

Serious Breaches Policy

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Region: Global

Serious Breaches Policy

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Local Document Code (if applicable) XXXXXXX	Associated Documents Serious Breaches Policy Appendices (Suspension Process Diagram & Orientation Address Extract) Student Discipline Policy & Appendices (Formal Reflective Note , Positive Behaviour Plan , Responsible Behaviour Report) Code of Conduct	
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1. INTRODUCTION

- 1.1 School staff are supported in applying a ‘zero tolerance’ position in relation to behaviour considered as a Serious Breach.
- 1.2 These are behaviours that are listed as ‘major extreme’ and ‘severe’ in the *Student Discipline Policy*, and other incidents that may arise from time to time.
- 1.3 When serious breaches occur, or when all positive interventions have been unsuccessful, then major disciplinary sanctions will be used, including a period of suspension from school or in some cases permanent exclusion.
- 1.4 OneSchool Global was founded on the principle that:
- 1.4.1 Student obedience, respect and discipline will be of the highest standard. This applies towards the staff, Campus Administrators and fellow students.*
- 1.4.2 The principal responsibility for student discipline rests with the parents, and OneSchool Global will not depart from that principal.*
- 1.5 The OSG Parent Persona states: ‘A quality OSG Parent is committed to the school – has respect for the school and takes absolute responsibility for the enrolment and self-discipline of their child. Parents are therefore asked to support the school in the application of this policy as it is in the best interests of all parties to have consistent consequences applied in cases which are addressed within the scope of the policy.’

1.6 For the purposes of this Policy, suspension refers to two potential situations:

1.6.1 A suspension for the purposes of investigating whether a Serious Breach has occurred; or

1.6.2 A suspension as a consequence of a finding that a Serious Breach has occurred.

2. PURPOSE

2.1 To ensure a consistent approach to enforcement of consequences for behaviour considered as a Serious Breach – typically internal or external suspension, or in some cases permanent exclusion.

2.2 Zero tolerance means that under no circumstances will Serious Breaches be tolerated or go unchecked without consequences. Consequences will be determined based on the severity of the behaviour and all the surrounding circumstances.

3. SUSPENSION FOR THE PURPOSE OF INVESTIGATION

3.1 If a student is reasonably suspected of having committed a Serious Breach, the student may be suspended (either internal or external) to enable an investigation to be properly conducted in the student's absence. In such cases, the suspension should be for a short period only, and is without prejudice to the student's standing at the school until the outcome of the investigation is complete.

4. DECISION MAKING

4.1 The Serious Breach Policy: Suspension Process provides a summary of the steps and is attached as Appendix 1 of this Policy.

4.2 If a student is found guilty of a Serious Breach, a formal suspension may be applied at the discretion of the Serious Breaches Panel.

4.3 The Serious Breaches Panel is made up of the CP, CA, CB and RP who may meet in person, or remotely.

4.4 The panel will decide:

4.4.1 length of the suspension, and

4.4.2 whether internal or external

4.5 Advice will be taken from the OSGUK Management Team as required. Including the Regional Director of Education (RDE) and the Regional Managing Director (RMD).

4.6 The type and length of suspension from school will always be dependent upon:

4.6.1 Blatancy of the actions (i.e. pre-meditated versus non-meditated offending)

4.6.2 Nature and extent of the offending.

4.6.3 Student's response since the serious or extreme offending.

4.7 Members of the Serious Breaches Panel must carefully consider evidence presented and make a final decision about consequences.

4.7.1 Evidence must include:

4.7.1.1 Two evidence reports, wherever possible, in writing. This must include an investigation report from the member of senior staff investigating the behaviour. Written accounts from witnesses, the alleged offender and those harmed by the behaviour must be included.

4.7.1.2 Where possible, CCTV evidence must be reviewed and included in the evidence report. Following the OSG CCTV Policy.

4.8 If a student has additional student support needs, this must be carefully considered by the Serious Breaches Panel in making their decision.

