Behaviour and Conduct Policy

This policy applies to:

Senior School pupils

Person responsible for the policy:

Senior Deputy Head in consultation with

Deputy Head Academic and Deputy Head Pastoral & Co-Curricular

Policy reviewed by Board of Governors – July 2026

Review dates:

Last review July 2026

Next review July 2027

Student Conduct

At Ardingly there is a special commitment to community. A campus of two schools, we are united by the common Ardingly ethos. Our pupils are far more than the sum of exam results or sporting prowess. All students will be encouraged to develop their talents and gifts and to use initiative to achieve highly. As an individual everyone is part of a larger group – a year group in a House, the House itself, a class, a team, the College and local community. We wish all members of the College to think of others at least as much as they do of themselves, giving as well as receiving, including all, trusting others, being tolerant of those who have different views and habits, respecting all around as individuals and caring about them, and always being prepared to help when needed. Any unpleasantness directed at any member of the College or the wider community will not be tolerated. Students are expected to participate in the numerous activities offered. These provide a balanced curriculum which promotes their physical, mental and emotional health. Tutors and HoMMs will monitor their involvement.

Promoting Good Behaviour

Rewards

Achievements and commendations are awarded for noteworthy and praiseworthy conduct or performances, and celebrated at House or College assemblies.

Students are rewarded when they gain a certain quantity of awards: this is usually a certificate and at significant levels a gift is also given.

Awarded by	Award	Reward
Student body or any staff	**Pelican awards**	Nominated by anyone in the school community to those who have modelled the core values of the school - **Compassion, Collaboration, Engagement and Resilience.** These people make school a better place for others so will be acknowledged; one award made in each year group on a weekly basis.
All Staff	**House points** (awarded for specific piece of good work/ engagement)	Contribute to House Cup (combined with effort grades for reports). House leaders can run a league in house and make awards for highest contributions Certificates: Diamond (200), Emerald (150), Platinum (100), Gold (80) Silver (60), Bronze (40) for cumulative House points over a term.
Deputy Head Academic (DHA) and Head of Section	**Distinctions and Commendations** Awarded termly to each year group based on performance in assessments.	Awarded for strong performance (Distinction) and improvement (Commendation) across the board in assessments.
Heads of Department (HoDs) and DHA	**End of Year Subject prizes**	Awarded at Prizegiving and Commemoration Day
Deputy Head Academic	**GCSE Honours**	Awarded at the beginning of the LVI to students whose achievement at GCSE was outstanding.

Colours

Ardingly College awards Colours to students for their outstanding commitment and contribution to academia, sport, music, the performing arts, or service throughout their time in the Senior School. Effort, commitment, and attitude are the most important criteria. Holders of Colours should be role models for others.

A member of staff is able to recommend a student to be considered for colours only if they meet the minimum criteria outlined below. Colours can only be considered via staff recommendation; satisfying these criteria alone is not enough.

Criterion of awards:

LOWER SCHOOL COLOURS (Yr 7 & 8)	Awarded to Lower School students who have made **significant** contributions at a junior level (normally for at least **one year**) and consistently so. Generally: • Excellent role model • Exemplary behaviour While not an exhaustive list, likely indicators for awards are: • Academic – Excellent effort and results/ Academic engagement and enrichment (e.g. competitions etc.) • **Music -** significant contribution to music during time in Lower School with reliable commitment to rehearsals, concerts and general culture. • **Sport -** significant contribution to two during time in Lower School - representing the College at high level outside of school and consistently strong performance in an A team. • **Performing Arts** – significant contribution to two shows either acting or backstage. In one of those shows, as either stage management or leading role. • **Service** - Involved in a significant degree of service activity within College that makes a difference to the College community.	 **Bronze tie/ Badge**
HALF COLOURS (Y9 to Y13)	Awarded to students who have made **excellent contributions** to their area of Senior School life. This will often be for commitment over **at least two years** but can be awarded after an exemplary season / year. Generally: • Excellent role model • Exemplary behaviour While not an exhaustive list, likely indicators for awards are: • **Academic** – Excellent results. Sustained participation in academic enrichment opportunities at the College. • **Music** – Contributing to at least two ensembles for three years with reliable commitment to rehearsals, concerts and general culture. UVI Schola members (if they don't already meet the above criteria). • **Sport** – An individual who has operated at a high level (1st/A team) of sport, consistently representing the school to the highest standard on and off the sports field (over a three-year period). • **Performing Arts** – A consistent commitment to Performing Arts, over and above a substantial commitment to at least two co-curricular productions either as a performer or backstage over a three-year period. • **Service** – Involved in a substantial degree of service activity within College that makes a difference to the College community.	 **Sliver tie/ Badge**

