



THE
KING'S SCHOOL
CANTERBURY
INTERNATIONAL COLLEGE

Behaviour, Rules, Rewards, and Sanctions Policy

Responsible Person: College Principals, The King's School, Canterbury International College

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The King's School, Canterbury International College

Behaviour, Rules, Rewards and Sanctions

Expected Behaviour

The whole of the King's School, Canterbury, is a community where the welfare of all is protected and promoted. It is important that all members of the community take responsibility for their contribution to it, that they should have an awareness of the needs and sensitivities of others, and that they play their part in creating a kind, tolerant and mutually supportive environment. In particular, the School should always be conscious of the fact that we share our environment with many who have no formal connection with the School.

The School expects the behaviour of its pupils to reflect the values that lie at the core of its philosophy. These include:

- a sense of responsibility
- self-discipline
- a proper regard for authority
- an awareness of and sensitivity towards the needs and perspectives of others
- respect for, and celebration of, difference in others
- a sense of service to the community

It places emphasis on the positive behaviour to be expected and rewarded, as well as prevention of what is unacceptable. At its heart is the promotion of a good learning and teaching atmosphere in which all pupils can realise their potential. The policy safeguards and promotes the welfare of all pupils, protecting them from discrimination and harassment on any grounds. It relies on a culture of mutual respect between parents, pupils and staff, and it has been drawn up in consultation with the school community.

International College Rules

These Rules are intended to impose only such restrictions as are necessary for the general well-being of students and teachers in the International College. Rules and conditions remain binding on students throughout their time at the College, or when travelling to or from the College, regardless of age. Bringing the College's reputation into disrepute (by defamatory or other words or deeds) constitutes a serious breach of discipline at any time and could lead to expulsion.

The College Principals are responsible for the care and the discipline of the students and for the management of the College. If a student fails to comply with the College Rules and any regulations made from time to time, they may require the student to be removed, without a refund of the current term's fees. They also reserve the right to ask parents to withdraw any student who is, in their opinion, not making sufficient progress to warrant (in the student's own interest) his or her retention in the College, or to withdraw a student from a particular examination subject if, in their opinion, that is also in the student's own interest.



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1. Bounds (permitted areas for students)

The College Community shares the Malthouse Site with:

- Cottage residents
- The Senior School
- External Sports
- External Theatres

It is therefore important that students move around the Site respectfully and without making any undue noise at all times.

With a diverse community and many different languages spoken around the College, swearing in any language is forbidden and will be sanctioned.

Students are expected to be inside the walls of the College building after Curfew at 17:00 and until Supper, unless permission has been granted for them to attend special lessons or activities during this time.

The Sports Hall may only be used after prep and if accompanied by a tutor or member of staff.

The car park and garden are out of bounds after prep and the car park area should not be visited at any time unless accessing the garden at permitted times.

The MUGA and outdoor table tennis areas may be used before 17:00 and outside of lessons.

The following places are out of bounds without permission from a College Principal, Senior Tutor, or the Deputy or Assistant Houseparents:

- 1.1 Any place beyond the bounds shown on the maps displayed in the College (including the Dane John Gardens), plus the ruins of St Augustine's Abbey.
- 1.2 The Kingsmead playing field, and the riverside path and underpass on that side beyond the Sainsbury's bridge.
- 1.3 The City / Off Malthouse Campus except in pairs on agreed "town afternoons" per year group until 16:30 and after signing out clearly in the Sign Out Book in College, with each student individually providing their name and signing their time of departure and destination legibly. Upon return, the sign in time must also be provided. Leave to visit the City on Sundays will be determined by the member of staff on duty on a week by week basis, taking into account activities and trips.
- 1.4 The South Side of the Cathedral, along with the Great Cloister and approaches thereto, after 18:00 (unless on the way to a Cathedral event).
- 1.5 The Cathedral Herb Garden and the Campanile Garden.



