

SCHOOL POLICY ON ABUSIVE BEHAVIOUR

Policy Statement

Communicate will not allow any abusive behaviour from or to its staff, students or teachers.

What is abusive behaviour?

Abusive behaviour can take many forms:

- It can be physical – for example if you push, hit or kick someone (violence), or damage to property.
- It can be verbal - such as making fun of people or calling them names or threatening people.
- It can be non-verbal - such as ignoring or excluding someone
- It can create a scary environment, or leave you feeling vulnerable or upset or threatened.
- It can happen once, or it could happen again and again.
- It could happen in your class, residence, family or homestay – or even just walking down the street.

You need to tell your **teacher or the Student Support Officers** if you suffer from any of this type of behaviour.

We take reports of abusive behaviour very seriously and the action we take will depend on the seriousness of the behaviour. The consequences may be anything from a verbal or written warning to asking the student or member of staff to leave the premises.

Procedure

Any **student** who engages in any of the behaviour described above should be handled as follows:

1. The classroom teacher gives the student an informal warning, stating clearly to the student what the unacceptable behaviour is and what the student should do to correct it.
2. If this same behaviour is repeated, the teacher escorts the student to the **Student Support Officers** where they will be issued a formal **verbal and written** warning (Warning No. 1). **The student is not allowed to contact or be near the person whom they abuse (if applicable).**
3. If this same behaviour is repeated again, the teacher will escort the student to the **Centre Manager or Director of Studies** where a second formal **verbal and written** warning will be issued (Warning No. 2). **The student is not allowed to contact or be near the person whom they abuse (if applicable). The student can be suspended from the school for up to 3 days.**
4. If this same behaviour is repeated again, the teacher will inform the **Centre Manager**, which in turn, will initiate dismissal procedures against the student.

The student always has the right of appeal (against dismissal). In such a case, the student would appeal to the Centre Manager.



Any staff member who exhibits abusive behaviour will be dealt with in a similar way to the above procedure but with additional reference to their employment contract/status.

Students may be asked to leave the course **immediately without a warning** if:

- They have illegal drugs on school premises
- They are arrested by the police
- They show violence
- They steal
- Their behaviour is dangerous to other people's lives

We hope all our students find studying at Communicate a comfortable, relaxing and a safe experience and we are always happy to hear anything you have to say – good or bad.