

## Behaviour, Discipline and Exclusion Policy

This Policy is an LSI UK Policy. Local adaptations for LSI schools are in blue text.

At Language Studies International, we pride ourselves on the excellent behaviour of all our students, where individuals are respected and their individuality is valued. Self-discipline is promoted throughout our school and good behaviour and manners are expected.

Rules and processes are designed to establish behavioural standards and ensure consistency for the student body on individual programmes. Rules and processes also exist to ensure student safety and supervision.

This applies not only in the school building, but also to any social or cultural activities outside the school and any accommodation provided by LSI.

As we have such a diverse student body we focus on promoting tolerance and understanding. Radical or extremist views will be challenged and reported to management. We promote and believe in the shared core values of:

- a) democracy
- b) the rule of law
- c) individual liberty
- d) respectful tolerance of different faiths or beliefs.

We have a consistent approach to behaviour management through our leadership, staff development and support, effective classroom management and liaison with parents (for students under 18), agents, sponsors, homestay hosts and other agencies.

## 1. Responsibilities

### 1.1 Senior Management

The senior management, in conjunction with the School Directors, are responsible for reviewing and determining the acceptable standards of behaviour for all staff and students on an annual basis. The senior management are responsible for ensuring schools directors have completed their PREVENT training.

### 1.2 The School Director and Academic Management

The School Director and Academic Management are responsible for implementing and maintaining these standards of behaviour in each school throughout the year. The School Director has the ultimate responsibility for maintaining discipline in the school, which will include observing rules and provision for enforcing them. It is the School Director's responsibility to ensure all staff know how to promote good behaviour, self-discipline and respect throughout the school and to offer guidance and support to those who need it.

The School Director is expected to:

- Ensure the Student Code of Conduct is understood and signed by all members of the student body.
- Ensure the Staff Standards of Behaviour are understood and signed by all members of staff.
- Ensure the Code of Conduct and Standards of Behaviour are enforced throughout the school and during all social activities.
- Ensure staff have completed PREVENT Training and are aware of their responsibilities to report concerning behaviour to the Single Point of Contact.
- Enforce the appropriate disciplinary procedure where the above standards are not being met.
- To inform agents, parents (of students under 18), sponsors and other interested agencies of behavioural issues concerning the student (including attendance on local activities and excursions, behavior on activities and excursions, observation of curfews, classroom rules), to keep them up to date and seek their help in resolving poor behaviour where possible.
- To inform outside agencies of behaviour serious enough to warrant further investigation/referral (Police/LADO/Prevent etc.)

- Promote self-discipline and proper regard for authority among students.
- Encourage good behaviour and respect for others, and to prevent all forms of bullying among students.
- To promote core values of democracy, the rule of law, individual liberty and respectful tolerance of different faiths or beliefs.

### 1.3 All Staff

The school has high standards of behaviour and endeavours to encourage good habits of work and behaviour from the moment a student enters the school.

All staff are expected to encourage good behaviour and respect for others in pupils and to apply all rewards and sanctions fairly and consistently. Well-planned, interesting and demanding lessons make a major contribution to good discipline.

All staff are expected to promote self-discipline amongst pupils and to deal appropriately with any unacceptable behaviour.

We understand that some students have special educational needs and disabilities. Such cases will be treated on an individual basis by the School management in conjunction, where necessary, with senior management.

Staff will ensure all students attend school in accordance with our attendance policy and excessive absences will be followed up.

Through discussions at regular meetings and through clear channels of communication, the school endeavours to ensure that staff apply all standards consistently and fairly and teaching staff have adequate support from management.

All staff promote and believe in the core values of democracy, the rule of law, individual liberty and respectful tolerance of different faiths or beliefs.

### 1.4 Accommodation Staff and Hosts

#### 1.4.1 Homestay Hosts

The school has high standards of behaviour and endeavours to encourage good habits of behaviour from the moment a student enters their accommodation.

All hosts are expected to encourage good behaviour and respect for others. A warm welcome, engaging with students, and making them feel a part of the family makes a major contribution to positive ongoing behaviour.

All hosts are aware that cultural and linguistic differences can create misunderstandings and will approach behavioural issues with tolerance, understanding and patience. They are encouraged to discuss any concerns with the school who can often provide further guidance and clarification.

Hosts will help to ensure students attend school in accordance with our attendance policy.

Hosts hosting students under 18, will be aware of the Safeguarding Policy and processes and the need to report failures to adhere to the Code of Conduct and agreed curfew time.

#### 1.4.2 Residential Staff

The school has high standards of behaviour and endeavours to encourage good habits of behaviour from the moment a student enters residential accommodation.

All residential staff are expected to encourage good behaviour and respect for others. A warm welcome makes a major contribution to positive ongoing behaviour. Residential staff will ensure that Tenancy Agreements and/or Rules of the Residence are explained to students in detail and signed on arrival.

All residential staff are aware that cultural and linguistic differences can create misunderstandings and will approach behavioural issues with tolerance, understanding and patience. They are encouraged to discuss any concerns with the school and/or their line manager who can often provide further guidance and clarification.

Residential staff will help to ensure students attend school in accordance with our attendance policy.

Residential staff understand that residences are for students who wish to study, and are not 'party houses'. They will work with the school and the students in residence to ensure that the Tenancy Agreements and Rules of the Residence are adhered to without exception and that the disciplinary procedure is followed should behaviour fall below the accepted standards.

