



## Disciplinary Procedure (Students)

Whenever a staff member deals with a case of poor student behaviour, the Duty of Care which English Study Camps holds towards that student should be borne in mind at all times. The root causes of misbehaviour can be manifold, and the student's welfare must override all other considerations.

That said, all instances of minor misbehaviour must be challenged. For example, if a student is late for morning registration in the house common room or tries not to participate during afternoon activities then the staff member on duty should:

- ask open questions to ensure the student's welfare needs are being catered for,
- ask the reason for the misbehaviour,
- remind the student of the rules, and, if necessary, the reason for the rules,
- record the incident on an incident form,
- pass the incident form to their line manager.

We ask staff to record all instances of minor misbehaviour so that managers can determine if there is a pattern emerging. House Parents, for example, may witness the occasional instance of misbehaviour from the student but may not be aware of similar instances in class or during activities.

### Recording Actions

It is vital that all stages of the disciplinary procedure are documented in order to provide a written record of actions or steps taken in relation to any misbehaviour.

### Safeguarding and Child Protection in Relation to Disciplinary Proceedings

In accordance with the Safeguarding Young People and Child Protection Policy, if you have to correct an instance of misbehaviour or are involved in any part of the disciplinary procedure below, the child in question must always be treated with respect and must never feel threatened or intimidated in any way. It is never acceptable to raise your voice to a child.

Before a decision is taken to sanction a student, that student must always be given the opportunity to explain their behaviour and whether or not they understand that their behaviour was inappropriate. When following the disciplinary procedure, staff members should be aware at all times of the impact their words may have on a child.

For all infractions which will lead to written warnings or expulsion (see below), there should always be a member of staff of the same gender as the student present who will act as a neutral observer and take minutes of the proceedings. The child in question is entitled to have a translator and/or an appropriate adult (such as their group leader) to bear witness to proceedings. This does not apply if a student simply needs to be cautioned for being late to class or a meeting.

### Sanctions

The Centre Manager or their deputy may decide to sanction a student at any stage in the disciplinary procedure if they feel it is warranted. Sanctions will be limited to a one-off instance of a student missing afternoon activities, the evening activity, or free time on excursion. It will be clearly explained that any sanction is a consequence of a student's poor behaviour and is a one-off. Before this sanction is imposed, the student in question must be given the opportunity to explain their behaviour.

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## Verbal Warning

If minor misbehaviour becomes persistent, or if the misbehaviour is more serious, then the student may receive a verbal warning from a member of the Centre Management Team (CMT). The CMT will agree upon whether or not the incident warrants a verbal warning, and the appropriate member of the CMT will deliver it. Other English Study Camps staff members may, in certain circumstances, be asked to sit in on this meeting and possibly write Minutes of proceedings, although it will be up to the Centre Management Team to run the meeting and only they will decide on any appropriate sanctions.

## First Written Warning

If a student's behaviour does not improve then a written warning may be warranted. Written warnings will only be issued by the Centre Manager or Welfare & Student Services Manager and only after a thorough investigation of the alleged incident. The CM or WSSM will meet with the student, using the same procedure as for verbal warnings, and if it is deemed necessary a written warning will be produced as soon as possible afterwards. At this stage, the Director of Young Learners or other member of the main school Senior Management Team will be informed that the student has been issued with a written warning, as will the student's agent, ETO, and/or parents.

## Final Written Warning

If there has been no improvement in behaviour after the first written warning, then a final written warning will be issued, following the same procedure as for the first written warning. At this stage, the student must be warned that any further lack of discipline will result in expulsion from the course, and the student's agent and/or parents must be informed, as must the Director of Young Learners.

## Expulsion

Expulsion from the course is extreme and is only used only in the unlikely event of a student's behaviour not improving after a final written warning or in the case of Gross Misconduct (see below).

## Expulsion procedure

No member of the English Study Camps staff (including the Centre Management Team) has the authority to expel a student without the prior written approval of the Director of Young Learners or other member of the Wimbledon School of English Senior Management Team. Should the English Study Camps Centre Manager or their deputy(s) feel the child in question's behaviour merits expulsion, they should first contact the **Director of Young Learners** or other member of the main school Senior Management Team. The Director of Young Learners or other member of the main school Senior Management Team will then contact the student's ETO/agent/parents to inform them of the situation and to make appropriate arrangements.

## Gross Misconduct

A student may be expelled without going through the earlier stages of the disciplinary process if it is felt that their presence in the school would be a danger to themselves or other people, or would pose an unacceptable risk to the harmony of the centre. The following is a non-exhaustive list of examples of offences that can be considered to be gross misconduct:

- Any act or attempted act of violence or abusive behaviour towards people or property,
- Antisocial behaviour including, but not limited to incitement to, or the committing of, acts of discrimination, harassment or bullying of any student or member of ESC staff, management, suppliers or customers, or any visitor to the site, including making malicious and unfounded accusations against another individual,

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- Action likely to cause injury or impair safety while under the care of English Study Camps, including violent, indecent, disorderly, threatening, intimidating or offensive behaviour or language,
- Theft, fraud, deceit, deception or dishonesty in relation to English Study Camps or its staff, learners or visitors,
- Possession (or being under the influence of) drugs, alcohol or solvents,
- Offences in relation to computers, such as hacking or accessing pornography or inappropriate games, or sending abusive e-mails or messages,
- Purporting to act on behalf of English Study Camps / Wimbledon School of English without proper authorisation,
- Illegal actions that interfere with the school's commercial activities,
- Deliberate breaches of safety regulations, endangering the safety of other people or malicious damage to equipment or property,
- Bringing the institution into disrepute, e.g. by being found guilty of committing a criminal offence or damaging property outside the institution.

The above examples do not constitute an exhaustive list; in certain circumstances, the school may also take action in accordance with its rights and duties under criminal law. In addition, regulatory bodies may need to be informed and may undertake their own investigation and action.