



## **STUDENT BEHAVIOUR POLICY, DISCIPLINARY PROCEDURE AND THE STUDENT CODE OF CONDUCT**

**APPROVED BY:** Chris Evans

**LAST UPDATED:** 02/03/2020

**NEXT REVIEW DUE:** 02/03/2021

**RESPONSIBILITY FOR REVIEW:** Chris Evans and Nathan Santangelo-Barber (DSL)

### **OVERVIEW**

Cavendish School of English (CSE) believes that all students have a right to live, study, develop and achieve in a safe and supportive environment. All members of the school community (staff, homestay providers, group leaders and parents or legal guardians) have a responsibility to safeguard all students, and an extra Duty of Care for students under 18 (U18s). Part of our safeguarding responsibility is to ensure U18s follow the school's guidelines in line with the 'Safeguarding and Child Protection Policy 2019/2020'.

Cavendish School of English is committed to Safeguarding and promoting the welfare of each learner and expects all staff, volunteers and partners to endorse and practise this commitment at all times.

Cavendish School of English acknowledges its duty of care to safeguard and promote the welfare of children and is committed to ensuring excellent safeguarding practice. Cavendish School of English understands the paramount importance for children to feel and remain safe at all times, achievable by a suitable safeguarding provision being in place and properly maintained.

This policy seeks to ensure that Cavendish School of English undertakes its responsibilities with regards to the protection of under-18s and vulnerable adults and will respond to concerns in the appropriate manner and within appropriate time scales by outlining a framework to support all adults in their practices and clarifying the organisation's expectations.

This policy outlines various procedures related to student behaviour, discipline, and absence in line with the school's Safeguarding Policy.

### **1. BEHAVIOUR AND DISCIPLINE POLICY**

We have a duty under the School Standards and Framework Act 1998 to have in place a behaviour policy that is consistent throughout the school.

We wish to promote good behaviour by creating a happy caring school environment, free from antisocial behaviour, where everyone feels valued, respected and secure. We wish students to enjoy and help create a learning environment where self-discipline is promoted and good behaviour is the norm. We believe that students achieve their full potential in a happy, stimulating and ordered school environment where they can experience and enjoy success.

At Cavendish, students find themselves in a culturally diverse school community probably unlike any other in their experience. Our approach to behaviour and discipline must recognise the nature of this community and the challenges it brings while also seeking to make the most of the opportunities it offers.

The majority of students at Cavendish are studying away from home and the parental supervision that comes with living at home, staying in either student residences or homestay accommodation. Therefore our behaviour and discipline provision is intended to work in collaboration with parents, fee payers and guardians, covering students' conduct and care during school hours, in their free time and in their accommodation. For the purposes of this policy 'the school' and 'behaviour and discipline' is intended to cover the wider holistic provision required for our student body.

## **AIMS**

- to create an ethos that makes everyone in the school community feel valued and respected
- to promote good behaviour by forging sound working relationships with everyone involved with the school
- to promote tolerance and understanding of difference
- to promote self-discipline and proper regard for authority among students
- to prevent all forms of bullying among students by encouraging good behaviour and respect for others

## **ROLES AND RESPONSIBILITIES**

### **The Office Director and Operations Director will**

- work hard with everyone in the school community to create an ethos that makes everyone feel valued and respected
- promote good behaviour by forging sound working relationships with everyone involved with the school
- encourage good behaviour and respect for others, in order to prevent all forms of bullying among students
- determine the detail of the standard of behaviour that is acceptable to the school
- ensure all students are aware of the policy, the school rules and expectations of them (see the Junior Student Handbook)
- ensure all school staff are aware of all policies and in particular the student code of conduct and the Disciplinary Sanctions
- promote a culture in which good behaviour is recognised and acknowledged appropriately
- determine an appropriately-graded series of actions to be followed where behaviour is unacceptable, to be applied fairly and consistently and without humiliating or degrading students
- work with staff, students and parents to ensure the school rules will encourage good behaviour, tolerance and respect for others
- apply disciplinary sanctions to students where required and in a manner consistent with the policy
- oversee the management of the school's Safeguarding Concerns which contain details of incidents and outcomes
- record in the Safeguarding files details of any necessary student restraint used
- contact students' parents (at a Director's discretion) if their child has been placed on a Disciplinary Sanction
- review records of incidents of restraint recorded in the Incident Book
- monitor the effectiveness of this policy

