

Seclusion Policy

Start Time: 10 am

End Time: 2 pm

Procedures/Rules for Seclusion:

- A referral sheet will be completed for all students being placed in Seclusion –detailing the reasons and strategies applied. This will be counter signed by RAC Behaviour and Head of Year.
- A portion of the time a student is in seclusions will be devoted to behaviour modification to reduce repeat offending. Data for Seclusion is maintained and analysed to measure the impact of the unit.
- Students who have repeatedly entered Seclusion will join a behaviour modification group to provide support and strategies to avoid reoffending. The incidence of reoffending is analysed and the impact of any strategies are measured.
- Full school uniform must be worn including tie and correct shoes.
- If in trainers, the pupil must change into shoes provided by the school.
- Mobile phones must be handed in at Reception – phones stored securely until student leaves. This removes temptation of a phone being and avoids confrontation.
- Students are to complete work set in silence. No communication to other students unless involved in a behaviour modification programme.
- Breaking any rules results in students completing another full day in Seclusion.
- Parents/guardians will be contacted prior to the student being placed in Seclusion, so they understand the reasons and are aware of procedures.
- If a student is absent on the day of Seclusion, they will complete the day as soon as they return to school.
- A student can be placed in Seclusion part way through a day, but should also come in for the beginning of the following day to make up the full hours in total. E.g. if brought in at break and stay for the rest of the day they would do period 1 & 2 the next day and then be released at break to continue with a normal day.
- A list will be sent out to all staff each evening to confirm who is in Seclusion the next day.
- Appropriate work will be provided for each student. Staff are aware of the importance for arranging work or giving notice to seclusion about the type of work that the student needs to be completing.
- Seclusion should be a step up from an after school detention, not a replacement. For low level behaviour/minor disruption an after school detention should be issued. Eg. Not listening to instructions, throwing in class, not completing homework, rudeness, silliness in lesson, ignoring warnings to rectify behaviour.
- Being placed directly into Seclusion should be the result of aggressive/violent behaviour, bullying, physical assault/fighting, high level disruption, foul language aimed at staff, selling prohibited items, missing an afterschool detention, wearing incorrect uniform, refusing to wear school issued uniform (rather than being sent home).
- HOY/Behaviour Lead/RAC/SLT use discretion with pupils. If an issue is deemed severe enough then a student can be placed into seclusion.
- In serious cases students may be referred to an External Seclusion Unit, off site at another educational facility.

Seclusion Sanctions Guidance

| Student's Action: | Days in Seclusion: |
|--|---------------------------|
| Verbal abuse to a member of staff | 1 day |
| Repeatedly refusing to comply/follow report process | 1 day |
| Caught instigating or trying to incite a fight | 1 day |
| Walking off site without permission | 1 day |
| SLT called to remove from a lesson | 1 day |
| 2 C3s in one day | 1 day |
| Smoking or in possession of paraphernalia | 1 day |
| Repeated instances of bullying students | 2 days |
| Vandalism on site | 1 - 2 days |
| Physical aggression or threatening behaviour towards staff | 3 - 5 days |
| Fighting and physical violence | 1 - 3 days |
| Organised fight | 1 - 5 days |

C3 Seclusion Sanctions

| Student's Action: | Days in Seclusion: |
|---------------------------------|---------------------------|
| Refusing to attend C3 detention | 1 day |
| 10 C3s received | 2 days |
| 15 C3s received | 5 days |

****Deliberate activation of the fire alarm, being in possession of illegal substances or a weapon (whether constructed or original eg blade made from plastic), will result in an instant 5 day fixed-term exclusion, which remains on your school record.**

Homophobic or racist comments/actions will result in a sanction dependent on the incidents severity and intent. This will range from education, 1 - 5 days in Seclusion or 1 - 5 days fixed term exclusion.

PROTOCOL FOR C3 REFUSERS

Student refuses a C3 detention (either refuses to enter the room/walks away or refuses to comply with the staff instruction)



Parent/carer called by HoY, informed of refusal and notified that student cannot return until parental meeting is complete, arrange parental meeting (next day where possible) and inform A. Goddard of absence (if meeting not the next day), inform seclusion of proposed day in seclusion



Parental meeting held and Refusal Contract Signed (relevant stage dependent upon number of refusals) and copy of refusal escalation process given to parents. A. Brockbank given paperwork to scan onto Sims.

2 refusals = 2 days in seclusion

3 refusals = 5 days in seclusion AND SLT Link in p. meeting

4 refusals = 5 days at other school AND KKE in p. meeting

5 refusals = 5 days outside JIN's office AND CCR in p.meeting

6 refusals = 5 days ASP, meeting with HoY,KKE,TOF,JIN

7 refusals = KKE/TOF arrange for case to go to governors

8 refusals = Student remains on ASP until Governor Panel

9 refusals = Parental meeting and advised if contract broken again, governing body recommended to permanently exclude

10 refusals = Governing Body Panel for permanent exclusion.

