



**Bosworth
Independent
College**

Behaviour Policy

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Introduction

The Bosworth College Behaviour Policy is a statement of the principles which apply in the College's expectations of students.

- The Policy also states some specific rules and the action likely to be taken if needed.
- General everyday rules are summarized for students in the Bosworth Code. This is to be found in the Student Planner.
- The Student Planner also contains information about: absence, punctuality, behaviour in study hall, behaviour on public roads, respecting diversity, anti-bullying and anti-cyberbullying, student dress and respecting LGBTQ+ rights. The Student Planner has details of rewards and sanctions, how to report safeguarding concerns and how to make a complaint.
- These items are included in the Appendix to this Policy.

Staff are expected to be aware of this Policy and of the rules explained to students in the Student Planner in order to apply these correctly in dealing with students.

Assumptions

The College believes that:

- It is a community, where the members have both rights and responsibilities.
- The fewer rules the better.
- Rules which cannot realistically be enforced will undermine the overall discipline structure.
- Our students should be treated as young adults rather than children, although routines and rules are risk assessed against the ages, English-language abilities and personal disposition of students. Contextual safeguarding means, for example, that a Year 9 student makes their own way to Bosworth Hall only once we are satisfied (s)he takes appropriate care on the roads.
- Persuasion and dialogue are more powerful than either prescription or proscription.
- Self-discipline is preferable to externally enforced discipline.
- Rehabilitation is preferable to retribution.
- Punishment can sometimes be an effective deterrent.
- Some behaviour necessitates automatic removal from the College.
- Rewards and sanctions are used at Bosworth, not just sanctions. Commendations and Merit Forms are issued and recorded with prizes awarded for high numbers of such forms. Letters are sent to students and parents to mark conspicuous achievement or service. Bosworth submits every year the names of successful students for CIFE awards.

Stipulations

- The Behaviour Policy must be applied in the context of Bosworth's Safeguarding Policy and the requirements for all staff to be aware of and actively apply KCSIE Sept 19th 2019 and all other relevant legislation, statutory guidance and best practice.

- The Behaviour Policy is for Staff use (though available to parents and students on request). Staff should be aware of rules and guidelines as given to students in the Student Planner and, for staff involved in boarding, in the 'Boarding Staff Handbook'
- Staff should be aware of the Behaviour Policy and apply its content and detail in using the College discipline systems as detailed here, in the Student Planner, in 'FAQs' and in the 'Staff Code of Behaviour'.
- This Behaviour Policy must be known to all staff at Bosworth.
- The Behaviour Policy is a central part of induction for all new staff.
- In applying this Policy, staff must bear in mind the interests and needs of students with SEND whose names can be found on the Bosworth Special Needs List.
- It is a student's responsibility to know the rules and guidelines in the Student Planner.

Discipline Policy

1. A list of College rules is published in the Student Planner and discussed with students in Personal Tutor meetings at the beginning of the academic year ('The Bosworth Code'). It is the responsibility of the Personal Tutor to make sure all students enrolling at the start and after the beginning of the academic year are familiar with these rules. Most rules are summarised in the Bosworth Code and other rules contained in the Student Planner. (See Appendix.)

2. A list of all Boarding rules is displayed in all Boarding accommodation. House-parents discuss these with students at the beginning of the academic year. It is the responsibility of the House-parent to make sure all students enrolling at the start and after the beginning of the academic year are familiar with these rules.

3. Responses to problems or behaviour, effort or attitude will be, in most cases, incremental.

4. Not all problems of behaviour, effort or attitude will necessitate a meeting with the student.

5. All problems of behaviour, effort or attitude will be recorded on Engage's Day Book except for minor incidents requiring only a verbal reprimand which are not a pattern of repeated behaviour: e.g. talking out of turn in a class.

6. The principal sanctions available to the College will be counselling from staff, loss of free time, early signing in, change of accommodation (boarding), curfew (boarding), internal suspension (where a student is supervised in College but not allowed to lessons), suspension and expulsion.

