

Abusive Behaviour Policy and Procedure	FOR ALL STUDENTS
Updated: November 2018	This policy is reviewed periodically

Capital School of English (CSE) believes that all students have a right to live, study, develop and achieve in a safe and supportive environment.

Capital School of English does not accept any form of verbal abuse, harassment, bullying, violence, damaged to personal property or extremist behaviour in or out of the school, at social events organised by the school or in accommodation provided by the school. Capital School of English believes that all students have the right to live, study, develop and achieve in a safe and supportive environment.

Capital Against Bullying (C.A.B): Capital School of English believes that together we can prevent harassment and bullying by promoting mutual respect, tolerance of differences, individual liberty, the rule of law and democracy. All members of the school community (students, staff, homestay providers, Educational Tour Operators, group leaders and parents or guardians) have a responsibility to promote a fair, harmonious, safe and supportive environment, free from any form of abusive behaviour.

	Definition	How often?
What is harassment?	Harassment and bullying is upsetting another person or people by: 1. being unkind (by saying bad things to, or about, them) 2. not respecting different cultures, religions or beliefs 3. being violent or aggressive to others physically or in words	<u>One</u> incident can be harassment.
What is bullying?		<u>Repeated</u> incidents can be bullying.
What is cyber-bullying?	Cyber-bullying is <u>repeatedly</u> upsetting another person or people by doing any of the above (1-3) electronically via social media, electronic messages (emails) or text messages.	<u>Repeated</u> incidents can be cyber-bullying.

Before you speak or write a post on social media **THINK**

- T = Is it true?
- H = Is it helpful?
- I = Is it inspiring?
- N = Is it necessary?
- K = Is it kind?



Procedure

If you are being harassed or bullied, or is:

know someone who

Talk to a teacher or a member of staff immediately.

Please remember, your teacher or the member of staff may need to talk to another member of management or the Designated Safeguarding Team to ensure that the issue is dealt with correctly. The teacher or the member of staff to speak to cannot promise to keep what you tell them a secret.

We will try to resolve the situation on an informal basis. If attempts to resolve the matter informally do not work, a formal procedure will be followed.

Formal procedure: Talk to a school Director; either Spencer Fordham or Paulina Fordham.

Your rights:

- Every student has the right to make a complaint about abusive behaviour if it happens.
- Every effort will be made to ensure that, when you make a complaint, you will be protected from further forms of abusive behaviour.

What Capital School of English does to prevent abusive behaviour.

Capital School of English:

- has a 'Student Code of Conduct' for in and out of the school, on social events organised by the school or in accommodation provided by the school. The 'Student Code of Conduct' explains the expected standard of behaviour from all students while enrolled at Capital School of English.
- communicates this policy and procedure to all students, members of staff and the school community.
- ensures that all members of staff are aware of their responsibilities.
- provides appropriate training to members of staff, where necessary.
- deals effectively with complaints of abusive behaviour. All complaints will be dealt with seriously, quickly and confidentially. All reasonable efforts will be made to deal with complaints in a fair and consistent manner.

What you (a student at Capital School of English) can do to prevent abusive behaviour?

All students have a responsibility to help ensure everyone is respected (Together @ Capital).

- All students must:
 - follow this policy.
 - ensure that their behaviour to another person or people does not upset or threaten and could not be considered abusive behaviour.
 - discourage abusive behaviour by making it clear that you find such behaviour unacceptable.
 - talk to a teacher/member of staff immediately if you or someone you know is being harassed or bullied.

What if you are accused of abusive behaviour another person or people?

It is the school's decision if a student's behaviour is unacceptable or not.

Any students who harass or bully another person or people may be given a verbal warning and/or written warning by Capital School of English for unacceptable behaviour. If unacceptable behaviour is very serious or continues, the student will not be allowed to continue at school (expelled) immediately with no refund of any fees.

Note: Capital School of English reserves the right to contact the police if the school requires assistance or to investigate a suspected criminal incident.

Related policies and procedures: Staff Anti-bullying and harassment policy and procedure – see 'Harassment and Bullying' in the Capital School of English Employee Handbook.