



## Student Behaviour Policy 2018-19

Version: 1.0

### Aim and Scope

Leeds City College seeks to provide a secure, welcoming and friendly learning environment where students feel safe, enjoy learning and can achieve their academic and personal targets and goals.

Students and staff are expected to behave in a respectful and considerate manner at all times, and this policy expects open and honest communications, built on restorative approaches, with an emphasis on co-operation, conflict reduction, de-escalation and mediation in resolving behavioural issues and retaining students in learning.

Behaviour expectations are included in student induction. The college Personal, Social, Health Education (PSHE) curriculum, which is delivered through group tutorial for study programme and as embedded themes for adult learners, reinforces the expectations and provides information about how students can access support where needed.

This policy sets out the processes for addressing poor behaviour where a formal resolution is needed, which includes use of student improvement contracts and a three-stage disciplinary process. Following the behaviour policy is the responsibility of every member of staff.

We aim to create

- a culture of mutual respect, tolerance, democracy, individual liberty and shared expectations, consistent with British values
- a safe learning environment for all members of the college community free from physical risks, bullying or harassment
- an environment that is welcoming, friendly and supportive that promotes good attendance, punctuality and student progress

All behaviour related issues and associated actions should be recorded in the student ILP on ProMonitor.

The policy applies equally to all students at Leeds City College with additional guidance for students aged 14-16.

Policy Owner	Student Life
Author / Lead	Andrea Cowans
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Target audience (e.g. Staff or Students)	Staff, students and parents
How communicated to users	Policy portal Induction and tutorials College website

Review interval (years)	2
Date of Next Review (month and year)	August 2019

**Section 1: Student Conduct – Promoting Positive Behaviour**

**1.1 Expectations and Standards of Behaviour**

The College expects students and staff to uphold six core values designed to foster a culture of respect and well-being, high expectations and aspirations. The standards of behaviour expected from students are based on these values.

The table below lists the College values linked to expected standards of behaviour along with statements defining behaviour that is unacceptable.



The College mission is to create learning environments where every student can reach their full potential. This means in practice

Our Values	How we live the Values – Expected Standards of Behaviour	Behaviour not meeting expected standards
Welcoming	<ul style="list-style-type: none"> <li>• Wearing your ID badge with lanyard.</li> <li>• Following instructions to ensure a safe environment.</li> <li>• Dressing appropriately for a college environment and so as not to cause offence.</li> </ul>	<ul style="list-style-type: none"> <li>• Lending or borrowing badges.</li> <li>• Carrying any weapon.</li> <li>• Not wearing protective clothing and/or uniform specified by curriculum.</li> <li>• Not following safety instructions.</li> <li>• Being under the influence of drugs or alcohol.</li> <li>• Being in possession of drugs or alcohol.</li> <li>• Eating or drinking in classrooms (water bottles are acceptable).</li> </ul>
Passionate	<ul style="list-style-type: none"> <li>• Being prepared to learn.</li> <li>• Doing your best to achieve your targets and goals.</li> </ul>	<ul style="list-style-type: none"> <li>• Not attending lessons.</li> <li>• Being late to lessons.</li> <li>• Not taking part in learning activities</li> <li>• Not submitting work on time.</li> </ul>
Respectful	<ul style="list-style-type: none"> <li>• Mutual respect and tolerance of different faiths and beliefs</li> <li>• Valuing and respecting the College environment and resources.</li> <li>• Being honest.</li> <li>• Positively contributing to an environment free from bullying and harassment.</li> <li>• Always act within the rule of law</li> </ul>	<ul style="list-style-type: none"> <li>• Physical or verbal abuse or intimidation of staff, students or visitors to the College.</li> <li>• Harassment, bullying or discriminatory behaviour including: Emotional, Physical, Sexual and Verbal abuse and gestures</li> <li>• Racist or intolerant and abusive language, taunts, literature or graffiti</li> <li>• Invasion of personal space either by unwelcomed or inappropriate touching, including peer-on-peer abuse or making unwelcomed comments.</li> <li>• Online bullying – including outside College - All areas of internet, such as email and internet chat room misuse. Mobile threats by text messaging and calls. Misuse of associated technology, i.e. camera and video facilities.</li> <li>• Wearing clothing which could offend others.</li> <li>• Telling lies and dishonesty.</li> <li>• Using mobiles when requested not to in class.</li> <li>• Mistreating college property, furniture or fittings</li> </ul>