4.9 Whilst acting reasonably to all parties, time may need to be taken before the final decision, for the CP, CA, CB and RP to consider the evidence and to take appropriate advice.

4.10 If a finding of a Serious Breach has been made, suspension options include:

4.10.1 1 day in-school

4.10.2 2 days in-school

4.10.3 1 day external suspension

4.10.4 2 or more days external suspension

4.11 Additional consequences that may be applied at the discretion of the CP, CA, CB and RP if a finding of a Serious Breach has been made include:

4.11.1 Removed from the playground during breaks;

4.11.2 Service to the school community (i.e. assisting with the organisation of events)

4.11.3 Restorative conferences;

4.11.4 Counselling;

4.11.5 External therapy;

5. NOTIFYING THE PARENTS AND STUDENT

5.1 Parents are to be notified if their child is involved in a serious breach as soon as possible and always before students are collected at the end of the school day. Initial notification should be by telephone, even if just notification that evidence is being collated for review. Parents must be updated in a timely way at every stage in the process.

5.2 If a student is found guilty of a Serious Breach, the Campus Principal must provide a letter to parents advising of the suspension or other disciplinary outcome, reasons for the decision and request to attend a meeting. Parents must be offered to bring a support person to the meeting. The regional letter template must be used.

5.3 The meeting will be held with the CP, parents, student, at least one Campus Administrator and Campus Board Member, and parent support person if requested.

5.4 The meeting must take place as soon as possible after the finding of a Serious Breach and no longer than 3 school days.

5.5 Meeting protocol:

5.5.1 Prior:

5.5.1.1 CA will share J.S. Hales (School Founder) 'Obedience, Respect and Discipline' orientation extract (Appendix 2) with parents prior, if relevant to issue, and raise in the meeting.

5.5.1.2 Student to provide written report of what they have said/done.

5.5.2 During the meeting:

5.5.2.1 CP will chair the meeting.

5.5.2.2 Ask student what they have done and encourage honesty and 'owning up' (if appropriate). Student to share written report of their own account of behaviour to the meeting.

5.5.2.3 Outline other evidence obtained on the issue.

5.5.2.4 Outline the behaviour and why it is not acceptable and ask student to acknowledge this.

5.5.2.5 CA to raise the founder's extract 'Obedience, Respect and Discipline', if relevant to the issue.

5.5.2.6 Parents acknowledge that the behaviour is not acceptable and are asked to support suspension.

5.5.2.7 Campus Principal to clearly articulate the disciplinary action to be imposed, duration and the reason.

5.5.3 After the meeting:

5.5.3.1 CP will write to the parent to confirm actions from the meeting, to set a return date and to book a 'return to school' meeting with parents. The regional letter template must be used.

5.5.3.2 BromCom must be updated with details of the suspension.

6. CONSEQUENCES OF A FINDING RESULTING IN A SUSPENSION

6.1 Assignments must be set for the student whilst under suspension, including a restorative assignment.

6.2 The restorative assignment asks the student to reflect on their actions/attitude and come back to Campus management (CP, CA, CB) and parents with 3 commitments to bring about positive change.

6.3 The student may not join remote meetings or lessons at school whilst suspended.

7. RETURN TO THE CAMPUS AFTER SUSPENSION

7.1 On the morning of return, before the student returns to general Campus routines, the student must have a meeting with the CP, CA and parents to confirm:

7.1.1 Student's commitments to bring about positive change.

7.1.2 Requirements for a Positive Behaviour Plan and Responsible Behaviour Report, if required.

8. PERMANENT EXCLUSION

8.1 A permanent exclusion will be considered in:

8.1.1 Extreme cases of the behaviours listed in 'Major Extreme' and 'Severe' sections of the Student Discipline Policy and incidents that may arise from time to time; or

8.1.2 If external suspension of 10 or more days within a 12-month period does not resolve repeated negative behaviours.

8.2 Permanent exclusion is at the discretion of the Serious Breaches Panel, based upon the evidence base outlined in section **Error! Reference source not found.** of this policy, the seriousness of the behaviour and the response of the student.