7. Corporal punishment is not used at Bosworth College.

Typical reasons for applying these sanctions include

Persistent lateness to class	Early signing in – typically for one week
Poor homework record	Loss of free time or loss of a senior house place
Persistent late return to Boarding accommodation	Curfew – typically for one week

Inappropriate visitors to Senior House	Change in accommodation – typically for 3 weeks for first offence
Under the influence of alcohol /similar legal substance	Suspension – typically for two nights
Endangering the safety of others for example smoking in a College building/ lighted candles	Suspension – typically for two nights
Under the influence of or in possession of illegal substances	Expulsion
Theft	Expulsion

8. Except for serious behaviour problems, the **initial counselling/discussion will be between the student and his/her Personal Tutor**, Assistant Course Director or Course Director.

9. A second suspension within 12 months will normally lead to a student being asked to leave the College. It is the responsibility of the person leading the suspension – usually the Vice Principal or Principal – to ensure the student understands this.

10. The Head of Boarding will be responsible for all but the most serious problems related to boarding.

11. Boarding students who have been late to lessons in any half term on more than one occasion would not usually be given an overnight exeat for the following Weekend. This is at the discretion of the Vice Principal.

12. Similarly a student who has missed class due to illness would not usually be given an overnight exeat for the following weekend. This is not a discipline issue but a welfare consideration so that the student has the opportunity to make a good recovery and catch up on missed work.

13. It is usual that a student found to be smoking within a school property will be suspended, as will a student found to be under the influence of alcohol, solvent or other similar illegal substance. Where there is reasonable evidence to suggest a student is under the influence of alcohol, a student will be requested to take a breathalyser test. Failure to agree to take a test will also lead to suspension. See ‘Alcohol’ below.

14. Being under the influence of or possession of an illegal substance can lead to expulsion. See ‘Illegal and harmful substances’ below. It is the responsibility of the Personal Tutor to ensure that students understand the College stand on illegal substances, have signed a copy of the rules to confirm their understanding and a copy is kept in their welfare file.

15. Students found guilty of theft are usually expelled to protect the property of all members of the College community.

16. Any meeting with a student will focus primarily on the future and strategies for improvement regardless of whether a behaviour, effort or attitude problem has led to an official sanction.

17. A decision to suspend or expel a student at Bosworth is taken only by the Principal, although parts of the process may occasionally be delegated by her to the Vice Principal if the Principal is

unavailable. Evidence of the student's misdemeanour is collected, tested and considered carefully. The student is presented with all the evidence and allowed to question it, comment and contradict the evidence. If parents/guardians cannot be present at an interview that may lead to expulsion, a suitable adult will be provided to support the student.

18. Students will usually be suspended prior to a decision to expel. Accommodation costs incurred as a result of any suspension are the responsibility of the student's family. Work is normally organised and sent to students suspended from Bosworth during term time for up to 5 days.

19. Permanent Exclusions Permanent exclusion is a sanction to be used sparingly. Report cards, detentions, student behaviour contracts and meetings with senior staff are all strategies which may be used to effect change with students before this point is reached.

Permanent exclusion may be applied when:

- previous sanctions, strategies or incentives have been used and the student's behaviour does not improve;
- the use or threatened use of violence against any person inside or outside the College, including intimidation or threats against staff;
- the behaviour being addressed puts the student's or others' safety at risk;
- breaches of examination regulations or any other forms of cheating;
- the student is found to be in possession of drugs or drug paraphernalia;
- the student seriously breached College rules or UK law;
- or if, in the reasonable judgement of the Principal, this is in the best interests of the Student, their peers, staff or the College

Before a permanent exclusion, the Principal /Rector or their deputy, will meet with the student and encourage the student to share their version of what happened. A senior member of staff (or if the student chooses, another student) will also be present to support the student and assist with their written or verbal communication.