Aspirational	<ul style="list-style-type: none"> <li>• Trying new ideas, events and activities.</li> <li>• Being creative.</li> <li>• Enjoying and achieving new learning challenges.</li> <li>• Being flexible and working with others collaboratively.</li> </ul>	<ul style="list-style-type: none"> <li>• Not engaging with learning opportunities</li> <li>• Poor attendance or punctuality that would not be acceptable in a workplace</li> <li>• Behaving inappropriately when involved in a college event or activity organised internally or externally</li> </ul>
Collaborative	<ul style="list-style-type: none"> <li>• Sharing ideas and providing support.</li> <li>• Looking for opportunities to help others.</li> <li>• Demonstrating fairness.</li> <li>• Being punctual for team activities and participating positively.</li> </ul>	<ul style="list-style-type: none"> <li>• Persistently disrupting lessons.*</li> <li>• Fighting, or threatening behaviour.</li> <li>• Not attending arranged meetings or support sessions.</li> </ul>
Accountability	<ul style="list-style-type: none"> <li>• Setting and achieving appropriate targets.</li> <li>• Being responsible for our own learning and development, particularly outside class time.</li> <li>• Completing course work assignments.</li> <li>• Meeting deadlines.</li> <li>• Providing and responding to constructive feedback.</li> </ul>	<ul style="list-style-type: none"> <li>• Persistently not meeting course deadlines.</li> <li>• Theft from the college or a member of the college community.</li> <li>• Plagiarism or cheating.</li> <li>• Fraudulent behaviour.</li> <li>• Abusing college computers or internet facilities.</li> </ul>
Celebrate Individuality	<ul style="list-style-type: none"> <li>• Valuing ourselves and others.</li> <li>• Full commitment to equality and diversity.</li> </ul>	<ul style="list-style-type: none"> <li>• Promoting extremist views and/or propaganda</li> <li>• Foul, abusive, racist, sexist, transphobic, homophobic or other 'hate' language.</li> <li>• Homophobic and transphobic bullying- name calling or abuse due to a person's sexual orientation or those who may be perceived to be bisexual, or trans or questioning their gender.</li> <li>• Gender – bullying because of someone's gender or sex.</li> </ul>
Inspiring	<ul style="list-style-type: none"> <li>• Being dedicated and striving for high achievement.</li> <li>• Having ambition to succeed.</li> <li>• Dare to dream</li> </ul>	<ul style="list-style-type: none"> <li>• Not following the college policy</li> </ul>

\* Persistently refers to a pattern of behaviour which would normally be more than three occasions.

## **1.2 Additional Information about Unacceptable Behaviour (the list below is not exhaustive.)**

When a staff member comes across behaviour which does not meet expectations, it is their responsibility to take action. Our aim is to work restoratively, to de-escalate incidents and resolve conflict, repair harm and seek positive outcomes for all parties involved.

Where a student's behaviour causes risk to others or the student themselves, the student will be asked to leave the classroom or suspended from college grounds immediately as appropriate. The student will then remain suspended from that class or college site pending disciplinary action from the appropriate Head of Learning.

### **1.2.1 Alcohol and drugs:**

- It is prohibited to bring alcohol, drugs, illegal substances or substances which may be misused, onto college premises.
- Students should not be under the influence of drugs or alcohol whilst in college.
  - A student suspected to be under the influence of drugs or alcohol will be suspended for the day and parents informed where the student is under 18 (or age 25 with EHCP at the discretion of departmental pastoral lead).
  - The student will be referred to the departmental pastoral lead, who will review the incident and put in place relevant support and improvement actions.
  - Formal disciplinary action may be instigated.
- Students suspected to be dealing drugs will be suspended immediately, pending investigation/disciplinary action. The police will be informed.
- Students found in possession of drugs will be referred to external for support and will face disciplinary action except in exceptional circumstances.

### **1.2.2 Offensive weapons:**

- It is an offence to carry a knife or offensive weapon. Any breach in this will result in disciplinary action and the police being called.
- If a student is suspected of carrying a weapon, front of house staff should be alerted. It is the responsibility of all staff to keep themselves and students safe. If necessary, staff should clear the immediate area.

### **1.2.3 Bullying and harassment:**

- The college takes bullying and harassment seriously. This includes, but is not limited to,
  - online bullying, whether it has taken place inside or outside of college
  - Homophobic and transphobic bullying- name calling or abuse due to a person's sexual orientation or those who may be perceived to be bisexual, or Trans or questioning their gender
  - Gender – bullying because of someone's gender or sex
  - Harmful Sexual Behaviour or Inappropriate sexual behaviour, including peer on peer abuse
- All reports of bullying and harassment will be referred to the departmental pastoral lead for investigation and action.
- We will use restorative approaches and mediation wherever appropriate and put in place support for all parties.

#### **1.2.4 Foul and abusive language:**

- The college recognises that respectful communications are a key to developing positive relationships between staff as well as preparing for progression. Mutual respect is not only a key British Value but also part of the PSHE curriculum.
- Neither staff nor students will engage in swearing or foul and abusive language in shared spaces, including classrooms. All members of the college community should appropriately and respectfully challenge any use of discriminatory language.

#### **1.2.5 Dress:**

- Students should not wear clothing with offensive language or images.
- Clothing should be appropriate to a learning environment.
- Students must wear protective clothing/uniform specified by the course. Failure to wear the correct clothing will result in the student being refused access to workshop classes.

#### **1.2.6 Fighting or threatening behaviour:**

- Students who are involved in a fight will be suspended immediately pending an investigation/disciplinary action.
- Students demonstrating threatening or intimidating behaviour towards either students, staff or visitors to the college may be suspended pending an investigation/disciplinary action.

#### **1.2.7 Theft / Fraud / Plagiarism:**

- Students who steal from either the college or students, staff or visitors will face disciplinary action and may be referred to the police.
- Students who are fraudulent will face disciplinary action and the police may be informed.
- Plagiarism or any nature is treated seriously by the College. Students will face both disciplinary and awarding body action.

#### **1.2.8 Disruption:**

- Students are expected to engage actively in learning and behave respectfully in shared spaces. Where students persistently disrupt lessons teachers and programme managers will take appropriate action, which may include disciplinary action.
- Students should respect other college users and the local neighbourhood when entering and leaving college.

## **Section 2: Student Improvement and Disciplinary Procedures**

It is essential that all processes are completed in a timely manner to quickly bring about improvements, ensure clarity around the behaviours in question and the process for resolution and to minimise any non-attendance where a student is suspended pending investigation or disciplinary action.

### **2.1 Student Improvement Contract - Informal Stage**

Where students have behaved in a way that breaches the codes of conduct a restorative conversation should be the first action, to understand what happened, who was affected, and what needs to happen to resolve the situation.

Class teachers, coaching tutors or work-based assessors will deal with minor breaches at course level for example attendance, work-related concerns or behaviour in class. A student improvement contract, recorded on ProMonitor, can be agreed with a student who is falling short of expected standards of behaviour, (see appendix 1).

The member of staff carrying out the review meeting may seek advice and support from staff within the department team or specialist staff in student services teams. This will ensure any support needs are taken into account and information is available which may inform the improvement contract. Targets should be set and appropriate support agreed. The programme manager may be involved in the process, for example by taking part in the review meetings.

Any staff member can initiate a referral by completing a Comment form on ProMonitor, which should be flagged for the attention of the Head of Department.

Students can be placed on more than one improvement contract, or the original improvement contract can be reviewed and updated. Before proceeding to formal disciplinary in most cases there will be at least one Student Improvement Contract in place. For a disciplinary meeting to take place, a contract will normally have been broken.

Some behaviour will lead immediately into the disciplinary process, including but not limited to, for example, violent behaviour or dealing drugs on college premises which will go directly to stage 3.

### **2.2 Disciplinary Process**

#### **2.2.1 Timeframe**

Where an informal resolution has not been possible or the student improvement contract process does not bring about improvement in behaviour, or where the behaviour is of a more serious nature, a formal disciplinary process should be followed.

Where a student is a Child Looked After or a Care Leaver, all steps should be explored to resolve behaviour issues outside the formal disciplinary process, involving the social services key worker and the Stay Safe Team, who will act as advocate for the student.

The Head of Department will retain oversight of any disciplinary procedures, and nominate appropriate and trained staff to investigate and make recommendations for each stage of disciplinary meeting.

There must be sufficient evidence that the student improvement contract process has been followed and strategies employed at course level to improve behaviour. Evidence of clear, targeted actions set and a full account of the student's continuing behavioural issues should be included. These should be recorded on Promonitor.

On receiving notification that a disciplinary process is required the nominee will review the evidence and carry out an investigation. The decision to proceed with formal disciplinary procedures will be made by the Head of Department. Learning or pastoral support should be provided to the student if required, and recorded in ProMonitor.

The disciplinary process has three stages and is designed to provide students with opportunities to make improvements to their behaviour at each stage.

### 2.2.2 Procedures

When a student is required to attend a disciplinary meeting they will receive a letter 5 working days prior to the meeting outlining the reason/s for the meeting and the date, time and location. If the student is under the age of 18, or 19 on a study programme, the student's parents/carers should be invited to attend (unless the student has given instructions that their parents/carers should not be involved) and the student informed of the following:

- The student can be accompanied by a relative, friend, student representative, or employer
- The student is entitled to be represented by a Student Union officer and to time to consult with their representative
- The student can bring evidence to a hearing to support their case including witness statements or calling witnesses.
- Where evidence is brought to a hearing, this must be either provided 48 hours in advance or time made available during the hearing for the evidence to be considered by all parties. If significant evidence is disclosed at a hearing for the first time, it may be necessary to adjourn the hearing so the evidence can be considered.
- Evidence should be anonymised in all cases.

A standard template for letters required for the disciplinary process is available on the staff intranet. When a student is subject to the disciplinary process, curriculum administration teams on ProSolution will log the action taken on Promonitor.

For subcontracted provision, subcontractors should follow their own procedures, but the College should be notified if a student is excluded by the subcontractor.

- **Stage One** is the initial formal hearing between the Head of Department, or nominee, and the student. Issues and concerns should be discussed and recorded and an action plan for improvement agreed, including timeframes. The Stage One Disciplinary form should be completed on ProMonitor. This can be accessed by the student and relevant teaching staff.
- **Stage Two** may be initiated if improvements agreed in stage one are not met. This is the second formal hearing between the Head of Department, or nominee, and the student. The meeting should take the form of a case review where tutors and/or other staff linked to the student are invited. The student should be encouraged to bring a representative and / or parent/carer or other responsible adult. A record of the meeting will be taken and improvement plan completed with clear agreed timeframes recorded on the Stage Two Disciplinary form on ProMonitor. A letter will be sent to the student outlining the actions required with timeframes. This will include a warning that further breaches of the Behaviour Policy may lead to further action and, in serious cases, this could include permanent exclusion from the College.

The Head of Student Development (Student Life) and the Director of School should be informed. They may attend or chair the meeting.

- **Stage Three** is the final stage and will only be initiated where behaviour persistently breaches the expectations and standards set out at stage two and in the Positive Behaviour Policy or in the case of serious break of standards of behaviour, which can cause acceleration directly to stage three.

Stage three is initiated by the Head of Department passing the case to the Director of School, who will review the details and actions taken to date and agree if there is sufficient evidence to justify a stage three disciplinary. At stage three a decision can be made to suspend or permanently exclude a student.

If the decision is made to proceed the Director of School will arrange a panel hearing to which the student, their representative and parents/carers, if appropriate, will be invited. The panel will be chaired by the Director of School or alternative senior leader, and will include a student life or other staff representative who will be independent.

The student will be informed of the outcome of the stage three hearing within 5 working days. If a suspension is required a letter will be sent to the student outlining the terms of the suspension and a warning that on return to College further breaches of the Positive Behaviour Policy will lead to additional action.

A progress review will be undertaken by the appropriate tutor, and actions agreed to ensure the student remains up to date with their programme, as far as possible, during any period of suspension.

In cases where the outcome is permanent exclusion, the student will be offered advice and guidance from Careers staff about future options.

### **2.3 Appeals**

A student can appeal against a decision of permanent exclusion in writing within 5 working days of notification of the decision. The letter of appeal must be addressed to the Deputy Principal (Teaching and Learning) and include reasons for the appeal and supporting evidence.

The appeal will be heard by the Deputy Principal or a nominated senior leader with no previous involvement in the case. The appeal hearing will normally take place within 10 working days of receipt of the appeal letter. The student, and their parents/carers or other responsible adult as appropriate, will be informed in writing of the date, time and location of the hearing. If the student is not accompanied by a parent/carer they can be accompanied by a relative, friend, Student Union Officer or student representative.

At the hearing the student will have the opportunity to present their case, supported by their parent/carer or other representative. The student will normally be informed of the outcome of the appeal in writing within 5 working days of the appeal hearing.

If the appeal is upheld, the student will be supported to resume their learning programme although an improvement plan may be put in place.

If the appeal is unsuccessful the decision of the Deputy Principal is final.

### **2.4 Suspension**

If a student breaches the expected standards of behaviour they can be suspended for 24 hours. Any member of college staff can initiate a suspension through the following process:

1. At the point when the suspension is required the member of staff should inform the student that their behaviour breaches the expected standards of behaviour set out in the Behaviour Policy and ask the student to wait for a senior member of staff, where possible from the curriculum department, to speak with the student. For this purpose senior members of staff can include any member of College Management Team, Deputy Heads of Department or Pastoral Managers.

2. The senior manager will make the decision, following a briefing about the situation by the member of staff initiating the suspension, whether a 24 hour suspension is appropriate.
3. The student should be asked to leave the premises and pass their ID badge to the senior manager. The student should be informed that they can return to college after 24 hours and should be encouraged to return as soon as possible. The student should be informed that on their return they will meet with the Head of Department or nominated staff member to review the incident and agree an action plan for returning to college.
4. The senior manager should then:
  - a. Pass the student's ID badge to Campus Information Point staff
  - b. Inform the Head of Department by completing a Comment on ProMonitor *and* via email.
  - c. Complete a suspension form on ProMonitor outlining the nature of the incident.
5. The Head of Department or their nominee will inform parents where the student is under 18.
6. The Head of Department, or their nominee, will be responsible for setting work for the student to complete during the suspension to ensure they do not fall behind.

The Head of Department will arrange a meeting with the student on their return to college to review the incident and set appropriate actions - using the suspension form on ProMonitor. The student will be met at reception to return their ID badge. The Head of Department will ensure they are integrated back into their group and that tutors are aware .

In the case of a serious breach of behaviour or serious incident, for example where the safety of an individual is threatened, a formal suspension can be initiated suspending the student for 48 hours whilst an initial investigation is undertaken. This action should be carried out by the Head of Department or Director of School for the curriculum area. Following the 48 hours, the student should be contacted by telephone and advised whether they can return to college, or whether the suspension will move to a stage 3 disciplinary. During this time the Head of Department or nominee will continue to provide course work for the student.

The student should be informed at the time of suspension that they will be invited to attend a Disciplinary meeting within five working days. The procedures for so doing are outlined above.

## **2.5 Students who have Learning Difficulties and/or Disabilities**

If a student has a learning difficulty and/or disability this must be taken into account when implementing the disciplinary process, and any reasonable adjustments must be made. Reference should be made to appendix 2 to ensure appropriate support and guidance is in place.

## **2.6 Attendance in first six weeks of a full-time course.**

Behaviour which is in breach of reasonable conduct, as detailed above, may lead to a shortened process where it occurs within the first six weeks of the course. The Head of Department is to be made aware and a shorter time scale for improvement and review will be agreed. If a student has enrolled on a course that is not suitable for them, the Head of Department is responsible for ensuring the student is offered alternative suitable learning provision within college. Where no alternative provision is available, referral to the guidance team and external providers is should be recorded on ProMonitor, including an actual destination if known.

## **2.7 Probationary Contracts**

In exceptional circumstances a student may be accepted onto a course under the conditions of a Student Improvement Contract. The conditions of the contract must be clearly stated and must be agreed by the student prior to enrolment. The contract will be monitored by the coaching tutor and if the targets are not met, with appropriate support offered, the student may be transferred to an alternative course.

## **Appendix 1: Recording Student Improvement Contacts, Disciplinary Meetings and Suspensions on ProMonitor**

Templates for recording Student Improvement Contacts, Disciplinary meetings and suspensions are available on ProMonitor. To access these follow the steps below:

1. Search for the student by name or code
2. Click on Manage Learner Meetings on the student's ILP
3. Select the meeting category - either Conduct or Disciplinary
4. Set up a new meeting - selecting the appropriate Meeting Type
5. Record and save the meeting record

## **Appendix 2: Student who have Learning Difficulties and/or Disabilities**

If a student has a learning difficulty and/or disability, reasonable adjustments should be made to the implementation of the disciplinary process. Where possible adjustments should be put in place to avoid the commencement of the disciplinary process.

Where a student displays behavioural difficulties linked to a difficulty and/or disability the person leading on implementing the disciplinary should

- collect relevant information and evidence about the learning support need, and this should inform the process
- ensure that any necessary learning support assessments have been completed and appropriate support measures have been in place
- seek advice from specialists around how the impact of the learning difficulty or disability may have been a causal factor in the behaviour demonstrated
- ensure all recommendations for support have been followed, and recorded on ProMonitor
- seek an advocate to represent the student's interests.

An Education, Health and Care plan (EHCP) is a legal document setting out a student's entitlement to learning and support. A disciplinary process should not be instigated without consultation with the Head of High Needs.

Where there is no EHCP in place, any adjustments and additional support for learning should still be put in place. If a period of time is needed to make these arrangements, the student, in consultation with parents/careers, can be sent home for a period of up to one week. During this time a review will take place and relevant adjustments made to the action plan. The student must be provided with course work during this time to ensure they do not fall behind in learning.

If the Head of High Needs or Head of Department decides it is appropriate to proceed with disciplinary sanctions for a student with a difficulty and/or disability, there should be full consultation with relevant staff who should include

- Teachers / coaching tutor
- Learning support staff
- Head of High Needs
- External specialist staff

. Considerations should be given to:

- The nature of the difficulty and/or disability
- Reasonable adjustments in place or required in future
- The circumstances leading to the alleged misconduct
- Reasonable adjustments required for the learner to participate in the disciplinary process

This information must be available to the chair of any disciplinary hearing arranged. The outcome of any disciplinary can be an improvement contract or permanent exclusion, as outlined in the disciplinary process.

### **Appendix 3: Apprenticeship Academy Disciplinary Procedures**

Refer to Apprenticeship Academy processes and procedures with reference to statutory school age students.

## Appendix 4: Search Procedure.

(The following guidance is informed by and fully in line with "Searching, Screening and Confiscation. Advice for Head teachers, School Staff and Governing Bodies. Dept. of Education, January 2018)

Leeds City College has the right to search any student or the possessions of any student, with or without consent, where they have reason to suspect that student of having any of the following Prohibited Items:

- Knives or Weapons
- Alcohol
- Illegal Drugs
- Stolen Items
- Fireworks
- Pornographic Images
- Any other item that the staff reasonably suspects has been used to commit an offense.
- Any other item that the staff reasonably suspects could be used to cause injury or damage to the property of any person (including the student)

### Confiscation

Leeds City College staff can seize any prohibited item found as a result of the search. If said item is either illegal, potentially involved in an offense or likely to cause injury to any person or damage to any property, said item will not be returned to the student but instead given to the police for disposal or use as evidence as appropriate. (See advice below) Where illegal materials are found in a search it is considered best practice to inform parents/carers but there is no legal requirement to do so.

### Process for Searches.

Any staff member can search a student or the possessions of a student with that student's consent. That consent can be verbal and no written permission is required.

Heads of Learning, Campus Managers and Security Staff are all authorised by the College Principal to conduct searches without consent within their area of responsibility provided suitable grounds for a search are present.

Alternatively, a student who refuses to consent to a search can be immediately escorted off college grounds and be refused return until such time as they consent to any required search and/or a contract is written to prevent further incidents.

### Further Search Requirements where consent is not given.

The staff member conducting the search must be the same gender as the student being searched and a second staff member should be present as a witness. This witness should, where at all possible, also be the same gender as the student being searched.

The above gender rule may be waived in circumstances where immediate and serious risk of harm to any person is thought likely if a search is not conducted immediately.

The following page contains points of law that must be read and understood by any staff member undertaking or designated to undertake searches within Leeds City College.

#### Extent of the Search.

The law is very clear on the extent of search, with or without consent, permitted to schools and colleges and staff should make sure to abide by the following legal points during any search undertaken.

- A student cannot be required to remove any clothing other than outer clothing (Outer clothing means clothing not worn next to the skin or over underwear. Examples of outer clothing include hats, shoes, boots, gloves and scarves.)
- A pupil's possessions can only be searched in the presence of the student unless there is a risk of serious harm if the search is not undertaken immediately. (Possessions means any goods over which the pupil has control. Examples include bags, lockers and desks)

#### Items Found During a Search.

A staff member can confiscate, retain or destroy any item found as result of a "With consent" search provided they have reasonable cause to do so. Only prohibited items can be confiscated, retained or destroyed during a "without consent" search.

A staff member must confiscate and retain any prohibited item found during a search either with or without consent and then follow the advice below.

#### Alcohol.

Alcohol can be disposed of by any means felt appropriate but this should not include returning it to the student.

#### Controlled Drugs.

Any controlled drugs found must be retained and delivered to the police as soon as possible. (Call 101 if the Campus Officer is not available to organise such delivery). Where a compelling case exists, the drugs may be destroyed by the college but the reasons for doing so must be strong. (For example immediate fear for the safety of staff if the materials are kept). Under no circumstances can controlled drugs be returned to a student as doing so could be considered supplying that controlled substance.

#### Stolen Items.

Stolen items must be delivered to the police as soon as possible. (Call 101 if the campus officer is not available to organise such delivery) but may be returned to their owner if there is a case for doing so. (For example, the value of the goods is very low and no police involvement is deemed necessary).

#### Fireworks

Fireworks found as result of a search may be disposed of by any means felt appropriate but this should not include returning them to the student.

#### Pornographic Images.

Pornographic images may be disposed of by any means felt appropriate but this should not include returning them to the student. An exception to this exists where the images are considered reasonable grounds to suspect an offense, in which case they should be delivered to the police as soon as possible. (Call 101 if the campus officer is not available to organise such delivery). Examples of such grounds would be Child Pornography or images of an extreme nature.

Weapons and items likely to be used in an offense.

Any weapon or item likely to be used in an offense must be passed to the police as soon as possible.  
(Call 101 if the campus officer is not available to organise such delivery).