

## Abusive Behaviour Policy

It is the policy of Yorkshire English School to protect its staff, learners, visitors and agents against unacceptable behaviour that may compromise their safety, health and welfare. Therefore any form of violence, harassment, bullying and abuse, including verbal abuse, against or coming from the above-named individuals is unacceptable and will not be tolerated.

### Responsibilities

#### Managerial

- To ensure that this policy and procedures are understood by staff and is available at hand.

#### Employee

- All employees have to meet the terms of this policy
- Should any immediate violence, aggression or harassment arise, this should be reported immediately to their manager whether committed by staff, learners, visitors or agents.
- Staff has a responsibility for implementing the bullying/harassment policy and making learners aware of the school policy.

#### Learners, visitors and agents

- All the above should follow this policy and should report any acts of violence, aggression or harassment immediately.

### Measures taken

Measures the school will take depending on the severity of the acts:

#### 1. Verbal warning

A method of addressing unacceptable behaviour with a view to achieving realistic and workable solutions. Verbal Warnings will not always be appropriate and should only be attempted when it is safe to do so with relevant and appropriate staff present. Where the process has no effect, or is inappropriate, and unacceptable behaviour continues, alternative action must be considered.

#### 2. Written warning (Parent/guidance, agency, school may be informed)

#### 3. Final written warning

The final written warning should: Explain the reasons why further sanctions are being considered (Including relevant information, dates and times of incidents); Explain that the behaviour demonstrated is unacceptable; Explain that appropriate sanctions will apply; Give details of the mechanism for seeking a review of the issue.

#### 4. Expulsion

Complying with the school's rules and regulations is a requirement for learners attending the school. Repeated unacceptable behaviour will result in expulsion from the college. In order for this to be implemented, there must be a majority decision made by a committee consisting of at least three members, which may include the Principal, DoS, one of the teachers and the Director, and a learner representative.

**Damage**

If there is any wilful damage, the school will charge the offender directly for repair or replacement depending on circumstance caused. The cost of damage may also be deducted from advanced course payments where applicable. This may lead to reduction in the study period.

**Physical danger**

Where there is actual, immediate or anticipated physical danger to anybody protected by the unacceptable behaviour policy, any member of staff should call '999' immediately. Such action will also result in the immediate termination of learner/staff registration within the school.

**All types of warnings will be noted down on the learners' personal records and followed up.**