Once a permanent exclusion is confirmed, a letter detailing the decision will be sent to the parents, and their nominated representative if relevant, as well as any necessary internal staff.

Appeals against a permanent exclusion

Appeals must be made in writing to the Chair of Governors (The Chair of Governors, c/o admin2@bosworthcollege.com), setting out reasons for appeal and must be received within five working days of the date of the letter confirming the permanent exclusion decision.

The Chair of Governors will ensure that the exclusion is considered either by himself where possible, or by a senior member of staff who was not directly involved with the decision to exclude. The Chair of Governors, or his delegated representative, will review the evidence and process followed and come to a decision either upholding or repealing the permanent exclusion. The decision of the appeal will be sent in writing to the person appealing the decision within 10 working days. The Chair of Governors' decision is final, and the College's Complaints Policy cannot be applied.

In a case where the permanent exclusion is repealed, the Principal must convene a meeting with relevant senior staff to discuss and confirm the plan for reintegrating the student.

Tier 4 students and permanent exclusions

Students on a Tier 4 visa will not have their sponsorship withdrawn until five working days have elapsed.

After five working days, and before ten working days as required by UKVI policy, students will have their sponsorship withdrawn meaning that their visa will be curtailed.

In the event of an appeal within 5 working days, Tier 4 Sponsorship will not be withdrawn until the decision of the appeal is sent in writing. The sponsorship withdrawal date given to UKVI will be the date that the decision was made on the appeal.

19. Students may also be ‘suspended without prejudice’ if it is advisable for students accused of or suspected of major offences. This is not a sanction. It is designed to protect the student or possible witnesses from false accusations of or from actual intimidation or influencing. If investigations of a student suspended without prejudice prove a student is not guilty of an offence, accommodation costs incurred during the suspension may be refunded in whole or part to his or her family at the Principal’s discretion.

20. Parents/guardians will normally be advised of all but the most routine discipline problems or concerns.

21. Students who are unhappy with any action taken by the College will have recourse through the Complaints Procedure.

22. Parents who are unhappy with any action taken by the College will have recourse through the Complaints Procedure.

23. The Discipline Form System Most discipline issues will be referred to the Assistant Course Director by a Discipline Form. The appendix to this policy shows outcomes when forms are issued. All employees including boarding and also teaching staff at the College have the authority to issue Discipline Forms. If an employee is issuing forms inconsistently, the matter is discussed with the staff member by one of these senior staff as appropriate. Serious breaches of discipline will be communicated to the Principal or Vice Principal directly. **Students gaining rising numbers of Discipline Forms during an academic year are referred progressively to their assistant course director, course director, Assistant Principals and the Vice Principal. Forms issued in boarding are dealt with in the first incidence by the Head of Boarding who liaises with course directors and other staff as appropriate.**

24. Searching & screening of students, searching students’ personal property or rooms and confiscation of students’ property. Bosworth College respects the personal privacy of students as part of the College’s ethos and in meeting students’ and families’ expectations of how students are treated.

Occasionally, it may be necessary to search students personally, to screen students for illegal substances or to confiscate students’ property. This is as outlined in Bosworth’s Terms and Conditions. This will only happen if absolutely necessary, for example in the interests of student safety or as part of serious disciplinary investigations. Searches and screenings must be agreed by the Principal, the Vice Principal

or the Head of Boarding. Any member of staff may confiscate an item which is illegal, against Bosworth's rules or which threatens the safety of students.

Students are expected to cooperate on such occasions.

Searches, screenings or confiscations are conducted courteously and considerately according to the requirements of the British laws which state that a school or college has this right: Education and Inspections Act 2006; Violent Crime Reduction Act 2006; Education Act 1996; European Convention on Human Rights Act 2008; Health & Safety at Work Act 1974; *Searching, Screening & Confiscation, DfE 2018*.

