



## Local Procedure/Protocol

<b>School/Home Name:</b>	Chilworth House Lower School
<b>Local Procedure/Protocol Title:</b>	<b>Behaviour Policy</b>
<b>Linked to Group Policy Title &amp; Code:</b>	OPSP07 Behaviour Policy
<b>Date Reviewed:</b>	September 2024
<b>Next Update Due:</b>	September 2025
<b>Procedure/Protocol Lead (SCHOOL):</b>	Dave Willcox – Head Teacher
<b>Procedure/Protocol Sponsor (GROUP):</b>	Elaine Moyers, Associate Director (Safeguarding, Behaviour and Inclusion) Rob James, Head Of School Development

### EQUALITY AND DIVERSITY STATEMENT

Witherslack Group is committed to the fair treatment of all in line with the Equality Act 2010. An equality impact assessment has been completed on this policy to ensure that it can be implemented consistently regardless of any protected characteristics and all will be treated with dignity and respect.

### ENVIRONMENT, SOCIAL, GOVERNANCE (ESG) STATEMENT

Witherslack Group is committed to responsible business practices in the areas of: Environmental Stewardship, Social Responsibility, Governance, Ethics & Compliance. An ESG impact assessment has been completed on this procedure/protocol to ensure it can be implemented successfully without adverse implications on our Group goals.

To ensure that this procedure/protocol is relevant and up to date, comments and suggestions for additions or amendments are sought from users of this document. To contribute towards the process of review, please email the named policy lead.

Document Number: CHLS-V01-0924	Issue Date:	Sept 2024	Version Number: 02
Status: <b>FINAL</b>	Next Review Date:	Sept 2025	Page   1
Linked to Policy Number:	OPSP07		

## CONTENTS

1	RATIONALE
2	STANDARDS OF BEHAVIOUR
3	EXPECTATIONS OF PUPILS
4	ROLE OF PARENTS OR CARERS
5	OUR SCHOOL RULES
6	UNIFORM AND APPEARANCE
7	BULLYING
8	REWARDS AND CELEBRATION
9	PUPIL SUPPORT
10	SANCTIONS AND CONSEQUENCES
11	SEARCHING AND CONFISCATION
12	PHYSICAL INTERVENTION AND USE OF FORCE
13	OFFSITE CONDUCT
14	COMPLIMENTS AND COMPLAINTS
15	REFERENCES
16	ASSOCIATED FORMS
17	APPENDICES

### 1. RATIONALE

- 1.1 Our School delivers specialist education and care meeting the individual needs of our pupils within a safe, nurturing and predictable environment. We believe in creating environments that are enabling rather than challenging, which in turn will enhance a child's well-being and quality of life. We recognise that day-to-day experiences can sometimes be overwhelming for our pupils and that at these times they may communicate their distress through their behaviour; sometimes these behaviours may impact unhelpfully on themselves or others.
- 1.2 It is our aim that every member of our school community feels valued and respected and that each person is treated fairly and well. We are a caring community, whose values are built on mutual trust and respect for all. Our school's Behaviour Policy is designed to support us in promoting the overall quality of life of pupils and staff, and an environment in which everyone feels happy, safe and secure. PBS approaches are based on a set of overarching values, which include the commitment to providing support which promotes inclusion, choice, participation and equality of opportunity.
- 1.3 This policy outlines the behaviour we expect from all our pupils, staff and visitors to the school. It extends to all members of our school community and is written in line with current legislation, guidance and best practice. Feeling safe is a prerequisite for learning and accessing opportunities. This policy aims to ensure all members of our school community are supported to behave and conduct themselves to maintain an effective learning environment for all.
- 1.4 We hope that by encouraging positive behaviour patterns we can promote good relationships throughout the school, built on trust and understanding. Through the use of this policy, we aim to support all of our pupils in developing a high level of social awareness and inclusion. Our aim is to ensure that all our pupils leave the school with the key skills they need to continue to progress to the best of their ability in all areas of life.
- 1.5 Our School is dedicated to ensuring that our school environment supports learning and the well-being of pupils and staff through a strong sense of community. Participation, support, safety and respect are the foundations of our ethos and we work hard to provide a school where pupils feel included in every aspect of school life, and comfortable to voice their opinions.
- Our school is committed to supporting all pupils to:
- Achieve their full potential.
  - Acquire the knowledge and skills relevant to life in a demanding, fast changing world.
  - Develop as confident learners, able to take risks within a safe environment.
  - Are curious, ambitious and take pride in their achievements.
  - Achieve high standards in all they do.

