



HARROW
INTERNATIONAL SCHOOL
BANGKOK

Harrow Boarding House Sanctions Policy

This policy should be used as a guideline when dealing with behaviour that does not contribute to a happy and productive boarding life. It is imperative that each situation is dealt with on an individual basis. It should be remembered at all times that there are a lot of things going on in the lives of teenagers and that these events often impact on behaviour. It is important that background information, as to why the breaking of Boarding House rules occurred, is sought. This information **may** impact on the severity, or lack of such, on the sanction.

Community service

We would always prefer to use positive reinforcement or a sanction that offers the student an opportunity to give back to the boarding community in a positive way before resorting to a punishment. We feel strongly that punishments should be very much a secondary resort, unless deemed necessary.

Giving back to the community could take the form of being helpful to other community members, contributing to displays, writing articles, giving presentations or practical tasks such as mending punctures on bicycles. Suggestions should be discussed and agreed with House Masters/Mistresses in advance. Embarrassment must be avoided through the use of community service.

Links to other policies: This policy should be read in conjunction with other behaviour and disciplinary policies relevant to school practice such as the Child Protection Policy.

Issues of misconduct: The list on the following pages is for the purpose of illustration and shows the sort of sanctions process that may be implemented.

Issue of conduct	Sanction/ Response
Frequent uniform transgression (all boarders should be appropriately dressed when leaving the Boarding House each morning)	1 st - reminder 2 nd - warning 3 rd - 30min detention Persistent - increased detention time and reporting during the school day to HM
Persistently late leaving House for lessons/ activities (all boarders must leave the house by 7:30am)	1 st – reminder 2 nd – warning 3 rd - 30min detention Persistent - increased detention time and reporting during the school day to HM
Signing in/out transgression	1 st - reminder and warning 2 nd - signing in duty for 30mins – signing in curfew Persistent - removal of privilege/signing in duty
Out of bounds (building site and other parts of the School and areas in House such as single gender areas)	<u>No tolerance</u> for this: Gating Detention Hourly signing in Persistent - suspension from Boarding
Leaving site without authority or permission	<u>No tolerance</u> Gating and suspension from Boarding 1 st instance: up to 1 week 2 nd instance: between 1 and 3 weeks 3 rd instance: asked to leave Boarding
Leaving the boundaries of a designated trip	<u>No Tolerance</u> Gating for 4 weekends minimum Probationary period after on all trips: signing in each hour with staff. Community service Repeated: suspension from Boarding
Unable to contact student when off site	Gating and possible suspension
Rudeness to a member of staff (member of staff includes all ancillary staff and Gap students)	Various - dependent on the context of the incident It will be necessary for a verbal or written apology needed Community service Suspension from Boarding
Rudeness to prefect	Various - dependent on the context of the incident Additional: verbal or written apology needed Community service
Persistent misbehaviour during prep	Sitting with HM Loss of free time Community service
Persistent lateness for meals/prep etc	1 st warning 2 nd warning 3 rd early roll, dinner duty Persistent - detention
Persistently late in at night	Loss of privileges e.g Sports Hall/gym HM detention Gating
Phone, laptop, tablet misuse	1 st - reminder 2 nd - confiscation for 1 day 3 rd - confiscation for week Persistent - to be kept at home - no smartphone allowed or other devices in Boarding
Inappropriate use of resources	Depends on the incident. Damage to property will be taken seriously - replace the item or cover the cost of damage

	Community service ought to be used to address minor issues
Continually untidy room	1 st - tidy up 2 nd - tidy up 3 rd - daily room report Persistent - Loss of free time until room tidied
Air con left on in morning	1 st - reminder 2 nd – reminder 3 rd - environmental project assigned – could be presentation on CO2 emissions, practical ways to save energy etc
Messy kitchen	Closed for 1 day Not to be cleaned by ancillary staff
Being out of room after lights out (not for genuine needs such as use of toilet/ feeling ill/have concern)	Early Roll HM detention
Missing lessons/activities	HOH report Early bedtimes Loss of laptop/phone privileges Gating at weekends if full boarder
Violence towards others	No tolerance Suspension
Bullying/intimidation or threatening behaviour	No tolerance Suspension

HM refers to House Master/Mistress but may apply to member of staff on duty for that day.

