

### Detention Policy

#### Equality Statement

Minsthorpe Community College values diversity, and is determined to ensure that everyone is treated fairly, with dignity and respect; where the opportunities we provide are open to all; and that we provide a safe, supportive and welcoming environment - for staff, students and visitors.

#### Equality Impact Assessment (EIA)

This policy has been assessed with regard to its impact on equalities issue, with specific reference to the aims of the Equality Act 2010. The equality impact assessment focused on race, gender, disability, pregnancy and maternity, age, sexual orientation, gender identity and religion/belief.

#### EIA outcomes

- No areas of potential negative impact were found and actions resulting in positive impact are in place where appropriate.

Policy last reviewed:	Due for next review:	EIA:	Role Responsible:
April 2015	April 2019	April 2015	Assistant Principal (Progress and Aspiration)
April 2019	April 2022	April 2019	Assistant Principal (Progress and Aspiration)

## **Behaving and Learning the Minsthorpe Way**

Schools are permitted to set detentions by law. Legislation has changed so that schools are permitted to set detentions without giving parents prior knowledge. We however believe this is unfair and does not allow for parents to actively support the college in its behaviour policy, or in the interests of student's safety we give a day's notice.

### **Setting of detentions**

Detentions are a necessary sanction that are part of a teacher's toolkit. They act as a deterrent but also support a firm but fair discipline policy.

It is therefore important that parents and students can see that when a detention is set it has been done fairly without malice and that there is a rational reason for the sanction to take place.

Therefore we actively encourage teachers to use a dialogue with students which gives verbal warnings prior to the issuing of detentions.

After school detentions are set for incidents that are primarily classroom based.

Lunchtime detentions are set primarily for incidents that are outside the classroom, lunchtime detentions do not necessitate parent's prior knowledge.

### **Reasons why detentions may be issued**

1. Lateness
2. Minor disruption
3. Not being equipped for college
4. Refusal
5. Failure to hand in homework
6. Swearing or other inappropriate language
7. Any other form of inappropriate behaviour.

### **How to set a detention**

It is good practice to try to verbally tell the student that a detention has been set and the date, time and venue this will take place.

However this is not always possible.

When a teacher set a detention the following flow chart must take place.

To set a lunchtime detention simply notify by email the relevant CCTL along with the Pastoral Support Manager with details of the incident.

**Procedures for setting of detentions and informing Year Office/ General Office.**

Following 2<sup>nd</sup> warning and removal to CA –  
 (the member of staff must check that the student complied with this)

Member of staff to set 30 min detention by entering incident into SIMS Behaviour via SIMS register and adding detention (24hr notice required)

**Status needs to be recorded as -**  
**2. 2 x Warnings – sent out CA/YO**

If student failed to comply with removal to CA –  
 class teacher must record behaviour incident in SIMS save and email ATL - Admin and CCTL for MID Room referral

(alert GO if assistance is required at this point)

**Status needs to be recorded as -**  
**3. Refused to leave the room/ go as directed**

**Major Incident in lesson – which requires immediate action.**

Contact CTL/ TLR, GO who will contact CCTL, and LT/ Campus Supervisor.

Teacher to follow up with recording a C4C in SIMS Behaviour.

**Status needs to be recorded as -**  
**4. Very Serious incident above normal sanctions.**

If setting a detention for failing to hand in homework, minor incident around site. Teacher to set 30 min detention by entering incident into SIMS Behaviour via SIMS register and adding detention/ Support Session.

**Status needs to be recorded as -**  
**5. Homework/ minor incident o/s classroom or**  
**1. Resolved.**

Minor behaviour which does not result in student removal/ detention but does warrant a for information only C4C.

Teacher to record incident in SIMS Behaviour.

**Status needs to be recorded as -**  
**1. Resolved**

If student fails to attend 30 mins. CA Detention – **check SIMS attendance**

If student was **absent** email ATL - Admin with rearranged date/ room.

If student was **present** inform CTL who then will email ATL - Admin and cc CCTL with details of 1 hour CTL detention.

**Admin will set further detention and inform parents/ carers via text**

NB. This electronic system allows for CCTL/ CTL/ SLT close monitoring. In turns support mechanisms for both students and staff can be deployed earlier. Thus stopping further escalation of negative behaviour which impacts on students' progress.