25. Smoking. Bosworth is committed to deterring smoking and vaping. It is a danger to students' health as active users and to others passively in College. This is part of Bosworth's safeguarding responsibilities. Bosworth's large overseas contingent means, however, that many students come from cultures and countries where smoking is not deterred or taught about as in the UK. 'Blanket bans' do not encourage engagement and raise safeguarding concerns in a college with boarders in an urban setting. Bosworth therefore engages actively with smokers to provide every legitimate encouragement to give up the habit. There is a Smokers' Code (see Appendix 2 below) to which students who smoke must adhere. The code requires engagement with the Nurse who monitors health and supports cessation. Students' parents are informed and kept updated. Locations they can smoke are controlled. Penalties for breaking the code are significant.

26. Alcohol Bosworth follows UK law with reference to age limits on alcohol use. Moreover, keeping and consuming alcohol on College premises is not allowed at Bosworth. Being under the influence of alcohol and being intoxicated are against the rules. Where there is reasonable evidence to suggest a student is under the influence of alcohol, a student will be requested to take a breathalyser test. Breaking Bosworth's rules on alcohol can lead to suspension as well as failure to agree to take a test.

27. Illegal or harmful substances. Being under the influence of or possession of an illegal or harmful substance may be against the law, against Bosworth rules and a danger to the user and to other students. Drugs can cause poisoning, addiction and death. Students in possession of or using drugs may be subject to disciplinary action, including permanent exclusion. If necessary, the College reserves the right to ask students to take a test (either urine, blood or hair sample) to ascertain whether illegal substances have been used.

It is our belief that there is no safe way to take drugs for recreational purposes. The College offers information, support and education to all students to help them make the right choices about drug use. Students are welcome to approach staff confidentially for help, advice or discussions about drugs, for themselves or others about whom they are worried. Bosworth can put students in contact with confidential support outside Bosworth.

The College will support those who seek help but must seek to protect the community from the dangers of drug misuse. Students should remember that issues concerning drugs use may lead to visa problems for future study in the UK.

28. Student dress. Bosworth students do not wear uniform. They wear what they find comfortable. Clothing which is not safe for an activity or clothing which carries offensive slogans or images is not allowed. Occasionally a student may wear something that is not appropriate for work. If any of these

cases apply, staff should ask an assistant course director or more senior member of staff to talk to the student.

APPENDIX 1. Rules and guidelines published to students in the Student Planner

Bosworth code: Behaviour code for students and families

Introduction Although proud that Bosworth is a transition between school and university, we provide this Code because breaking rules brings consequences. Also, not knowing rules is not an excuse if you break them. *Please note, in the Code, 'teacher' includes any member of staff. 'Lesson' includes any Study Hall, Evening Study Hall, presentation or meeting.*

Homework. All homework must be completed by the date the teacher requests.

Students' mobile devices (smart watches too!) should be placed in blue/red boxes on entering a room.

Behaviour in lessons (students must never disrupt teaching and lessons)

- **Interrupting a teacher.** Do not shout out. Put up your hand.
- **Remaining silent.** If a teacher has asked for silence, don't talk or whisper.
- **Bringing equipment.** Bring all the right equipment, work & books to lessons.
- Following teachers' instructions. Instructions should be followed.
- Speaking only in English. English only in lessons.
- **Student planner.** You must always have this with you in College.

Punctuality

- **Start of the College day.** Students must arrive in the building of their first lesson at 8.25am or 9.20am.
- **Start of lessons, study halls etc.** Be in the room/lab when the teacher is ready. If you're more than 5 minutes late for a lesson, the teacher won't let you in. Go to Study Hall.
- **Getting up.** Leave boarding houses on time and as house-parents say.
- **Return to boarding houses at night.** Back at 10pm, 9pm if under 16 or 8.15pm in Y9.
- **Start and end of term.** Arriving back late or leaving early are not acceptable.

Staying in touch

- **Your College email account** must be picked up on your mobile and checked at least twice daily.
- **Messages for you** are sent by email and text. It's a student's responsibility to check.
- **Penalties may apply** if you do not do this.