8.3 Advice and guidance will be taken from the RDE and RMD, as part of the decision making process.

8.4 Parents will be requested to attend a meeting at the school, along with a support person, at least one member of the CA team, one Campus Board member and the Regional Principal. The decision will be explained, along with the parents' right to appeal the decision. The appeal will be considered by a group not associated with the initial decision within 7 days of the lodgement of the appeal

9.0 SANCTIONS

A sanction will be lawful if it satisfies the following three conditions:

9.1 The decision to sanction a pupil is made by a paid member of school staff (but not one who the Campus Principal has decided should not do so) or an unpaid member of staff authorised by the Campus Principal;

9.2 The decision to sanction the pupil and the sanction itself are made on the school premises or while the pupil is under the lawful charge of the member of staff; and

9.3 It does not breach any other legislation (for example in respect of equality, special educational needs and human rights) and it is reasonable in all the circumstance

9.4 In line with national legislation, any form of corporal punishment is strictly forbidden at our Campus.

9.5 Removal from the classroom should be considered a serious sanction. It should only be used when necessary and once other behavioural strategies in the classroom have been attempted, unless the behaviour is so extreme as to warrant immediate removal. Parents should be informed on the same day if their child has been removed from the classroom. As with all disciplinary measures, schools must

consider whether the sanction is proportionate and consider whether there are any special considerations relevant to its imposition

9.6 Permanent exclusion is always the very last resort. The opportunity for transfer to another OneSchool Global Campus will be explored in all relevant cases

In the event of a permanent exclusion, where the student is not permitted to return, the local authorities will be informed.

Any permanent exclusion must be approved by the Global Managing Director in order to be imposed.

10. EXCEPTIONS

10.1 Occasionally there will be exceptional circumstances in relation to incidents classed as serious breaches. The CP, CA and RP reserve the right to consider all cases as they see fit prior to consequences being established.

11. VERSION CONTROL

Document Code	Date	Version No.	Nature of Change
POL_OSG_ED_Serious Breaches Policy_V1.0	1/02/2024	V1.0	Policy Created

Serious Breaches Policy Appendix 1: Suspension Process

Immediately

Upon Student's Return

Establish Evidence

Meeting with Student & Parents

Suspension

CP has meeting with Student, Parents & CA

Monitor and Follow Up

Meeting with CP and 2 Community Members (CA and Ambassador, or 2 Ambassadors)

Obtain 2 evidence reports if possible - verbal to someone in authority, or written.

Share J.S. Hales (School Founder) Obedience and Respect and Discipline orientation extract with parents prior, if relevant to issue, and raise in meeting.

Ask student to reflect on their actions/attitude and come back to management with 3 commitments to bring about positive change.

CCTV

Ask student what they have done and encourage 'owning up' - student to provide written report of what they have said/done.

Outline other evidence obtained on the issue.

Outline the behaviour and why it is not acceptable and ask student to acknowledge this.

Parents acknowledge that the behaviour is not acceptable and support suspension.

Campus Principal to clearly articulate the disciplinary action to be imposed, duration and the reason.

Serious Breaches Policy Appendix 2: Orientation Address Extract

‘OBEDIENCE, RESPECT, AND DISCIPLINE’

Below is an extract from the Orientation Address given by the founder of the school in 1994 to all parents and students and forms the principles that OneSchool Global is founded on.

As per 4.4 of the Serious Breach Policy, the following extract is to be shared by the CA prior to the meeting, if relevant to issue, and then raised in the meeting.

There is a level of conduct that also should in some sense make the school different... We expect full obedience to the staff, that's the two teachers and to the day administrator [CA]...the administration of the school each day stays in the hands of the day administrator...they are the school, they represent the school and their word must be adhered to. We do not envisage any difficulty, so long as we are clear of the terms on which we are going to be here together. The principal responsibility for discipline, admonition, training of the children rest with the parents, and we are not going to depart from that principle. If anything serious arises the parent will be contacted right away.