

# Managing Detentions

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 parent/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 taking 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 DfE document *Detention: The Law and how to apply it*.

## Setting up a Detention Type

The types of detention that occur regularly in your school, e.g. break time and after school detentions, can (optionally) be set up.

- Select **Tools | Setups | Behaviour Management | Detention Type** to display the **Find Detention Type** browser.
- If you are sure the detention type has not yet been recorded, click the **New** button to display the **Detention Type Details** page.
- Enter a unique **Code** and **Description**.
- 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.
- Select the detention **Frequency** from the drop-down list. The list of options is determined by the lookup values of the **Detention Frequency Type** lookup code, via **Tools | Lookups | Maintain**.
- Select the **Start Time**, **End Time**, **Day** and **Year Group** for this detention type from the drop-down lists.
- By default, the **Active** check box is selected, indicating that it is visible in the **Detention Type** drop-down list throughout SIMS. Deselect this check box only if the detention type is one you do not wish to be displayed in the **Detention Type** drop-down list.
- If required, click the **Setup Recurring Sessions** button to display the **Recurring Detention Session Setup** dialog.
- Select the **Start Date** by clicking the **Calendar** button and selecting the required date.
- 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.
- Assign a main member of staff by clicking the **Browser** button adjacent to the **Main Staff Assigned** field. Search for and highlight the required member of staff in the **Select person** dialog then click the **OK** button.
- If the detention session is to be held during a holiday period, select the **Include Holidays** check box.
- The **Optimum Number Of Attendees** defaults to the **Maximum Group Size** of the selected room (set via **Focus | School | Rooms**). Selecting the **Fixed** check box enforces a rule that ensures that no more than the optimum number of attendees attend the detention session.
- Click the **OK** button then click the **Save** button.

## 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**.

- Select **Focus | Behaviour Management | Maintain Detentions** to display the **Find Detentions** browser.
- Search for and highlight an existing detention then click the **Open** button to edit its details or click the **New** button to display the **Detention Details** page. On a new record, the **Date**, **Day**, **Recorded On** date and **Recorded By** are populated automatically.
- Select the required **Detention Type** from the drop-down list. If you are editing an existing detention record, this field is read-only.

Once the **Detention Type** is selected, the following fields are populated automatically: **Location**, **Start Time**, **End Time**, **Frequency** fields. These default values are defined in the detention type.

**NOTE:** The **Date**, **Start Time** and **End Time** can be edited, if required.

- If you want to change the default **Location**, click the adjacent **Browser** button to display the **Room** browser.
- Search for and highlight the required room then click the **OK** button to return to the **Detention Details** page.
- Select the **Main Staff Assigned** to the detention by clicking the adjacent **Browser** button to display the **Select person** dialog.
- Search for and highlight the required person then click the **OK** button to return to the **Detention Details** page. This member of staff can be removed by clicking the **Clear Staff Assigned** button, if required.
- The **Optimum Number Of Attendees** value can be edited for the selected detention session only, if required (i.e. it does not affect the default value assigned to the room). Select the **Fixed** check box to ensure that no more than this number of attendees attend the session.
- Click the **Save** 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. Select **Focus | Behaviour Management | Maintain Detentions** then search for and select the required detention.
2. In the **Linked Students** panel, click the **New** button to display the **Select Students** dialog.
3. Click the **Search** button to display all pupil/students, or enter the required search criteria and click the **Search** button.

Name	Age	Gender	Year	Class	House	Ad No	Religion
Smith, Alex	9 years, 2 months	Male	4	4ES		001063	Christian
Smith, Amy	9 years, 4 months	Female	4	4SL		001149	
Smith, Daniel	10 years, 5 months	Male	5	5DT		001094	
Smith, Erin	4 years, 4 months	Female	N2	AM		001353	No Religi...
Smith, Jade	10 years, 4 months	Female	5	5DT		001008	Christian

4. Multiple pupil/students can be selected, if required. Highlight the required pupil/student(s) then click the **OK** button to return to the **Linked Students** panel.
5. 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.

Full Name	Incident Date	Staff Name	Reason for Detention	Attended
Alex Smith	16/07/2014	Abell, Mrs Anita	<None>	Not Recorded
Amy Smith	16/07/2014	Abell, Mrs Anita	Assault	ded
Laura Smith	16/07/2014	Abell, Mrs Anita	Bullying	ded

## 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. Select **Focus | Behaviour Management | Maintain Detentions** then search for and select the required detention.
2. In the **Linked Activities** panel, click the **Add** button to display the **Select Activity(ies)** dialog.
3. Highlight one or more **Activities** then click the **OK** button to return to the populated **Linked Activities** panel.
4. Click the **Save** button.
5. Repeat steps 2 to 4 to add more activities, if required.

## Assigning Staff Supervision to the Detention

1. Select **Focus | Behaviour Management | Maintain Detentions** then search for and select the required detention.
2. In the **Other Staff Assigned** panel, click the **New** button to display the **Select person** dialog.
3. Click the **Search** button to display all members of staff or enter/select the required search criteria and click the **Search** button.  
Multiple members of staff can be selected (**Ctrl+click**), if required.
4. Highlight the required member(s) of staff then click the **OK** button to return to the **Other Staff Assigned** panel.

## Recording Detention Attendance

1. Select **Focus | Behaviour Management | Maintain Detentions** then search for and select the required detention.
2. In the **Linked Students** panel, select the applicable option from the **Attended** drop-down list.  
To record additional attendance details, highlight the required record then click the **Open** button to display the **Edit Detained Student** dialog.
3. Select a **Reason For Detention** from the drop-down list.

4. The **Attended** status can also be changed here, if required.
5. If the status is **Not Attended**, enter the **Reason for Non-Attendance**.
6. The **Incident Date** defaults to today's date but can be edited, if required. Enter a date or click the **Calendar** button then select a date.
7. To link the detention to an existing behaviour incident, click the **Browser** button (adjacent to the **Comments** field) to display the **Select Behaviour Incidents for** dialog.  
Search for then highlight the required behaviour incident and click the **OK** button to return to the **Edit Detained Student** dialog, where the details of the behaviour incident are displayed in the **Comments** field.
8. The name in the **Added By** field can be changed by clicking the adjacent **Search** button to display the **Select person** dialog.
9. Enter any relevant **Staff Comments**.
10. 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.

If you select this check box, when you click the **OK** button, the **Add Detention Details** dialog is displayed enabling you to set up the re-arranged detention.

11. 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 session.

1. Select **Focus | Behaviour Management | Maintain Detentions** then search for and select the required detention.
2. In the **Notes/Documents** panel, click the **New** button to display the **Add Note/Document** dialog.
3. Select the note/document **Type** and **Status** from the drop-down lists.
4. If you are recording a note, enter a **Summary** and the content of the **Note**. If you are attaching a document, select the **Attachment**.
5. Click the **OK** button.

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