MANCHESTER MUSLIM PREPARATORY SCHOOL

FAITH • LEARNING • LIFE

MMPS BEHAVIOUR POLICY

Last reviewed on:	April 2026
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INTRODUCTION

At MMPS our community is based upon respect, good manners and fair play. MMPS aims to encourage pupils to adopt the highest standards of behaviour, principles, and moral standards and to respect the Islamic ethos of MMPS. Promoting the emotional well-being of all of our pupils is key to their development.

We aim to teach trust and mutual respect for everyone. We believe that good relations, good manners and a safe and secure learning environment play a crucial part in the development of intellectually curious pupils, who are motivated to become life-long learners. We aim to develop qualities of teamwork and leadership through our programme of extra-curricular activities.

MMPS is an inclusive community. We welcome pupils from a wide variety of ethnic and social backgrounds. We treat everyone as an individual and aim to develop the whole person equipped to take his or her place in the modern world.

This policy applies to all pupils in MMPS including those in our Early Years Foundation Setting (EYFS).

WHOLE-SCHOOL APPROACH TO BEHAVIOUR

MMPS ensures that high standards and expectations of good behaviour pervade all aspects of school life including the culture, ethos and values of MMPS, how pupils are taught and encouraged to behave, the response to misbehaviour and the relationships between staff, pupils and parents.

We practice the 5 long standing principles of restorative practice ; **Relationship, Respect, Responsibility, Repair and Reintrgrate.**

Everyone should treat one another with dignity, kindness and respect. The consistent and fair implementation of the measures outlined in this policy is central to an effective whole-school approach to behaviour. MMPS believes that consistent implementation helps to create a predictable environment.

MMPS recognises that some pupils may require additional support to meet MMPS's behaviour expectations. This support will be given consistently and predictably, applied fairly and only where necessary.

CODE OF CONDUCT

MMPS believes that positive behaviour is established through creating an environment where good conduct is more likely and poor conduct less likely. This behaviour is taught to all pupils, so that they understand what behaviour is expected and encouraged and what is prohibited. MMPS positively reinforces when expectations are met, and uses sanctions as required where rules are broken. Positive reinforcement and sanctions are both important and necessary to support the whole-school culture.

MMPS's community of Trustees, staff, parents and pupils adhere to an established routine and

Code of Conduct.

Staff at school will:

- Treat pupils with respect
- Know their pupils and know their names
- Have high expectations of themselves and their pupils
- Model good behaviour
- Teach and promote social and emotional aspects of learning
- Investigate incidents carefully and promptly listening to both sides
- Ensure the classroom and other areas of school provide a safe and attractive learning environment.
- Prepare lessons carefully to meet the needs and abilities of all pupils
- Let parents know how their child is doing at school, at work and at play
- Involve pupils in deciding the class and school rules and set up a class charter in line with the UNICEF Rights Respecting Schools
- Work with families and other agencies to ensure smooth transition Children will:
- Arrive at school in good time
- Treat adults and other pupils with respect
- Work hard in class and allow others to work
- Respect and follow the agreed class charter and school rules
- Look after other people at MMPS
- Report bullying or any accident or other incident
- Look after school equipment Family Will:
- Ensure their child arrives in good time and with the correct uniform
- Ensure that on school days children have had a good night's sleep and have eaten breakfast
- Treat school staff and other school families with respect in line with the Parent Code of Conduct
- Let school know if and why their child is not at school
- Model good behaviour to their children particularly outside
- Respect school- and class rules
- Park appropriately and accompany their children safely to school
- Attend parents' evenings and discussions about their child's progress
- Notify school of their child's needs

MMPS sees education as a partnership. Our staff are committed to excellence, aiming to achieve a spirit of trust and co-operation. We expect the highest values and standards of behaviour inside and outside the classroom, as well as outside MMPS and in any written or electronic communication concerning MMPS. Parents are expected to support MMPS in managing expectations of behaviour and the provisions of this policy, both at home and at School.

We expect pupils to treat members of staff with courtesy and cooperation so that they can learn in a relaxed but orderly atmosphere, and to respond positively to the opportunities and demands of school life. They should follow the School's Code of Conduct and understand what is expected of them and why sanctions may be imposed for inconsiderate behaviour.

We expect pupils to be ready to learn and to participate in school activities. They should attend school and lessons punctually and follow MMPS's Attendance Policy. They should care for the building, equipment and furniture. We expect pupils to behave at all times in a manner that reflects the best interests of the whole School community. Discriminatory or extremist opinions or behaviours will be challenged as a matter of routine.

Everyone has a right to feel secure and to be treated with dignity and respect at MMPS, particularly the vulnerable. Harassment, bullying and physical threats or abuse in any form will not be tolerated, including online or outside of school. Our Anti-Bullying Policy is on our website.

