

Managing Detentions in SIMS

Detention can be used as a sanction to deal with misbehaviour and can be given as a result of a serious incident or persistent misbehaviour.

All schools, with the exception of independent and non-maintained special schools, have a clear legal authority to detain pupil/students without parental consent. However, before a school can introduce detention as a sanction, the Head Teacher must make all parents and carers, pupil/students and staff aware that detentions are to be included as part of the school behaviour policy.

Detentions can be imposed only by a teacher who has been authorised to do so. There are a number of factors that must be taken into account when imposing a detention:

- the pupil/student's age.
- any special educational needs.
- any religious requirements.
- whether the parent/carer can reasonably arrange for the pupil/student to return home from school after the detention.

At least 24 hours written notice must be given for any detention that will take place during the lunch break or after school, to ensure that parent/carers can feed back any problems that the detention might cause.

This written notification must inform parent/carers that:

- the pupil/student has been given the detention.
- why the detention has been given.
- when, where and for how long the pupil/student will remain at school for the detention.

Schools must keep a record of any detention that is awarded because:

- by law, schools are required to keep a written record of any detention and the reasons for imposing it, in case there is a legal challenge brought by parent/carers.
- it is one of the ultimate sanctions that a school can use in the event of serious incidents and persistent misbehaviour.

Further information on detentions can be obtained from the DCSF document *Detention: The Law and how to apply it*.

Setting up a Detention Type

You can set up the types of detention that occur on a regular basis in your school, e.g. break time and after school detentions. This is an optional process.

1. Select **Tools | Setups | Detention Type** to display the **Find Detention Type** browser.
2. Before adding a new detention type, carry out a search to ensure that it has not already been recorded.
3. If you are sure the detention type has not yet been recorded, click the **New** button to display the **Detention Type Details** page.
4. Enter a unique **Code** and a **Description**.
5. If required, select the **Location** of the detention by clicking the adjacent **Browser** button, searching for and highlighting the required room in the **Room** browser, then clicking the **OK** button.
6. Select the detention **Frequency** from the drop-down list. The list of available options is determined by the lookup values of the **Detention Frequency Type** lookup code, via **Tools | Lookups | Maintain**.
7. Select the **Start Time**, **End Time**, **Day** and **Year Group** for this detention type from the drop-down lists.
8. By default, the **Active** check box is selected, indicating that it is visible in the **Detention Type** drop-down list. Deselect this check box only for detention types you do not wish to be displayed in the **Detention Type** drop-down list.
9. To set up recurring detention sessions, click the **Setup Recurring Sessions** button to display the **Recurring Detention Session Setup** dialog.

10. Select the **Start Date** by clicking the **Calendar** button and selecting the required date.
11. Either select an **End Date** by clicking the **Calendar** button and selecting the required date or enter the required **No Of Sessions** for the recurrence.
12. Assign a main member of staff by clicking the **Browser** button adjacent to the **Main Staff Assigned** field, searching for and highlighting the required member of staff in the **Select person** dialog, then clicking the **OK** button.
13. To enable the detention session to be held during a holiday period, select the **Include Holidays** check box then click the **OK** button.
14. Click the **Save** button to save the detention type details.

Adding/Editing Detention Details

A detention record can be created and one or more pupil/student(s) can be assigned to it, providing the pupil/student has been recorded as being involved in a behaviour incident with an **Action Taken of Detention**.

1. Select **Focus | Behaviour Management | Maintain Detentions** to display the **Find Detentions** browser.
2. Before adding a new detention, carry out a search to ensure that it has not already been recorded.
3. If you are sure the detention has not yet been recorded, click the **New** button to display the **Detention Details** page.
4. If required, select a **Detention Type** from the drop-down list. Any information recorded for the selected **Detention Type** populates the **Location**, **Day**, **Start Time**, **End Time**, **Frequency** and **Year Group** fields. These fields become read-only if a **Detention Type** is selected.
5. If a **Detention Type** is not selected, select the **Location** of the detention by clicking the adjacent **Browser** button, searching for and highlighting the required room in the **Room** browser, then clicking the **OK** button.

