

Behaviour Management, Rewards, Sanctions and Exclusion Policy (including drugs and alcohol)

This document is publicly available from the College website and upon request, a copy (which can be made available in large print or another accessible format if required) may be obtained from the College Office.

Status and Availability

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Scope

The purpose of this synopsis is to give an overview of the arrangements made for Behaviour Management, Rewards, Sanctions and Exclusion. All who work, volunteer or supply services to our College have an equal responsibility to understand and implement these arrangements and procedures, both within and outside of normal College hours, including activities away from College.

All new employees and volunteers are required to state that they have read, understood, and will abide by this policy and its procedural documents and confirm this by signing the Policies Register.

Legal Status

This policy complies with:

- The Education (Independent School Standards) (England) Regulations
- Keeping Children Safe in Education (KCSIE)
- The Equality Act 2010
- The Misuse of Drugs Act 1971
- The Psychoactive Substances Act 2016
- National Minimum Standards for Boarding Schools (where applicable)

The College does not use corporal punishment, which is illegal in all circumstances.

Monitoring and Review

These arrangements are subject to continuous monitoring, refinement, and audit by the Principal, who will undertake a full annual review, inclusive of its implementation and the efficiency with which the related duties have been implemented. This review will be formally documented in writing.

Any deficiencies or weaknesses recognised in arrangements or procedures will be remedied immediately. All staff will be informed of the updated or reviewed arrangements and they will be made available in electronic format.

Reviewed: January 2026
Next Review Date: January 2027

Signed:

David Game

John Dalton

CEO and Founder

Principal

College Ethos and Behaviour Expectations

At David Game College we expect high standards of behaviour and wish to promote positive behaviour in all our students. We value honesty, care for others, respect for self and others, and respect for property and the environment. The rules and procedures that are in place reflect this code but also exist to protect and promote the safety and wellbeing of all members of the College community.

This policy is available to all parents, prospective parents and students on demand, through the College website and through the College Office.

The College places particular attention on cyberbullying and any form of e-intimidation. In everything we do, the College is fully committed to its own values and identifying and combating discrimination of all types in compliance with the Equality Act 2010, and the promotion of British Values.

The College believes in early intervention in terms of disciplinary behaviour and considers it essential that students are aware of what is deemed right and wrong behaviour so that they can enjoy and optimise their experience of the curriculum.

This policy has been updated to include issues relating to Novel Psychoactive Substances (NPS) drugs, as described in the Psychoactive Substances Act 2016.

Behaviour Management – Core Principles

Our behaviour policy adheres to the following principles and should be:

- Accessible and easily understood – clear and easily understood by students, staff and parents
- Aligned and coherent – aligned to other key policy documents
- Inclusive – considers the needs of all students and staff so all members of the College community can feel safe and that they belong
- Consistent and detailed – sufficient detail to ensure meaningful and consistent implementation by all members
- Supportive – addresses how students will be supported to meet high standards of behaviour

Purpose, Roles and Responsibilities

Good behaviour is fundamental and central to the success of any educational establishment as it promotes a safe environment for its students and enables staff to effectively deliver the curriculum. Students should be able to learn in a supportive, calm and reflective environment.

Creating the right cultural environment that enables and promotes good behaviour necessitates that the leadership of the College have a clear vision and idea of what constitutes good behaviour. This process starts with a behaviour policy and, critically, how it is implemented in a fair, reasonable and consistent manner that reflects the values of the College.

The Principal and senior leaders have a responsibility to ensure that good behaviour permeates all areas of the College – for both day and boarding students alike. Disruption in teaching or to the general curriculum owing to poor behaviour cannot be tolerated.

Whether this disruption manifests in intimidation, harassment, violence, threats, cyberbullying or any form of hazing or bullying, it is the responsibility of all staff to identify poor behaviour and take sensible, proportionate and timely action to restore behaviour to the standard expected by the College.

David Game College is committed to safeguarding and promoting the welfare of our students and expects all staff and volunteers to share this commitment.

Safeguarding is central to everything that happens within the College and KCSIE underpins all behaviour management. Behaviour management is therefore interdependent with other College policies including:

- Safeguarding and Child Protection
- Anti-Bullying
- SEND
- Mental Health and Wellbeing

A whole-College approach to behaviour, linked explicitly to safeguarding, is essential.

This approach is supported through effective training, communication and consistency of implementation so that students can thrive in a safe environment.

The Principal is responsible for ensuring that this written policy is communicated to all relevant stakeholders. The purpose of the policy is to:

- Promote good behaviour, respect and dignity amongst students
- Promote self-discipline and proper regard for authority
- Enable and promote a culture within the College that allows students to learn in a safe, caring environment
- Enable all staff to teach effectively and support all students to learn their curriculum without disruption
- Make clear that harassment, bullying, racism, discrimination, intimidation or violence will not be tolerated
- Promote self-responsibility and self-respect amongst the student body

Any behaviour policy must take into account low-level antisocial behaviour as well as more serious behavioural issues. It must also clearly set out what sanctions may be applied and how these will be communicated.