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- 1.6 College and school kitchens.
- 1.7 The roofs of all buildings (including the Cathedral).
- 1.8 All pubs, bars, betting shops and amusement arcades.
- 1.9 Private houses, including the houses of The King's School day pupils.
- 1.10 Cinemas, theatres and other places of public entertainment unless part of a school excursion.
- 1.11 The river and all boats on the river, sea or lakes (except when participating in a supervised school activity).

2. Order

- 2.1 Paid Private Tuition requires the prior consent of parents and the College Principals and must not be held during designated College activities, such as lessons, co-curricular activities, meals or prep time.
- 2.2 No student may be driven in a private car by any other King's pupil, nor by anybody who is not an employee of the College or The King's School, unless the driver is the guardian or a member of the student's own family, or the written consent of parents and the permission of the College Principals has been obtained.
- 2.3 The following are forbidden:
 - a) The possession or use of weapons, replica weapons, firearms or explosives of any kind (including BB guns, fireworks, all sharp knives and penknives)
 - b) The unauthorised use or possession of any aerosol or solvent-based glue
 - c) The possession or use of laser pens
 - d) The possession and/or use of 'hoverboards', segways, scooters, skateboards, rollerblades etc.
 - e) Busking
 - f) Walking outdoors and engaging in sport in bare feet
 - g) Hitch-hiking
 - h) The possession or use of computer games, by anyone under age according to their classification in England
 - i) The possession or drinking of alcohol
 - j) The possession or use of drugs and legal highs including edibles
 - k) The possession or use of smoking paraphernalia, including vaping equipment
 - l) Personal weight training equipment
- 2.4 Students should not bring back to College items of significant monetary or emotional value, nor any item that (by its ostentatious nature or worth) might cause division or jealousy amongst peers.
- 2.5 Paid employment is forbidden during term time.
- 2.6 Apart from minor transactions, buying and selling among students, and the lending of money, must have the College Principals' permission.



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- 2.7 No student may obtain credit at any town shop or restaurant, except with parents' permission and the knowledge of the College Principals.
- 2.8 No one may miss a College-provided meal without permission from the College Principals, Deputy or Assistant Housemistress, or Senior Tutor.
- 2.9 It is forbidden to remove food, drink, cutlery or crockery from any School or College dining hall.
- 2.10 No food or drink may be consumed outdoors in the streets.
- 2.11 The chewing of gum is forbidden.
- 2.12 Students may not gather in large groups on any roads or pathways where they may inconvenience residents and visitors.
- 2.13 Personal possessions (books, files, clothing, etc.) may not be left outside rooms, in the common room and buildings except in the storage provided and should be in some suitable bag.
- 2.14 Students may use the College address to have parcels and packages sent to them. These will be received at reception and opened in the presence of a member of staff by the student themselves. During term time, students may not order any items to a different address, or receive and bring into College any packages that have been sent to them at a different address.

3. Mobile Phones, Headphones, Earphones

- 3.1 Mobile phones, earphones, or headphones may normally only be used in leisure time, discreetly, and not in School buildings or public places within the College and Malthouse site (except with permission).
- 3.2 They must not be used when crossing roads or walking around the site or town.
- 3.3 They should only be used in lessons and study time where the teacher on duty gives permissions.
- 3.4 Phone numbers must be registered with the College Principals, and any changes in the number recorded.
- 3.5 Offensive messages sent to others will be regarded as a serious breach of College discipline.
- 3.6 Misuse will lead to confiscation as well as to other sanctions.
- 3.7 Students may be required by the staff to hand in their mobile phones at night.
- 3.8 The photographing, filming, or recording of others (students or adults) without their permission is not permitted at any time.

4. Meals Out & Saturday Leaves

- 4.1 Students may only miss roll-call or meals at the weekend if the College Principals or Deputy or Assistant Housemistress have given permission.
- 4.2 On a weekday evening, students may be allowed to go out for a meal with their own parents with the prior approval of the College Principals or Deputy or Assistant Houseparents, at whose discretion two or three other students from the College (only) may attend, if so wished.



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5. Dress and Appearance

The purpose of these rules is to maintain the good reputation and high standard of the College. At all times clothes must be clean, neat, tidy, fit properly and in good repair. More detailed guidelines will be issued from time to time. Regard for the spirit of these regulations is as important as regard for their letter.