Eating and drinking

- Queues in the restaurant or bistro. Join the end of the queue.
- **Taking food.** Only take the amount you can eat.
- **Eating.** Clear the table of all your rubbish when you've finished.
- **Push your chair in** so it looks tidy and is safe for people in the restaurant.
- Leave uneaten food on plates. Not directly on the tray.

- **Chatting.** Your conversation must not be heard at other tables.
- **Eating in boarding houses.** No cooked food in a bedroom.
- Morning and afternoon tea break. Return your mug to the counter.
- **Accidents and spillages.** Tell a member of staff and help them clear up.

Chewing gum. Never allowed in Nazareth House, Queen's or Bosworth Hall. Put used gum in a bin. DON'T make someone else clean up something out of *your* mouth.

Other people

- **Other students.** College's Anti-Bullying and Equal Opportunity policies apply.
- **Staff.** All staff must be spoken to politely. UK conventions of the correct words (like 'please' and 'thank you') are required. Call staff Mr/Mrs/Miss/Ms/Dr + their surname, or 'Sir' or 'Miss'. The Principal is addressed 'Fiona'.
- **Take off your headphones** and put away your phones if talking to staff.
- **If you have a hood on,** please pull it off in lessons and study halls.
- **The public.** Keep Bosworth looking good in public. Know the 'Good neighbours' page 9.

Vaping & smoking (the rules apply 7 days a week, 24 hours a day)

- Bosworth is a non-smoking/vaping College. Smoking seriously damages health.
- **No smoking** on or in College premises, between College buildings, or on trips.
- **Students found with smokers** receive the same penalties because of passive smoking.
- **The normal Bosworth penalties** apply to students found smoking including Discipline Forms.
- **Support for giving up.** Bosworth engages with and supports students actively trying to stop.

Crossing Barrack Road, Brick Kiln Lane & St George's Avenue. Always use the pedestrian crossings, obeying the 'green man'.

Language

- In Nazareth House and Queen's. Only English is allowed
- **Around College.** Swear words and offensive language are not acceptable.

Treating facilities properly

- Vandalism is completely unacceptable.
- Report damage straightaway to any member of staff.

Student Dress In our respectful Bosworth community, we have no uniform. We trust students to dress appropriately. Teachers are more interested in teaching than being distracted by your clothes. Students too should aim to focus on studying rather than making a fashion statement. Students should choose to wear what is:

- Clean
- Comfortable and practical

- Safe (not so revealing that it is provocative)
- Non-offensive (no political or insulting slogans)
- Hoods down inside buildings.

Absence, Punctuality and Study Hall Rules

Absence

1. For any unauthorised absence, the ACD or CD will warn the student and issue a Discipline Form. The student will be put into an additional one-off Study Hall or Evening Study Hall (if their timetable is full)
2. For a second unauthorised absence, the CD will interview the student; issue a second Discipline Form and email parents/guardians. CD will institute an absence management sanction, e.g. **permanent** loss of free time, additional study hall. **The student will also sign in early for a week.**
3. For a third unauthorised absence, the CD will interview the student, issue a Discipline Form and email parents/guardians. **The student will be put into an additional permanent Study Hall or Evening Study Hall (if their timetable is full)**
4. If a student has more than three unauthorised absences the student will see the Vice Principal who will set further sanctions **and seek a meeting with the student's parents.**
5. CDs will contact parents as appropriate in cases of excessive absence.

Punctuality

1. Lateness is not acceptable. It is disrespectful, causes inconvenience and disturbs lessons.
2. It brings the following action:

Late to lessons within a term	
1st time	A student has to do an extra study hall on that day or the next day they finish before 6pm.
2nd time	See ACD. Discipline form. Email home.
3rd time	See CD. Discipline form. Email home. Loss of free time, e.g. extra study hall.
4th time	See CD. Discipline form. Email home. Saturday Study Hall.
5th time	See VP with parents/guardian. A penalty is imposed.
Students arriving more than 5 minutes late for a lesson will not be allowed in.	
Arriving late to College before your first lesson (after 8.25am or 9.20am) is notified to your parents. A 2nd or subsequent late in any one term means extra study halls at the end of the day.	