MMPS is strongly committed to promoting equal opportunities for all, regardless of race, religion, culture, sex, gender, sexual orientation, special educational needs, disability or learning difficulty, marital status, or the fact that a pupil is adopted, looked after or is a carer.

MMPS reserves the right to take disciplinary action against pupils who are found to have deliberately invented or made malicious accusations, whether against other pupils, staff or other individuals, which might include any of the actions listed below up to and including suspension/ exclusion.

INVOLVEMENT OF PUPILS

All pupils deserve to learn in an environment that is calm, safe and supportive. MMPS promotes an ethos of good behaviour where pupils treat each other with dignity, kindness and respect at all times, inside and outside of School, and online.

Our experience shows that the ethos of MMPS is enhanced by listening to our pupils and by encouraging constructive suggestions from them, in assemblies, and during Personal, Social and Health Education (PSHE) lessons, project work, drama activities, stories and literature and via MMPS Ambassadors, who meet regularly with the SMSC/PSHE lead. Pupils are regularly asked to provide feedback on MMPS's behaviour culture and their own experiences of behaviour.

MMPS supports all pupils as they transition through MMPS, from the day they start at MMPS to the day they leave, to achieve the behaviour standards. MMPS will ensure that all new pupils including EYFS pupils are aware of MMPS's behaviour standards, expectations, pastoral support and consequence process. All pupils are taught that they have a duty to follow MMPS behaviour policy, uphold MMPS rules and contribute to MMPS culture. Where necessary, extra support and induction will be provided for pupils who are mid-term or academic year arrivals, for example pairing up with a 'buddy'.

INVOLVEMENT OF PARENTS AND GUARDIANS

The role of Parents and guardians is crucial to MMPS developing and maintaining good behaviour. Parents and guardians who accept a place for their child at MMPS undertake to uphold MMPS's policies and regulations, including this policy, when they sign the Parent Contract.

MMPS values a close relationship with parents and encourages parents to work in partnership with MMPS to assist in maintaining high standards of behaviour both inside and outside of School. In particular, MMPS expects parents to support MMPS's values in matters such as attendance and punctuality, behaviour and conduct, uniform/dress and appearance, standards

of academic work, extra-curricular activities and homework. MMPS encourages parents to be familiar with this policy and to reinforce the policy at home where appropriate.

In the event of any behaviour management issue MMPS will liaise closely with parents where practical and, if relevant, other support agencies including social workers. MMPS has a number of support systems in place to meet the needs of all pupils. These include; 1 – 1 with Pastoral lead, 1 – 1 with SENCO.

MMPS welcomes feedback from parents on the effectiveness of our behaviour management measures and all other aspects of this policy. Where a parent or guardian has a concern about the management of behaviour, they should raise this directly with school while continuing to work in partnership with them.

UNEXPLAINED ABSENCES

We will always telephone parents on the first day of an unexplained absence to determine the pupil's whereabouts, in accordance with MMPS's safeguarding obligations, and MMPS's Missing Child Policy and Attendance Policy.

Please note that it is usually the School policy not to allow holiday to be taken during term time unless in exceptional circumstances.

PROMOTING GOOD BEHAVIOUR

MMPS believes that acknowledging good behaviour encourages repetition and communicates MMPS's expectations and values to all pupils. Positive reinforcements and rewards are applied clearly and fairly to reinforce the routines, expectations and norms of MMPS's behaviour culture.

At MMPS we reward and encourage good behaviour and praise in public (PIP) and celebrate curricular and extra-curricular achievements from our pupils by:

- Verbal praise
- Communicating praise to parents during collection time
- Certificates, prize ceremonies or special assemblies;
- Positions of responsibility, such as being entrusted with a particular decision or project;
- Whole-class rewards,
- Headteacher Postcard

RESPONDING TO MISBEHAVIOUR

When a member of school staff becomes aware of a misbehaviour they will respond predictably, promptly, and assertively, in accordance with this policy. MMPS's first priority will be to ensure the safety of pupils and staff and to restore a calm environment. School staff will respond in a consistent, fair, and proportionate manner so pupils know with certainty that misbehaviour will always be addressed.

MMPS's aim in any response to misbehaviour is to maintain the culture of MMPS, restore a calm and safe environment in which all pupils can learn and thrive, and to prevent a recurrence of the misbehaviour. To achieve these aims, MMPS's response to behaviour will consider the following purposes:

- **Deterrence** – the use of sanctions as an effective deterrent for a specific pupil or a general deterrent for all pupils at MMPS
- **Protection** – a protective measure in response to inappropriate behaviour, may be immediate or after assessment of risk
- **Improvement -** Restorative language in schools is a way of talking and listening that helps everyone solve problems together instead of blaming or punishing. It's about understanding what happened, who was affected, and how things can be made right. This approach helps students take responsibility for their actions, build empathy, and learn from mistakes. At MMPS, we use this to help students understand and meet our behaviour expectations and reengage positively in learning. Support might include fair consequences, calm and reflective conversations, or extra pastoral help to get back on track.