The College embraces the diversity of its students and is keen to listen to, learn about and respect the needs of individuals and how they identify and wish to be identified. No student is expected to dress in ways that conflict with their religion, gender identity, disability or any similar personal characteristics.

5.1 College uniform is:

- Black school blazer
- Black jumper or black cardigan, both require The King's School crest (worn under the blazer and optional)
- King's pinstripe trousers or knee-length King's pinstripe dress
- White shirt with top button fastened or College white blouse
- College lanyard with cardholder and IC card worn around the neck
- International College tie
- Black or grey socks or plain black tights
- Plain black polished leather low-heeled shoes of sensible shape and weight, without ornaments

5.2 Make-up, if worn, must be discreet.

5.3 Only small studs, one per ear-lobe, are permitted.

5.4 The following is not permitted:

- Boots and soft style trainers
- Nose, tongue or other studs
- Dangling earrings, rings, bracelets and chunky necklaces
- Fake nails, or unnaturally coloured nail varnish
- Non-School or College badges and other unsuitable ornaments
- Skirts and unauthorised adjustments
- Tattoos (real or fake)

5.5 College uniform is to be worn:

- Until all time-tabled lessons have finished for the day (including the tutor period)
- Unless the rules are relaxed during hot weather or other specific permission is given
- On appropriate King's School and College occasions, which include such events as Parents and Guardians' meetings, King's School talks (unless otherwise advertised), King's and College plays and concerts, and any other event at which parents and guardians may be present.

N.B. Blazers, not jumpers or cardigans, must be worn and must not be taken off at concerts, lectures or similar occasions unless permission is specifically given.

5.6 With all uniform, only a King's School-issue coat or plain black or navy-blue overcoat or rain-coat of suitable length may be worn, and only a black, King's School or Boat Club scarf. No jackets should have fur trimmings.



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- 5.7 Formal Clothing: every student must always have available at least one set of smart clothes for formal occasions. Such dress might be required for some trips, dinners or other special occasions.
- 5.8 Casual Clothing (home clothes): must be clean, in good repair, and without embellishments of any sort. Jewellery should always remain discreet. Home clothes must not sport any pictures or messages offensive in any way, and should be of a suitably modest nature, i.e. not too revealing in any way.
- 5.9 Hair styles must be tidy and consistent with the College uniform. Grooming styles dictated by religion and ethnicity are not restricted (including in support of hair health and maintenance). -Any dyed hair should be discreet. Extravagant colours are forbidden. Students with long hair should have the means to tie their hair back if so required. Hair is expected to be no shorter than 'Grade 3'. Boys must be clean shaven. Students may be required to have their hairstyles altered by a hairdresser, if they are deemed too extravagant and not dictated by the needs of the student's religion or ethnicity.
- 5.10 Hats should not be worn indoors when in uniform and headphones and earphones should not be worn when moving around the College site, The King's School or the City during the school day.
- 5.11 Only official King's School games clothes and/or track suits may be worn for organised sports and PE lessons.

6 Bicycles

Students are not permitted to keep bikes while at the College, nor are they allowed to cycle on any bikes outside of official school activities.

7 Residential Rules

The following rules apply at all times to all students:

- 7.1 Boys are not permitted to visit the girls' floor, nor girls to visit the boys' floor at any time. The girls' floor and the boys' floor are separated by alarmed doors and corridors covered by CCTV.
- 7.2 When invited, students may visit other boarding houses after lessons, games and during free time. As guests, they must announce themselves politely to staff and adhere to all rules of the respective house, including the areas in which they are allowed to stay.
- 7.3 As a matter of courtesy, students should, wherever possible, obtain the permission of the College Principals and Housemaster or Housemistress when visiting another House. All visitors to the College or House at any time must sign in and out.
- 7.4 All pupil visitors to the College must inform a member of College staff on their arrival. Additionally, they should sign the Visitors' Book on arrival and departure, and they must remain on the ground floor. Visits are only allowed between 16:30 and 19:00. Any visits outside of these times must be agreed with one of the College Principals or Deputy and Assistant Houseparents. All visitors must remain on the ground floor at all times.
- 7.5 Outsiders may not visit the College or a King's House without the permission of the College Principals or Houseparents. If he or she or a member of staff acting in his or her stead is not available, no visit may take place. It is the duty of the student being visited to ensure that permission has been obtained.