6. Select the **Date** of the incident by clicking the **Calendar** button and selecting the required date. On saving the detention record, if the date selected does not fall on the **Day** defined, a warning message is displayed.
- The **Day**, **Frequency** and **Year Group** fields remain blank unless a **Detention Type** is selected.
7. Select the **Start Time** and **End Time** from the drop-down lists.
8. Assign a member of staff by clicking **Browser** button adjacent to the **Main Staff Assigned** field, searching for and highlighting the required member of staff in the **Select person** dialog, then clicking the **OK** button.
9. Click the **Save** button to save the detention details.

For our full range of Quick Reference Sheets (including those referenced in this Quick Reference Sheet), please visit the SupportNet website (<http://support.capitaes.co.uk>). Click the **Documentation** button, select **Quick Reference Sheets** from the **Category** drop-down list and click the **Search** button.

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Linking Pupil/Students

Pupil/students who have been recorded as being involved in a behaviour incident with an **Action Taken of Detention** can be linked to a detention. For more information, please refer to the *Recording Behaviour Incidents and Achievements* Quick Reference Sheet.

1. In the **Linked Pupil** (or **Student**) panel, click the **New** button to display the **Select Pupil** (or **Student**) dialog.
2. Click the **Search** button to display all pupil/students, or enter the required search criteria and click the **Search** button.

3. Multiple pupil/students can be selected, if required. Highlight the required pupil/student(s) and click the **OK** button to return to the **Linked Pupil** (or **Student**) panel.
4. The **Reason for Detention** defaults to the reason recorded in the behaviour incident, but can be amended by clicking in the cell and selecting from the drop-down list.

Adding Activities to the Detention

It is possible to set activities that must be carried out by pupil/students attending the detention, e.g. homework, community service, etc. Activity types can be added or amended by modifying the lookup values of the **Detention Activity** lookup code, via **Tools | Lookups | Maintain**.

1. In the **Linked Activities** panel, click the **Add** button to display the **Select Activity(ies)** dialog.
2. Highlight one or more **Activities** and click the **OK** button to return to the **Detention Details** page, where the selected activity or activities are displayed.
3. Click the **Save** button to save the detention details.
4. Repeat steps 1 to 3 to add more activities, if required.

Assigning Staff to Detentions

One or more staff members can be assigned to supervise the detention.

1. In the **Other Staff Assigned** panel, click the **New** button to display the **Select person** dialog.
2. Click the **Search** button to display all members of staff, or enter/select the required search criteria and click the **Search** button.
3. Multiple members of staff can be selected, if required. Highlight the member(s) of staff and click the **OK** button to return to the **Other Staff Assigned** panel.

Recording Detention Attendance

Once the detention has taken place, you can record the pupil/student attendance.

1. In the **Linked Students** panel, select the appropriate option from the **Attended** drop-down list.

Alternatively, record additional attendance details by highlighting the required pupil/student and clicking the **Open** button to display the **Edit Detained Pupil** (or **Student**) dialog.

2. Select a **Reason For Detention** and their **Attended** status from the drop-down lists.
3. Select the **Attend Future Session** check box if the pupil/student is recorded as **Not Attended** for the selected detention but you still wish them to attend a detention session in the future. This check box is enabled only if the pupil/student is marked as **Not Attended** for the selected detention.
4. If the pupil/student did not attend the detention (**Not Attended**), enter the **Reason for Non-Attendance**.
5. The **Incident Date** defaults to today's date but can be edited, if required.
6. Link the detention to an existing behaviour incident using the **Select Behaviour Incidents for** dialog, accessed by clicking the **Browser** button adjacent to the **Comments** field. The **Added By** field defaults to the user adding the record.
7. Enter any relevant **Staff Comments**.
8. Click the **OK** button to return to the **Detention Details** page.

Adding Notes/Documents to the Detention

It may be useful to attach one or more notes to the detention, such as a copy of a written assignment to be completed during the detention.

1. Click the **New** button in the **Notes/Documents** panel to display the **Add Note/Document** dialog.
2. Select the note/document **Type** and **Status** from the drop-down lists.
3. If you are recording a note, enter a **Summary** and the content of the **Note**. If you are attaching a document, select the **Attachment**.
4. Click the **OK** button to save the record.

This guide is based on the version of the software (7.124) in use at the time of publication.

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