FULL COLOURS (Y11 to Y13)	Awarded to students who have made **outstanding** contributions at a senior level (normally for at least **two years**), who have already been awarded Half Colours. Generally: • Excellent role model • Exemplary behaviour While not an exhaustive list, likely indicators for awards are: • **Academic** – Excellent results. Academic engagement, and enrichment beyond the College (Competitions etc). Leading academic enrichment activities. • **Music** – Two Grade 8s or Grade 8 distinction, Young Musician of the Year Winner (advanced) • **Sport** – An individual who is consistently working beyond the level of school sport, representing at County and National level. Long term representation on the 1st/A team (or equivalent) for their sport, with exemplary behaviour and leadership. • **Performing Arts** – A consistent commitment to Performing Arts, over and above a substantial commitment to at least three co-curricular productions either as a performer or backstage. • **Service** – A substantial degree of service beyond the community over a sustained period. Coordinating and facilitating a project that makes a real and substantial difference to a number of people's lives.	 Gold tie/ Badge

Positions of Responsibility:

- Membership and/or leadership to various councils such as Student Council, Food committee, Boarding Committee, House council, Mental Health ambassadors, ED&I, New Era, LGBTQIA+, Eco-warrior, Enterprise & Employability
- House Prefect (Lower school and then for Year 9 – 12 Houses)
- School Prefect

Sanctions

No pattern of poor work or behaviour should be tolerated. The College employs a levels-based approach to sanctions and all students are automatically sent an email of their detention. It is their responsibility to attend. Students should attend the detention in full knowledge of the task they need to complete. Failure to attend will result in an escalation to the next level of sanction. Students should be aware that detentions take place in room M1 or M6 at the time stated and that detentions should be **attended in full school uniform**. If the repeated sanctions and support listed below do not have the required effect, the only remaining options become suspension and, ultimately, exclusion from the College.

Outcome	Warning	Strike issued	Friday detention**	Saturday detention***	Suspension
When	N/A	N/A	Friday 4.30pm	Saturday 7.00pm	Away from school
Where	N/A	N/A	M1 for LS/MS M6 for SF	M1	
Duration	N/A	N/A	1 hour	2 hours	1/2/3 Days
Authority	All Staff	All Staff	Tutors/Teachers	Deputy Heads	Senior DH or Head
	Low-level disruption (one-off in lesson) Work or attitude unsatisfactory; failure to bring equipment to lessons; uniform infringement; breaking House rules	Low-level disruption (repeated in lesson) Work or attitude unsatisfactory for a second time; missed deadline; second failure to bring equipment to lessons; second uniform infringement; breaking House rules again	Low-level disruption (sustained throughout lesson). Poor behaviour; flouting College rules; chewing gum; missing AM/PM registration; breach of phone rules; continual disruption to lessons; misuse of Device in a lesson (e.g gaming or messaging); repeated failure to hand in homework; repeated failure to bring equipment after previous interventions; missing EP/ games / Congers / tutorial.	*Any low-level disruption in Friday detention will be escalated to a Saturday detention.* **Serious offences:** This is not an exhaustive list though typical examples are; being out of bounds; smoking/vaping/snus; physical altercation, vandalism; throwing food; drinking alcohol; missing an academic lesson, missing a weekend fixture, plagiarism or cheating etc. <u>Academic work-related</u> Failure to submit work on time.Appropriate academic work set by the relevant member of staff	**Very serious offences:** This is not an exhaustive list though typical examples of such behaviour are bullying; theft; drinking spirits; sexual harassment or general harassment (in person or online); use of intolerant or discriminatory language (e.g. racist, homophobic, etc) in person or online.
	Verbal warning: detained by teacher or House sanction	Issue '**strike'** on iSAMS. Tutors to monitor and if **three strikes in a half term, becomes Friday detention*.**	**Reflective essay** set by the relevant member of staff.	1st Hour: **Reflective essay** returned to relevant Dep Head. 2nd hour: Complete work. <u>Academic work-related</u> Appropriate academic work set by the relevant member of staff	Time spent away from school, working independently on academic work and time allowed to reflect on given incident.

*Tutors will put tutees in Friday detention once the third strike has been given on iSAMS.
The cumulation of strikes will re-set every half term.
**Where a student accrues more Friday Detentions than there are Fridays left in any given half term, this will result in them being combined into a Saturday Detention. Two x 1hr Friday Detentions = 1 x 2hr Saturday Detention.
***Where a student is repeatedly getting Saturday Detentions for the same offence (e.g. drinking or vaping), the second offence will still be a Saturday Detention, but a third offence will be escalated to a Suspension.

Corporal punishment is neither used nor threatened by any member of staff, whatever the offence. In every instance in which a school sanction is employed, staff should consider any **special educational needs** of the pupil being sanctioned. If in doubt about the appropriate punishment or sanction, staff must consult the relevant Deputy Head.

College Rules

Any school needs essential rules to which the members of the school community subscribe both on gaining admission and throughout their time within it. There are of course a large number of rules and regulations to which staff have agreed to adhere. What follows are the general principles and rules to which students are required to adhere and which parents are expected to support.

Students are expected to exhibit a high standard of personal behaviour and to work to the best of their abilities at all times.