Serious misconduct

The circumstances which **may** lead to removal or expulsion from Boarding include:

- Supply/possession/use of controlled drugs including alcohol, tobacco, solvents and other legally available substances or related paraphernalia
- Theft, blackmail, physical violence, intimidation, racism, homophobia and persistent bullying
This can be direct or through the use of technology
- Misconduct of a sexual nature. Supply and possession of pornography
- Possession or use of unauthorised firearms or other weapons
- Vandalism and damage of resources/property
- Other serious misconduct towards a member of the school community or which brings the School into disrepute on or off school premises
- Leaving the school site without authority

Other circumstances: a boarder may be asked to leave if, after all appropriate consultation, the Head Master is satisfied that it is not in the best interests of the boarder, his parents or the School, that the boarder remains at Harrow Bangkok.

Investigation procedure for Serious Misconduct

Action by staff: Staff should report serious misconduct to the relevant House Master/Mistress on the day it occurs and in the case of emergency the relevant Head of School and Head Master.

Recording: Incidents of a serious nature are recorded on Engage.

Complaints: Investigation of a complaint or rumour about serious misconduct will normally be co-ordinated by the House Staff on duty and its outcome will be reported to the House Master/Mistress and Director of Boarding. Any member of staff should seek guidance and support if they feel the nature of the complaint is too difficult or serious for themselves to investigate. If in doubt, ask. Parents will be informed as soon as reasonably practicable if a complaint under investigation is of a nature that could result in the boarder being expelled or required to leave.

Search: A boarder's space and belongings may be searched when there is a reasonable cause or suspicion of an impropriety such as being in possession of controlled substances or dangerous items or property belonging to someone else. This should be conducted by a minimum of two members of boarding staff. At all other times the privacy of the individual is paramount. He or she may be asked to turn out the contents of pockets, bag, cupboard space or safe. Clothing will not be searched until it has been removed from the wearer and care will be taken to ensure reasonable privacy. This policy does not authorise an intimate search or physical compulsion in removing clothing. If necessary, the police would be called.

Restraint: Any use of physical restraint is by reasonable and non-injurious means, only when immediately necessary and for the minimum time necessary to prevent injury to self or others or very serious damage to property. It must always be recorded in writing and the details will be passed onto the Director of Boarding, House Master/Mistress, Head Master and relevant Child Protection Officer.

Interview: A boarder may be interviewed informally by a member of staff to establish whether there are grounds for a further investigation. If the boarder is then interviewed formally about a complaint or rumour, arrangements will be made for them to be accompanied by a member of staff of their choice. Notes will be taken at this meeting.

Suspension: As a result of the investigation a boarder may be suspended from boarding and/or from the School and required to live at home or with their education guardian. The Director of Boarding will inform the parents or guardians of the decision to suspend the boarder. If requirement to leave is a possibility, parents will be informed and consultation with the Head Master will determine the outcome.

Proceedings: Following the investigation the Director of Boarding and Head Master will consider the complaints and the evidence at a meeting with the House Master/Mistress and other key pastoral staff such as the Head of House. Taking into account any further statements made on the boarder's behalf as well as the school disciplinary record, if the Head Master is satisfied that suspension is the appropriate sanction he, or the Director of Boarding, will inform the parents and arrange to see them with the boarder on their return to School.

Removal from School: If the decision is that the boarder must leave the school, there shall be consultation with the parents before deciding on the boarder's leaving status (see below).

Leaving status: If a boarder is expelled or required to leave, their leaving status will be one of the following: 'asked to leave school' or 'withdrawn by parents'. Points considered as part of the decision on leaving status will include:

- The form of reference which will be supplied for the boarder
- The entry which will be made on the school record and the boarder's status as a leaver
- Arrangements for transfer of any work to the Boarder, his parents or another school
- Whether (if relevant) the boarder will be permitted to return to school premises to sit examinations
- Whether (if relevant) the school can offer assistance in finding an alternative placement for the boarder
- The conditions under which the boarder may re-enter school premises in the future

Review: If the parents of the boarder concerned are not able to agree the way forward with the Head Master they may request a Governors' Review.

Parent Agreement: Name of Student(s): _____

I have read and understood the details within this policy and I support the sanctions described.

Signed _____ **Date:** _____