### **The Director of Studies (DoS) will:**

- work closely with teachers to ensure that appropriate standards of behaviour are set and maintained in class and that lessons are well-planned, interesting and demanding so as to contribute to maintaining good discipline
- work closely with the DSL and Safeguarding Team to ensure that any concerns about student behaviour are considered first in the light of the student's safety and welfare
- liaise with the DSL and Accommodation Department on any behavioural issues occurring outside school operating hours
- ensure that behavioural issues, even those which are low level, are recorded by use of the Safeguarding Concern Form to allow for monitoring across all departments
- ensure that the disciplinary procedure is applied for all disciplinary issues and works holistically to incorporate all aspects of student behaviour, both in and out of school
- work closely with students to ensure they understand the school's aims in the context of behaviour and discipline and can voice their views accordingly
- apply disciplinary sanctions to students where required (see disciplinary procedure) and in a manner consistent with the policy
- report incidents to the Directors as appropriate
- monitor the progress of students who are under disciplinary measures to ensure no sanction is applied longer than necessary
- ensure that parents and parents' representatives are kept informed of issues involving their children's behaviour as appropriate
- meet with the Directors to evaluate and review the policy

### **Teachers are expected to:**

- encourage good behaviour and respect for others in students
- be aware of the policy (introduced at induction)
- apply all rewards and sanctions fairly and consistently
- be aware that the Disciplinary Sanctions do not replace the teacher's ability to apply classroom management measures to remedy poor conduct
- promote self-discipline amongst students
- deal appropriately with any unacceptable behaviour
- contact a Director with concerns about student behaviour and discipline
- log behavioural concerns, even those which are low level, in the appropriate manner by use of the Safeguarding Concern Form
- provide well-planned, interesting and demanding lessons which will contribute to maintaining good discipline
- attend periodic training on behaviour management, including positive restraint of students
- ensure the health and safety of the students in their care
- identify problems that may arise and to offer solutions to the problem

### **The Accommodation department will:**

- ensure that homestay providers and residence staff are aware of and comply with this policy
- liaise with residence staff and host carers on disciplinary issues, ensuring that the Director of Studies, the DSL and the Directors are involved where appropriate
- ensure that disciplinary issues that occur outside of school operating hours are sanctioned in line with the process set out on this policy (Disciplinary sanctions)
- ensure that residence wardens have received training on student restraint
- ensure that behavioural issues, even those which are low level, are recorded on Safeguarding Concern forms, to allow for monitoring across all departments

### **The DSL will:**

- assist in the monitoring and tackling of poor behaviour, considering student wellbeing and concerning patterns that may appear as a result of poor behaviour
- act as a liaison between the Accommodation Department and Directors of Studies, where necessary, to share behavioural concerns
- consider student behaviour holistically, taking into consideration academic achievement, relationships with other students, relationships outside the school community, emotional wellbeing, physical wellbeing, special educational needs (SEN) and any additional external contributing factors
- offer support and counselling to students whose behavioural choices are affecting their academic progression or general wellbeing
- ensure that behavioural issues, even those which are low level, are recorded on Safeguarding Concern forms, to allow for monitoring across all departments
- be aware of any notes on student behaviour added to the SMS database or recorded on a Safeguarding Concern Form

### **Students are expected to:**

- be polite and well-behaved at all times
- show consideration to other
- obey all health and safety regulations in all areas of the school
- not make unacceptable remarks against fellow students or school personnel
- abide by the Rules for Students
- actively participate in helping to achieve school aims

The procedure of sanctions is applied where students' behaviour is unacceptable.

The series may culminate in permanent exclusion.

### **U18 Welfare Chats**

If an U18 is not following the expected standards of behaviour, a meeting will be held with the DSL or a DSP, and possibly another member of staff to find out why. If changes are necessary to support the U18, these will be made, where possible. The student may be informed of the school disciplinary procedures as well.

## **DISCIPLINARY SANCTIONS**

The Disciplinary Sanctions are designed to reflect the diverse student body at Cavendish and to allow staff to intervene at a point appropriate to the student's behaviour, maturity and circumstances.