SANCTIONS

It is hoped that pupils will respond to MMPS's positive encouragement and rewards and will comply with MMPS Rules at all times. However, MMPS acknowledges that from time to time, pupils' conduct may fall below the standards of behaviour reasonably expected by MMPS. Sanctions assist MMPS in enforcing MMPS Rules and help MMPS to set boundaries and to manage unacceptable or challenging behaviour from pupils.

Teachers undertake to apply any sanctions fairly, reasonably, and proportionately and, where appropriate, after due investigative action has taken place. School staff can issue sanctions any time pupils are in School or elsewhere under the charge of a member of staff, including on School visits. This also applies in certain circumstances when a pupil's misbehaviour occurs outside of School.

Sanctions may undergo reasonable change from time to time but will never involve any form of unlawful or degrading activity or in any other way be incompatible with the Human Rights Act 1998 or European Convention on Human Rights. For instance, unacceptable, excessive or idiosyncratic sanctions which are intended to cause pain, anxiety or humiliation are strictly prohibited.

Corporal punishment is illegal and is never used or threatened at our School and we do not support parents' use of corporal punishment on their children for misbehaviour that occurs in school. Corporal punishment by parents is a safeguarding issue and will be dealt with under MMPS's [Child Protection/Safeguarding Policy].

Examples of sanctions that are used in MMPS include:

- Verbal reprimand and reminder of the expectations of behaviour from a member of staff; verbal reprimands will be done in private (RIP- Reprimand in Private)
- Written correspondence/ phone call to parents to advise of the misbehaviour;
- Additional schoolwork or repeating unsatisfactory work until it meets the required standard;
- The setting of written tasks such as an reflective account of their behaviour;
- Detention (Key Stage 2 – **No collective detention must be given for the misbehaviour of a few pupils.**)
- Withdrawal of privileges;
- School based community service, under the supervision of a member of staff;
- Regular reporting, including academic performance reporting, scheduled uniform, and other behaviour checks, or being identified for behaviour monitoring;
- Withdrawal from a lesson, school trip or team event;

- Suspension for a specified period, removal, or exclusion

All misbehaviour or disciplinary incidents will be dealt with as soon as practicable.

Teachers are responsible in the first instance for dealing with minor infringements, such as lateness, casual rudeness, or disruption in class, and late or poorly completed work. They may impose any of the sanctions above, such as the setting of additional work, or setting a written task. Repetition of misbehaviour will be reported to the Pastoral lead and may lead to further sanctions.

In applying sanctions, especially those with serious consequences, we undertake to take reasonable steps to avoid placing pupils with special educational needs and disabilities (SEND) or a particular vulnerability at a particular disadvantage compared to other pupils, in accordance with MMPS's obligations under the Equality Act 2010. Please see section below on SEND.

MMPS will also consider whether any misbehaviour gives cause to suspect that a pupil is suffering, or is likely to suffer, harm. Where this may be the case, School staff will follow MMPS's [Safeguarding/Child Protection policy] and consider if pastoral support, an early help intervention or a referral to children's social care is appropriate.

MMPS has a confidential central register of all sanctions imposed for [serious] misbehaviour. The entries on this register include the pupil's name and year group, the nature and date of the offence and the sanction imposed.

SUPPORTING PUPILS FOLLOWING A SANCTION

Following a sanction, MMPS will consider strategies to help all pupils understand how to improve their behaviour and meet the behaviour expectations of MMPS. These strategies may include:

- a targeted discussion with the pupil, including explaining what they did wrong, the impact of their actions, how they can do better in the future and what will happen if their behaviour fails to improve. This may also include advising them to apologise to the relevant person, if appropriate;
- a phone call with parents;
- inquiries into the pupil's conduct with staff involved in teaching, supporting or supervising the pupil in School;
- inquiries into circumstances outside of School, including at home, conducted by the Designated Safeguarding Lead (DSL)/Deputy Designated Safeguarding Lead (DDSL); or
- considering whether the support for behaviour management being provided remains appropriate.

These interventions will be delivered by appropriately trained staff and as part of a wider approach that involves the wellbeing and mental health of the pupil.

SERIOUS MISBEHAVIOUR

MMPS's Discipline, Exclusions and Required Removal Policy is available on MMPS's website, and all parents and pupils should be aware of the more serious sanctions, including suspension and exclusion, that the Headteacher can impose for serious breaches of MMPS Rules, including but not limited to criminal behaviour. Examples of serious breaches of MMPS Rules which may result in serious sanctions include:

- Drug abuse;
- Alcohol and tobacco abuse;
- Theft;
- Bullying (including cyber bullying, prejudice-based and discriminatory bullying);
- Child on Child (including online) abuse;
- Physical assault/threatening behaviour;
- Fighting;
- Sexual violence and sexual harassment;
- Racist, sexist, misogynistic, transphobic or homophobic abuse;
- Sexual misconduct including sexting and/or the consensual or non-consensual sharing of nudes/semi-nudes;
- Damage to property; and
- Persistent disruptive behaviour.

Serious sanctions in accordance with MMPS's [Discipline, Exclusions and Required Removal Policy] may also be imposed where unsatisfactory behaviour has continued despite previous sanctions and/ or warnings.

MMPS may be required to exclude a pupil, or to require a pupil to be withdrawn in the event that other disciplinary measures, including suspension, prove to be ineffective. However, a serious “one off” incident may justify exclusion even where a pupil has not been previously suspended or disciplined.

MMPS takes its responsibilities for safeguarding extremely seriously. All members of MMPS community should be aware that any allegation of improper behaviour or unprofessional conduct made against a member of staff will be treated with the utmost seriousness and will always be managed in accordance with the procedures set out in the appropriate School policies and procedures, in particular the Child Protection / Safeguarding Policy.

Should an allegation made by a pupil against a member of staff be found to be deliberately invented or malicious, MMPS reserves the right to treat this action as serious misbehaviour by the pupil, and manage that misbehaviour in accordance with this policy, and MMPS's Child Protection / Safeguarding Policy and Discipline, Exclusions and Required Removal Policy, as appropriate. Pupils should be aware that malicious allegations of abuse against staff (or indeed other pupils) may result in the suspension or permanent exclusion of the accuser, from MMPS, and that incidents may also be referred to the Police, where appropriate to do so.

REMOVAL FROM CLASSROOMS

Removal is where a pupil is required to spend a limited time out of the classroom. This is to be differentiated from circumstances in which a pupil is asked to step outside of the classroom briefly with a staff member and asked to return following this.

Removal from the classroom is a sanction used by MMPS as a response to serious misbehaviour. It will only be used when necessary and once other behavioural strategies in the classroom have been attempted, unless the behaviour is so extreme as to warrant immediate removal. Parents will be informed on the same day if their child has been removed from the classroom. MMPS’s use of removal will allow for a meaningful continuation of the pupil’s education in a supervised setting.

As with all disciplinary measures, MMPS will consider whether the sanction is proportionate and whether there are any special considerations relevant to its imposition.

Removal will only be used for the following reasons:

- to maintain the safety of all pupils and to restore stability following an unreasonably high level of disruption;
- to enable disruptive pupils to be taken to a place where education can be continued in a managed environment; and
- to allow the pupil to regain calm in a safe space.

Pupils will not be removed from classrooms for prolonged periods of time without the explicit agreement of the Headteacher / Deputy Headteacher. These pupils will be provided with support to continue their education including targeted pastoral support aimed to improve behaviour so they can be reintegrated and succeed within the classroom setting.

MMPS's arrangements when a pupil is removed from the classroom include:

Internal suspension/exclusion

If the above sanctions are deemed unsuccessful, the Headteacher will be informed and pupils will be a given an internal suspension/ exclusion. this will include pupils working in seclusion. the number of days will depend on the severity of the incident.

Some incidents such as physical violence or threatening behaviour, swearing intentionally to cause offence, racist, sexist or homophobic behaviour can be escalated to receiving an internal suspension / exclusion straight away.

Removal from the classroom is a disciplinary response and is distinct from seclusion. Removal does not involve preventing a pupil from leaving a space for safety reasons. Where a pupil is prevented from leaving a space due to risk of harm, this constitutes seclusion and will be treated as a restrictive intervention, recorded and reported in line with this policy

FIXED TERM EXCLUSIONS

MMPS believes that, in general, exclusions are not an effective means of moving behaviour forward. However, in order for children to achieve their maximum academic potential in MMPS they must feel safe from physical and verbal aggression and disruption. If a child seriously breaches MMPS's behaviour policy and if the pupil remaining in school would seriously harm the education or welfare of the pupil or others in MMPS, the Headteacher, may take the decision to exclude for a fixed period. If this decision is taken, work will be set for the pupil to complete at home. Following fixed-term exclusion the pupil and parents meet the Headteacher to discuss the pupil's reintegration to school and the best way forward to support the child. Each day is a new day and where a child has transgressed it is expected that they will be welcomed and treated without any resentment when they return.

PERMANENT EXCLUSION

Good discipline in school is essential to ensure that all pupils can benefit from the opportunities provided by education. The government supports Headteacher teachers in using exclusion as a sanction where it is warranted. However, permanent exclusion should only be used as a last resort, in response to a serious break or persistent breaches, of MMPS's behaviour policy and occur when risk assessment indicates that to allow the child to remain in school would be seriously detrimental to the education or welfare of the pupil concerned, or to other pupils at MMPS.

PREVENTING RECURRENCE OF MISBEHAVIOUR

MMPS uses a range of initial intervention strategies to help pupils manage their behaviour and to reduce the likelihood of suspension and permanent exclusion. These strategies aim to help pupils understand behavioural expectations and provide support for pupils who struggle to meet those expectations.

Intervention strategies used in MMPS include:

- frequent and open engagement with parents;
- short-term behaviour report cards or longer-term behaviour plans; and

CONTEXTUAL SAFEGUARDING

Staff will always consider the context and motive of a pupil's misbehaviour and consider whether it raises any concerns for the welfare of the pupil. If staff reasonably suspect that a pupil may be suffering, or is likely to suffer significant harm, whether inside or outside of School, they should follow the procedures set out in MMPS's Safeguarding / Child Protection Policy and discuss their concerns with MMPS's DSL, without delay.

MMPS will also consider whether any disruptive behaviour might be the result of unmet educational needs, or any other needs, and will discuss concerns with the pupil's parents accordingly.

SPECIAL EDUCATIONAL NEEDS

MMPS consistently promotes high standards of behaviour and is committed to providing the necessary support to ensure that all pupils can achieve and thrive both in and out of the classroom. MMPS ensures that our whole-school approach meets the needs of all pupils in MMPS, including pupils with SEND, so that everyone can feel they belong in MMPS community and high expectations are maintained for all pupils. MMPS believes that good behaviour cultures will create calm environments which will benefit pupils with SEND, enabling them to learn.

MMPS takes its duties under the Equality Act 2010 to take such steps as is reasonable to avoid any substantial disadvantage to a disabled pupil caused by MMPS's policies or practices seriously. MMPS makes reasonable adjustments for pupils with SEND or certain health conditions.

Where there is misbehaviour by a pupil with SEND, MMPS will consider whether a pupil's SEND has contributed to the misbehaviour and if so, whether it is appropriate and lawful to sanction the pupil, and the appropriate sanction to be applied. It does not follow that every incident of misbehaviour will be connected to a pupil's SEND.
We are mindful that not all pupils requiring support with behaviour will have identified SEND.

MISBEHAVIOUR OUTSIDE OF SCHOOL OR ONLINE

MMPS has the power to sanction pupils for misbehaviour outside of MMPS premises to such an extent as is reasonable.

On occasion MMPS may apply the provisions of this policy to misbehaviour that occurs whilst pupils are outside MMPS or online and:

- taking part in any activity organised by MMPS, or related to MMPS;
- travelling to and from school;
- wearing school uniform; or
- in some other way identifiable as a pupil of MMPS.

This is especially the case for incidents which could have repercussions for the orderly running of MMPS, or which may pose a threat to another pupil or member of the public, or where the reputation of MMPS may be negatively impacted as a result of the misbehaviour.

Any decision to sanction a pupil will be made on MMPS premises or elsewhere at a time when the pupil is under the control or charge of a member of School staff.

Serious misbehaviour outside of school (including online) will be dealt with in accordance with MMPS's Discipline, Exclusions and Required Removal Policy.

DETENTIONS

All school staff have authority to issue a detention to pupils.

Parental consent is not required for detentions. For lunchtime detentions, staff will allow reasonable time for the pupil to eat, drink and use the toilet. School staff will not issue a detention where there is any reasonable concern that doing so would compromise a pupil's safety.

USE OF RESTRICTIVE INTERVENTIONS (INCLUDING REASONABLE FORCE)

For the purposes of this policy, the following definitions apply:

Restrictive intervention refers to any action taken by staff to prevent, restrict or subdue a pupil's movement, or to prevent a pupil from harming themselves or others. This includes both physical and non-physical interventions.

Reasonable force refers to the use of physical contact by staff where it is necessary, proportionate and lawful, using no more force than is required for the minimum time necessary.

Restraint refers to a non-disciplinary intervention which limits a pupil's movement and may involve physical contact or non-physical actions such as blocking movement or removing an aid.

Seclusion refers to a non-disciplinary intervention where a pupil is kept apart from others and prevented from leaving a space for safety reasons. Seclusion is not used as a punishment and must only be used to manage serious risk of harm.

MMPS seeks to minimise the need for restrictive interventions through early support, prevention, de-escalation strategies and restorative approaches. Restrictive interventions are used only when necessary to keep pupils and staff safe.

USE OF REASONABLE FORCE

There are circumstances when it is appropriate for staff to use reasonable force to safeguard children. The term ‘reasonable force’ covers the broad range of actions used by staff that involve a degree of physical contact to control or restrain. ‘Reasonable’ means using no more force than is needed and will always depend on the circumstances of the case.

Like all Schools, we reserve the right for our staff to use reasonable force to control or restrain a pupil in specific circumstances. Teachers and any other member of staff authorised by the Headteacher have a statutory power to use "such force as is reasonable in the circumstances to prevent a pupil from doing or continuing to do" any of the following:

- Committing any offence;
- Causing personal injury to any person (including the pupil themselves);
- Causing damage to the property of any person (including the pupil themselves); and
- Prejudicing the maintenance of good order and discipline at MMPS.

The decision on whether or not to intervene will be a professional judgement of the member of staff concerned, and any force used must always be reasonable and proportionate to the circumstances and seriousness of the behaviour, and must take into account any disability, certain health conditions or SEN that the pupil may have.

Force will never be used as a punishment. Staff must not use any form of restraint that could restrict a pupil’s breathing, airway or circulation, including pressure to the neck, chest or abdomen, or holding a pupil face-down on the ground.

Teachers are trained in the circumstances in which reasonable minimum force may be used, both as part of their induction and regular refresher training on managing pupil behaviour and all staff are aware that corporal punishment of pupils is strictly prohibited. In particular, they are advised always to use their voices first and to use the minimum force necessary to restrain a pupil for the shortest possible period of time.

Restrictive interventions may include non-physical restraint or, in exceptional circumstances, seclusion where this is required to manage an immediate risk of serious harm. Any such intervention will be proportionate, time-limited, closely supervised and recorded in line with statutory requirements.

The use of force can include either passive contact (such as standing between pupils or blocking a path) or active contact (such as leading a pupil by the arm away from a situation). Members of staff (including non-teaching staff) may use reasonable force at any time off MMPS premises when they have lawful charge of the pupil elsewhere (e.g. on a school trip or other authorised out of School activity). Staff training deals with the factors that must be considered in reaching a judgement as to whether the use of physical restraint is appropriate that include:

- The seriousness of the incident, assessed by the effect of the injury, damage or disorder that is likely to result if force is not used;
- The chances of achieving the desired result by other means; and
- The relative risks associated with physical intervention compared with using other strategies.

Every member of staff will inform the Headteacher immediately after they have needed to restrain a pupil physically.

Recording and Reporting Restrictive Interventions

MMPS maintains a statutory procedure for recording and reporting all significant incidents involving the use of restrictive interventions, including reasonable force, restraint and seclusion.

A written record will be completed as soon as practicable following the incident, and normally on the same day, by the staff member(s) involved. Records will include the information set out in the Appendix of this policy.

Parents will be informed in writing of any significant incident involving restrictive intervention as soon as practicable, and normally on the same day. The written report will include the nature of the intervention, the reason it was necessary, its duration and any injuries or post-incident support provided.

Recording and reporting will take place even where the use of restrictive intervention forms part of an agreed behaviour support plan.

This incident will be recorded in the Restrictive Interventions Record *→see Appendix*

MMPS has a confidential register which includes the pupil's name and year group, the nature and date of the misbehaviour and the sanction imposed. MMPS will keep this register on a central file so that any patterns may be identified by MMPS.

In addition, the Headteacher will consider whether staff require any additional training and support to enable them to de-escalate potential confrontations between pupils, or potentially violent behaviour, to minimise the need for restraint.

We will always inform a parent when it has been necessary to use physical restraint on their child, and invite them to MMPS, so that we can, if necessary, agree a plan for managing their child's behaviour. Parents of EYFS pupils will be informed of the incident on the same day or as soon as is reasonably practicable. *→see Appendix*

SEARCHING

MMPS reserves the right to search pupils and their possessions.

The Headteacher, or a member of staff authorised by the Headteacher, may search a pupil provided there is another staff member present as a witness. MMPS does not conduct intimate searches and only a pupil's outer clothing (for example coats, hats, shoes, gloves and scarves) will be removed to facilitate a search, but a pupil will first be given the opportunity to 'empty their pockets' and to disclose anything that they should not have in School.

MMPS will always consider the age of the pupil to be searched and any SEND or vulnerabilities (including certain health conditions) the pupil may have before conducting the search to decide whether any additional precautions or adjustments are needed, in accordance with MMPS's Safeguarding / Child Protection Policy.

The consent of a pupil will usually be obtained before conducting a search unless the Headteacher (or authorised member of staff) reasonably suspects that the pupil has in their possession an item that has been, or is likely to be, used to commit an offence, or to cause personal injury to any person (including the pupil being searched), or cause damage to property, or the pupil has, or is reasonably suspected to have in their possession any of the following items:

- Knives;
- Weapons;

- Alcohol;
- Illegal drugs;
- Stolen items;
- Tobacco and cigarette papers;
- Fireworks;
- Pornographic or offensive images; or
- Any item banned by MMPS Rules (including electronic devices).

Where a member of staff reasonably believes that there is a risk of serious harm to any person (including to the pupil being searched) if the search is not carried out immediately, the Headteacher (or authorised member of staff) is permitted to carry out a search of a pupil of the opposite sex. The Headteacher (or authorised member of staff) is also permitted to undertake a search in this circumstance without a witness present only where it is not practical to summon another member of staff.

MMPS will inform the pupil's parents of any search conducted after the event, particularly where alcohol, illegal drugs or potentially harmful substances have been found as a result of the search. The parent's prior consent to undertake a search is not required.

MMPS will keep a record of all searches carried out, including the results of any search, and the actions taken following that search.

→*see Appendix*

CONFISCATION

A member of staff carrying out a search may seize any item that they have reasonable grounds for suspecting is a prohibited item or may be evidence in relation to an offence.

Where a search identifies alcohol, tobacco or cigarettes, or fireworks they may be retained or disposed of by the member of staff but will not be returned to the pupil.

Controlled drugs will be delivered to the Police as soon as reasonably practicable but may be disposed of if the member of staff considers there is good reason to do so. Substances that are not believed to be controlled drugs however, but that are believed to be harmful or detrimental to good order or discipline, may be confiscated by a member of staff. If MMPS is uncertain as to the legal status of a substance it will be treated as if it is controlled.

In respect of weapons, or items that are believed to be evidence of an offence, these will be passed to the Police as soon as possible. Stolen items will also be delivered to the Police, but may instead be returned to the rightful owner, if there is good reason to do so.

Where a search identifies an item banned under MMPS Rules, the member of staff conducting the search should take into account all relevant circumstances and use their professional judgement to determine whether the item should be returned to its owner, retained by MMPS or disposed of.

School staff can confiscate, retain or dispose of a pupil’s property as a disciplinary penalty in the same circumstances as other disciplinary penalties. The law protects staff from liability in any proceedings brought against them for any loss or damage to items they have confiscated, provided they acted lawfully. Staff will always consider whether confiscation is proportionate and consider any relevant special circumstances.

→*see Appendix*

Electronic Devices

Where an electronic device is found during a search and that device is prohibited by MMPS Rules, or where the member of staff undertaking the search reasonably suspects that the device has been, or is likely to be used to commit an offence or cause personal injury or damage to property, MMPS may examine relevant data or files on the device, where there is good reason to do so. Parental consent to search through the electronic devices is not required but they will be informed after the event unless doing so presents a further risk to any pupil.

Any decision to search a pupil's device should be based on the professional judgement of the DSL and should always comply with MMPS's Child Protection / Safeguarding Policy. MMPS will document the decision, including times, dates and reasons for decisions made in its safeguarding records.

If during a search MMPS finds material which concerns them and they reasonably suspect the material has been or could be used to cause harm or commit an offence, they can decide whether they should delete the material or retain it as evidence of a criminal offence or a breach of school discipline. They can also decide whether the material is of such seriousness that the police need to be involved.

MMPS may erase any data or files from the device if MMPS considers there to be good reason to do so, unless there are reasonable grounds to suspect that the device contains material that has been or could be used to cause harm or may contain evidence in relation to a breach of MMPS Rules (where a decision may be made whether to delete or retain the material) or of a criminal offence (for example, certain pornographic material including nudes or semi-nudes of a pupil or another pupil), where the files should not be deleted and the device must be given to the Police without delay.

If, following a search, the member of staff determines that the device does not contain any evidence in relation to a criminal offence, MMPS can decide whether it is appropriate to delete any files or data from the device, and may confiscate the device as evidence of a breach of this policy and MMPS rules, and may then punish the pupil in accordance with this policy [and the Discipline, Exclusions and Required Removal Policy], where appropriate.

In the event that the search highlights a safeguarding concern in respect of any pupil, MMPS will follow the procedures set out in MMPS's Safeguarding / Child Protection Policy.

→*see Appendix*

TEACHING AND LEARNING

MMPS aims to raise the aspirations of all of its pupils and to help them to appreciate their potential for achievements both inside and outside the classroom. Pupils are encouraged to take responsibility for their own learning appropriate to their age and circumstances. We celebrate success, emphasise the positive and deal with the negative in a sensitive and tactful way within MMPS. Our teaching staff will uphold the whole-school approach to behaviour by teaching and modelling expected behaviour and positive relationships, so that pupils can see examples of good habits and are confident to ask for help when needed. Teaching staff are committed to delivering teaching in a way that ensures good behaviour and offer every pupil a high level of individual attention, together with consistent and helpful advice. In return, we expect every pupil to cooperate and to work hard.