The College Rules are not restricted solely to College premises and term time. Conduct outside College term time, on social media, and off College premises may be deemed to be a breach of College Rules where that conduct has a detrimental impact on the College, its reputation or the College community.

Academic

Academic work must be the students' priority. They should aim, by wider reading and further enquiry, to do more than merely satisfy formal academic requirements.

All students are expected to be committed to their academic work, to work to the best of their ability and to encourage and facilitate each other to do the same. They should do their preparation thoroughly, make sure that they know what tasks have been set, and be scrupulous in caring for and returning books.

Students must not do anything to negatively affect the learning of others in the classroom. They should concentrate, listen to the instructions of the teacher and only talk when invited to by the teacher. Disruptive behaviour will not be tolerated. Teachers may impose a sanction commensurate with the offence. Repeated offences will result in an escalation in the level of sanction. They may also jeopardise a student's position in the College.

All students are expected to be open and honest about the origins of their academic work. Taking the work or ideas of someone else and attempting to pass them off as one's own is cheating (see 'plagiarism' in **Academic Integrity Policy**) and is a very serious offence. Such an offence may result in exclusion. In the case of public examinations (including coursework) such an offence may also lead to disqualification by the Board from all exams taken.

The ability of students to make sustained progress on any academic course requires completion of work outside lessons. Independent work will be set as 'Prep' (homework), commensurate with the programme of study and the age of the student. Missing deadlines of independent work can be excused as a one-off offence but repeat or persistent lack of engagement with independent learning will carry a school sanction. Should there be an accumulation of missed work, particularly where students are in a year group who are working towards final examinations, the school will do all that is necessary to encourage the submission of the overdue work. This may take the form of teacher

support outside of regular lessons and/or use of school detentions to use these staff supervised sessions to complete the work. 'Gating' is when a student is placed in every available detention so that they are able to remedy an overdue deadline of important work. Gated students will be expected to attend all Friday, Saturday, and Sunday detentions until such a time as the work has been submitted/resubmitted to an appropriate standard. This will best enable them to find the necessary time to remedy the situation and get the work completed.

Academic Support

Individual Tracking (completed weekly) provide structured support for students who are causing academic or behavioural concern and help them find effective patterns of work and achievement. Students may be placed on this if they are under-performing, after consultation with their tutor and HoMM, or by the Head of Middle School/Head of Sixth Form as a result of a poor academic report.

Classroom Code of Conduct

Students are expected to show respect at all times to adults in the College community; there is a greater degree of formality in an academic context [in the classroom in particular]. The College expects high standards of behaviour at all times but courtesy, punctuality and appropriate dress are particularly important.

Students should:

- Arrive for lessons on time;
- Always complete homework tasks on time;
- Be tidily and correctly dressed (see dress code);
- Have the required equipment;
- Focus and engage in their lessons/activities;
- Work diligently and efficiently.

This code of conduct should be adhered to at all times. In addition, good discipline will be greatly assisted by good organisation. Teachers are expected to know what they are doing and how they intend to do it; they will set high standards. If work is set frequently and marked promptly and accurately then mutual respect will be fostered.

Addictive and Forbidden Substances

Full details are available in the College's **Drugs and Forbidden Substances Policy**.

The College will make clear to students what is allowed and what is not allowed on the College campus. Students are expected to use their common sense in making this decision.

The following list contains the most obvious items but the College reserves the right to prevent students from bringing other items into the College if we feel this is justified.

Alcohol

Consumption of one or two glasses of beer (or its equivalent) may be permissible for those in the Sixth Form, and also over the age of 16 years, on certain occasions, with food, and in the presence of staff. If, however, any student is caught drinking outside of the approved occasions or found to be intoxicated they will be subject to a Saturday detention. A student's parents will be informed of any alcohol-related offence.

Drinking spirits is especially dangerous and the College takes the offence of drinking and/or purchasing them extremely seriously. **Any student who consumes (is about to consume), purchases spirits or is in the company of others with this intent will be suspended**. The amount consumed is immaterial. A second offence is likely to lead to exclusion.

The law does not permit anyone under 18 to buy alcoholic drink and no student may bring alcohol into the College. Any senior student caught providing alcohol could be dismissed from the College.

Chewing Gum
Chewing gum is prohibited in the College as it is unsightly and litters the campus. Students found to be chewing gum will instantly receive a Friday detention.

Drugs
The Head reserves the right to react to the emergence of new substances and changing circumstances as they occur. In the relevant policy, the word 'drug' is taken to mean drugs, forbidden substances and any substance that produces an intoxicating or hallucinating effect.

There is a separate policy on alcohol but the following substances are included:

- all illegal drugs (those controlled by the Misuse of Drugs Act 1971);
- all volatile solvents and substances (those giving off a gas or vapour which can be inhaled);
- misuse of over-the-counter and prescription medicines and so-called 'legal highs';
- any substance the College considers forbidden;
- any misuse to enhance performance.

