

ABUSIVE BEHAVIOUR POLICY

We do not accept any form of bullying and we will take action if we find that it is happening

STUDENTS

Please tell a member of staff immediately if:

- Someone says bad things about you because of the way you look, your religion, your country or your gender
- Someone writes bad things about you and shows them to other people this can be by e-mail or text messages
- Someone makes you feel alone and excluded
- Someone treats you unfairly
- Someone treats you badly because of their position
- Someone tries to have a close or intimate relationship with you which you do not want
- Someone makes you feel unsafe at the school
- Someone regularly criticises you or your actions
- Someone tries to stop you from making progress in your studies

PROCEDURE

If you tell us that any of these things have taken place, our Welfare Officer will take action as follows:

First, we will ask you about these things:

- What happened?
- When and where did it happen?
- How did you feel?
- Did anyone see/hear what happened?
- Who did this to you?
- Do you want us to talk to this person?

If you agree, we will talk to the person about what they said/did and why.

If they have a Group Leader, the Group Leader will talk to the student with us.

We will tell them that this is not a good way to behave and they must stop.

If they don't stop, we may ask them to leave.

Call the police on telephone no 999 if the bullying involves a crime.

STAFF

All staff, including Group Leaders, agents, external contractors and homestay providers should report to the Designated Child Protection Person at CESC (Maria Walters) or nominated Responsible Child Protection Person at the relevant summer Centre, as soon as they have any concerns about unacceptable behaviour by their colleagues or students towards any member of staff, or student. If it is thought to be a matter for immediate police attention, they should call the police. Unacceptable behaviour includes:

- theft [including intellectual property]
- violent or threatening behaviour
- deliberate passing on of commercial information to competitors which may damage Study in Colchester Ltd
- bullying or harassment of staff or students
- inappropriate and unwelcome sexual advances towards staff or students
- deliberate breaching of the rules of confidentiality [financial, commercial, personal etc.]
- the commission of a criminal offence while on the premises or while acting on behalf of the company
- sexual misconduct
- extreme verbal abuse
- disorderly drunken behaviour (this will include behaviour off-site and in private time that damages the company's reputation or intimidates company staff and damages working relationships)
- the use of illegal drugs on the premises or while acting on behalf of the company
- any action which endangers the personal safety of other employees or students
- a serious act of insubordination

If a member of staff or a homestay provider should be accused of abusive or unacceptable behaviour as described above, that person will be suspended from employment while a full investigation and, if necessary, disciplinary hearing takes place, according to the procedures laid down in the Company Handbook.

It is the policy of Colchester English Study Centre and International Language Holidays to ensure that no student or member of staff receives less favourable treatment on grounds of race, gender, age, national or ethnic origins, religion, marital or parental status, contractual conditions, sexual orientation or disability.