Study Hall

1. A2 students on **Free Time** will not go to SH – they can use the social areas in **Bosworth Hall**.
 - 2. Poor behaviour in Study Hall/other occasions (e.g. Meeting Room, Bosworth Hall):
 - a) Students who misbehave will be given a warning.
 - b) Further misbehaviour will result in students being asked to sit at the front of Study Hall, directly in front of the supervisor.
 - c) If a student does not follow this, a Discipline Form will be issued, and a senior member of staff will be asked to support the member of staff in managing the incident. **Discipline Forms issued under the Absence, Punctuality and Study Hall Rules mean the same procedures as explained in the Bosworth Code (Student Planner pages 5 and 6)**

Good Neighbours

Bosworth students must remember all the people who live in houses and use the roads and pavements near our College buildings. They are here all the time, not just in the College day or in term time. So,

- **Speak to each other without shouting** as you walk between College buildings or into town past houses and flats.
- **Be polite in shops (especially the Coop!).** Look the shopworker in the eye. Say, ‘please’ and ‘thank you’. Don’t talk to anyone with you in a language other than English. Use your phone to pay. Not to talk.
- **Use the crossings,** waiting for the Green Man. Drivers get worried and angry if they have to stop suddenly because someone is walking in the road. It’s bad for their passengers too.
- **You must let other people pass** on the pavement. Never make someone step into the road.
- Students must contribute to the good reputation of the College locally.

Student Sickness and Absence

In the event of absence through sickness or injury, a student’s Course Director/Assistant Course Director or the Main Office in Naz must be notified no later than 9.30 am on the first day of such absence and, if necessary, on subsequent days on 01604 239995.

For boarding students (including those in senior houses): You must go to College and report to your Course Director or Assistant Course Director. They will give you permission to visit the Nurse and say at what time. If a boarder is too unwell to walk to Naz, (s)he must tell their house-parent who will decide what to do, usually emailing staff at Bosworth Hall. Senior house students must phone Naz Reception on 01604 239995 before first lesson. Absence from or lateness to class resulting from visiting the Nurse without prior permission will be recorded as unauthorised.

For day-students: We need a call and (later) an email from your parent or guardian before 9.30am to confirm how long you are absent from College and the nature of your illness on 01604 239995.

If feeling unwell during the day, students **must** see their Course Director/Assistant Course Director for permission to go home or to sick bay.

Students' own medicines

Students **should not** bring any medication to the college unless it has been prescribed by a medical professional. In this situation, written confirmation must be shown to the nurse who will decide where it will be stored and who will be responsible for issuing it. Any medication which has not been shown to the Nurse will be removed from the student and stored safely in the medical room and returned when the student next goes home. This rule applies to both day and boarding students.

Cultural Diversity & Bosworth's Anti-Bullying Policy

Cultural Diversity

Bosworth is an international college. As such, we are committed to the concept of multiculturalism, which means that we have a **zero-tolerance policy** towards any negative actions, attitudes or statements relating to race, culture, gender, sexuality or nationality. Similarly, it is important to us that our community is tolerant of other differences, including sexual orientation.

Anti-Bullying and Anti-Cyberbullying Policy

Bullying is the wilful desire to hurt someone's feelings, threaten or frighten someone, steal or damage someone's property. It includes name calling, territorial ownership, physical violence, emotional hurt, put downs, exclusion, demands for money or possessions.

All Bosworth students and staff have a right to co-exist in a safe and harm-free community. Acts of bullying can be greatly reduced in an educated, co-operative, fair and supportive environment. This means that all the staff at Bosworth are committed to the Anti-Bullying Policy and will be ready and willing to deal with any incident that is brought to their attention.

