












APPENDIX TWO

Out of lesson misconduct guidance: A student is misbehaving outside of lesson (Other strategies may be used) The aim should always be to diffuse a situation and avoid any escalation.		
This is low level disruption	This is a Behaviour incident	This is a serious incident?
 Talk with the student the student and explain expectations	 Separate the student from others to allow a private conversation	 Call for assistance from another member of staff nearby or send a student to bring another staff member for support
 If the behaviour warrants further follow up, record the low level disruption via Behaviour Management on SIMs and award an appropriate Behaviour Point	 Talk with the student and call for the assistance of another member of staff if support needed	 Remove student from the situation and take to the Year Head's office OR Student Services
 Form Tutor to have a conversation with the student when monitoring Behaviour Points	 Record the incident on SIMS via 'Behaviour management' alerting the Form Tutor Add behaviour point	 Ensure HOY or LG is informed immediately. Write an account of the incident and pass onto the HOY. HOY to investigate incident and set sanctions
	 Follow up with the student; for example a conversation about behaviour during a Break time detention	 HOY to log the incident on CPOMS and contact parents/guardians