The College employs a three-pronged approach to drugs:

- We provide students with clear information on the dangers of drug use as part of our PHSE programme, which is also available to parents and staff;
- We encourage students to develop the common sense and self-confidence needed to resist peer pressure to take drugs;
- We have clear sanctions for those who are suspected of, or found to be using drugs;

Staff are expected to act as role models.

Students of Ardingly College may not use, possess or supply these substances at any time; either at the College, away from College or during the holiday periods.

Where reasonable grounds for suspicion exist, the College may carry out a drugs test without notice. Such grounds will include long periods of lethargy, unusual signs of aggression or aggravated failure to cooperate, in addition to intelligence or reports, which give rise to suspicion.

The College has a separate policy on drugs which articulates that use, possession or supply of a drug renders a student liable to immediate dismissal from the College.

In certain circumstances, however, and on the Head's sole discretion, a student who contravenes the College's policy may be allowed to continue in the College on certain conditions which must be strictly adhered to.

Use of Pornography
The College is duty bound to protect the students from the dangers of pornography. The College has installed web-filters and there is a programme of education about sex and relationships; we recognise

that young people will be curious but also that pornography can threaten the safety of young people and can lead to and encourage abusive behaviour. There is confidential help available always at the medical centre.

Pornography in any form must not be brought into the College and students must not access pornographic material on the internet. Pornography is now available in a variety of forms; the College reserves the right to determine what is and is not appropriate material.

Smoking/Vaping/Snus

The health dangers of smoking are clearly established and carefully communicated in the College in the health education programme. The process of sanctions stands alongside programmes to help the addicted to reduce and give up the habit. For the purpose of this document 'smoking' refers to any form of tobacco and non-tobacco cigarettes such as e-cigarettes/vapes/snus. They are not to be used in the College and students using an e-cigarette (vape) or snus will be subject to the same sanctions as listed below. Any student found smoking or in the presence of a smoker, even if it is the first time, will sit a Saturday Conduct detention, where they will write an essay about the dangers of smoking/vaping/snus. A letter will also be sent home by their HoMM. Repeat offences may result in gating or suspension and will probably lead to the student being tested for drug use, depending on the severity of the problem.

Those found associated with smokers will be treated as a group guilty of the offence. Possession of smoking materials or other evidence, according to circumstances, will be treated as evidence of actual smoking. Those found in such circumstances are liable to receive the same sanction as those caught smoking.

Any student caught providing smoking or vaping material, or caught smoking or vaping in House or any other College building, is likely to be suspended from the College.

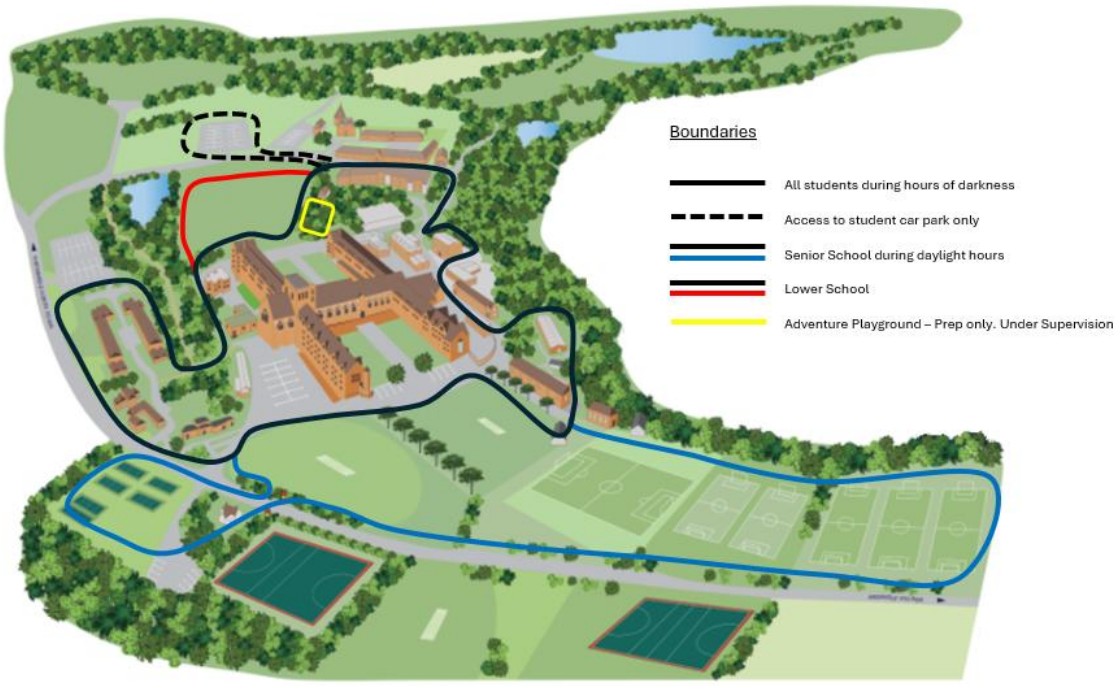
Bounds

In the interests of safety, students are restricted to particular areas of the College site at certain times of the day. If students go 'out of bounds' they are placing themselves at some risk – a risk which is unacceptable to the teachers and House staff who have a duty to ensure the health and safety of students in the College's care.

