

## **Procedure when investigating incidents at school: Information for Parents/Carers**

For parents/carers of all those involved in incidents, please be reminded we look into matters very carefully. We ask all involved, however upsetting the circumstance may be, to work with the school and support the school in protecting our ethos and expectations of high standards of behaviour. All of our behaviour management processes are scrutinised periodically by governors to ensure that, within degrees of tolerance, we are considered, balanced, measured and consistent in our approach.

### **Process:**

Where there is uncertainty, or the likelihood of more than one opinion on the incident, written statements will be gathered and scrutinised, leading to a discussion between key staff on an appropriate sanction. This will be done in a balanced, measured and fair way. Sometimes investigations are complex and parents/carers are asked to be patient in receiving the conclusion.

During this discussion, "holding" e mails or phone calls may be made. Confirmation of the sanction will come according to the nature of the incident and parents/carers will be informed as soon as practically possible.

We have a range of sanctions. We will consider:-

- the seriousness of the incident (and our sanctions for previous 'similar' incidents);
- previous sanctions for the individual and at school level for a similar/same incident;
- the reasons behind the behaviour, the level of co-operation;
- the co-operation of the student (and their truthfulness).

### **Involvement of parents/carers in the decision:**

In the interests of objectivity and consistency, we will not include parents/carers of those involved in our consideration of a sanction.

Parents/carers will not be able to scrutinise any of the evidence whilst the investigation is taking place and we ask them to trust the school in implementing its sanctions fairly.

### **Sharing information:**

If the sanction is a period of exclusion, parents/carers of the student being sanctioned may request to view statements. However, this can only be requested in writing, to The Principal, and parents/carers must allow 15 working days for our response, in order to create the statement in print and redact names. Such statements may only be viewed on school premises and hard copies must remain on school premises (and not copied further).

**We will not share names of others involved, nor the sanctions to them – this detail is restricted only to school staff and the parents/ carers of the perpetrator(s).**

### **Exclusion:**

For periods of exclusion, parents/carers will be notified formally by letter which also explains the appeal process. If a student fails to serve the sanction, then the severity of the sanction will be increased. We may choose to call the police, and the parent/carer retains the right to do so regardless.

M J Barratt

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