All residential staff have Prevent training and promote the shared core values of democracy, the rule of law, individual liberty and respectful tolerance of different faiths or beliefs.

## 2. Aim of the Policy

### 2.1 To provide all our students, whether in accommodation, in school, or on social or cultural activities, with:

- A clear understanding of what we consider is appropriate and safe behaviour, so all students exhibit the highest standards of behaviour at all times including attendance requirements. This will include what actions we will take if their behaviour is not appropriate or safe.

- To provide students under the age of 18 with clear guidelines regarding curfew times and attendance requirements.
- To provide students in residential or homestay accommodation with clear guidelines regarding acceptable behaviour.
- A secure, happy, safe environment conducive to learning, where English is the shared language.
- To create an environment where students feel safe from anti-social behaviour and bullying and are able to get the most from their studies.
- To create an environment where our students are respected and valued as individuals.
- To create an environment where self-discipline is promoted and exemplary behaviour is the norm.
- To ensure student standards of behaviour are acceptable.
- To ensure all our students are inclusive, tolerant and friendly towards all members of our school community.
- A clear understanding of the disciplinary procedure and the consequences and sanctions for failure to meet the required standards.
- To ensure any extremist or radical religious or political views are challenged and reported.
- To promote the shared core values of democracy, liberty, the rule of law and tolerance of different faiths or beliefs.

## 2.2 To provide all parents/guardians of students under 18 with:

- The reassurance that Language Studies International is a safe and caring community.
- A clear understanding of the support structure offered by the school, with clear information on rules and expectations, policies and standards

## 2.3 To provide all staff with:

- A clear recognition of the Code of Conduct and a willingness to support it. A clear understanding of the staff Standards of Behaviour and an undertaking to adhere to these standards.
- An understanding of the sanctions, which can be imposed should either of the above not be adhered to.

- An understanding of the support available to staff to deliver the policy effectively and consistently.
- A clear and consistent approach to behaviour throughout the school.
- An understanding that they may need to adapt their expectations according to the needs of the student in relation to their special needs or disabilities.
- Clear channels of communication and a commitment to support from management.
- PREVENT training for Practitioners.

### 3. Appropriate and Inappropriate Student Behaviour and Disciplinary Procedure

Appropriate behaviour is categorised by respect, kindness and consideration for others. Students are expected to display good manners and equal respect to all teachers, staff, parents, visitors and most importantly to each other. The students are also expected to respect the possessions of others and their surroundings. This applies whether in accommodation, in school, or on social or cultural activities.

Appropriate behaviour and the disciplinary actions are listed in the Code of Conduct below:

### 4. Implementation of our Disciplinary system

We will make reasonable adjustments for pupils with special educational needs or disabilities in line with the Equality Act 2010. None of the school's punishments will be degrading or humiliating.

### 5. Staff strategies for achieving good behaviour:

- Treat all other staff and students with due respect.
- Set a good example by being punctual and well presented.
- Promote tolerance and understanding and highlighting relevant issues in the classroom as appropriate.
- Consistent approach across all of our schools.
- To promote the shared core values of democracy, liberty, the rule of law and tolerance of different faiths or beliefs by highlighting relevant issues in the classroom as appropriate.

### 6. Exclusion of students

- Students will be permanently excluded from the school should the final stages of the disciplinary procedure be reached.

- There is no right of appeal to the School Director's/Principal's decision to permanently exclude, as set out in our terms and conditions. The student in question may seek recourse through the Complaints Procedure.
- The School Director has the right to permanently exclude any student without reference to the disciplinary procedure for seriously inappropriate behaviour. Examples of this behaviour include:
  - drug abuse, alcohol abuse, theft, threatening behaviour, sexual harassment, racist abuse, damage to property
  - Each situation will be assessed on its individual circumstances and the final decision will rest with the School Director in conjunction with Senior Management.

### 7. Involvement of Parents, Guardians, Agents, Sponsors

For students under the age of 18, parents, guardians, ETO (educational travel organisations) and sponsors are involved in the disciplinary procedure at every stage where relevant and possible. If parents, guardians, ETOs and sponsors do not engage reasonably and in a timely fashion with behaviour, attendance, or disciplinary issues, LSI may act to repatriate students.

For students over the age of 18 LSI will not normally involve parents, guardians, agents and sponsors unless LSI is concerned that there is an immediate and serious risk to the student's physical or mental health.

### 8. Involvement of Staff and Homestay Hosts

Staff and Homestay Hosts may also be called upon from time-to-time to advise or identify problems that may be behind any bad behaviour, and to suggest possible courses of action. As well as an open door policy, discussion of student problems or behavioural issues will be a fixed point on weekly staff meetings.

### 9. Equal Opportunities

All rewards and sanctions must be applied fairly and consistently and in accordance with the school's equal opportunities policy.

### 10. Corporal Punishment and Restraint

Under Section 131 of the School Standards and Framework Act 1998, corporal punishment is prohibited.

Like all schools, we reserve the right for all staff to use reasonable force to control or restrain a student in specific circumstances. The education and inspections act 2006 enables

school staff to use "Such force as is reasonable in the circumstances to prevent a pupil from doing or continuing to cause personal injury to any person including the pupil themselves."

Corporal punishment is banned at the school. In the event of a student needing to be restrained, the School Director/Principal must be informed immediately.

Reviewed January 2021 by the UK Policies Committee

Next review January 2022.