

## **Student Disciplinary Policy & Procedure**

### **including how to deal with abusive behaviour and behaviour that could lead to extremist radicalisation**

#### **Introduction**

Celtic English Academy is committed to ensuring a safe and welcoming environment for all of its students. Promptly dealing with breaches of academy rules or more serious offences is key to ensuring that the academy environment is suitable for safe learning.

The following procedure outlines the action which may be taken by Celtic English Academy at the appropriate level, whilst providing the student, parents (if appropriate) and agents with clear guidelines and the opportunity for appeal.

Action taken by Celtic English Academy due to low or non-existent attendance is covered in the Attendance Policy.

When a disciplinary case involves a student who is under 18, the Designated Safeguarding Lead must be involved and is responsible for contacting the student's parents at the appropriate stage.

#### **Dealing with abusive behaviour**

Physical or verbal aggression, behaviour or language that causes staff or other students or visitors to the academy to feel afraid, threatened or abused is not tolerated by Celtic English Academy. For the purposes of this policy, staff includes group leaders and homestay hosts.

This includes communication that is:

- Offensive or defamatory
- Aggressive, threatening or defamatory
- Unreasonably persistent or demanding

#### **If the abusive behaviour is mild or moderate**

In the first instance a student who is seen to be displaying abusive behaviour Celtic staff will:

- 1) Explain calmly that the exact nature of the behaviour that is not acceptable, and ask the student to either stop or modify their behaviour or communication style, giving an example of how that might be phrased, if appropriate.
- 2) If the behaviour or communication style persists, inform the student that a manager will be called in. The manager should try and contain the behaviour and make sure there are other staff in support and as witnesses, but remove the student from other students or onlookers where possible.
- 3) If the manager cannot modify the behaviour or communication style they should explain that the Student Disciplinary Procedure will be enacted.
- 4) The staff member and any witnesses should create a record of the incident and save it to the student file on Fidelo.

#### **If the abusive behaviour is severe**

If the abusive behaviour is severe – it is extreme either verbally or physically

- 1) Junior staff should call for a manager or the CEO immediately.
- 2) A manager should call for assistance from another manager or the CEO if needed.
- 3) A manager should inform the student that the disciplinary policy will be enacted, escort the student from the premises and inform them that they are suspended until further notice. Refer to the disciplinary policy below.
- 4) Call 999 and inform the police if there is an immediate risk to the physical wellbeing of others.

- 5) The staff member and any witnesses should create a record of the incident and save it to the student's file on Fidelo.

### **Dealing with behaviour that may lead to extremist radicalisation**

Celtic English Academy recognises the importance of a proportionate response to behaviour that may suggest a student is in the process of being radicalised.

All staff are reminded to:

- 1) Promote British values and abiding by our staff code of conduct which:
- 2) Challenge radical or extremist views in any context, formal or informal. Challenging should take place immediately and reference should be made to the international environment of the school and the student Code of Conduct, stating that tolerance is expected.
- 3) Counter acceptance of extremism.

All staff undertake online Prevent training and will follow the NOTICE – CHECK – SHARE approach:

#### **1. NOTICE**

We recognise the following as signs that may cause concern include:

- Students talking about exposure to extremist materials or views
- Changes in behaviour, e.g. becoming isolated
- Fall in standard of work, poor attendance, disengagement
- Changes in attitude, e.g. intolerant of differences/having a closed mind
- Asking questions about certain topics (e.g. connected to extremism)
- Offering opinions that appear to have come from extremist ideologies
- Attempts to impose own views/beliefs on others
- Use of extremist vocabulary to exclude others or incite violence
- Accessing extremist materials online or via social network sites
- Overt new religious practices
- Drawings or posters (e.g. in accommodation) showing extremist ideology/views/symbols

#### **2. CHECK**

- Upon hearing or witnessing one or more of the above signs that may cause concern the staff member will check with other staff with whom the student has contact, to check if they have any concerns about the student.