Like all colleges and schools, Bosworth fights any form of bullying. This includes cyber-bullying – threatening, criticising or humiliating anyone by email, texting or on any social networking site. Bosworth reserves the right to deal with any issue of cyber-bullying that harms a student or a member of staff. Bosworth will get involved if this happens.

You can help to keep Bosworth a friendly place to be by doing the following:

- Telling someone who can help if you or someone else is being bullied.
- Supporting the student(s) being bullied.
- Taking a strong position and telling the bully that their behaviour is unacceptable.
- Not joining in.
- Not letting the bully's threats put you off reporting any of their behaviour.
- Making Bosworth a safe and happy place to be.

LGBTQ+ at Bosworth

People of a different orientation to heterosexual, of mixed orientation or who are working out their choices about sexual orientation or gender identity should feel relaxed and at ease in Bosworth. Respect for people's differences and choices has been the law in the UK for 50 years. It is also part of the

College's policy that students, employees and visitors feel respected and accepted whatever their orientation or identity: just as Bosworth welcomes and respects people regardless of gender, race or cultural background. Students who have concerns, questions or complaints must feel free to contact any member of staff. Informal discussion will always lead to a helpful and welcoming response. And if students feel it is necessary, the safeguarding and complaints procedures described in this Planner are all available. Support and information is offered by staff and on the Bosworth app.

APPENDIX 2 Staff Guide to Day Book Forms System *(not in the Student Planner)*.

Teachers' guide

Recording rewards & problems

To record: go into engage → daybook. Make sure you check the right people to be informed!!!

Student commendation = a level of achievement beyond that normally earning a Merit Form. Or, a Student Commendation may be awarded for sustained good performance earning a number of merits.

SYSTEM: Teacher logs on Engage and unticks 'School use only' so student and parents receive an email. (PT informed automatically)

Merit form = well done! eg 1 large piece of work, 3 smaller ones, test performance or improvement, helping/volunteering, etc). Replaces "Yellow form"

SYSTEM: Teacher logs on Engage and unticks 'School use only' so student and parents receive an email. (PT informed automatically)

- PT to tell CD after 5,10, 15 etc

Awards	Bronze	Silver	Gold	Diamond
A2	10	20	30	40
All Others	10	25	40	60

Discipline form = Incident form

SYSTEM: Teacher logs on Engage → CD/ACD sees student. PT records, discusses in 1 to 1.

- PT to see CD after 3 to discuss student. CD sees student after 5.

Safeguarding form = any member of staff raising a safeguarding concern

SYSTEM: Teacher logs on Engage. The form is only visible to the Pastoral Committee once it has been saved.

[NB This should never be raised later than 24 hours after you become aware of a concern. It is always best to fill in this form rather than waiting. No one criticizes a staff member for raising a concern via this form.

- Staff member can discuss with DSL (Karen Inman) or one of the Deputy DSLs (Steve O'Hare, Kevin Jones, Fiona Pocock) or with the College Nurse (Caroline Adams) but the Safeguarding Form will be needed.

Bosworth Smokers' Code

This applies to all students in Bosworth. Every reference to smoking includes vaping. The College actively discourages smoking. The dangers to smokers' health and to those sharing their environment are beyond dispute. However, Bosworth accepts some students will be smokers before arrival or join us from schools where smoking has not been discouraged. We therefore have the Code.

- Bosworth runs a "Smokers' List" of students who declare they are smokers.
- The list is overseen by the Vice Principal.
- Smokers on this list may remain on the list for up to 12 months only, during which time their active involvement in a cessation programme is required.
- Smokers on the Smokers' List are permitted to smoke in the College in the designated areas only, including in Boarding. Smoking is not permitted anywhere else on or in College premises. Smoking is not permitted on roadways, pathways or any area adjacent to College buildings. Smoking is not permitted when moving between College buildings. Smoking is not allowed on trips and excursions organised by College, including residential ones. These rules apply 24 hours per day, 7 days per week. Students may smoke at break-time and after their last lesson but not between lessons.
- Smokers' parents are normally informed.
- Students on the Smokers' List are expected to give up the habit within the 12 months from signing up.
- The College Nurse provides a programme of support to assist. Alternatively, smokers may address the problem independently or seek support outside College.
- Smokers must attend meetings called by the Nurse or other staff.
- Students found smoking who are not on the list will be required to join it and manage and give up within 12 months.
- Smoking outside these rules results in a Discipline Form.

