

Discipline and Abusive Behaviour Policy

Abusive behaviour

Abusive behaviour includes verbal abuse, harassment, bullying, actual or threatened violence, damage to personal property or behaviour which may lead to extremist radicalisation.

Examples of unacceptable behaviour are:

- Using bad or abusive language
- Being rude to members of staff or other students
- Bullying other students
- Being violent or threatening to be violent
- Accessing or sharing inappropriate websites on the internet
- Damaging school property or property of another student
- Eating or drinking in classrooms (except water)
- Using mobile phones, listening to music, playing computer games in class time
- Chewing gum in class
- Leaning back on chairs
- Standing in groups causing obstructions to other people

These are covered in the induction lesson and are listed in the Students' Handbook.

Disciplinary Procedure

Abusive behaviour is not tolerated in the school and will be dealt with by following the school's exclusion/expulsion policy for unacceptable behaviour, set out below:

1. The teacher or homestay provider informs the Director of Studies/Student Services Manager of the student's behaviour. The student receives a verbal warning from the teacher or Student Services Manager.
2. In the event of continued unacceptable behaviour, the student will receive a verbal warning from the Director of Studies/Student Services Manager that the next example of bad behaviour will lead to the student's agent/parents being informed, and that expulsion may follow. If the student is part of a group, the group leader will be informed.
3. If bad behaviour continues, the student will be removed from the class and given work to complete on their own. The student will receive a written warning from the Principal. This warning reserves the right to expel the student from school in the event of further unacceptable behaviour. The group leader/agent/parents of the student will be informed.
4. Continuing abusive behaviour will lead to group leader/parents/agent being requested to assist in sending the student home.

Bad and abusive behaviour in the homestay will be dealt with on a case-by-case basis. It may be necessary to move students promptly to alternative accommodation, and give a warning as to their future behaviour.

Dealing with bullying, abusive and disruptive behaviour

Bullying. If you suspect that someone is bullying or being bullied, bring this to the attention of Jo Blackburn, Tina Appleton or Mark Appleton. It is important that the correct procedure is followed, and that we do not jump to the wrong conclusion (see below).

We must bear in mind that bullying is not confined to children physically hurting peers. There are several other forms of bullying, including emotional/psychological, sexual, racial abuse etc, and not only between children. We need to be sensitive to international differences, and to respect the fact that this may play a part in the behaviour of our students. We must strive to be fair, just, and tolerant. However, we will not accept bullying or any unreasonable behaviour directed at students or members of staff that causes offence or upset.

Procedure for dealing with complaints about bullying (student to student)

These are the procedures as set out for the management team to follow:

Organise a meeting with the complainant as quickly as possible. Make sure two adults are in attendance. Be sensitive to gender issues when deciding which staff members will attend the meeting. Check with the student that they are happy with the choice of staff members, and ascertain if they would like a friend to be there with them. If the complaint is serious you must take notes and produce a short, clear statement that the student should sign. The staff members present should also sign as witnesses. Try to ensure that the accusation is an honest one.

Arrange a meeting with the student accused of bullying. Follow the procedure above.

Assuming the situation requires dealing with (in other words that the school thinks that bullying is taking place), and is one that we feel can be dealt with internally, the school will proceed as follows:

1. Warn the bully as to future conduct, and if necessary and possible move them to another class/homestay. Tell them that their parents will be informed if it happens again. Watch their behaviour closely.
2. If bullying continues, the school will endeavour to inform their parents, and if necessary make student miss classes and/or activities to separate bully and target. The parents will be told that the student may be removed from the school if it continues, and be asked to do what they can to avoid this eventuality. (This threat will be made only in exceptional circumstances. Most issues can be dealt with without recourse to step 3.)
3. If bullying or disruptive behaviour continues, the school will remove the student from school, and if necessary arrange for their return home.

Removing a student from school

Other reasons for removing a student from the school include wilfully and/or repeatedly causing damage to school, staff, student or homestay property; theft and/or use of drugs; exhibiting extremist behaviour or views.

Procedure for dealing with any of the above situations which the management team will follow:

Organise a meeting with the student as quickly as possible (as above).

1. Warn the student as to future conduct. Inform them that their parents (for under-18s) will be informed, and if necessary the police. Make it clear that the student will be asked to cover the costs of repair, replacement of goods in the case of vandalism or theft. In the case of drugs inform the police. In the case of extremist views being expressed or the exhibiting of extremist behaviour, explain that the police may be informed (this will be dealt with on a case-by-case basis). Let the student know in writing that this is their first and final warning, and that the school reserves the right to terminate their classes and accommodation (assuming the matter is not taken out of our hands). (In extreme cases there will be no warning, the school will move straight to step 2.) Watch their behaviour closely.
2. If there is a repetition of the offence, the school will exclude the student from class and/or accommodation, and in the case of under-18s arrange with their parents and appropriate authorities for repatriation.

Please remember that the chances of this happening are extremely small, but that any suspicion of inappropriate behaviour should be reported to Jo Blackburn, Tina Appleton or Mark Appleton. The school will deal with any situation as tactfully, diplomatically and properly as it can.