Document Number: CHLS-V01-0924	Issue Date:	Sept 2024	Version Number: 02
Status: <b>FINAL</b>	Next Review Date:	Sept 2025	Page   2
Linked to Policy Number:	OPSP07		

- Develop as self-motivated independent and collaborative learners.
- Value and care for themselves and others in our community.
- Understand their rights and responsibilities as citizens.
- Enjoy what they do and have fun.
- Develop personal values which will support their ability to be positive contributors to society and prepare them for future careers.

1.6 To achieve these aims, our school will provide:

- A happy, healthy, safe and secure environment.
- High-quality teaching
- Person-centred support focused on developing nurturing and successful relationships.
- An exciting curriculum, which is delivered based on the needs and interests of pupils, providing first-hand practical experiences.
- A stimulating, evolving inspirational capable environment.
- A professional, skilled, and highly-motivated staff team.
- In house clinical support to enable pupils to better regulate and develop social communication skills.
- School leadership focussed on continuous improvement.
- Opportunities for parents and carers to play an active, supportive part in their child’s education.
- Opportunities outside the classroom, and the chance to extend our close links with the local community.
- Access to a wide range of enrichment experiences through our Children’s University programme.
- Opportunities to learn about future careers through our A-Z of Careers assembly schedule.

1.7 The aim of this policy is to determine the boundaries of acceptable and unacceptable behaviour, describe how we encourage and motivate our pupils, natural consequences used by the school, and how they will be fairly and consistently applied, whilst taking into account the individual needs of pupils.

For all of our pupils, the school will:

- make clear its expectations of positive behaviour through many different means such as positive role modelling, peer mentoring, establishing consistent routines, school assemblies, lessons, School Council meetings, Head and Deputy Head Pupil, and in published documents;
- utilise a range of positive motivators such as, giving verbal praise, celebration of achievements in class (WOW boards) and through weekly assemblies, individual and class based reward programmes, stickers, certificates, positive reward experiences.
- treat every member of the community as individuals and respect their rights, values and beliefs;
- create a zero-tolerance environment against all instances of bullying or discrimination;
- promote good relationships and a sense of belonging to the community;
- intervene early to challenge unsafe behaviours;
- be consistent when supporting pupils with behaviours of concern
- Utilise personalised timetabling and focused staffing where necessary.

We believe that approaches need to be tailored for each individual and should be applied flexibly and reviewed regularly. We will endeavour to find out what works best for each pupil and build a framework of approaches that help to shape behaviour that enhances a pupil’s quality of life.

## 2. STANDARDS OF BEHAVIOUR

2.1 The school understands that the first step to modelling positive behaviour is to lead by example. This means that all staff, volunteers, and anyone else who comes to the school must act responsibly and professionally. We work hard to ensure that expectations and standards are clear and consistent across the school. Expected boundaries, positive encouragement and natural consequences are clear to all and are applied fairly, proportionately, and without discrimination, taking into account special educational needs and disabilities (SEND) as well as the additional challenges that many pupils may face.

2.2 Staff receive training regarding the individual needs of the pupils as part of their continual professional development, and understand the expectations in regards to keeping children safe. We work closely with parents and carers to understand their children’s needs, and the resulting behaviour. We believe that in conjunction with consistent routines, boundaries and reliable support systems are an important part of

Document Number: CHLS-V01-0924	Issue Date:	Sept 2024	Version Number: 02
Status: <b>FINAL</b>	Next Review Date:	Sept 2025	Page   3
Linked to Policy Number:	OPSP07		

building an effective learning community. We discuss positive behaviour and behaviours of concern with parents and carers regularly, through weekly positive phone calls, daily communication diaries and face to face meetings as necessary. We encourage parents/ carers to communicate with the school if they have concerns about their child’s behaviour, and we try to support parents when they need it through additional/bespoke communication, home visits and transport support. We promote positive behaviour using our school values, within the school curriculum and reminders of school rules and expected standards of behaviour are displayed in classrooms and around the school. We give additional responsibilities to pupils who demonstrate positive behaviour and use peer mentoring to allow them to model this to other pupils.

