



# English in Totnes

A boutique language school in beautiful Devon

## **EiT Policy statement for dealing with bullying, disruptive or abusive behaviour**

English in Totnes operates an equal opportunities policy, which means that we will not discriminate against any student regardless of gender, race, creed, colour, nationality, sexual orientation or disability of any kind. We also do not tolerate bullying or abusive behaviour in any form.

English in Totnes is committed to providing a caring, friendly and safe environment for its students, so that they can feel secure and enjoy their learning.

If any student mistreats another student in our care in any way, including with foul language or physical violence, they will be removed from the class and in the case of junior students they will be barred from doing social activities.

If a student alleges that he or she is being bullied, the allegation is to be taken seriously and immediate steps are to be taken to investigate the allegation and to ensure the student is safe.

- If the allegation relates to a student attending the school the disciplinary procedure below will be followed.
- If the allegation relates to a member of the public appropriate action will be taken such as contacting the police.
- If the allegation relates to homestay host/family, the School Manager will contact the host to investigate the allegation and if it is deemed that it is unsafe for the student to remain in his/her accommodation they will be moved immediately to alternative accommodation.

Disciplinary Procedure in the case of abusive disruptive behaviour from a student in class or towards another student the following steps are to be employed by the teaching staff:

### Step 1

Talk to the individual concerned; explain why their behaviour is not acceptable. Warn them that if their undesirable behaviour continues they will be removed from the class. Place them in a new seating position under your scrutiny.



**English in Totnes, Gate House, 2 High Street, Totnes, TQ9 5RZ**

T: +44 (0)1803 865722, E: [info@englishintotnes.com](mailto:info@englishintotnes.com),

W: [www.englishintotnes.com](http://www.englishintotnes.com)

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## Step 2

Disruptive behaviour continues:

Remove them from class to a safe place for a 5-minute cooling off period. Tell them not to move. In the case of a junior student explain to the student they will miss their break with friends if they continue the bad behaviour.

## Step 3

Disruptive behaviour continues despite Step 2 being employed:

Send the student to speak to the School Manager based in the Gate House Office. They will attempt to find out the reasons for the behaviour and will inform the teacher later of any significant findings. In the case of a junior student he/she will be supervised during the next break so as to miss contact with friends. The Junior student will also be informed that any repetition of poor behaviour will result in exclusion from an afternoon activity, and that their parents (or native group-leader) will be informed.

If disruptive behaviour continues on a subsequent day the Academic Manager will inform the School Director and parents/group leaders will be informed. A junior student will miss an activity.

## Step 4

Disruptive behaviour continues despite Step 3 being employed:

Repeat above steps. In the case of a Junior student he/she will also miss an evening activity such as a disco and do supervised school work instead. The student's parents will be informed that if the student's behaviour continues they will have to be sent home at their own expense. The student is also issued with a written warning, a copy of which is sent to their parent and/or agent.

## Step 5

Disruptive behaviour continues despite Step 4 being employed: Student sent home at their own expense. Arrangements made in writing with parents and/or agent regarding student's safe return home.

Wherever possible, teachers are asked to attempt to resolve any disciplinary procedures between themselves and the student.

Teachers are advised that many students only become disruptive because they are feeling upset, homesick, bored, or being bullied etc.



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Teachers are encouraged to talk to the student and try and find out what is really going on for them. However, it is important for each teacher to be aware of the full disciplinary procedure so that they can pass on the information to any student who is likely to work their way up the disciplinary ladder.

In some instances of more serious bad behaviour it may be necessary to skip some stages of the procedure (for example, use of physical violence), this is at the discretion of the Academic Manager after having conferred with the School Director.



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