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- 7.6 Electrical appliances may be used in rooms and studies only with the College Principals' consent and in accordance with the regulations on this matter. All appliances must be PAT tested by the school estates team, or will otherwise be confiscated. Cooking equipment may only be used in the common room and when a member of staff is present to supervise. Any cooking equipment, including kettles and other devices used for heating food found outside of the common room, will be confiscated.
- 7.7 Music, radios, computer games, etc. must not be played during lesson or prep time, nor after 10.00 p.m., unless earphones are used; nor at any time that might cause a nuisance to others.
- 7.8 Computer games, DVDs, and streamed films, etc. may not be played or watched during lesson or prep time, nor after lights out, nor at other times as determined by the College Principals.
- 7.9 No one may be absent from prep without leave from the College Principals or Deputy or Assistant Houseparents.
- 7.10 All students must be ready for a House Meeting at 19:00. After prep, students may only leave the College building to go to the sports hall.
- 7.11 Students should never put themselves to bed in the course of the day without first seeing the Matron.
- 7.12 Students should be respectful of their surroundings at all times and not damage or misuse any items or furniture in their rooms, as well as the wider College. Any damage or malfunction should be reported to a member of staff immediately and parents may be charged for any necessary repairs.
- 7.13 Doors that require access with a swipe card should only be accessed with a swipe card and not forced or impeded in anyway.

Rewards and sanctions

Rewards and encouragement are used extensively in the College. On the occasions when sanctions must be applied, this is done so with regard to the rules set out above.



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Rewards

Level 1

Verbal praise by teachers or College boarding staff for good behaviour, academic work, or attitude. Teachers are encouraged to find their own methods of rewarding day to day successes, appropriate to the age of students (e.g. stickers, positive written feedback, group points). Additionally, tutors and teachers are encouraged to feedback to parents at any point good news about their child's successes.

Teachers record examples of excellent work by awarding Merits for anything that warrants immediate positive recognition. Tutors should check their tutees' record of Merits once a week on iSAMS and use this information to congratulate their tutees. An accumulation of Merits will be rewarded with vouchers that can be spent in town – these are awarded publicly in assembly.

At the end of the Autumn Term, each class teacher awards a subject prize certificate in Year 11. In Year 9 and Year 10, there are prizes for "most improved student" and "student with best exam performance". In the life of the College, the house team also award a "most helpful" and "greatest contribution to the community". Where appropriate, extraordinary co-curricular contribution are also recognised. These take the form of a congratulatory certificate.

At the end of the academic year, prizes are publicly awarded at the Graduation Ceremony following the model outlined above, but with book prizes in addition to the certificates.

Sanctions

Level 1

Verbal admonishments backed up by the authority of staff within the College. This covers, for example, one-off uniform infractions, minor lateness, and forgotten equipment, minor disruptive behaviour in class or around the College.

Level 2

More serious misdemeanours or repeat offences of the above should be recorded as a 'sanction' on iSAMS, and students should be informed of this verbally by the member of staff. This leads to a short detention after evening prep the same day. Tutors are encouraged to keep an eye on any iSAMS entries and follow these up in discussion with tutees. If three Level 2s are amassed in one week, the third detention will be converted into a Level 3 mid-week detention. Level 2 sanctions may be given for lateness to class, uniform infractions forgotten homework, and failure to bring important notes/equipment to class. Lateness in house (to meals or meetings) is recorded in the tick-in app. Three "house lates" will also lead to a mid-week Level 3 sanction.

Level 3

For continuing low level offences (three Level 2 sanctions in a week or being late to three College tick ins in a week) or poor effort or behaviour (e.g. rudeness or play fighting), as well as missing games, an activity, or a lesson, students are either put into a mid-week afternoon detention, or, where appropriate, on a report card for a suitable length of time. Level 3s will be recorded on iSAMS.