A student missing from the College is a serious situation and one that might lead to further investigation and safeguarding concerns. All students should attend every callover in House. If, when students are free, they intend to leave the College grounds, they must get permission from their HoMM and sign out of House. Staff must know the whereabouts of students at all times. In addition to the external College boundaries as marked on the map below, the following areas are out of bounds at all times:

- The Pre School 'Farmhouse' Area;
- Saucelands;
- The area around the Southern Water Authority buildings and pumping station;
- The Prep School adventure play area;
- All kitchen, workshop and maintenance areas;
- The roofs of all College buildings;
- Any wooded area on the College campus (except the Cinder Path when going to and from Nine Acre or the main College buildings).

ARDINGLY COLLEGE CAMPUS



Please note that walking on the grassed areas of North and South Quad and the cricket squares is not permitted.

From 19:00 (and after the hours of darkness, whichever is earliest) all buildings, except boarding house and toilet facilities, are out of bounds unless a student is involved in an after school activity led by a member of staff. If you are unsure where the 'Out of Bounds' areas are, please ask your HoMM.

Boarders must remain within their own House after the bedtime callover unless they have permission to be elsewhere. The punishment for students who are out of bounds is a Saturday Detention but may include a short suspension, depending on the circumstances. In the Trinity term HoMMs may give permission for students to use the Hard or the Tennis courts after evening school; however, these areas remain out of bounds for those without permission.
Fifth and Sixth Form are able to visit other Houses after evening school. This privilege is extended to Shell and Remove in the Trinity term only.

Bullying

Full details are available in the College's **Anti-Bullying Policy**, which outlines measures to prevent bullying, including cyberbullying, prejudice-based and discriminatory bullying.

Bullying behaviour is action which hurts or causes distress by taking advantage of another person in some way, making the victim feel uncomfortable or threatened.

The College expects all members of the community to uphold the College Code on Bullying and follow the guidelines given in the **Anti-bullying Policy**.

- Every student at Ardingly has the right to enjoy their learning and leisure time free from intimidation
- Our College Community will not tolerate unkind actions or remarks, even when these were not intended to hurt
- To stand by, when someone else is being bullied, is to support bullying
- If you are being bullied, or you know of someone who is being bullied you should report this to a member of staff or a responsible senior student
- Bullying will always be taken seriously.

Any student being bullied or knowing that someone is being bullied should report what is happening to his or her parents or guardians or to someone in authority within the College. The College will investigate the allegation; bullying will always be treated seriously and may potentially result in exclusion. At all times, the College will endeavour to be sensitive, impartial and equitable.

Cyberbullying

Full details are available in the College's **Cyberbullying Policy**.

Cyberbullying is the deliberate use of ICT, commonly a mobile phone or the internet, to upset someone else. Given its potential audience cyberbullying is very dangerous and those involved can expect serious consequences.

Dress and Appearance

All students should be properly and neatly dressed. College is a preparation for life and therefore at Ardingly students are expected to take pride in themselves and their personal appearance. As a general principle, students should start the day as they mean to go on. Shirts and blouses should always be properly tucked in. Top shirt buttons should be done up and ties tied smartly. All clothes must be clearly named. Tattoos must not be visible. Students should wear College uniform on trips and to all formal occasions, including breakfast and lunch. PE kit may be worn to practical PE lessons and must be worn in full [full tracksuit top and bottoms]. Hair must be clean, smart, of natural colour, and of a suitable, appropriate style, as decided by the Deputy Heads. Hair should be no shorter than a grade three. For Lower School and Middle School students (Year 7 - 11), longer hair that touches the collar should be tied back (using a dark coloured hair tie). Sixth Form students can wear their hair down, providing it is neat. Faces should be clean-shaven (no 'goatees' or 'designer stubble'). Jewellery must be unobtrusive and limited to one or two pieces (no hoops for Lower and Middle School students). Make-up and nail

varnish is only permitted in the Sixth Form. Hats, hoods and scarves must not be worn indoors. Coats should be removed in classrooms and must not be worn in lieu of blazers/jackets.