Objectives of the Student Behaviour, Rewards and Sanctions Policy

- 1. To promote a calm, safe and orderly learning environment**
To ensure that all students can learn and thrive in an environment that is respectful, inclusive and free from disruption, where positive behaviour is consistently expected and reinforced.
- 2. To safeguard the welfare and dignity of all students**
To ensure that behaviour management, rewards and sanctions are applied in a way that protects students' physical and emotional wellbeing, respects individual needs (including SEND), and upholds safeguarding responsibilities at all times.
- 3. To set clear, consistent and age-appropriate expectations of conduct**
To provide students, staff and parents with a clear understanding of acceptable behaviour and the consequences of misconduct, applied fairly and proportionately, with appropriate distinction between students under 18 and those aged 18 and over.
- 4. To encourage positive behaviour through recognition and reward**
To promote and reinforce good behaviour, effort, attendance and personal development by recognising positive choices and achievements, thereby fostering self-discipline, responsibility and respect for others.
- 5. To support improvement through fair, proportionate and restorative sanctions**
To address poor behaviour in a constructive manner that promotes reflection, accountability and improvement, using sanctions that are educational, proportionate and designed to reduce the likelihood of repeated misconduct.

Rights and Responsibilities

We believe that every member of the College community has the right to be safe and happy, so that every student can achieve their full potential. All members of the College community share responsibility for ensuring this right for others.

This policy applies to all young people and adults who work in the College, including visitors.

Responsibilities for All

- Respect each other and treat everyone with dignity

David Game College is committed to safeguarding and promoting the welfare of our students and expects all staff and volunteers to share this commitment.

- Ensure all students' wellbeing and safety
- Respect everyone's right to be safe
- Celebrate each other's successes
- Recognise diversity and respect differences
- Prevent discrimination against protected characteristics
- Look after the environment
- Avoid threatening, rude, hurtful or humiliating behaviour
- Do nothing that damages the reputation of the College
- Behave respectfully towards the local community

Responsibilities of All Staff

- Respect each individual student and recognise their needs
- Treat all students with dignity and respect
- Praise and encourage positive behaviour
- Ensure rules and expectations are clear
- Be fair and consistent
- Supervise carefully to ensure safety and safeguarding
- Listen to student concerns
- Maintain an inclusive learning environment
- Promote British Values through curriculum and activities

Leadership, Governance, Rewards, Sanctions and Behaviour Management Framework

Responsibilities of Teachers

Teachers play a critical role in setting and maintaining high standards of behaviour. Teachers are expected to:

- Offer lessons that are stimulating, well-prepared and appropriate for each student
- Give opportunities for success in as many ways as possible, both in and out of lessons
- Give praise and reward wherever possible, including for good behaviour
- Communicate concerns about behaviour with parents when appropriate
- Treat students with dignity and respect at all times
- Respect other students' right to learn in a safe and peaceful environment

Responsibilities of Students

Students are expected to:

- Take responsibility for their actions at all times
- Follow College rules in all situations
- Work hard and engage positively in lessons
- Take action when something is wrong by informing a member of staff
- Avoid behaviour that hurts, disturbs, distracts, bullies or disrespects others, whether directly or through electronic means
- Listen carefully to teachers and respect reasonable requests
- Complete all reasonable tasks asked by teachers and staff
- Respect the right of peers to learn in a safe environment free from disruption or intimidation
- Respect academic integrity

Role of Parents

The College recognises the crucial role of parents in helping to develop and maintain good behaviour. Parents are encouraged to familiarise themselves with this policy, reinforce expectations at home, and engage positively with the College.

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Parents who have concerns regarding their child's behaviour are encouraged to contact the College to arrange a discussion. If parents feel that an issue has not been dealt with fairly, complaints may be raised through the Complaints Procedure while continuing to work in partnership with the College.

The College promotes a culture of open communication with parents and will keep parents informed of behavioural concerns, achievements and any interventions in place. Parents are expected to take responsibility for their child's behaviour both inside and outside of the College and to cooperate with the College as set out in the Home-College Agreement.

Where a student is subject to serious misbehaviour, parents will be contacted promptly and informed of the actions taken and any follow-up measures.

Responding to Aggression from Parents and Carers

Aggressive, abusive or threatening behaviour by parents, carers or visitors is unacceptable and may present a risk to staff and students. Any person causing a nuisance or disturbance on College premises may be required to leave immediately.

College premises are private property. In cases of abuse or threats to staff, students or other parents, the College reserves the right to ban individuals from entering the premises. Where a Court Order restricts parental contact, the College will comply fully with its terms.

All adults on site are expected to behave in a manner that supports the ethos and safety of the College.

Leadership and Management

The Principal, Head of GCSE and Head of Sixth Form are responsible for the implementation and day-to-day management of this policy. Teaching staff are responsible for ensuring the policy is followed consistently and fairly.

Mutual support amongst staff is essential to consistent application. Staff also have a responsibility to advise senior leaders on the effectiveness of the policy.

The Principal and staff will ensure that there is no differential application of this policy on any grounds, particularly relating to ethnicity, nationality, culture, gender, religion, disability or SEND. Student concerns will be listened to and addressed appropriately.

Parents will be expected to work in partnership with the College to assist in maintaining high standards of behaviour. Students will be made fully aware of the policy and their responsibilities within it.

Governance Oversight

The Governance Advisory Committee (GAC) has oversight of this policy and its implementation. The Senior Leadership Team ensures staff are trained, aware of and understand the policy.

One member of the GAC has specific responsibility to scrutinise behaviour management and sanctions. The Chair of GAC is involved in appeals against exclusions and must be satisfied that the policy is applied fairly, proportionately and consistently.

The GAC ensures that behaviour management is not reduced to a list of prohibited behaviours but promotes positive habits, routines and safeguarding outcomes. Adjustments for students with SEND are expected and monitored.

Rewards for Students

The College actively promotes positive behaviour and effort through recognition and reward. Encouragement is central to the College ethos.

Students may be rewarded for:

- Excellent attendance

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- Academic excellence
- Significant progress
- Leadership and contribution to College life
- Extra-curricular involvement
- Sporting, cultural or charitable achievements

Rewards may include:

- Celebration evenings with parents invited
- Certificates presented during term time
- Book tokens or cinema tickets
- Letters from the Principal
- Group meals with staff at local restaurants

All rewards are delivered within clear professional boundaries and with appropriate risk assessment and parental consent where required.

Countering Unacceptable Behaviour

Behaviour issues are reduced through:

- Engaging, well-prepared lessons
- Clear expectations and consequences
- Early involvement of key staff
- Positive staff–student relationships

Sanctions – General Principles

Sanctions are used where encouragement and support have not been sufficient. A blanket approach is avoided and context is always considered, including SEND, mental health, safeguarding concerns and personal circumstances such as bereavement.

The law permits sanctions when students are in College, on College activities or under the supervision of staff, and in some circumstances for behaviour outside College.

Students subject to sanctions will not be left unsupported. Pastoral follow-up and parental communication will be provided.

Examples of Sanctions

Sanctions may include:

- Verbal reprimand
- Written reprimand
- Loss of privileges
- “Gating” for boarders
- Time in the Focus Room for reflection
- Removal from a classroom
- Placement on report
- Temporary suspension
- Permanent exclusion

Time spent in the Focus Room may be issued during or outside normal College hours. Parents will be informed. Staff will consider welfare, medical appointments and travel arrangements before issuing a time allocation for the Focus Room.

Removal from class is a serious sanction and will only be used where necessary. Parents will be informed on the same day. Students will not be removed from class for prolonged periods.

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Prohibited Items

The College prohibits possession of:

- Knives and weapons
- Alcohol
- Illegal drugs
- Stolen items
- Fireworks
- Pornographic images
- Tobacco and cigarette papers (including e-cigarettes and vapes)
- Any item reasonably suspected of being used to commit an offence, cause injury or damage property
- Medications and supplements that have not been approved by the College nurses (Boarding)

Confiscation will be proportionate and will not increase risk to the student (e.g. removal of medication).

Sanction Levels

The College operates four sanction levels:

Level 1: Verbal warning

Level 2: Specified forfeiture and written warning copied to parents

Level 3: Fixed-term suspension

Level 4: Permanent exclusion

Detentions (Focus Room)

Purpose of Detentions (Focus Room)

Detentions, known within the College as Focus Room sessions, are used as a reasonable and proportionate behaviour sanction to support positive behaviour, reinforce expectations and enable pupils and students to reflect on and improve their conduct.

The term *Focus Room* reflects the educational and restorative purpose of the detention, rather than punishment. Focus Room sessions form part of the College's graduated response to behaviour and are used fairly, consistently and transparently.

Legal and Regulatory Framework

Detentions (Focus Room sessions) are applied in accordance with:

- the Education (Independent School Standards) Regulations (England);
- Behaviour in Schools: Advice for Headteachers and School Staff (DfE, February 2024);
- Keeping Children Safe in Education; and
- where applicable, the National Minimum Standards for Boarding Schools.

Use of the Focus Room

A Focus Room detention may be issued in response to breaches of the College Behaviour Policy, including but not limited to:

- persistent low-level disruption;
- failure to follow reasonable instructions;
- lateness or truancy;
- failure to complete work;
- behaviour that undermines good order and discipline.

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Focus Room detentions may take place:

- during break or lunchtime;
- after the College day;
- during supervised study periods;
- within boarding routines, where appropriate.

The length, timing and nature of a Focus Room detention will always be reasonable and proportionate to the behaviour concerned.

Students Under 18

For pupils under the age of 18:

- Focus Room detentions may be imposed without parental consent, in line with statutory guidance;
- parents will be informed of after-College Focus Room detentions wherever practicable;
- pupils may be required to remain in the Focus Room for the duration of the detention;
- appropriate supervision and safeguarding arrangements will always apply.

Students Aged 18 and Over

For students aged 18 and over:

- Focus Room detentions operate as a disciplinary or academic requirement forming part of the College's conditions of enrolment;
- students cannot be physically detained or prevented from leaving;
- failure to attend a required Focus Room detention may result in further disciplinary action in accordance with College procedures;
- Focus Room sessions for adult students may also be described as directed study, conduct review or academic support sessions, while retaining the formal classification as a detention for policy purposes.

Safeguarding and Welfare

All Focus Room detentions will:

- be supervised by appropriate staff;
- take place in a safe and suitable environment;
- have due regard to age, SEND, medical needs and welfare;
- not interfere with access to food, drink, toilet facilities or medical care.

Focus Room detentions will never:

- involve humiliation or degrading treatment;
- be excessive in length;
- be used as a substitute for appropriate teaching, support or safeguarding intervention.

Boarding Context

For boarders, Focus Room detentions may take place during evening or supervised study periods. Boarding staff will:

- ensure appropriate supervision;
- record Focus Room detentions accurately;
- consider pupil welfare, rest and emotional wellbeing;
- escalate concerns where behaviour indicates a safeguarding issue.

Focus Room detentions must not compromise essential boarding routines, including sleep, meals or medical needs.

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Recording, Monitoring and Review

All Focus Room detentions are:

- recorded in accordance with College procedures;
- monitored for consistency, proportionality and patterns of behaviour;
- reviewed where repeated use indicates a need for additional support or intervention.

The Principal is responsible for ensuring that Focus Room detentions are applied lawfully, consistently and in line with statutory guidance

Removal from lessons and reintegration (including boarding contexts)

The College may remove a student from a lesson or learning activity, including during evening study periods, boarding routines or supervised out-of-hours activities, where their behaviour is seriously disruptive, presents a risk to the safety or welfare of themselves or others, or undermines the learning or residential environment. Removal is a short-term, proportionate measure used to restore order and support positive behaviour, and is not a punishment in itself. Students may be directed to the College's Focus Room or another appropriate supervised area, including within boarding provision, where suitable work will be provided and pastoral support offered to help them reflect on their behaviour. Decisions to remove a student will be reasonable, lawful and consistent, taking account of the student's age, SEND needs, boarding status and individual circumstances. Following removal, the College will support a timely and managed reintegration into lessons or boarding activities, which may include a restorative conversation, clear expectations for future conduct, and, where appropriate, communication with parents or carers and involvement of boarding or pastoral staff. The purpose of reintegration is to support the student's successful re-engagement with learning and residential life and to reduce the likelihood of recurrence.

Governance, Accountability, Safeguarding Interfaces and Responsibilities

Governance

The Governance Advisory Committee (GAC) has strategic oversight of Behaviour Management, Rewards, Sanctions and Exclusion at David Game College. Governance oversight exists to ensure that this policy is:

- Lawful
- Consistently applied
- Proportionate
- Fair
- Non-discriminatory
- Effective in safeguarding and promoting student welfare

The GAC does not involve itself in day-to-day behaviour management but maintains a clear line of oversight, scrutiny and challenge.

Responsibilities of the Governance Advisory Committee (GAC)

The Governance Advisory Committee is responsible for:

- Ensuring that this Behaviour Management, Rewards, Sanctions and Exclusion Policy is compliant with:
- The Education (Independent School Standards) (England) Regulations
- Keeping Children Safe in Education
- The Equality Act 2010
- National Minimum Standards for Boarding Schools (where applicable)

Satisfying itself that leadership and management:

- Have clear systems for implementing this policy consistently

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- Train staff appropriately in behaviour management and safeguarding
- Do not apply sanctions arbitrarily or disproportionately

Ensuring that behaviour management is not reduced to a punitive system, but:

- Promotes positive behaviour
- Supports student welfare
- Integrates safeguarding and SEND considerations

Receiving assurance that:

- Behaviour incidents are recorded and monitored
- Patterns of concern are identified
- Safeguarding referrals are made where required

Governance Responsibility

One member of the Governance Advisory Committee is assigned specific responsibility for behaviour management oversight. This includes:

- Scrutinising anonymised behaviour and exclusion data
- Asking challenge questions about:
 - Consistency of sanctions
 - Use of exclusions
 - Disproportionality
 - Impact on vulnerable groups (including SEND and boarding students)
- Ensuring that leadership can evidence:
 - Why sanctions were imposed
 - That alternatives were considered
 - That safeguarding risks were assessed

The Chair of the Governance Advisory Committee is responsible for hearing appeals against permanent exclusions and must be satisfied that decisions are lawful, reasonable, fair and proportionate.