Actions that may result in activating the Disciplinary Procedure could include, but are not limited to: alcohol consumption for juniors; bad behaviour in class for all students and also outside of class for juniors; continuing bad behaviour (not following the rules) after being warned at least twice; use of illegal drugs; illegal behaviour; harassment; incidents of violence. This list is not exhaustive. Further, the Sanctions Procedure is not fixed and any event deemed serious will result in instant expulsion.

## **Disciplinary Sanctions Procedure**

### **1. Verbal (spoken) Warning**

Cavendish School of English will speak to the student regarding the issue.

### **2. First Written Warning**

Cavendish School of English will speak to the student and give them their first official written warning letter.

The student will also be told that if their actions/behaviour continues, they will receive a second (2nd) written warning.

### **3. Second Written Warning / Final Warning**

If the student's actions/behaviour continues, Cavendish School of English will speak to the student and give them their second (second) official written warning letter.

The student will also be told that if their actions/behaviour continues, they will not be allowed to continue at the school, with no refund of any fees.

### **4. Expulsion**

Cavendish School of English will speak to the student and give them an official expulsion letter stating that they are not allowed to continue at the school (expelled).

The student will be required to leave immediately and may be taken to the airport and seen onto a flight home. UKBA and parents or sponsors are notified accordingly.

A record will be kept by the school in the Safeguarding Files containing a record of sanctions imposed.

## **CODE OF CONDUCT**

Cavendish School of English understands the importance of a Code of Conduct to ensure that all adults are able to carry out their duties undisturbed and without grievance, protected from situations where behaviour may be misconstrued and false allegations made; and reduce the opportunities for the abuse of under-18s.

The following outlines the expected behaviour of all students. It is a requirement of the establishment that students follow this code.

Any adult found not complying with this code will be subject to disciplinary procedures.

The Code of Conduct states Cavendish School of English's school rules for behaviour and actions in and out of the school, at social events organised by the school or in accommodation provided by the school.

The following are identified as examples of inappropriate behaviour which must be reported immediately by any staff member to avoid escalation:

- Bullying
- Physical abuse (attacking a person)
- Verbal abuse (bad language/spoken attack/shouting)
- Using weapons/having weapons
- Any intimidating/threatening/abusive behaviour

## **Student Code of Conduct**

This policy indicates expectations of behaviour.

You, as students, are expected to:

- contribute to a happy learning environment by:
  - working to the best of your ability in lessons and making every effort to participate to show how well you can communicate
  - being properly equipped for school. For example, bring pens, your course book and note book to class
  - turn off your mobile/smartphones when in the classroom
  - not eating or drinking in the classrooms (bottled water is OK!)
- show respect for others by:
  - being polite and courteous to each other and refraining from bullying, fighting and name-calling - see both 'Abusive and Bad Behaviour' and 'Disciplinary Procedure' policies
  - being polite, courteous and honest with all staff and listening to and carrying out all instructions
- act in a responsible manner by:
  - doing nothing to endanger a healthy, safe and secure environment
  - ensure forbidden items are not brought to school, i.e. anything considered to be a weapon
- keep the school buildings and grounds clean and tidy, move about in a quiet and orderly manner especially when arriving on or leaving the site, avoid areas which are out of bounds and conduct the fire drill in silence
- ensure the best possible attendance and punctuality
- promote a positive image of both the school and of your country as you are an ambassador of your country by:
  - keeping your room tidy and respecting the equipment and facilities of the centre
  - take pride in your appearance (including your personal hygiene), be smartly and correctly dressed for any school activity and when travelling to and from school
  - behave in a sensible and courteous manner when travelling to and from school
  - be polite and courteous to all local staff, teachers, Orange Leaders and visitors
  - respect this code of conduct at all times

Failure to meet these standards will result in sanctions being applied which may involve speaking with your parents.

Further information about the sanctions applied by the school can be found on posters around the school.

