



St Dunstan's
— College —

EQUAL OPPORTUNITIES DISCRIMINATION PROCEDURE & SANCTIONS

PROCEDURE

a. Involving pupils

- i)** All incident involving pupils will be treated as a potential safeguarding issue and reported to the Designated Safeguarding Lead without delay.
- ii)** Classroom incidents will be dealt with by the individual teacher and the Head of Key Stage will be informed.
- iii)** Persistent incidents should be reported to the Head of Junior School / Senior Deputy who will decide necessary further action. Written notes will be made and placed on the pupil's file.
- iv)** Major incidents must be reported to the Headmaster, who will follow the process outlined below.

b. Involving staff

- i)** All incidents where it is alleged that staff are at fault must be reported to the Headmaster who will alert the Chairman of Governors if the Headmaster's initial investigations indicate any possibility of truth in the allegations.

c. Process

- i)** All incidents reported to the Headmaster will be kept in a designated file.
- ii)** The Headmaster and another senior member of staff will interview the individual or group against whom the offence was committed. If the offence occurs away from school the interview should take place when the trip returns to school. Written statements will be taken at this interview.
- iii)** The Headmaster and another senior member of staff will then interview the individual(s) who is (are) alleged to have caused the offence. Written statements will be taken and signed.
- iv)** If the allegation is made against a member of staff, the member of staff is advised to have a colleague present at the interview and to consult his union for professional advice. Depending on the severity of the allegation

and on advice given, the Headmaster may suspend the member of staff, pending further investigation.

- v) The Headmaster will interview other people as necessary to collect all the evidence.
- vi) Parents/guardians of all pupils directly involved will be informed.
- vii) Using all the evidence the Headmaster will decide on the action and sanction if appropriate. The action will be noted in the designated file and in the personal files of victim and aggressor. Members of staff, as deemed appropriate by the Headmaster will be informed.
- viii) Victims of harassment/discrimination will be offered support; counselling from trained/qualified will be made available.

SANCTIONS

a. Pupils

- i) The severity of the offence will determine the sanction – consult the *Behaviour Management Procedures* (P03RD101) for further information.

b. Staff

- i) Sanction will depend on the severity of the offence. The disciplinary procedure will be used. Please refer to the (H3 Staff Employment Handbook)