



Sanctions Supplementary Guidance

August 2025

Next Review: August 2026

Pastoral Staff should be aware of and apply the guidance given in the school's Behaviour policy, which is published to parents.

While sanctions are available, the most effective ways of preventing poor behaviour will come through the immediate attention given by staff collectively to any inappropriate behaviour or any very positive behaviour. There is no system which can act as a substitute for the care evidenced by the staff overall in such matters. If the children see that the expectations of one member of staff differ significantly from those of another, they will properly understand this as hypocrisy. The most important sanction, then, is the immediate concern shown by a member of staff when a child is behaving inappropriately. With minor misdemeanours, this need only take the form of a reminder and it is probable that such friendly but firm reminders will be the main source of the children becoming more aware of their behaviour and of our expectations overall.

However, where there is a significant misdemeanour, further action will be necessary. It is desirable to find a sanction that allows children to restore something to the community that their behaviour has damaged but this is not always possible and children understand that the consequence of poor behaviour might be a loss of privileges or play time.

If a child is sent out of a lesson for misbehaviour (which should happen very rarely indeed), the child must be sent to the Head of the Junior Department or to the Pastoral office, as appropriate.

There is rarely a good reason to administer a sanction immediately. It will usually be best to inform a child that this matter is being considered (often it is good for the child himself/herself to consider and suggest what might be an appropriate sanction) not least because this allows time to avoid hasty judgements and to ensure that all sides of any particular story have been heard.

Unless there is a need for urgent action, sanctions should be administered after discussion with Senior Deputy Head, the BH Deputy Head or the Assistant Head pastoral (SH).

It is important that all is restored to happiness after a sanction has been administered, that children, as far as possible, understand the sanction to have been appropriate and that they likewise understand that the matter is now behind them and that we still have faith in them.

Where the use of a sanction has been ineffective in modifying a child's behaviour or where the same child is becoming involved in repeated poor behaviour, a clear strategy for behaviour management that will assist the child while guaranteeing the welfare of others needs to be put in place with the tutor, the Senior Deputy Head, the Deputy Head of the Junior Department, the Housemaster and parents as appropriate.

It is easy to form judgements with regard to sanctions based on the past behaviour of a child and sometimes it is important to do so. However, as a general rule, to avoid being overly influenced by a child's history, it is always good to ask whether the proposed sanction would be used had the behaviour been evidenced by a child whom you know to be exemplary in his/her behaviour. If not, then it is worth asking oneself why there is a difference in approach and whether that difference is justified.

Record of Serious Punishment

A record of serious punishments is made only for those punishments used by St John's for particularly serious offences – that is, punishments for offences likely to be sufficiently serious to be quoted in future reports or references, and punishments for offences which would constitute criminal behaviour in the case of an adult. You will be informed by the Deputy Head, Assistant Head Pastoral or Headmaster when such a record is required.

When complete, the record should be passed to the Headmaster for storage and a copy should be added to the child's 3Sys record and My Concern record.

The Designated Safeguarding Lead and Prevent Strategy Lead is:

Lisa Bedford, Assistant Head (Pastoral), (01223 272718)

The EYFS Designated Safeguarding Lead, Deputy Designated Safeguarding Lead and Domestic Abuse Lead is:
Althea Pipe, Senior Deputy Head and Head of the Junior Department (01223, 272729)

The Deputy Designated Safeguarding Lead and Online Safety Lead is:
Tristan Igglesden, Director of Studies (01223 272705)

Further Deputy Designated Safeguarding Lead is:
Clare Gorrick, Head of Boarding (01223 372007).