

Abusive Behaviour Policy

OVERVIEW

Frances King School of English is committed to providing a safe, welcoming environment for all students and staff and will not tolerate any form of harassment or abusive or extremist behaviour. Students are expected to respect our core values, which include mutual respect, tolerance of differences, individual liberty, the rule of law and democracy.

UNACCEPTABLE BEHAVIOURS

The following are not tolerated at Frances King:

- Bullying: physical, verbal or cyberbullying
- Racism towards other nationalities or cultures
- Sexism
- Homophobia, transphobia or any other forms intolerance
- Excessive or aggressive swearing
- Sexual harassment or sexual violence of any kind
- Aggressive behaviour towards staff, students or visitors
- Violence or threats of violence towards staff, students or visitors
- Theft (stealing another person's property or Frances King's property)
- Vandalism (deliberately damaging another person's property or Frances King's property)
- Viewing or reading extremist material on Frances King premises, including all buildings in use by the school and any accommodation provided by the school, or while on activities organised by the school
- Any illegal activity, including taking of or possession of illegal drugs
- Activities which go against the core British values, as described in the UK government's Prevent Policy

REPORTING UNACCEPTABLE BEHAVIOUR

If a student experiences or witnesses bullying or abusive behaviour, they should report this to any of the following members of staff:

- Any teacher
- Any member of Student Services (go to the office in Gloucester Road or Victoria schools)
- Any Academic Manager (go to the Teachers' Room in Gloucester Road, Victoria or Whitelands College schools)
- Any Centre Manager (Go to the Teachers' Room in Queen's Gate, Victoria or Whitelands College schools)
- Any Activity Leader

STAFF INTERVENTION

Our staff is aware of the signs of bullying, abusive and extremist behaviour and if they witness or suspect any such behaviour, they will report it to a member of the Welfare Team (see below for a list of members) who will work with other members of staff to decide on an appropriate course of action.

- Action taken may involve:
- Mediation (speaking to all the people involved, to try to find a solution everyone is happy with)
- Official warnings not to repeat the behaviour (1 spoken warning, then 1 final written warning for offences that are not gross misconduct)
- Termination (students or staff having to leave the school)

IMPORTANT

The decision about whether a student's behaviour is unacceptable or not is for the school to decide, and no other person can influence this decision.

If a student's behaviour does not improve after warnings for minor offences they will be expelled (ordered to leave the school immediately). If their behaviour is very bad or dangerous, they will be expelled with no warnings. The decision to expel a student can be taken by senior managers or directors only (see below for a list of these people). All appeals against this decision must be made in writing to a director within 3 weeks of the decision. Students unhappy with the outcome of an appeal may follow the procedures for lodging an official complaint, as described in the Complaints Policy, and refer the complaint to English UK.

When a student is expelled they will not be entitled to any refund of course fees, exam fees, book fees, meals, activities or registration fees. Unused accommodation fees can be refunded after deducting the notice period for the accommodation chosen. On the London Teenager Programme there are no refunds for accommodation.

The school reserves the right to involve the police if someone's behaviour is violent or aggressive, or if we believe there is a crime that should be officially reported.

WELFARE TEAM AT FRANCES KING:

- Maricel Samson (Head of Programmes)
- Ainsley Roberts (Deputy Head of Programmes)
- Kelly Harding (Head of Administration)
- Joanna Modrzewska (Homestay Accommodation Manager)
- Jo Love (Family Programme Manager)
- Steve Darwen (Activity Programme Co-ordinator)
- Marcella Dias (Student Services Officer)
- Laurine Tastet (Head of Sales)

SENIOR MANAGERS & DIRECTORS:

- Chris Pringle (Director)
- Ollie Edwards (Director)
- Garth Younghusband (Director)
- Kelly Harding (Head of Administration)
- Maricel Samson (Head of Programmes)
- Laurine Tastet (Head of Sales)