Dress list for Lower School (Years 7 &8) and Middle School (Shell, Remove and Fifth)

Item	Trouser Uniform	Skirt Uniform
Shoes	Plain black	Plain black
Socks/Tights	Plain grey	Plain navy tights (minimum of 60 denier) or navy socks
Bottom	Grey*	Tartan* (knee length) -**Pleated** skirt for Lower School -**Fitted** skirt for Middle School *Note: there is flexibility as to when the LS skirt can be worn in Shell or LS students wearing the MS skirt.*
Top	White long sleeve shirt, button collar	White long sleeve open collar blouse
Jumper	Teal *	Teal*
Blazer	Navy blazer *	Navy blazer*
Tie	College tie *	
Optional Coat	Navy quilted coat *	Navy quilted coat *

Dress List for Sixth Form

Item	Trouser Uniform	Skirt Uniform
Shoes	Plain black leather (not boots or trainers)	Plain black court or lace-up shoe with a low heel - not stiletto (no boots, sandals or trainers).
Socks	Dark colour(s)	Socks (with trousers) or tights (with skirts) must be worn at all times. Tights should be plain black.
Suit	Black, navy or dark grey suit, traditional cut	Black, navy or dark grey trouser or skirt suit, tailored cut. The skirt should be knee length or below the knee (not full length), with no inappropriate slits
Shirt	Smart, quiet colours (own choice), tailored shirt with collar. Tucked in.	Smart, quiet colours (own choice), tailored shirt with collar. Fitted or designed to tuck in.
Jumper	V-neck. Quiet single colour worn over shirt and under jacket	Quiet single colour worn over shirt and under jacket
Tie	College/award or own choice	Not applicable
Coat	Smart: single dark colour, no emblems, badges or motifs.	Smart: single dark colour, no emblems, badges or motifs.
Belts	Plain grey, navy or black	Plain grey, navy or black

** = item that must be bought from Sussex Uniforms*

- Shoes should be properly fitting and low heeled
- T-shirts or vest tops should not be visible under shirts.

Summer Dress (as announced by the Senior Deputy Head)

Dress as above except students should not wear their blazer or jumper. Ties should be removed, and the top button undone. Shirt sleeves must be either smartly rolled up above the elbow or buttoned down at the cuffs. Short-sleeved shirts are acceptable. Navy tights may be replaced by navy socks.

Students are not compelled to adopt summer dress rules and may continue to dress according to the regular rules should they wish, but a hybridisation of the two systems is not allowed.

e.g. you cannot remove your tie but then wear a blazer.

Gambling

Gambling is prohibited.

Identity Cards

It is a serious offence to carry any form of identification with false information on it.

Internet, email and ICT

Full details are available in the College's **Acceptable Use of ICT, Mobile Phones and other Electronic Devices Policy**.

Students have access to the internet through wireless or networked computers. All pupils have an email account which they are expected to check twice daily. Failure to read emails will not be accepted as an excuse.

In relation to ICT, these are the following expectations to which pupils must adhere while part of the Ardingly College community:

- Pupils must not interfere with the work of others or the system itself by attempting to circumvent the network;
- All academic work submitted using ICT should comply with the College's **Academic Integrity Policy** which is also available upon request;
- Pupils must not transmit any messages or prepare files that appear to originate from anyone other than themselves;
- Pupils should not attempt to download and install any software/programs on College devices;
- Pupils must not create, store or send any message internally or externally which is bullying, abusive, humiliating, hostile or intimidating e.g. sexting, or posting unpleasant images using snapchat;
- Pupils will need permission to send messages to large groups of pupils.

Emails

- Messages are deleted after three months
- Emails (or other electronic communication) must be composed with courtesy and consideration.

College Registered Devices

All pupils in the Senior School are expected to use a College Registered Device. For students arriving in these year groups after August 2021, the devices will be provided through a leasing arrangement with our IT provider. All Ardingly College students will move to a leasing arrangement from September 2023. Use of a Mobile Device Management system will enable the IT and Senior Leadership teams to remotely distribute updates, settings, and software to the devices. This has the benefit of students not having to source subject-specialist software for their own devices. It will also give parents and teaching staff the peace of mind that pupils are only able to access filtered content and applications and programs that have a clear academic focus.

Students and their parents will be asked to sign usage agreements for the Microsoft Surface Pros before they are issued. The expectations are that students will:

- Look after the Device and charger very carefully at all times;
- Bring the device to school every day, fully charged and ready for use;
- Always carry it around in the **proper case** so that it is fully protected;
- Take care when it is transported that it is as secure as possible;
- Keep their password and other authentication information a secret from others and ensure the Surface is locked if they walk away.
- Use the Device to enhance their learning. Examples, but not an exhaustive list, of misuse:
  - Students must not use the 'chat' function in Teams to distract their learning. This will result in a sanction, at least a Friday detention but could be a suspension depending on content of chat.
  - They must not take images or videos of others (students of staff) without their expressed permission. This would result in a serious sanction, most likely suspension, due to potential sharing of unauthorised images.

Mobile Phones (including wearable technology and Internet of Things)

Mobile phones can be used at Ardingly College on the basis that they provide:

- A useful link between parents and their children, especially when arranging transport;
- Communication in an emergency.