**2.3** Staff are a constant presence around the school, before and after school, between lessons, during break and lunch time, to supervise and support pupils to use the school premises respectfully and behave as expected. We recognise that when individual pupils engage in persistent disruptive behaviour, this can indicate an unmet need. If such needs are identified, we will do our best to ensure that the pupil receives appropriate support. Some pupils may require individualised or additional support to take full advantage of the educational opportunities available to them. Individual Support Plans will be used to identify behaviours of concern, and how supporting staff will utilise individual strategies in order to reduce these. These individual support plans are based upon the ‘Stages of an Incident’, a theoretical model proposing that the behaviours of individuals that may display challenging behaviours or behaviours of concern typically elevate following a trigger event (phase 1) through an escalation phase (2) where behaviour becomes increasingly agitated; a crisis phase (3) characterised by behaviour that may pose a risk to the individual or others and a recovery phase (4) in which there is a gradual return to baseline behaviour.

**2.4** Advice will be sought from our multi-disciplinary clinical team and external agencies to support us to put in place appropriate support strategies. Please read our Special Educational Needs Policy. The school will take all reasonable measures to ensure the safety and well-being of all pupils and staff and this includes protection from bullying. We aim to combat bullying and other harmful behaviour using, amongst others, preventative strategies through the active development of pupils’ social, emotional and behavioural skills. Please read our Anti-bullying Policy.

### **3. EXPECTATIONS OF PUPILS**

**3.1** We expect and support everyone to show respect to one another whether pupils, staff or visitors. Within the context of their identified individual needs, pupils are supported to be able to follow school rules, listen and follow instructions from staff. We recognise that meeting the schools expectations may be very difficult for some, and that additional support and individual adaptations may be necessary. This extends to any arrangements put in place to support their behaviour, such as pastoral support programmes, key worker sessions, tailored positive rewards/responsibilities, post incident learning and consequences.

**3.2** Incidents of bullying, denigration, or bringing intentional harm to other pupils or staff cannot be tolerated. Under no circumstances will illegal or inappropriate items be brought into school, and all pupils will be supported to respect and look after the school premises and environment. The following behaviours undermine our core principles of safety and therefore may result in a consequence being implemented and or in some situations, a possible suspension. These decisions will be made taking into account the individual needs of the pupil. For more information on suspensions, please refer to our Suspension Policy.

**3.3 Behaviours that we regard as inappropriate include:**

- verbal abuse to pupils, staff or others;
- physical /attack on pupils, staff or others;
- sexual assault of staff or other adults
- child-on-child sexual violence and sexual harassment
- inappropriate online behaviour, including language, soliciting or sharing inappropriate material, images or videos
- indecent behaviour
- damage to property
- possession, use or distribution of alcohol, cigarettes, vapes, illegal drugs or substances;

Document Number: CHLS-V01-0924	Issue Date:	Sept 2024	Version Number: 02
Status: <b>FINAL</b>	Next Review Date:	Sept 2025	Page   4
Linked to Policy Number:	OPSP07		

- theft
- serious actual or threatened violence against pupils, staff or others
- possession or use of an offensive weapon
- arson
- repeat incidences of unacceptable behaviour that negatively impact the quality of life of the child, but also others.

3.4 In respect of any behaviour where a child has suffered or is likely to suffer harm, we will follow *our Child Protection Policy*

#### 4. ROLE OF PARENTS OR CARERS

4.1 Parents and carers play a big part in ensuring that their children are ready to learn, and are aware of the behaviours expected of them when in school. We ask that parents agree to our **home-school agreement** to indicate that they will respect and support our Behaviour Policy and the authority of the school staff. Building school life into a child’s natural routine, by ensuring that your child is at school on time, appropriately dressed, rested, and equipped will encourage your child to adhere to school rules and procedures. We also stress the importance of active and positive communication between home and school thus creating an effective team around the child which enables their positive behaviour and social progress.

4.2 We ask parents and carers to work with the school in support of their child’s learning, which includes informing the school of any special education needs, personal factors, changes in home circumstances and significant life events e.g. bereavement, that may result in their child displaying behaviours of concern. We ask that parents be prepared to attend meetings at the school with staff or the Head Teacher to discuss their child’s behaviour and to adhere to any agreements put in place.

In the case of suspensions, we remind parents and carers that it is their duty to provide supervision for their child during the time that they are suspended from school, support their child with work sent home by the school and to attend a reintegration meeting at the school with their child as required.

#### 5. OUR SCHOOL RULES

5.1 All pupils will be expected to work towards meeting the following school rules:

- Attend school regularly and be on time.
- Be polite and respectful at all times, to other pupils, staff, visitors and members of the public.
- Be kind and considerate of your peers and the extended community.
- Rude, derogatory, racist, homophobic, misogynistic, sexist or offensive language will not be tolerated.
- Keep your appearance smart and tidy, and wear school uniform at all times to and from school.
- Misuse of electronic equipment or mobile phones is not permitted.
- Health and safety equipment is only for use in emergencies and should not be tampered with under any circumstances.
- Take care of your environment, both on the school site and outside, and keep it tidy. Do not litter and do not vandalise property in any way.
- Follow staff instructions and allow staff to maintain safety at all times.

#### 6. UNIFORM AND APPEARANCE

6.1 Our school uniform should be worn by all pupils, however, we understand that some pupils’ individual needs may mean they struggle to navigate the sensory world of school, and that uniform may be a cause for anxiety.

Document Number: CHLS-V01-0924	Issue Date:	Sept 2024	Version Number: 02
Status: <b>FINAL</b>	Next Review Date:	Sept 2025	Page   5
Linked to Policy Number:	OPSP07		

We will ensure that we work collaboratively with parents to agree upon suitable adaptations to our school uniform where this may be the case.

6.2 Uniform is important as it is a symbol that everyone is a key part of our school community. It also helps prepare children for life as an adult when they may have to wear a uniform at work. Our School uniform consists of:

- Black or grey trousers/ shorts or black skirt.
- Navy blue polo shirt
- Royal blue sweatshirt
- Plain black school shoes or trainers, suitable for outdoor, appropriate to the weather.
- During the summer term children will have the choice of black or grey shorts, skirt or long trousers. Girls will have the choice of a blue gingham summer dress.
- In general, the wearing of jewellery is not allowed. However, children are allowed to wear a watch.

We provide each child with:

- Navy blue polo shirt X2
- Royal blue sweatshirt X2
- PE kit which is kept and washed at school

These are provided free of charge.

Children must bring a warm coat in colder months. It would be a great help if parents could ensure children's clothes are labelled with their names.

## 7. BULLYING

7.1 Bullying can be defined as, *"Behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally"* (DfE).

Bullying will not be tolerated. Our school is a 'telling school' where staff will work with both victim and bully to provide support and address bullying.

We embrace our legal responsibility to prevent and tackle bullying. Our Anti-Bullying and Behaviour Policies are in place and available on our website and from the school office.

7.2 We also follow anti-discrimination law and comply with the Equality Duty (The Equality Act 2010) which has three aims:

- i. eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Act;
- ii. advance equality of opportunity between people who share a protected characteristic and people who do not share it; and
- i. foster good relations between people who share a protected characteristic and people who do not share it.

7.3 Our staff have a duty to prevent discrimination, harassment and victimisation within the school.

It is made very clear to pupils what is expected of them in terms of respecting their peers, members of the public, and staff, and any intentional breach of this will result in sanctions or disciplinary action. *Please refer to our Anti-Bullying Policy.*

## 8. REWARDS AND CELEBRATION

8.1 Our school believes that it is important to encourage and recognise positive engagement throughout the school by celebrating and rewarding positive behaviour. This will include a school reward system to praise pupils for positive actions, stimulating a voluntary and progressive improvement in their behaviour and increasing their [motivation](#) towards the achievement of academic objectives.

Document Number: CHLS-V01-0924	Issue Date:	Sept 2024	Version Number: 02
Status: <b>FINAL</b>	Next Review Date:	Sept 2025	Page   6
Linked to Policy Number:	OPSP07		

8.2 At our school we regularly celebrate the success of all pupils in a variety of ways as we recognise that focussing on success and positive outcomes is essential in developing a positive culture and ethos across the school. The many ways we celebrate success are listed below:

- Praise
- Opportunity to work to short term goals
- Merit awards
- Star of the Week awards
- Positive comments linked to our school values shared in class and assembly
- Prizes/Trophies for reading, writing and kindness
- Reward trips
- Lunch with the Head Teacher
- 1:1 sessions with staff
- Access to pets
- Class incentives
- Keyworker activities
- Extended playtime
- Independent play
- Reward assemblies
- Individualised rewards
- Pupil Support
- Additional responsibilities

Our approaches will be tailored for each individual pupil and will be applied flexibly and reviewed regularly. We will endeavour to find out what works best for each pupil and build a framework of approaches that help to shape behaviour and improve quality of life.

