

Serious Breaches Policy



Authorisation Date: 02/2025

OSG Document Code: POL_OSG_ED_Serious Breaches Policy_v.1.1

Region: Global

Serious Breaches Policy

OSG Document Code POL_OSG_ED_Serious Breaches Policy_v.1.1	Authorisation Date 02/2025	Next Review Date 02/2026
Policy Author Matthew Phillips, Global Head of Education	Reviewed by: Global Managing Directors	Endorsed by: OneSchool Global Board on 06/02/24
		Approved by: OneSchool Global UK Board on 31/03/25
Local Document Code (if applicable) XXXXXXXX	Associated Documents <i>Serious Breaches Policy Appendices (Suspension Process Diagram & Orientation Address Extract)</i> <i>Serious Breach Notification Letter and Serious Breach Outcome of Meeting Letter Templates (these should be regionalised and saved in a central location for CPs such as a Teams channel, but not saved on the regional hub).</i>	
Enquiries Contact: info@oneschoolglobal.com	<i>Student Discipline Policy & Appendices (Formal Reflective Note, Positive Behaviour Plan, Responsible Behaviour Report)</i> <i>Code of Conduct</i>	

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 Campus Principal (CP), Campus Administrator (CA), Campus Board (CB) member and Regional Principal (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 Regional 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 CP 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, which should be available to CPs via a central location for the region, e.g. Teams channel.

5.3 The meeting will be held with the CP, parents, student, at least one CA and CB 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 CP 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, which should be available to CPs via a central location for the region, e.g. Teams channel.

5.5.3.2 The MIS 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:

8.1.1 In 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 4 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 CB member and the RP. 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.

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

8.6 In the event of a permanent exclusion, where the student is not permitted to return, the Local Authority will be informed.

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

9. EXCEPTIONS

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

10. VERSION CONTROL

Document Code	Date	Version No.	Nature of Change
POL_OSG_ED_Serious Breaches Policy	02/2024	v1.0	Policy Created
POL_OSG_ED_Serious Breaches Policy	02/2025	v1.1	Letter templates added to Associated documents.