Statement signed by all students of Bosworth’s policy on smoking from the Smokers’ Code

Bosworth Independent College

Policy on Smoking

Smoking is considered to include smoking tobacco cigarettes (including e-cigarettes), cigars, hookah pipes and vaping

Bosworth Independent College discourages all students and staff from smoking and offers support to help anyone give up.

However, it is recognised that some students do smoke.

There are two smoking areas in the College –behind Queen’s and Bosworth Hall

- • Only registered smokers are allowed in these areas
- • The 5-minute gap between lessons is to move to your next class not to smoke
- • Under no circumstances should anyone ever smoke inside a College building – this includes Senior Houses. This is for the safety of others and anyone breaking this guideline is likely to be suspended from the College
- • Usually only students over the age of 18 can register as smokers. However, we would prefer any younger smokers to register so they can use the smoking areas rather than be tempted to smoke on the Racecourse or elsewhere where they may be in danger
- • It is illegal in the UK for anyone under the age of 18 to buy cigarettes

I, _____, do NOT wish to register as a smoker

I, _____, wish to register as a smoker.

I will not offer cigarettes, etc. to others.

My average consumption is _____ cigarettes per week.

My parents are aware / unaware that I smoke – please delete as necessary

Signed: _____

Name: _____ Date _____

Statement on Illegal and Harmful substances signed by students.

Bosworth Independent College

Policy on Illegal Substances

Being under the influence of or possession of an illegal or harmful substance may be against the law, against Bosworth rules and a danger to the user and to other students. Drugs can cause poisoning, addiction and death. Students in possession of or using drugs may be subject to disciplinary action, including permanent exclusion. If necessary, the College reserves the right to ask students to take a test (either urine, blood or hair sample) to ascertain whether illegal substances have been used. The College offers information, support and education to all students to help them make the right choices about drug use. It is our belief that there is no safe way to take drugs for recreational purposes. Bosworth can put students in contact with confidential support outside Bosworth. The College will support those who seek help but must seek to protect the community from the dangers of drug misuse. Students should remember that issues concerning drugs use may lead to visa problems for future study in the UK.

Signed _____

Student Name (please print) _____

Date _____

Statement of College procedures on confiscation, screening or searching students signed by students

Bosworth Independent College

Searching and Screening of Students, Searching Students' Personal Property or Rooms and Confiscation of Students' Property

Bosworth College respects the personal privacy of students as part of the College's ethos and in meeting students' and families' expectations of how students are treated.

Occasionally, it may be necessary to search students personally, to screen students for illegal substances or to confiscate students' property. This is as outlined in the Bosworth Behaviour Policy and in Bosworth's Terms and Conditions. This will only happen if absolutely necessary, for example in the interests of student safety or as part of serious disciplinary investigations. Searches and screenings must be agreed by the Principal, the Vice Principal or the Head of Boarding. Any member of staff may confiscate an item which is illegal, against Bosworth's rules or which threatens the safety of students.

Students are expected to cooperate on such occasions.

Searches, screenings or confiscations are conducted courteously and considerately according to the requirements of the British laws which state that a school or college has this right: Education and Inspections Act 2006; Violent Crime Reduction Act 2006; Education Act 1996; European Convention on Human Rights Act 2008; Health & Safety at Work Act 1974; Searching, Screening & Confiscation, DfE 2018.

I accept the right of Bosworth staff to conduct searches, screenings or confiscations, when necessary, according to British Law and with my rights fully guaranteed.

Name of student.....

Signature: Date: