

Appendix 2 Investigations into serious breaches of discipline

1. The Head will appoint a senior member of staff to carry out an investigation. This will be a Deputy Head or Head of Section as appropriate. For investigations into breaches of discipline involving safeguarding this will be the Deputy Head Pastoral who is the Safeguarding Lead or Heads of Section who are Deputy Safeguarding Leads. The senior member of staff may be assisted by other senior members of staff or Heads of Year.
2. Parents will be informed as soon as reasonably practicable after it becomes clear that the pupil may face disciplinary action for a serious breach of discipline, unless the School is prevented from doing so by the police if they are involved.
3. An investigation and any subsequent meeting will be conducted fairly and in a way which is appropriate to a school, without formal legal procedures.
4. A pupil may be suspended from the School while a complaint is being investigated or while an investigation is on hold (see paragraph 7 below). Should a suspension continue for a period of more than five School days, the School will take reasonable steps to put in place arrangements to ensure the continuing education of the pupil. Parents should note that there may be a delay in providing work whilst teaching staff are given the opportunity to determine what work should be set. Alternatively, the pupil may be offered a segregated regime on School premises.
5. A pupil's space or belongings may be searched during the course of the investigation. See Appendix 5 of this policy for the School's policy on searching and confiscation.
6. If the pupil is to be interviewed as part of the investigation, this will not routinely involve parents but arrangements may be made for them to be accompanied by a member of staff of their choice and /or by a Parent (if available at the relevant time). A minute of the interview will be recorded in writing by the interviewing member of staff or second member of staff present. The pupil may be asked to confirm any statement made or minute taken to be true and accurate.
7. It may be necessary to delay an investigation or put it on hold, for example where external agencies such as the police or social services are involved and have advised that this is necessary. A decision to suspend an investigation will take into account advice from appropriate external agencies and will be subject to periodic review. If considered necessary, the School may make arrangements for legal representation for the pupil to be funded entirely at the Parents' expense.
8. The outcome of the investigation will be reported to the Head. If the findings of the investigation appear to support the allegation, complaint or rumour, a disciplinary meeting will be held in accordance with the procedures in Appendix 3 of this policy.

