

Seclusion and Isolation Policy

Start Time: 10 am

End Time: 2 pm

Procedures/Rules for Seclusion:

- Pupils are placed in Seclusion by SLT/HOY/RAC Behaviour following incidents outlined below.
- Parents/guardians will be contacted prior to the student being placed in Seclusion, so they understand the reasons and are aware of procedures.
- 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 the temptation of a phone being used 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.
- 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 completed.
- 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 after school 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.

SLT Link/Isolation Sanctions (Guidelines only)

Student's Action:	Days in Isolation:	Reflection Task
Walking off site without permission	½ day	Health and Safety Reflection
Repeatedly refusing to follow report process	½ day	Behaviour Reflection and letter of apology to member of staff
Smoking or in possession of paraphernalia	½ day	Research dangers of smoking - create notes/powerpoint Refer to School Nurse
SLT called to remove from a lesson	½ day	Behaviour Reflection Letter of apology to member of staff and SLT
2 C3s in one day	1 day	Behaviour Reflection
Dangerous or unsafe behaviour	½ - 1 day	Behaviour Reflection

Seclusion Sanctions (Guidelines only)

Student's Action:	Days in Seclusion:
Caught instigating or trying to incite a fight	1 day
Repeatedly refusing to comply	1 day
Verbal abuse/swearing directly at staff	1 day
Redo C3 Failure	1 day
Vandalism on site	1 - 2 days
Repeated instances of bullying students	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

No of C3s	<u>Days in Seclusion/Isolation</u>
15	1 day in Seclusion & Parental meeting
20	2 days in Seclusion & Parental meeting
25	2 days outside heads office & Parental meeting
30	2 days off site & Parental meeting
35	Behaviour Panel
40	After school provision, Governors Panel

****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 surrounding the concern, 1 - 5 days in Isolation/Seclusion, 1 - 5 days fixed term exclusion or permanent exclusion from school.

PROTOCOL FOR C3 REFUSERS/FAILED DETENTION

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.



Escalation Level	Number of Refusals	Process	Sanction
1	1	RJ conversation with HoY Phone call home	<i>Report to FT 1 day in Seclusion</i>
2	2	HoY Parental Meeting	<i>2 days in Seclusion</i>
3	3	HoY/KS Coordinator Parental Meeting	<i>2 days in Seclusion</i>
4	4	<i>HoY & SLT Link Parental Meeting</i>	<i>2 days in Seclusion</i>
5	5	<i>HoY & KKE Parental Meeting</i>	<i>2 days outside JIN's office</i>
6	6	<i>HoY & TOF Parental Meeting</i>	<i>2 days at other school</i>
7	7	<i>HoY, KKE, TOF, JIN Parental Meeting</i>	<i>5 days ASP</i>
8	8	KKE/TOF arrange for case to go to Governors	<i>ASP until Governor Panel</i>

		<i>Student remains on ASP until Governor Panel Advised if contract broken again, governing body recommended to permanently exclude</i>	
9	9	<i>Governing Body Panel for permanent exclusion.</i>	Report to HT

C3 Protocol Guidelines

<u>Number of C3s</u>	<u>Report to</u>	<u>Sanction to be applied</u>
2	Form Tutor/ Department	Phone call home
10	Head of Year	Parental meeting
15	KS Co-ordinator	1 Day in Seclusion Parental meeting
20	SLT Link	2 Days in Seclusion Parental meeting
25	RAC Behaviour	2 Days outside Heads Office Parental meeting
30	Behaviour Lead	2 days Off Site Parental meeting
35	Deputy Head Teacher	5 Days Off site Behaviour Panel
40	Head Teacher	After School Provision, Governors Panel