The use of mobile phones must not, however, interfere with the working day (08:15 – 17:30) or the smooth running of the College, and in line with government policy (link at end of policy). The rules relating to mobile phone use at Ardingly College are as follows:

- The College strongly encourages parents NOT to purchase their child(ren) a Smartphone before the age of Year 9. This is in line with the **Smartphone Free Childhood** national initiative.
- **All students (Prep and Senior) are not allowed wearable technology** (e.g. a Fitbit, Garmin, Apple watch) which has a communication facility. For clarity, any device that has the ability to send and/or receive notifications or messages via mobile phone networks or the ability to record audio and/or video) throughout the working school day, is prohibited.
  If there is an emergency, the school office should be contacted.

- **Smart glasses (e.g Meta) are not permitted at the College**. On a case-by-case basis, if there are reasonable adjustments queries then this can be reviewed by Senior Management.
- **Internet of Things (IoT) devices** (such as smart home controllers, connected speakers, or other networked gadgets) are not permitted at the College. On a case-by-case basis, if there are reasonable adjustments queries then this can be reviewed by Senior Management.
- **Prep school students** are prohibited from having a mobile phone at school.
- **Senior School rules** on phones are as below:

Year Group	Day Students	Day Students on Bus	Boarders
Lower School Years 7 & 8	Cannot bring them into school	Can bring them in then hand them in to HoMM as soon as they arrive at school	AM: Left in House. PM: Hand them in during prep and before bedtime withal other devices. Weekends: Hand in at bedtime.
Shell Year 9	Cannot bring them into school	Can bring them in then hand them in to HoMM as soon as they arrive at school	
Remove and Fifth Years 10 & 11	**Ideally left at home** but can bring them in then hand them in to HoMM as soon as they arrive at school	Can bring them in then hand them in to HoMM as soon as they arrive at school	AM: Hand them in before leaving the boarding house. PM: Hand them in during prep and before bedtime withal other devices.
Lower Sixth Year 12	**Ideally left at home** can bring them in then cannot be used or seen in communal areas. **Option to hand phone in.**	Can bring them in but cannot be used or seen in communal areas. **Option to hand phone in.**	Cannot be used or seen in communal areas. **Hand in for prep time. Option for them to hand them in night also, which will be strongly encouraged.**
Upper Sixth Year 13	Can bring them in but cannot be used or seen in communal areas. **Option to hand phone in.**	Can bring them in but cannot be used or seen in communal areas. **Option to hand phone in.**	Can bring them in but cannot be used or seen in communal areas. **Option for them to hand them in**

- Regardless of age, phones must **never** be used in ***communal*** areas of the school. e.g. Common Rooms, Dining Hall,
- Failure to follow the rules as stated above will result in an **instant sanction** (Friday detention) and **confiscation** of the phone for 24 hours, where it will be held by the relevant House staff. Note: if students drive or are on the bus they have them confiscated for 2 full days of school, returned to them at 5.30pm
- Examples of rule breaking include submission of a fake phone when phones are handed in. Repeated breaking of these rules will be escalated in terms of sanctions.
- Using mobile phones to harass or upset other people in any way is an offence punishable by law and by the College;
- Interfering with, hiding or taking someone else's mobile phone will be regarded as theft and quite possibly bullying as well;
- Mobile phones and wearable technology are banned at all times from exam rooms;
- Internet-connected devices (such as phones and wearable technology) should only be used to access the internet at College through the College Wi-Fi, and not through a mobile connection.
- Tracking technology, such as Airtags and other similar products, should not be used at the College or on trips. Use of these products could prevent the detection of unlawful tagging by malicious actors and hinder the College in keeping students safe.

Staff are expected to set the example regarding use of mobile phones and social media although they may provide their school-issued numbers to students for emergency purposes. Personal number sharing should only happen in extreme and emergent circumstances. Staff are aware of the dangers of forming relationships via social media or mobile phones, which are outlined in the **Staff Handbook** and during Child Protection training and should not hold images of students on personal devices. Further information is available in the College's **Social Media Policy** for staff.

Prohibited Items

Prohibited items not mentioned previously in this document include:

- Drugs, cigarettes, vapes, glue and abusive substances.
- Fireworks and explosives;
- Weapons (including imitation weapons and knives which do not meet police regulations);
- Any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property;
- Stolen items;
- Lighters and matches.

Force cannot be used to search for items banned under the College rules.

Possession of a knife is a particularly serious offence and will lead to suspension. The police may also be called. Brandishing a knife or threatening someone with a knife at the College will most likely lead to exclusion and the person concerned may be brought before a magistrate.

RESTRICTIVE INTERVENTIONS

Full details are available in the College's **Restrictive Interventions Policy**. (was Positive Handling/Restraints Policy).

Staff should intervene physically (with regard for their own personal safety) only when and if a student is endangering themselves or others by their action(s) or potential action(s).

SEARCHING FOR POSSESSIONS

Note: 'Possessions' means any goods over which the student has or appears to have control - this includes desks, lockers and bags.

The Head or Deputy Heads can authorise the search of a specific student's belongings if there are reasonable grounds for suspecting possession of a prohibited item. The search should be carried out by a responsible member of staff (in the presence of another staff member) one of whom should be the same sex as the student, and only after having read this policy. Authorisation must be sought for each instance of searching – there are to be no blanket search approvals, neither by student nor date.

