMA COUPE
<b>FRIDAY</b>	JENNIFER ROSCOE
<b>SATURDAY</b>	JENNIFER ROSCOE
<b>SUNDAY</b>	ROBERT SEARLE

**Policy Details**

**This Page Should Not Be Published**

Document Owner:	JENNIFER ROSCOE
Document Input:	LMT
Document Sources:	DFE; BSA; BEHAVIOR MANAGEMENT POLICY
First Created Date:	APRIL 2021
Last Update Date:	JULY 2021
File Location of Original Policy:	SHAREPOINT

Approver	KATHY COWELL
Role	CHAIRMAN
Last Approval Date	JULY 2021
Next Review Date	AUGUST 2022