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Level 4

The first hour of a 'College Saturday Evening Detention' will be given for repeat Level 3 sanctions or more serious one-off offences such as very poor behaviour, fighting or intentional aggression, behaviour that endangers the safety of others, being caught smoking or vaping nicotine once, or with smoking paraphernalia a first alcohol offence involving beer, wine, or similar. Level 4s are recorded on iSAMS and the senior tutor or a member of the house team will inform parents of any Level 4 offences by email.

Level 5

A full three-hour 'College Saturday Evening Detention' is given in the case of repeat Level 4 sanctions, a second offence involving smoking, vaping nicotine, or possessing smoking paraphernalia, drinking or possessing beer, wine or similar, or a first offence involving spirits, bullying, wanton damage, dangerous or reckless behaviour, or any behaviour that falls far short of the expected behaviour of students at the College, including dishonesty, deceit, or theft. Parents will be informed by email by the Principals or Senior Tutor. This is recorded on iSAMS.

Level 6

Offences repeating or surpassing Level 5 behaviour will lead to suspension, requirement to leave, or expulsion depending on the nature and the circumstances of the offence. These include, but are not limited to, the possession and use of legal highs, THC vaping equipment, or drugs. This will be decided in conversation between the College Principals and the Head and will be recorded on iSAMS.

Policy and Sanctions with regard to:

Drugs

The King's Schools consider that the use of illegal drugs and so-called 'legal highs' (including nitrous oxide, edibles, THC infused vaping liquids and any performance-enhancing drugs) is likely to be damaging to a young person's health, safety, independence and respect of the law; and will also damage the integrity of the School and College communities by possibly exposing others to temptation and to the risk of criminal proceedings.

A programme of education about drugs will involve pupils during their time at the College. The programme will be arranged through the established curriculum, through the PSHEC syllabus and through specially invited external speakers.

It is the policy of the School and College to discourage the use of illegal drugs and 'legal highs'. Any cases of the use or possession by students of such substances or of any drugs paraphernalia will be treated as a very serious breach of discipline and those involved should expect to be expelled.

A student becoming involved with drug misuse must expect to leave the College; those who have acted as a source of supply will be expelled automatically. Where there is reasonable cause for suspicion that a student may be involved with drugs, a student may be questioned and rooms and personal possessions searched and then confiscated. A saliva or urine test may be taken and sent for analysis by an independent and approved agent. Testing is the best possible protection for the innocent as well as compelling evidence against those who would put others at risk. Refusal to take a test will be regarded as a disciplinary offence and the College may proceed as if there had been a positive result. The College has the right to inform the police of the possession, consumption or supplying of an illegal drug, as it constitutes a criminal offence.

This policy is seen as being in the best interests of all pupils.



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Alcohol

The consumption of alcohol at any time and in any circumstances is forbidden. The possession of any alcoholic drink is also forbidden. This includes alcohol in the form of cooking wine.

The effects on health of alcohol and its social implications will be taught and discussed as part of the curriculum, in the PSHEC course. Help and advice is also available via The King's School's medical practice and counselling service. There are breathalysers available at the College.

Smoking and Vaping

Students are forbidden to smoke and vape. The effects on physical and mental health of both will be taught and discussed as part of the curriculum, in the PSHEC course. Help and advice is also available through the School's medical practice and counselling service. Where there is reasonable cause for suspicion that a student may be smoking, a student may be questioned and rooms and personal possessions searched and any smoking/vaping equipment confiscated. Students may be asked to blow into a carbon monoxide monitor to test if they have been smoking. Testing is the best possible protection for the innocent as well as compelling evidence against those who would put others at risk. Refusal to take a test will be regarded as a disciplinary offence and the College may proceed as if there had been a positive result.