## **2. BULLYING AND ABUSIVE BEHAVIOUR POLICY**

This policy supports the following policies:

- Safeguarding
- Health & Safety
- Child Protection

## SCOPE

There is no single legal definition of abusive behaviour but it can include:

- emotional – being unfriendly, excluding, tormenting
- physical – pushing, kicking, hitting, punching or any use of or threat of violence (e.g. raising a fist)
- sexual – unwanted physical contact or sexually abusive comments
- verbal – swearing at someone, name-calling, sarcasm, spreading rumours, teasing
- cyber – all areas of internet, such as email and internet chat room issues
- mobile – threats by text messaging and calls
- misuse of associated technology e.g. camera, video facilities and upskirting.
- discriminatory - any conduct related to gender, sexual orientation, gender reassignment, pregnancy, marital status, disability, age, race, nationality, religious belief or trade union membership that has the purpose or effect of either violating the dignity of an individual or creating an intimidating, hostile, degrading, humiliating or offensive atmosphere for an individual

If an individual uses or threatens violence, or is witnessed using abusive language to another person, they are to report it immediately to a member of Cavendish staff. Other patterns of abusive behaviour are less obvious and may need to be investigated.

## HOW TO REACT IF YOU SUSPECT ABUSIVE BEHAVIOUR:

- Investigate all reports, however seemingly trivial
- Once it has been established that bullying/harassment has taken / is taking place, refer the incident to one of the Directors by raising a Safeguarding Concern Form unless the incident is serious and urgent. If the incident is serious or urgent, report directly to the DSL in the Directors' office. A Director will decide the appropriate course of action up to calling the police.
- In all proven situations of bullying and harassment involving staff, the Director will apply the Cavendish Staff Disciplinary Policy; the action taken will depend the seriousness of the situation. If there is the possibility of some form of reconciliation and subject to the agreement of the victim, the following steps may be taken:
  - When appropriate and with Director, explain to the person acting unkindly that their actions are unacceptable and tell them the effect it has had on another / others. The Director will make the decision.
  - Ask them to consider an appropriate way of putting things right and, if necessary support them in carrying out an apology.
  - Ensure that any apology / reconciliation is done with Cavendish School of English staff present so that it can be accurately recorded.
  - Alternatively, bring both parties (bully and bullied) together for a "no blame" meeting. The aim is to clarify the situation through discussion and allow both sides to work out a solution that is satisfactory to them both. This will be recorded and signed by a staff member.
- In the case of the student being under 18 send details to the DSL who will inform parents of those involved what has happened and how it has been resolved.
- If, after this meeting, the bullying continues then it must be seen as deliberate or that the perpetrator (for example if suffering from fits of anger) is unable to control himself or herself. The DSL will take immediate action to protect the bullied person and will begin procedures to restrict the activities of the bully.
- Cavendish School staff will keep parents of the parties aged under 18 fully informed.
- In the case of students any further incidents of bullying by the same person will result in their being sent home as quickly as possible. In the case of staff the disciplinary procedure will be implemented, which may result in dismissal.

## **RECOGNISING BULLYING**

Staff of Cavendish School of English should be mindful that the signs of potential bullying or harassment. The signs that the victim shows can take many forms, but some of the most common include:

- Unwillingness to go to lessons, excursions or activities.
- Displays of excessive anxiety.
- Becoming withdrawn or unusually quiet.
- Lack of enthusiasm for work, or the production of unusually poor work.
- The creation of work with troubling themes.
- Lost property – especially valuables.
- Sudden changes in character.
- Diminished levels of self-confidence.
- Frequent illnesses, absences or lateness.
- Unexplained cuts and bruises.
- Reluctance to go to break times.
- Displaying repressed body language and poor eye contact.
- Difficulty in sleeping, experiencing nightmares.

Although there may be other causes for signs such as these, a combination of the above does create a cause for concern, and the policy laid out in this document should be followed to ensure that the relevant student is safeguarded.

## **PREVENTION**

The following outlines some key points to remember in order to prevent bullying before it happens:

- The staff of Cavendish School of English are expected to set a good example of behaviour, and always monitor students under their care to ensure that abusive behaviour is not taking place.
- The consequences of bullying should be made clear all students and enforced appropriately as necessary.
- Students should be made to feel that they can talk to their group leaders, teachers, or any other staff members to raise concerns about their peers or themselves, safe in the knowledge that the situation will be dealt with promptly and effectively.
- Potential issues or suspicions will be monitored closely by relevant staff members (for example, group leaders, teachers and DSPs) to ensure any conflicts between students do not escalate.
- Staff are allocated to monitor breaks and programmed free periods to ensure no form of harassment takes place during these times.