

ABUSIVE BEHAVIOUR *policy*



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Every student needs to feel safe to study, and a safe and welcoming environment is extremely important to us at Express English College. We want our students and staff to study and work in friendly and relaxed surroundings, free from discrimination or harassment. We will not tolerate any form of abusive behaviour. If you have any concerns about abuse you should talk to your teacher, the Academic Manager, the Assistant Academic Manager, or the Welfare Officer immediately, so we can act.



- ✘ Bullying (verbal or physical)
- ✘ Racism in any form
- ✘ Sexual harassment
- ✘ Sexism
- ✘ Homophobia
- ✘ Abuse based on someone's national origin, religious or political affiliations, or cultural background
- ✘ Swearing/using offensive language
- ✘ Violent or aggressive behaviour
- ✘ Stealing from EEC students, staff, or visitors
- ✘ Intentionally damaging college property
- ✘ Involvement in illegal activities
- ✘ Reading or distributing extremist materials
- ✘ Engaging in activities that contradict British Values based on UK government's Prevent policy (see Express English College's Prevent Policy)
- ✘ Bringing alcohol or drugs onto college premises, or having any involvement in distributing drugs

Before using the internet on the premises, all students must sign the college's online safety policy agreement. Students witnessing or experiencing any form of abusive behaviour or bullying online should talk to a member of staff immediately.

If any college participant witnesses abusive behaviour or bullying, the Academic Manager or Welfare Officer will take immediate action. In the case of students, this can result in an immediate expulsion from the college without a refund. It is important to note that the college decides whether a student's behaviour is acceptable or not. In cases of staff being involved in unacceptable behaviour, appropriate disciplinary action will be taken.



PROCEDURE

1. A verbal warning is given by the Academic Manager, followed by the sending of a warning letter.
2. If the behaviour happens again, the student will be expelled from their course with no refund for subsequent classes missed.
3. In extreme cases, the college has the right to immediately expel the student.
4. The college will involve the police whenever necessary.

Review: Reviewed August 2021 (TC). This document to be reviewed by the Management Team not less than every six months. Next review due February 2022. It will also be subject to any changes based on UK law.



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