Dietary Supplements

The King's School prides itself on its sporting ethos and commitment to fair play and honesty. Medical and sports coaching advice is that a balanced diet, good hydration, well-organised training and a healthy lifestyle should be all any sports player needs to develop and grow in a healthy way. The School and College therefore discourages the use of dietary supplements (such as protein or whey powders) to enhance levels of physical or sporting achievement, in the belief that they are of no benefit to the physical or sporting performance of the vast majority of students and can, at worst, create an unhealthy attitude towards body image.

The following advice is given for students who wish to maximise their sporting performance:

- a) You should always have a water bottle with you at training – hydration is crucially important.
- b) You should aim to get at least 8 hours sleep or more after hard sessions.
- c) You should stretch at least 2 to 3 times a week.
- d) You should always eat 3 main meals per day (breakfast is crucial) with 2 snack-meals in between if required.
- e) You should try to eat plenty of fish and white meat such as chicken (provided these form part of your normal and existing diet), plenty of fresh vegetables and salad and plenty of pasta, potatoes and rice. Such a diet is quite possible if you attend meals as provided by the School and/or College each day.

No student should take any form of protein supplement. If such supplements are found by College staff, they will be confiscated and returned to the parents. The use of supplements by students in the gym, at the Recreation Centre or at the Malthouse Sports Centre are not permitted.



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Personal Relationships

Positive relationships are essential for the well-being of the community and for individuals. At all times the guiding principle must be respect for others. This includes respecting those who have different values and opinions. It also includes behaving in a considerate way which includes the feelings of all: for this reason, excessive displays of affection in public, going beyond normal greetings, are not allowed. Sexual relationships are forbidden in any circumstances. Students who are found to be in breach of this rule, or who are judged to be so, should expect to be required to leave the College.

Bullying

Please see the Anti-bullying Policy.



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Anti-discrimination | a levelled response – pupil version

The following is intended to be clear, inclusive and supportive – to be fit for purpose – for all pupils, staff, families and the policies and practices designed to safeguard and enrich our school community and the world beyond



Vision

At The King's School we are firmly committed to providing an anti-discrimination framework that is trusted and valued for its proactive and restorative efficacy.

This commitment includes **actively protecting** each other from unfair behaviour and **actively listening** to each other's perspectives.

Responding to discrimination is not seen as optional. It is everyone's responsibility.

For our school community, a discriminatory incident is any incident perceived to be discriminatory by the person harmed or any other person¹:

- **Hate incident** | a person is harmed in a way perceived to be motivated by prejudice against a protected characteristic²
- **Harassment** | more than one hate incident by the same harmer or group of harmers³
- **Hate crime** | a person experiences a crime perceived to be motivated by prejudice against a protected characteristic⁴

We understand that discrimination is, "as much about impact as it is about intention"⁵. Discrimination can marginalise, humiliate and dehumanise – impacting well-being, a sense of belonging and social cohesion⁶.

We see discriminatory behaviour as learned and therefore open to reframing through reflection and education.

Principles

- **Responding decisively** over failing to address unfair behaviour
- **Holding space for perspectives** over challenging positions
- **Understanding and repair** over shame and blame
- **Taking responsibility** over sanctions (a last resort)

Our response to discrimination centres the experience of the harmed, the understanding of the harmer and reparation between the people involved.

¹ This builds upon the definition of racism shared in the Stephen Lawrence inquiry report <https://www.gov.uk/government/publications/the-stephen-lawrence-inquiry> (page 362, section 45.17)

² [Check if you've experienced a hate crime or hate incident](#) (Citizens Advice)

³ [Check if you've experienced a hate crime or hate incident](#) (Citizens Advice)

⁴ [Check if you've experienced a hate crime or hate incident](#) (Citizens Advice)

⁵ Dr. Soutphommasane in [What is casual racism?](#) (Australia Human Rights Commission)

⁶ [Casual racism FAQs](#) (Australia Human Rights Commission)



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Terminology

- **Harmed** | the person(s) affected by the perceived discrimination
- **Harmer** | the person(s) perceived to have discriminated against the harmed (intentional or otherwise)
- **'Casual' discrimination** | prejudiced choices where the motivation to cause harm is less clear cut, i.e. misguided 'banter'. In reality, there is nothing casual about discrimination
- **Targeted discrimination** | discrimination where the motivation to cause harm is clear, i.e. prejudiced verbal abuse



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Anti-discrimination | a levelled response – pupil version

The following progression of responses is designed to enable restorative and proportionate outcomes for the majority of cases.