Relationship between Governance and Leadership

The GAC ensures that:

- The Principal and Senior Leadership Team:
 - Understand their delegated authority under this policy
 - Apply it consistently
 - Can evidence decisions taken
- Governance challenge remains:
 - Strategic rather than operational
 - Focused on systems, patterns and outcomes
 - Rooted in safeguarding and welfare

The GAC will not overturn sanctions other than through the formal appeal process but may require leadership to review systems, training or implementation where concerns are identified.

Safeguarding Interface

The GAC recognises that behaviour management and safeguarding are inseparable.

Governance oversight includes assurance that:

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- Behaviour incidents that may indicate:
 - Abuse
 - Neglect
 - Child-on-child harm
 - Child criminal exploitation
 - Sexual harassment or violence
 are escalated immediately to the Designated Safeguarding Lead (DSL).
- Behaviour sanctions do not replace safeguarding action.
- Exclusions, removals from class, searches or confiscations are assessed for safeguarding implications.
- Vulnerable students are not disproportionately sanctioned without appropriate support and intervention.

SEND and Equality Oversight

The GAC ensures that leadership monitors:

- The impact of behaviour sanctions on students with SEND
- The use of reasonable adjustments
- Any disproportionate application of sanctions by:
 - Gender
 - Ethnicity
 - Disability
 - Boarding/day status

Where concerns are identified, governance will require remedial action, additional training or policy review.

Reporting and Review

The Principal reports to the Governance Advisory Committee on:

- Behaviour trends
- Fixed-term suspension and permanent exclusions
- Serious incidents
- Drug- and alcohol-related sanctions
- Searches and confiscations
- Boarding-related behavioural issues

This reporting supports governance assurance that behaviour management protects students, staff and the College community.

Appeals and Accountability

Parents have the right to appeal permanent exclusion decisions. Appeals are heard by the Chair of the Governance Advisory Committee in line with the College's procedures.

Governance ensures that:

- Appeals are heard fairly
- Decisions are evidence-based
- Outcomes are recorded

Sanction Levels, Misconduct Examples, Drugs & Alcohol, Searches and Exclusions

Sanctions for Students – Legal and Procedural Framework

It is expected that in most cases concerning discipline a verbal reprimand will be adequate. However, where behaviour is more serious, persistent or poses a risk to others, sanctions will be applied in line with this policy.

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To be lawful, any sanction must:

- Be imposed by a paid member of staff authorised by the Principal
- Be reasonable and proportionate
- Take account of the student's age, SEND, mental health and personal circumstances
- Not breach any other legislation, including equality legislation

Members of staff have the power to use reasonable force to prevent students from committing an offence, injuring themselves or others, damaging property, or to maintain good order and discipline in the classroom.

Misbehaviour

Minor transgressions such as inattention or speaking out of turn will be dealt with by staff at classroom level. More serious or repeated misbehaviour will be reported to the Head of Boarding, Head of GCSE, Head of Sixth Form or the Principal, as appropriate.

Sanction Levels

The College operates a graduated sanctions framework:

Level 1: Verbal Warning

Used for low-level or first-time misdemeanours. The student is spoken to, expectations are clarified and behaviour is redirected.

Level 2: Written Warning / Forfeiture

A specified and relevant sanction is applied. A written warning is issued to the student and copied to parents. This level includes the "gating" of boarders.

Level 3: Fixed-Term Suspension

Used for serious or persistent breaches of College rules. Parents are informed immediately and a reintegration meeting is required prior to return.

Level 4: Permanent Exclusion

Used for the most serious breaches of College rules, including where safety, welfare or the reputation of the College is at risk.

The following are examples of misdemeanours associated with each level. The lists are not exhaustive, and other behaviours may be included where appropriate, taking account of context and the development of College policy.

Examples of Level 1 Misdemeanours

- Noise
- Low-level antisocial behaviour
- Disobeying or ignoring general requests from staff
- Poor punctuality or attendance
- Poor personal presentation or hygiene
- Failure to complete homework
- Poor academic performance
- Distracting others in class or boarding context
- Disregard for general rules
- Theft of food items (boarding)
- Disregard for Health and Safety
- Use of mobile phone at inappropriate times

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- Swearing

Examples of Level 2 Misdemeanours

- Persistent inappropriate use of mobile phones
- Persistent poor punctuality or attendance
- Low-level bullying or developing patterns of antisocial behaviour
- Inappropriate language or behaviour
- Persistent failure to follow instructions
- Poor attitude towards the College
- Breaking basic rules
- Arguing or aggression towards peers or staff
- Vaping
- Breaking boarding rules e.g. returning late to the house

