



# Language in Action Behaviour Policy

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## Overview

Language in Action believes all its students have the right to enjoy their experience and work towards their educational goals without their classes and recreational activities being disrupted by the misconduct of another student.

We make the parameters of unacceptable behaviour very clear to the whole student body during the induction process. Teachers and Activity Leaders address incidents of minor general misconduct (minor misdemeanours) in the classroom and recreational activities as they occur. Any health and safety issues - such as those related to fire and smoke alarms - are made very clear during induction, as are UK laws regarding smoking and drinking alcohol.

## Misconduct warranting expulsion

Regrettably, we may still have incidents where a student's behaviour may lead to them being excluded from our courses and activities due to Serious Misconduct. It is impossible to exactly define all of the cases where we may consider this action; however, we can define general scenarios whereby Language in Action is left with no choice but to send the student home, including:

- Repeated and blatant refusal to follow instructions in class, on activities or in accommodation;
- Where behaviour poses a clear health and safety risk to themselves and others;
- Behaviour that repeatedly spoils the enjoyment of the course by other students;
- Behaviour that can be described as abusive, aggressive, racist, violent or serious in any other manner;
- Where a student breaks the law of this country.

## Process

It is very rare that a student would be excluded from the course and activities following one incident. The Centre Management staff will conduct a thorough investigation into any allegation of serious and/ or continued misconduct and notify the Head Office who will take proper action. The student will then meet with Centre Manager, Welfare Officer and agency group leader formally to discuss their findings. The student has the right to be accompanied during this meeting. In order for expulsion to take effect, Language in Action Head Office must be consulted and through them the agency and parents.

In cases of general misconduct, we would normally seek at this time to give the student fair warnings that the behaviour is unacceptable, and that he/she is in danger of being sent home if it continues, following the steps of our Student Disciplinary Procedure.

Language in Action would then ensure that parents/guardians/key contact and - where appropriate - the agent is informed that a student has been warned that they are in danger of being excluded from the course. In the event of serious and/ or continued misconduct, a student may be excluded from the course.



Language in Action will ensure that return travel arrangements are suitably organised and that the student is escorted to the appropriate place for return travel. Care will always be taken so that the student is returned safely and we will liaise with parents/guardians/key contacts/agents/transport providers as appropriate.

Staff will take all necessary care to ensure that the student is properly cared for from the time that the student is informed of the decision to the point where the student goes through the departure gate at the airport.

### Reporting

All issues of problematic behaviour are recorded by the Centre Management staff. In the event of exclusion, all stages leading up to that decision should be properly recorded including minutes of meetings held with students involved. This report will be made available to the student upon request.

## Student Disciplinary Procedure Table

Level of Incident	Action to be taken
<h3>1. Minor Misdemeanours</h3> <p>Examples including but not limited to:</p> <ul style="list-style-type: none"><li>• Repeatedly talking in mother tongue in class</li><li>• Rowdy behaviour in the canteen and other campus spaces</li><li>• Skipping dinner queues</li><li>• Breaking curfews</li><li>• Rudeness to staff or contractor (impoliteness)</li><li>• Not following instructions on trips</li></ul> <p>First offence leads to Action (A) Second offence leads to Action (B)</p>	<h3>A. Informal Verbal Warning</h3> <p>Used with small or rare student misdemeanours that do not warrant a formal record. Usually given by Teachers or Activity Leaders.</p>
<h3>2. Misdemeanours</h3> <p>Examples including but not limited to:</p> <ul style="list-style-type: none"><li>• Frequently misbehaving in class</li><li>• Frequent lateness</li><li>• Rarely but intentionally disobeying staff instructions</li><li>• Lesser forms of bullying (e.g. Unfriendliness to peers)</li></ul> <p>First offence leads to Action (B) Second offence leads to Action (C)</p>	<h3>B. Formal Verbal Warning</h3> <p>Defined as verbal warnings recorded as incidents and given by the management team, ideally the Centre Manager or Director of Studies.</p> <p>Verbal warning logged and student reminded that should it (or a similar event) happen again then more serious disciplinary sanctions be employed</p>



### 3. Serious or Continuous Misconduct

Examples including but not limited to:

- Continuing to behave in the same manner following a Formal Verbal Warning
- More serious forms of bullying (e.g. Physical or emotional)
- Persistent misbehaviour in class Underage smoking & alcohol drinking
- Small, isolated but intentional damage (e.g. Setting off a fire extinguisher)

First offence leads to Action (C)

Second offence leads to Action (D)

### C. Written Warning

Both the Operations & Welfare Managers should be notified in order to issue a written warning. These managers will inform the student's agent and request that parents be informed.

Centre Manager to arrange a meeting with the Group Leader, Student & Welfare Assistant in order to issue the Written Warning.

### 4. Misconduct warranting expulsion

When a student's behaviour is bad enough that it is:

- Repeated after a written warning
- Seriously endangers themselves or others
- Continuously and consciously disrupts the programme from themselves or others
- Becomes uncontrollable for centre staff

Breaks British Law Examples including but not limited to:

- Drug abuse including so called legal highs.
- Constant and intentional disobeying of instructions
- Serious and malicious damage to property (e.g., smashing windows, etc.)
- Any physical, verbal or sexual abuse of students or staff

### D. Expulsion from programme and/or centre

In order for expulsion to take effect, Operations & Welfare Managers must be consulted and through them the agency and parents.

Students and group leaders should also know of the Complaints Procedure.

The Operations & Welfare Managers will inform the Centre Manager of the level of expulsion these include:

- Permanent removal from lessons and/or activities. At this point they become the sole responsibility of the Group Leader
- Permanent removal from the centre. The student will be asked to leave the campus and the agency will be expected to arrange for travel home. If this cannot be arranged immediately, the agency will be asked to arrange temporary accommodation & supervision for this student whilst they organise further travel arrangements.