We will assess and balance the risk of any search on the student's mental and physical wellbeing alongside the rush of not recovering the suspect item.

In the unusual event of a student, their room, locker, or bag being searched; the College ensures the rights of the student are respected and the law of the land upheld. Professional judgement is used in all cases. The following general guidelines should be observed.

If a student is suspected of carrying an unauthorised item on their person (for example, alcohol, vape) a member of staff should ask the student, in the presence of a second adult witness, to turn out their pockets or bag.

If a student's room needs to be searched, it should be with their consent and the search carried out in their presence and in the presence of a second adult witness. If the student refuses to cooperate, then the HoMM should contact the parent and inform them of the situation that has led to the need for a search to be made. The parent should be encouraged to persuade the student to agree to the search taking place. If the matter is of major concern and the student still refuses to approve of the search, then Senior Deputy Head should be informed. The police may be called in to conduct the search.

Whatever the student's response, staff should **not**:

- Touch the student forcibly. Any restraint, including physical force, should be in line with the College's policy;
- Search or touch the student's person – outer clothing (e.g. blazers) should be removed by student so that pockets can be turned out and linings checked. Other clothing should be turned out by the student without being removed;
    - 'Outer clothing' means any item of clothing that is not worn wholly next to the skin or immediately over a garment that is being worn as underwear. It does not include hats, shoes, boots, or scarves.
- Remove the student's clothing for the purpose of searching it – if outer clothing needs removing, the student should do it;
- Put their hands into any pockets of students' clothing (these should be turned out by the student themselves);
- Search a student's room or bag without them being present and without another adult witness being present.

Students also need to be aware of their rights and do not have to agree to a search if any of the five points above are in potential breach.

Data or files held on electronic devices may be examined further if there is good reason to do so.

If a search reveals any offensive weapons or knives, or evidence in relation to an offence, the item or items should be removed to a place of safe-keeping. The member of staff must inform the Senior Deputy Head. The Senior Deputy Head reports the finding of any weapons or controlled drugs to the police. If evidence of drugs is found, the Senior Deputy Head determines what action to take in accordance with the College policy on drugs.

If smoking/vaping or alcohol items are found in students' possession, they must be confiscated by the member of staff and taken to the Senior Deputy Head's office where the confiscation and treatment

of the items is recorded. The Senior Deputy Head determines what action to take in accordance with the College policies on smoking and alcohol.

Any search carried out needs to be recorded on CPOMS. This should include:

- the date, time and location of the search;
- which pupil was searched.
- who conducted the search and any other adults or pupils present;
- what was being searched for;
- the reason for searching;
- what items, if any, were found;
- what follow-up action was taken as a consequence of the search.

More detailed information can be found in Department for Education guidance here: https://www.gov.uk/government/publications/searching-screening-and-confiscation

Data or files held on electronic devices may be examined further if there is good reason to do so.

Sexual Conduct/Relations

The College seeks to encourage normal friendships between students. Dangerous and harmful relationships can form when there is an imbalance of power in the relationship. Pupils should be aware that this might lead to coercion, intimidation and enticement, for example sharing nudes and semi-nudes (formerly known as 'sexting', and they should report any concerns they have to a member of staff.

Students found engaged in any form of intimate sexual activity must expect to be dismissed from the College. Neither public nor private displays of affection are allowed.

Theft

Theft is a criminal offence and destroys trust in the community. Appropriate action will be taken, including the Police if necessary, regardless of the nature of the stolen goods. Sanctions will be swift and serious, usually at least a suspension from school.

Vandalism

We expect students to respect property belonging to the College, and we will take serious action against students who damage it. The sanction for this is at least a Saturday detention, though the police may be contacted if necessary.

Malicious Accusations Against a Member of Staff

Whilst the school takes its safeguarding responsibilities extremely seriously, pupils that are found to have made malicious allegations against staff are likely to have breached College behaviour policies. In such cases the College will therefore consider whether to apply an appropriate sanction, which could include temporary or permanent exclusion (as well as referral to the police if there are grounds for believing a criminal offence may have been committed).

Students need to be aware that posting material online (e.g. Social media) regarding a member of staff, without their expressed permission, is taken very seriously and lost likely to result in (at least) a suspension from school.

Students need also to be aware that posting material online that is in any way associated with the College that it potentially damaging to the reputation of the school or could identity any member of the school community without their expressed permission can expect to be dealt with swiftly and seriously.

This policy should be read in conjunction with the following additional College policies and DfE guidance:

- **Drugs and Forbidden Substances**
- **Anti-Bullying**
- **Cyber-Bullying**
- **Acceptable Use of Mobile Phones and other Electronic Devices**
- **Mobile phones in schools – Government policy: Mobile phones in schools - GOV.UK**
- **Restrictive Interventions Policy**
- **DfE guidance on searching, screening and confiscation**: https://www.gov.uk/government/publications/searching-screening-and-confiscation