Examples of Level 3 Misdemeanours

- Vaping
- Aggressive behaviour on more than one occasion
- Persistent or flagrant breaches of College rules
- Chronic absenteeism
- Fighting without serious injury
- Bullying (excluding serious sexual harassment)
- Cyberbullying (low level)
- Persistent lateness to boarding house
- Deliberate attempts to upset others
- False accusations
- Theft of property
- Low-level vandalism
- Hazing

Examples of Level 4 Misdemeanours

- Smoking within College or boarding house
- Serious theft of property or money
- Serious bullying or cyberbullying
- Serious sexual harassment
- Sexual violence
- Serious racist or homophobic behaviour
- Possession or use of drugs or alcohol on or off premises (class C, B and A)
- Possession of an offensive weapon
- Arson and attempted arson
- Serious aggression or violence towards staff
- Fighting causing injury or alarm
- County Lines involvement
- Serious vandalism
- Bringing the College into serious disrepute
- Serious hazing
- Serious discriminatory behaviour

None of the above lists are exhaustive.

Drugs and Alcohol – Zero Tolerance

The College operates a zero-tolerance policy towards drugs, alcohol and banned substances on safeguarding grounds.

For clarity, the College deems it a serious offence if any student is found in possession of, using, supplying or under the influence of:

- Controlled drugs under the Misuse of Drugs Act 1971
- Novel Psychoactive Substances (NPS) under the Psychoactive Substances Act 2016
- Alcohol

Possession or use is very likely to result in permanent exclusion.

If a criminal offence has been committed, the Police will be informed. Parents will be contacted immediately.

If a student is unwell due to substance use, the welfare of the student takes priority and medical assistance will be sought before any disciplinary action is considered.

Possession of nitrous oxide is prohibited and subject to sanction and likely temporary suspension.

Safeguarding Overlay – Drugs and Alcohol

Where substance-related incidents raise concerns about:

- Exploitation
- Coercion
- County Lines
- Mental health vulnerability

The Designated Safeguarding Lead will be informed immediately and safeguarding action will take precedence.

Power to Search without Consent

The College may search students without consent in accordance with statutory guidance where there are reasonable grounds to suspect that a student is in possession of a prohibited item and where the search is necessary to protect the safety, welfare or good order of the College.

Authorisation and oversight

Searches will normally be carried out with the knowledge or approval of the Principal or a delegated senior leader. Where the Principal is not available, the Designated Safeguarding Lead (DSL) should be consulted wherever practicable.

In urgent situations, where there is an immediate risk of harm to the student or to others, or a risk of serious disorder, an authorised member of staff may conduct a search without prior consultation with the Principal. In such cases, the Principal or the DSL must be informed as soon as reasonably practicable after the search has taken place.

Scope of searches

Members of staff may search a student without consent where they have reasonable grounds to suspect possession of the following prohibited items:

- Knives or weapons
- Alcohol
- Illegal drugs
- Stolen items
- Fireworks
- Pornographic images
- Any article reasonably suspected of being used to commit an offence, cause injury or damage property

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Searches without consent are limited to outer clothing, pockets, possessions and bags.

Conduct of searches

All searches will be conducted lawfully, reasonably and proportionately, with due regard to the student's dignity, age, SEND needs and welfare.

Searches will normally be carried out by a member of staff of the same sex as the student and, wherever possible, in the presence of a second member of staff. This requirement may be waived only where there is an immediate safeguarding risk.

Recording and safeguarding

All searches, whether or not prohibited items are found, will be recorded, including:

- The reason for the search
- Who conducted the search
- What was searched
- The outcome

Any safeguarding concerns identified during or as a result of a search will be reported immediately to the Designated Safeguarding Lead, and appropriate safeguarding action will take precedence over disciplinary measures.

Exclusion

Fixed-Term Suspension

A student may be suspended for a fixed period, usually not exceeding one week, for serious breaches of College rules. Persistent antisocial behaviour may also result in suspension.

All students returning from fixed-term exclusion must attend a reintegration meeting with parents or guardians.

Permanent Exclusion

Permanent exclusion may be imposed for serious offences including drugs, violence, serious harassment or persistent refusal to comply with College expectations.

Procedure:

- The Principal will explain the allegation to the student
- The student will have an opportunity to respond
- Parents will normally be consulted unless immediate removal is required
- The Chair of the Governance Advisory Committee will be informed

Parents do not have the right to overturn the Principal's decision. They do have the right of representation to the Governance Advisory Committee (GAC) and should make their representation within 15 days. If the GAC upholds the exclusion, parents can then request an Independent Panel Review.

Students of compulsory school age who are permanently excluded will be removed from the roll and the Local Authority notified.

Student Behaviour Rules, Online Behaviour, Sexual Harassment, SEND, Attendance and Punctuality

Behaviour Outside of College Premises

Students are expected to uphold the standards of behaviour expected by the College when outside the College premises.

David Game College reserves the right to take reasonable and proportionate disciplinary action for misbehaviour outside the College environment where such conduct:

- Occurs during College-organised or College-related activities
- Occurs when travelling to or from College
- Occurs when the student is identifiable as a student of the College
- Has repercussions for the orderly running of the College
- Poses a threat to another student
- Could adversely affect the reputation of the College

Any such action will be evidence-based, proportionate and take account of safeguarding, SEND, mental health and contextual factors.

Behaviour Incidents Online

The College treats online abuse and bullying in the same way as all other forms of unacceptable behaviour. Students are expected to meet the same standards of conduct online as offline.

This includes:

- Cyberbullying
- Sharing inappropriate images or videos
- Use of abusive, discriminatory or threatening language
- Harassment, intimidation or humiliation of others

Any breach will be investigated and sanctioned in line with this policy and the Safeguarding – Child Protection Policy.

Mobile Phones and Electronic Devices

The College reserves the right to temporarily confiscate mobile phones or electronic devices during lessons or official College activities where they are used inappropriately.

Staff will make clear when a device is confiscated:

- The reason for confiscation
- That the device will be returned at the end of the lesson or as determined by the relevant Head or Principal

Repeated misuse may result in further sanctions.

Child-on-Child Sexual Violence and Sexual Harassment

The College has zero tolerance for all forms of sexual harassment and sexual violence.

Sexual harassment and sexual violence are never acceptable and will not be tolerated. The College does not accept sexualised language or behaviour being dismissed as “banter” or as an inevitable part of growing up.

Following any report or disclosure:

- Staff will follow the safeguarding principles set out in Keeping Children Safe in Education

David Game College is committed to safeguarding and promoting the welfare of our students and expects all staff and volunteers to share this commitment.

- Allegations will be investigated by the Designated Safeguarding Lead
- Victims will be believed, reassured and supported
- Appropriate sanctions will be applied
- The Police will be informed where a criminal offence may have occurred

All incidents will be recorded and reviewed.

Zero Tolerance to Sexual Harassment and Sexual Violence

The College operates a developmentally appropriate and stepped response to incidents of sexual harassment and sexual violence.

Behavioural sanctions will reflect the severity and frequency of incidents. Safeguarding action will take precedence at all times.

Appeals

Parents wishing to appeal against the Principal's decision are entitled to be heard by the Chair of the Governance Advisory Committee in line with the College's procedures.

Reintegration Following Temporary Suspension

Following a fixed-term suspension, the student and their parent(s) or guardian(s) must attend a reintegration meeting with the Head of GCSE or Head of Sixth Form.

The purpose of this meeting is to:

1. Reinforce that the behaviour was serious and must not be repeated
2. Establish whether the student understands the impact of their actions
3. Identify any safeguarding, SEND or welfare concerns
4. Consider the need for a behaviour contract
5. Consider whether restorative justice is appropriate
6. Review (post-meeting) whether the support for behaviour management being provided remains appropriate

SEND Considerations

Some behaviour may be associated with Special Educational Needs or Disabilities (SEND). A graduated approach will be adopted to assess, plan, deliver and review support.

Reasonable adjustments will be made and staff will be informed of SEND needs and appropriate strategies. Behaviour expectations remain high, but support will be tailored where required.

Attendance

The College expects an attendance rate of at least 95%.

Where attendance falls below 90% in any term:

- Attendance will be reviewed
- Parents will be contacted
- Support and intervention will be considered

Persistent absenteeism may result in sanctions, including suspension, but only after barriers to attendance and safeguarding factors have been reviewed.

Students of compulsory school age with chronic absenteeism will be reported to the Local Authority in line with statutory requirements.

Punctuality

Students more than 10 minutes late without valid reason may be refused entry to a lesson and directed to supervised study. Persistent lateness may result in suspension.

Parents will be informed and a review meeting held where punctuality does not improve.

Failure to Complete Academic Work

Students who repeatedly fail to complete work may be placed on report and parents informed. Continued failure may result in further sanctions.

Student Behaviour Rules (“Do / Do Not”) and Boarding Behaviour, Rewards and Sanctions

The College Behaviour Rules for Students – Promoting Positive Behaviour

Students are reminded of the following expectations:

Do:

1. Behave in a manner that respects the right of others to work and study in an appropriate atmosphere
2. Wear your student ID card attached to a lanyard (once issued)
3. Sign in/out using your student ID card (InVentry)
4. Respect and follow the instructions of the security staff at the College
5. Treat peers and all members of the College community with respect and dignity
6. Report to staff any student being bullied, harassed or harmed
7. Not stay silent when others are suffering
8. Report any students engaged in dealing with drugs or alcohol
9. Be courteous and respect religious and cultural practices
10. Follow instructions given by staff
11. Keep mobile phones on silent and inside bags
12. Arrive at College on time with appropriate equipment
13. Be punctual for lessons and follow procedures if late
14. Report to reception if late and seek escorted entry
15. Accept temporary confiscation of mobile phones when misused
16. Meet homework and coursework deadlines
17. Respect College property and use litter bins
18. Report accidental damage or health and safety concerns
19. Come to College appropriately dressed
20. Comply with health and safety instructions
21. Inform the College of allergies or medication needs
22. Inform senior staff or tutors of grievances
23. Keep contact details up to date
24. Attend UKVI-related meetings if applicable
25. Attend meetings with Personal Tutors
26. Treat staff and students with courtesy
27. Keep noise to reasonable levels
28. Walk safely in corridors and stairways
29. Behave appropriately when travelling on College activities
30. GCSE students must attend required sessions
31. A Level students must attend advanced PSHE
32. Boundary rules must be followed
33. Maintain attendance above 95%
34. Follow all health and safety rules

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35. Follow fire and lockdown instructions
36. Report anything suspicious or unsafe
37. Use student toilets only – and at appropriate age groups
38. Obey boarding rules
39. Follow medical guidance from College nurses
40. Use AI as guided by the College policy

Do Not:

1. Engage in plagiarism
2. Bring or use alcohol, illegal drugs or NPS
3. Interfere with others' enjoyment of College spaces
4. Possess offensive weapons
5. Share inappropriate images or videos
6. Ignore boarding rules
7. Disrespect staff instructions
8. Enter boarding houses if not authorised
9. Enter 18+ accommodation if underage
10. Engage in bullying
11. Cyberbully or intimidate online
12. Smoke or vape on site
13. Supply alcohol or drugs
14. Threaten, abuse or discriminate
15. Discriminate on protected grounds
16. Engage in sexual harassment or violence
17. Carry weapons or blades
18. Tamper with fire alarms or extinguishers
19. Interfere with lockdown systems
20. Graffiti or vandalism
21. Object to lawful searches
22. Bring food or fizzy drinks into classrooms
23. Bring fast food into the canteen
24. Record lessons without permission
25. Use staff toilets
26. Take photos without consent
27. Download extremist or offensive material
28. Engage in cyber intimidation
29. Refer to staff on social media
30. Contact staff on personal social media
31. Use devices during lessons without permission
32. Chew gum or disrupt lessons
33. Play loud music
34. Distract other students
35. Wear hoodies indoors
36. Dress in a manner likely to offend
37. Block College entrances
38. Engage in antisocial behaviour
39. Bring the College into disrepute
40. Engage in hazing
41. Harass or pressure teachers or other staff to secure higher predicted grades for universities
42. Fail to respect all boarding rules (boarding students)
43. Record staff or other students without their expressed permission in writing
44. Engage in any form of generating deep fakes regarding other students or members of staff
45. Bring into boarding supplements or other medications that have not been reviewed and approved in advance by the College nurses

Boarding Rewards and Sanctions – Routine Behavioural Expectations

Signing Out

Boarders must obtain permission and sign out appropriately for all activities outside the Boarding House. REACH must be used to record whereabouts. Failure to sign out will result in sanctions.

Roll Call

Boarders must attend roll calls at designated times. All boarders must present for 9pm registration.

Fire Risks

Fire procedures must be followed at all times. Tampering with alarms or possession of inflammable materials is prohibited.

Kitchens

Kitchen areas must be kept clean. Stealing food is unacceptable and will be sanctioned.

Prep

Prep runs Monday–Thursday, 8–9pm, and is compulsory. Devices may be confiscated if misused.

Rooms

Respect privacy. No food in rooms. Rooms must be tidy and safe. Doors must not be obstructed.

Weekend Arrangements

Weekend plans must be submitted by Wednesday 9pm. Parental permission is required for all arrangements.

Food

Boarders must attend meals and maintain hygiene standards.

Music and Devices

Music must not disturb others. Devices must be registered and used appropriately.

Money and Security

Cash limits apply. Valuables must be secured.

Visitors

All visitors to the College must have prior permission and be appropriately supervised at all times. Day and boarding students may not invite friends or relatives onto the College site or into boarding accommodation without the prior written permission of the Principal. Visitor access to boarding areas is strictly controlled for safeguarding reasons. All staff and students are expected to comply with these arrangements, and any failure to do so will be addressed in line with the College's behaviour and safeguarding policies.

Medicines

All medicines are managed by College medical staff unless authorised.

Travel

Boarders must not travel without permission. Hitchhiking is prohibited.

Boarding Sanctions

Sanctions are applied proportionately and contextually. Final decisions rest with the Principal.

Boarding Rewards

Rewards recognise progress, leadership, effort and contribution, including:

- Academic progress
- Tidiness
- Prep focus
- Leadership
- Resilience
- Boarder of the Year

Rewards may include certificates, vouchers, letters, theatre tickets and celebration events.

Monitoring and Evaluation

The College monitors:

- Behaviour incidents
- Attendance
- Exclusions
- Searches and confiscations
- Stakeholder feedback

This data is used to inform safeguarding, support and policy review.