Where this is not possible, the order of the levels may need to be adjusted or sanctions escalated (i.e. when a significant amount of time has elapsed between incidents of 'casual' discrimination or the harmer refuses to participate in a key process).

Offence	Priority	Response	Key outcomes
Anything perceived to be unfair treatment	record + investigate	<p>Anti-discrimination leads to investigate</p> <ul style="list-style-type: none"> ✓ Restorative questions for all directly involved ✓ Gather evidence (i.e. material evidence, witness statements, CCTV) ✓ Categorise discrimination, inc. protected characteristic affected + if is a hate incident, harassment or hate crime ✓ Check for previous offences ✓ Decide and implement an appropriate level of response <p>N.B. in support of a restorative culture, the harmed or harmer may at any level request being supported to hold a face-to-face restorative conference – these are <i>voluntary</i>, risk assessed and only combine with the school meeting the harmer's parents/guardians as a Level 4 response</p>	<ol style="list-style-type: none"> 1. Recorded via the QR code or school staff (informed / witnessed) 2. Harmer supported to apologise to the people impacted + informed of consequences of similar/worse behaviour in the future 3. Relevant parents/guardians informed within 24h. (at the most) 4. Inform people involved of school's chosen response 5. HSMs to check on well-being of harmed and harmer across coming weeks (update staff + families as necessary)

NOT ENOUGH EVIDENCE to show a discriminatory incident took place →	inform people involved about support available (inc. educational workshops + counselling) + consequences of similar/worse behaviour in the future
ENOUGH EVIDENCE to show a discriminatory incident took place →	levelled response decided on a case-by-case basis (see below)

Offence	Priority	Response + Outcomes
First 'CASUAL' discrimination Level 1 JKS L2 IC L3	conversation	✓ Attending staff to ' call in' harmer within 24h. – a scaffolded restorative discussion, ideally instant and <u>before</u> they go to their next activity
SECOND 'casual' discrimination: <u>same</u> protected characteristic Level 2 JKS L2 + IC L3	education	✓ 30m. social literacy workshop – impact of stereotyping and discriminatory language
THIRD 'casual' discrimination: <u>same</u> protected characteristic or First TARGETED discrimination Level 3 JKS L3 + IC L4	education + restoration	✓ 30m. bespoke social literacy workshop – relevant protected characteristic ✓ Supported to write a restorative letter / recording for the harmed (<i>not for them to keep</i>)
FOURTH 'casual' discrimination: <u>same</u> protected characteristic or SECOND targeted discrimination Level 4 JKS L3 + IC L5	restoration	✓ Supported to contribute to an indirect (<i>shuttle</i>) or direct (<i>face-to-face</i>) restorative conference (<i>with a supporter</i>) and restorative agreement ✓ Harmer's parents/guardians requested to attend a meeting to discuss school's concerns (SLT present)
FIFTH 'casual' discrimination: <u>same</u> protected characteristic or THIRD targeted discrimination Level 5 JKS L4 + IC L6	sanction	✓ Sanction to be decided by SLT in line with relevant policy + placed on harmer's school record , e.g. - Head's detention ⁷ - Internal community service (e.g. cleaning graffiti) ⁸ - External community service (inc. at another King's site) - Loss of privileges (e.g. loss of responsibility) ⁹ - Probationary Period on Contract - Permanent Contract Withdrawal from School ✓ Harmer's parents/guardians requested to attend a meeting to discuss sanction awarded + consequences if behaviour fails to improve (SLT present)

⁷ KSC 2022-23 calendar (p.55)

⁸ <https://childlawadvice.org.uk/information-pages/discipline-within-school/> (Child Law Advice)

⁹ <https://childlawadvice.org.uk/information-pages/discipline-within-school/> (Child Law Advice)