## 9. PUPIL SUPPORT

We aim to support all of our pupils to ensure that every child succeeds during their time at Chilworth House Lower School. Where it becomes clear that a pupil is having on-going difficulties in managing their behaviour, there are a wide range of strategies which are used to support pupils. These include:

- Increased communication between home and school;
- Individual support plans;
- The allocation of a personal Key Worker or learning mentor;
- Small group work or 1:1 support in self-esteem, emotional literacy, anger management, nurture group;
- Additional literacy or numeracy support where this is identified as a barrier to learning and impacts on the pupil's behaviour;
- Referral for additional internal or external support from the embedded Clinical MDT, including our Educational Psychologists, Creative and or Talking Therapists and the Safeguarding, Behaviour and Inclusion (SBI) Team.

## 10. NATURAL CONSEQUENCES

10.1 The term consequence is very broad, as all behaviour naturally has a consequence. Where a pupil demonstrates behaviours of concern, we believe that there are times when staff may need to put something in place to ensure a different outcome for next time, repair and make good and improve quality of life where we can. It's important to understand that 'one size' doesn't fit all and that any consequence should be person-centred. A consequence (or action) should be relevant to the needs of the pupil and the function of the behaviour, and not the actual form of the behaviour (what it looks like).

A behaviour of concern that might result in an additional consequence being necessary would be if the behaviour:

Document Number: CHLS-V01-0924	Issue Date:	Sept 2024	Version Number: 02
Status: <b>FINAL</b>	Next Review Date:	Sept 2025	Page   7
Linked to Policy Number:	OPSP07		

- Is dangerous or high risk to the young person, others or the environment.
- Is an offence or may instigate police involvement
- Is socially unacceptable (when the behaviour would be high risk to them in society).
- Is not in the best interest of the young person
- Impacts on the young person’s Quality of Life or the Quality of life of others.

A Witherslack Group consequence is not punitive, and will always reflect a response that is child-centred, restorative and promotes respect and dignity. It aims to provide a ‘stepping stone’ to learning a new skill for next time or provide an alternative option for the future.

10.2 As an example. The school may utilise the following consequences;

- Opportunities for reflection, e.g. at break time or after school, during which the behaviour is discussed and strategies for improvement identified.
- Staff may use opportunities to undertake restorative work so that pupils can try to ‘put something right’ when things have gone wrong with others.
- A review or change to planned activities to ensure safety for all participants.

## 11. SEARCHING AND CONFISCATION

11.1 It is our first priority to ensure that pupils are in a safe and secure environment in school. Searching can play a critical role in ensuring this and can be a vital measure to safeguard and promote staff and pupil welfare.

11.2 Following guidance set out by the Education and Inspections Act 2006 and Searching, Screening, and Confiscation – Advice for Schools (July 2022), Head teachers (and staff they authorise) have a statutory power to search a pupil or their possessions where they have reasonable grounds to suspect that the pupil may have a prohibited item or any other item that the school rules identify as an item which may be searched for.

11.3 The list of **prohibited items** is:

- knives and weapons;
- alcohol;
- illegal drugs;
- stolen items;
- any article that the member of staff reasonably suspects has been, or is likely to be used:
  - to commit an offence, or
  - to cause personal injury to, or damage to property of; any person (including the pupil).
- an article specified in regulations:
- tobacco and cigarette papers;
- fireworks; and
- pornographic images.

11.4 As well as prohibited items, the school does not allow the following items in the school community (banned items):

- E-Cigarettes
- Mobile telephones

11.5 Where we need to conduct a search for a prohibited item, the head teacher will authorise this. The Head teacher can authorise the member of staff to search for specific prohibited or banned items or all items set out in this behaviour policy. It will be explained to the pupil what is being searched for and the reason for the search. Where the pupil does not agree to be searched, our school will consider the best way of moving forward. Depending upon the risk associated with any prohibited or banned item, the use of reasonable force may be necessary. The use of reasonable force will differ depending on whether the member of staff is searching for possessions or the pupils themselves.

