



Abusive or Threatening Behaviour Policy and Procedures

Purpose

This document outlines The Essential English Centre's policy on dealing with abusive or aggressive behaviour. It defines the types of behaviour that constitutes abusive. The document sets out the procedures to be followed in dealing with the matter first hand and the investigation of the complaint.

Policy Statement

It is The Essential English Centre's policy that every staff member and every student has a right to carry out his or her duties/studies free from any form of abusive or threatening behaviour, harassment, sexual harassment or bullying. Abusive or threatening behaviour whether from staff, students or visitors is not acceptable and The Essential English Centre will ensure that all complaints are investigated fully, fairly and transparently.

Responsibilities

Any person who is subject to or who witnesses an act of violent or threatening or abusive behaviour is expected to report the incident to Catherine Rosenfield, the Designated Safeguarding Lead. If Catherine Rosenfield is not available, please report this to the Student Services Manager.

All members of staff and students are responsible for the effective operation and implementation of this policy and procedure.

All students and visitors are expected to comply with this procedure.

Scope

This policy covers all students enrolled on any course of study with The Essential English Centre, all staff employed by The Essential English Centre and all visitors within the school. This policy applies in all instances.

What is abusive behaviour?

Threatening or abusive behaviour means any behaviour that causes a person to be concerned about the actual or potential risk or violence associated with the comments or conduct of another person.

The following list of behaviours, while not inclusive, provides examples of conduct that is prohibited:

- Threatening, intimidating, bullying, or physically/verbally abusing another person
- Aggressive or hostile behaviour that creates a reasonable fear of injury to another person
- Causing physical injury to another person
- Possession of an implement that could cause harm to another person while on school property
- Fighting, hitting, biting, kicking, pushing, shoving or spitting at another person
- Intentionally damaging school property or property of another staff member or student
- Committing acts motivated by, or related to, domestic violence
- Bothering someone by following them or with an excessive number of unwelcome visits, calls, text messages, emails, letters, gifts or graffiti
- Offensive language, rudeness or derogatory remarks

Following investigation, if a student has not followed these rules, they may be asked to leave the course and accommodation without refund. For under 18 students, parents or guardians will be consulted before action is taken.

For staff found to have violated this policy, they may have their employment terminated, or disciplinary procedures implemented.