#### **3. SHARE**

- The staff member will inform the DOS and the Operations Manager as the Designated Safeguarding Lead of any concerns.
- The Designated Safeguarding lead may call on further support from the local authority or from the Police on 101.
- Records will be kept of all correspondence.

### **Procedure**

The following behaviours are considered a breach of the student code of conduct. If a student has committed one or more of these behaviours, they may be subject to disciplinary action:

- breaches of academy rules during usual academy time or on academy activities
- abusive behaviour\*
- anti-social behaviour\*
- theft
- fighting, assault on another person

- bullying (that has reached the formal stage of the anti-bullying procedure and no improvement has been made)
- deliberate damage to academy property
- substance abuse or being under the influence of alcohol or illegal drugs
- possession of, or dealing in, any illegal drugs
- misuse of computer equipment or software
- behaviour that may lead to extremist radicalisation (the Prevent policy should also be employed in this case)

\*These types of behaviour may arise because the student in difficulty is unable to express themselves coherently. It is also important that the students' cultural background and language ability are taken into consideration when judging students' behaviour and when deciding how to deal with the individual's case.

#### Stage 1

The Class Teacher will verbally discuss the difficulty with the student, the outcome of which is recorded and brought to the attention of the Director of Studies.

#### Stage 2

If the outcome of discussions is unsatisfactory and the situation does not improve, the Director of Studies will verbally discuss the difficulty again with the student and a record of this contact and any important issues or agreed actions must be noted.

#### Stage 3

If there is still no improvement, a formal warning will be issued to the student, together with further improvement guidelines. The student must sign to confirm receipt of the formal written warning. The letter should draw their attention to the Student Disciplinary Policy.

In the case of under 18s, the designated safeguarding person will inform the student's parents or guardians at this stage.

#### Stage 4

If there is no subsequent improvement in the student's behaviour, the student will be issued with a final formal written warning. The student must sign to confirm receipt of the final formal written warning. A copy of the letter should be sent to the Chief Executive Officer.

In the case of under 18s, the student's parents will receive copies of all written warnings issued by the academy to the student.

#### Stage 5

If there is again no improvement, the student will have their course of study terminated by the Chief Executive Officer. The student must be notified of the termination in writing and sent the Academy's Student Disciplinary Policy along with details of the appeals procedure.

Students who have their course of study terminated will not be entitled to a refund of fees paid.

If the student has their course of study terminated they may elect to contact English UK. English UK's contact details will be given in the letter to the student.

### **Serious breaches of discipline**

In the event of serious breaches of discipline - such as causing serious harm against another student - the Director of Studies and the Chief Executive Officer have the power to immediately suspend a student for a period not exceeding ten working days. The reason for suspension will be given in writing

to the student, and parent/guardian if under 18. The letter should include a copy of the Student Disciplinary Policy.

A suspension must be reported immediately to the Chief Operating Officer.

#### Stage 1

Within seven working days of the suspension the student concerned will be informed of any proposed further action, which shall be either:

- **a final formal written warning.** This will be sent by the Director of Studies or the Chief Executive Officer and the student must sign to confirm receipt of the final formal written warning. OR,
- if the breach of discipline is sufficiently serious, **immediate expulsion.** The Chief Executive Officer will confirm the reasons for this in writing to the student.

#### Stage 2

If, following the final formal written warning and return to class, there is a further breach of discipline the student may have their course of study terminated by the Chief Executive Officer. The student will be notified in writing and sent a copy of the Student Disciplinary Policy.

If the student is expelled or have their course of study terminated, they may elect to contact English UK. English UK's contact details will be given in the letter to the student.

#### **How staff are informed of this policy**

- Staff are made aware of this policy as part of their health and safety induction.
- It is available for reference at all times in the *All Student Policies* folder on the drive
- Elements are underpinned by Prevent L1 training, and our Group Leader and Staff Code of Conducts

#### **How students are informed of this policy**

- Students are informed of this policy as it referred to within the Student Handbook
- The policy is referred to in the academy application form within the Terms and Conditions of booking
- In the event of a breach of the policy, the student will receive a full copy of the policy for reference