11.6 The Education Act 2011 allows for staff to seize an electronic device to examine any data or files on the device if they think there is a good reason to do so. These data or files may be erased before returning the item if they believe there is a good reason to do this. Any cigarettes or e-cigarettes confiscated in school will be destroyed.

The Headteacher will liaise with the Designated Safeguarding Lead regarding any potential searches of prohibited items, and this will be recorded on the safeguarding database by the person conducting the search.

Document Number: CHLS-V01-0924	Issue Date:	Sept 2024	Version Number: 02
Status: <b>FINAL</b>	Next Review Date:	Sept 2025	Page   8
Linked to Policy Number:	OPSP07		



11.7 Where a search for prohibited and/or banned items has been undertaken search record (Appendix 1) will be completed and uploaded to the safeguarding concern by the person who conducted the search.

## 12. USE OF RESTRICTIVE PHYSICAL INTERVENTION

12.1 All staff receive comprehensive training in positive behaviour support, including de-escalation and physical intervention. In order to maintain the safety and welfare of all our pupils, it may sometimes be necessary to use restrictive physical intervention, as permitted by law. Section 93 of the Education and Inspections Act 2006 enables all school staff to use such force as is reasonable in the circumstances to prevent a pupil from doing, or continuing to do, any of the following:

1. committing any offence (or, for a pupil under the age of criminal responsibility, what would be an offence for an older pupil);
2. causing personal injury to, or damage to the property of, any pupil (including him or herself);
3. prejudicing the maintenance of good order and discipline at the school or among any pupils receiving education at the school, whether during a teaching session or otherwise. This means that where a pupil fails to respond to repeated warnings and reminders to improve an aspect of behaviour which disrupts the learning of others, they can be removed from class.

12.2 The school does not encourage the use of restrictive physical intervention and it will be used only as a last resort. There is no definition of when it is reasonable to use force, and every situation will have to be judged by the person in charge at that time. The degree of intervention used should always be proportionate to the situation that is presented.

12.3 All staff at the school are fully trained in Protecting Rights In a Caring Environment (PRICE), and have the authority to use physical intervention when reasonable, necessary and justified. This extends to persons whom the Head Teacher has given the responsibility to be in charge or in control of the pupils. Staff can also use this authority when they are lawfully in charge of pupils off the school premises, e.g. on a school trip.

12.4 Following serious incidents involving the use of restrictive physical intervention, the school will speak to the parents or carers and pupils and staff will be offered a de-brief. Such serious incidents involving the use of restrictive physical intervention will also be recorded by the school. *Please refer to the Restraint Reduction Policy.*

## 13. OFFSITE CONDUCT

13.1 We promote the expectation that our staff and pupils are ambassadors for the school. Pupils should have a clear understanding of the boundaries and behaviour expectations when outside of the school premises and these should be reminded and reinforced by staff.

Staff hold the same responsibility and Duty of Care for pupils off-site as they do on-site. If a pupil is displaying behaviour that is high risk and dangerous to themselves or others, including members of the public; high risk and damage to the environment or property; or staff have grounds to believe this may occur then they have the same powers as referred to in section 12.

## 14. COMPLIMENTS AND COMPLAINTS

14.1 We welcome feedback, whether positive or about improvements we should consider making. Sometimes we do not get things right and our school has a standard complaints procedure. In the first instance, we encourage parents to take any complaints or concerns to a staff member or to the Head Teacher who will do everything in their power to help resolve any issue swiftly and effectively. For details of the full complaints procedure, please refer to our School Complaints and Representations Policy. The policy is available on our website and also from the school office upon request. For information about how to complain or challenge a suspension, please refer to the school Suspensions Policy.

## 15. REFERENCES

[Education and Inspections Act 2006](#)

Searching, Screening, and Confiscation – Advice for Schools (July 2022)

Document Number: CHLS-V01-0924	Issue Date:	Sept 2024	Version Number: 02
Status: <b>FINAL</b>	Next Review Date:	Sept 2025	Page   9
Linked to Policy Number:	OPSP07		

16. **ASSOCIATED FORMS**  
OPSF09 – Search Record (Schools)

17. **APPENDICES**  
None

Document Number: CHLS-V01-0924	Issue Date:	Sept 2024	Version Number: 02
Status: <b>FINAL</b>	Next Review Date:	Sept 2025	Page   10
Linked to Policy Number:	OPSP07		