

<p><b>Safeguarding Policy (Section F) / Welfare &amp; Implementing Safeguarding Policy and Procedure</b></p>	<p><b>FOR ETOs &amp; PARENTS AND/OR LEGAL GUARDIANS OF U18s</b></p>
<p>Updated: November 2018</p>	<p>Due to be reviewed: November 2019</p>

## **F6. U18 BEHAVIOUR & DISCIPLINE**

### **OVERVIEW**

Capital 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 following the Student Code of Code and U18 Code of Conduct.

### **CODE OF CONDUCTS**

The Code of Conduct states Capital 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. All students are informed of the Student Code of Conduct at induction. All students sign to indicate they agree to follow the Student Code of Conduct on their 'Important Details Form', which is completed during induction.

### **CODE OF CONDUCTS - SPECIFIC TO U18s:**

- All parents and/or legal guardians as part of the 'Parental Consent Form' sign to say they have made their child aware of the **Under 18 Student Code of Conduct** with particular regard to alcohol, drugs and curfew times.
- All U18s are given a copy of the Under 18 Student Code of Conduct at their first Under 18 meeting with Capital School of English's Under 18 Welfare Officer.

For more information, see 'Student Code of Conduct' and 'U18 Code of Conduct'.

### **U18 WEEKLY MEETING**

The U18 Welfare Officer will discuss and re-enforce sections of the 'Student Code of Conduct' or 'U18 Code of Conduct' as and when necessary.

### **U18 WELFARE CHATS**

If an U18 is not following the 'Student Code of Code' and 'U18 Code of Conduct' a Welfare chat will be had with the U18 Welfare Officer, 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.

## **EXPULSION**

Students must follow the Student Code of Conduct and UK laws. If unacceptable behaviour is very serious or continues, students will not be allowed to continue at the school (expelled) immediately with no refund of any fees. If students do not follow the rules of the homestay provider they may be asked to leave the accommodation and the school with no refund of any fees.

If a student breaks the 'Student Code of Conduct' and or 'U18 Student Code of Conduct' they will be given a warning. If a student gets a warning Capital School of English may tell their Educational Tour Operator, parents and/or legal guardians (if applicable).

Below outlines Capital School of English's warning procedure:

Stage	Action	
1	Verbal (spoken) Warning	Capital School of English will speak to the student regarding the issue.
2	1 <sup>st</sup> Written Warning	Capital 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 (2 <sup>nd</sup> ) written warning.
3	2 <sup>nd</sup> Written Warning / Final Warning	If the student's actions/behaviour continues Capital School of English will speak to the student and give them their second (2 <sup>nd</sup> ) 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 (expelled) with no refund of any fees.
4	Expulsion	Capital 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). Capital School of English will also contact UK Visa and Immigration (UKVI) to state their visa is being cancelled (if needed).