



THE DOWNS
PREPARATORY SCHOOL
BRISTOL

6.3 SANCTIONS EXCLUSION AND EXPULSION POLICY

Discipline and Sanctions

The fundamental school rules and serious offences are expressed in the Behaviour policy. Everyday offences (see 6.4 and 4.11) are normally dealt with by the member of staff who discovers them. Serious offences are dealt with by the Head, Deputy Head(s) and/or Section Heads. Exclusion, whether temporary or permanent, is a last resort. Permanent exclusion is only used in the most serious circumstances.

Behaviour that may lead to an exclusion may include, but not be limited to:

- Physical assault against pupils or adults;
- Verbal abuse/ threatening behaviour against pupils or adults;
- Persistent bullying;
- Abuse on grounds of protected characteristics
- Sexual misconduct
- Drug and alcohol misuse;
- Damage to property;
- Reputational or personal damage achieved through an online platform;
- Theft;
- Persistent disruptive behaviour;
- And unreasonable or otherwise inappropriate parental behaviour.
- Malicious allegations against staff

Please note that exclusion may also be imposed by the school as a sanction for a series of minor misdemeanours.

In addition to defining behaviour that leads to exclusion from the school grounds, the school takes the conduct of its pupils outside of school grounds extremely seriously. The 2022 DfE guidance 'Behaviour and Discipline in Schools' notes that 'teachers have the power to discipline pupils for misbehaviour outside of the school premises "to such an extent as is reasonable".'

Subject to our school's Behaviour Management Policy, teachers may discipline pupils for:

- Misbehaviour when the pupil is:
 - Taking part in any school organised or school related activity or
 - Travelling to or from school or
 - Wearing school uniform or
 - In some other way identifiable as a pupil at the school.
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- Or misbehaviour at any time, whether or not the conditions above apply, if in person or online that:
 - Could have repercussions for the orderly running of the school or
 - Poses a threat or potential abuse/risk to another pupil or member of the public or
 - Could adversely affect the reputation of the school.

In all cases of misbehaviour, the teacher may only discipline the pupil when on school premises (or elsewhere when the pupil is under the lawful control of the teacher).

Appeals against exclusion

An application against an exclusion can be appealed by way of a complaint under the school's complaint procedure. The complaints procedure can be found on the school's website.

Investigation

The investigation of any serious incident can be extremely complicated, nevertheless allegations are always treated seriously and research is thorough.

Investigations will be conducted fairly and non-judgementally, in accordance with natural justice and ensuring there is no personal connection. Investigations will be carried out by a Section Head or Deputy Head.. The investigation lead will gather all the relevant information, in line with the school's Child Protection Policy and, when necessary, with the guidance of the Local Authority. These investigations will be conducted separately from the Head, who will remain independent from the investigation until a time when a decision can be made.

The investigation may involve segregating pupils but this would be for no longer than is necessary; asking him or her questions; asking him or her to give a written account of particular circumstances; gaining the views of witnesses. Interviews will normally be conducted by the Section Heads or Deputy Head. Pupils may be accompanied at interview by his or her Tutor so that the pupil clearly understands what is happening and is helped to express themselves. Sources of information will not be disclosed. Documentation will be kept securely by the Deputy Head. Parents will be informed as soon as is practicable.

Sanction

These are complex issues and it is difficult to issue a 'flat charge' sanction. They are nonetheless issues that the school takes very seriously and the Deputy Head(s) and the Head would be involved in any serious matter. A pupil could, should the matter be sufficiently unpleasant, irremediable or repetitive, be required to leave the school.

Disciplinary Aspects – Drugs and Harmful Substances

Terminology used in this section

'*Drugs*' means illegal drugs, as well as prescribed medication being used irresponsibly

'*Involvement with drugs*' includes possession, use, supplying and dealing with illegal drugs or substances resembling illegal drugs or the paraphernalia of drugs

'*Harmful substances*' means illegal and legal drugs and, in the appropriate context, alcohol, tobacco, cigarettes, smoking paraphernalia (including vapes) and every other substance that when abused may damage the health, safety and welfare of pupils.

'*Reasonable suspicion*' means suspicion based on a cogent reason stated by the Head.

'*Satisfied*' means 'more likely than not' in the opinion of the Head.

Investigation

The school investigations may involve segregating a pupil but this would be for no longer than is necessary; asking him or her questions; asking him or her to give a written account of particular circumstances; searching his or her belongings; taking possession of property.

Search:

Under Section 3(5) of the Children Act 1989

'A person who ...does not have parental responsibility...but has care of the child may... do what is reasonable in all the circumstances of a case for the purpose of safeguarding or promoting the child's welfare'.

The school considers that a search of personal property or individuals falls into the category of search for the purpose of safeguarding.

The pupil will not be left unaccompanied for long periods of time. Interviews will normally be conducted by the Head or Deputy Head. The pupil may be accompanied at the interview by his or her Tutor so that the pupil clearly understands what is happening and to help the pupil express him or herself. Sources of information will not be disclosed. Documentation will be filed and kept by the Head or the Deputy Head.

Support for any child in need will be given in all circumstances in line with the Child Protection and Safeguarding Policy 5.1.

Children

Testing for Drugs

If the Head forms a reasonable suspicion that a pupil has been involved in drugs, the pupil may be asked, with the consent of the parents, to provide a urine sample under appropriate supervision at school premises by trained medical staff or at an external laboratory. Testing will be in accordance with standard practice. Refusal of a test in these circumstances may result in the pupil being required to leave the school community forthwith and the police being informed.

Sanctions

Drugs

The normal sanction following involvement in drugs is expulsion. However, there will always be a thorough and careful investigation.

Alcohol & Smoking

The normal sanction following involvement with alcohol is exclusion. If the incident has resulted in real physical harm, the exclusion may be for some considerable time (perhaps for a week).

If the offence is serious enough and is repeated, such behaviour can be met with expulsion.

This policy was updated on	Signed on behalf of the School	Date for review
<i>03/03/24</i>	<i>O Elliott</i>	<i>01/01/2026</i>

Overview required by education Committee - date		Policy uploaded to website(s) - date
<i>01/11/24</i>		<i>18/01/24</i>