COMPLAINTS

We hope that any difficulty or concern with this policy can be sensitively and efficiently handled and resolved informally before it reaches the formal complaints stage. That said, MMPS's Complaints Procedure which apply equally in the EYFS setting is on our website and sets out how parents can raise a formal complaint and how MMPS will handle it.

MONITORING AND REVIEW

MMPS will record all behavioural incidents and sanctions in accordance with this policy which will be used to monitor behavioural issues within MMPS and to evaluate the effectiveness of this policy.

MMPS will consider whether there are patterns of concerning, problematic or inappropriate behaviour among pupils which may indicate that there are possible cultural issues within MMPS which may be enabling inappropriate behaviour to occur. When patterns are identified, MMPS will decide an appropriate course of action, which may include more staff training, incorporating learning points into pupil's PSHE/RSE lessons, or amending this policy.

Behavioural and sanctions data is monitored and objectively analysed regularly by the Pastoral Lead. MMPS collects this data from the following sources.

- Behaviour incident data, including on removal from the classroom;
- Attendance, permanent exclusion and suspension data;
- Incident of searching, screening, and confiscation; and
- Anonymous surveys for staff pupils, governors, trustees and other stake holders on their perceptions and experiences of MMPS behaviour culture.

RELATED POLICIES / DOCUMENTS

- Admissions & Attendance Register;
- Anti-Bullying Policy;
- Child Protection / Safeguarding Policy;
- Child on Child Abuse Policy;
- Complaints Policy;
- Code of Conduct;
- Discipline, Exclusions and Required Removal Policy;
- SEND Policy;
- Pupil Sanctions Record;
- Staff Handbook; and
- Data Protection Policy.
- Appendix: Restrictive Interventions Record

Appendix

MANCHESTER MUSLIM PREPARATORY SCHOOL
FAITH • LEARNING • LIFE

Restrictive Interventions Record

This record must be completed for any significant incident involving the use of restrictive intervention, including reasonable force, restraint or seclusion. All sections should be completed as soon as practicable and normally on the same day.

	Notes / Details
Pupil name	
Year group	
SEN status (including SEN code if applicable)	
Relevant medical / SEND / vulnerability information	
Date of incident	
Time of incident	
Location	
Approximate duration of intervention	
Staff directly involved	
Witnesses present	
Brief description of events leading up to the incident	
Identified or suspected triggers	
De-escalation strategies attempted prior to intervention	
Type of intervention used *(tick all that apply):* ☐ **Reasonable force** ☐ **Physical restraint**	

☐ **Non-physical restraint** ☐ **Seclusion**	
Reason intervention was necessary	
Why less restrictive options were insufficient	
Description of how the incident concluded	
Injuries sustained (pupil or staff) **or confirmation of none**	
Medical treatment provided (if any)	
Support offered to the pupil	
Support offered to staff	
Follow-up actions agreed (eg behaviour support plan review)	
Date parent/carer informed	
Method of parental communication	
Staff member who informed parent/carer	
Reviewed by (name and role)	
Date of review	

Appendix

MANCHESTER MUSLIM PREPARATORY SCHOOL
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Search and Confiscation Log (Digital Fillable)

Completed By (Staff Name & Role): [_____]

Date: [_____]

Incident Details

- Date of Search:
- Time of Search:
- Location (Classroom, Hallway, Bus, etc.):
- Reason for Search:
- Staff Conducting Search:
- Witness Staff Member:

Pupil Details

- Pupil Name
- Year Group

Search Information

- Type of Search: [☐ Bag Person Belongings ☐ Electronic Device ☐ Other:
- Was Pupil Informed of Reason? ☐ Yes ☐ No
- Was Consent Requested? ☐ Yes ☐ No
- If No, Justification: [_____]
- Items Requested for Voluntary Surrender:
- Pupil Response:

Confiscated Items -

Actions Taken

- Immediate Action Taken:
- Disciplinary Action Applied:
- Follow-Up Required? [☐ Yes ☐ No
- Incident Report Filed? ☐ Yes ☐ No

Parent / Carer Notification

- Parents Informed? ☐ Yes ☐ No
- Date & Time Contacted: [_____]
- Method of Contact: [☐ Phone ☐ Email ☐ Face-to-Face]
- Name of Person Contacted: [_____]
- Outcome / Response: [_____]

Safeguarding Considerations

- Risk Level: ☐ Low ☐ Medium ☐ High
- Any Immediate Safety Concerns? ☐ Yes ☐ No
- Wellbeing Concerns? ☐ Yes ☐ No
- Support or Intervention Required?[☐ Yes ☐ No
- Notes:

Signatures

- Staff Conducting Search: [_____] Date: [_____]
- Witness Staff Member: [_____] Date: [_____]
- Parent / Carer (if applicable): [_____] Date: [_____]