

Policy Title: **Student Behaviour**

Version No. 1
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Reviewer: Stephen Moore, Director of Operations
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1. Introduction

Purpose of Policy

This policy forms a suite of policies that Justin Craig Education (JCE) employs to ensure its courses maintain the highest possible standards of behaviour and respect between JCE staff, tutors and students.

The purpose of the Student Behaviour Policy is to make it clear to students and their parents/carers that we expect students to exhibit kindness and respect towards other students, JCE staff and tutors whilst attending a Justin Craig course, whether at a JCE centre, at the student's school or on an online course. This helps to create a positive learning environment for all students.

The policy also outlines the roles of Justin Craig tutors and centre staff and the reporting lines for them and for students, who witness or are affected by poor behaviour by anyone associated with the Justin Craig Centre.

Standards That the Student Should Expect

All students should expect to:

- Learn without distraction or disruption.
- Receive respect and fair treatment towards them and their property.
- Feel safe at our centres or in our online courses.
- Receive clear information as to how their behaviour may have fallen short of JCE's standards.

If our learning environment doesn't meet these standards, we rely on someone (including students) to report it to an appropriate member of staff. Students should not assume that JCE staff who are responsible for ensuring these standards are met, are aware of a student's concerns.

Whistleblowing by a Student

If any student feels that someone (another student, a visitor, a tutor or a member of the JCE centre staff) is preventing them from meeting the standards above, they should report it to the Justin Craig employee they feel most comfortable speaking to in the circumstances (e.g. Tutor, Course Assistant, Course Director or Head Office).

Any report will be handled sensitively and ensuring the student making the report, remains anonymous (if that is their wish) as far as reasonably practicable.

Staff Reporting of Student Behaviour

Tutors and Centre Staff are responsible for addressing unacceptable behaviour by students, which includes:

- Any behaviour that disrupts the learning of other students
- Illegal drug or alcohol use
- Violence
- Sharing of explicit images
- Harassment or humiliation of others
- Gambling
- Student-on-student abuse

Any instance of unacceptable behaviour or simply a concern about a student's behaviour, must be reported to the Course Director at the earliest convenient opportunity (usually during breaks but immediately if warranted) or to JCE head office staff.

Gathering Evidence

In instances where the Course Director has a strong suspicion that a student is in possession of a weapon, drugs or alcohol, they will be asked to 'turn out their pockets' and hand over bags, coats etc to be searched. In a residential centre, their room may also be searched however, no personal body searches will be undertaken.

Evidence gathering searches and student interviews will always be undertaken in the presence of the Course Director and one other member of staff. If a student refuses to comply with such a request, they will be permanently excluded from the centre.

Sanctions for Poor or Concerning Behaviour

The Course Director or JCE Head Office staff are responsible for addressing poor or concerning behaviour. If the cause is a member of JCE staff, there are separate policies for dealing with such issues.

In relation to student behaviour, the following sanctions will be applied if a student's behaviour doesn't meet JCE standards:

- i) Verbal warning
- ii) Verbal report to parents
- iii) Temporary removal from the class
- iv) Temporary exclusion from the course or centre
- v) Exclusion from overnight stays at a centre
- vi) Permanent exclusion from JCE courses

vii) Report to the police

At a centre, the JCE Course Director will have the authority to impose these sanctions. On online courses, JCE staff monitoring the course, will have authority to impose these sanctions.

The following behaviours are considered by JCE to be sufficiently serious to warrant immediate removal from an online course or a JCE centre:

- Student-on-student abuse e.g. bullying, sexual harassment, violence, up-skirting.
- Stealing property.
- Damaging centre property.
- Possession or consumption of alcohol or illegal drugs.
- Persistent disruption of the learning of other students.
- Violence or threatening behaviour or language.
- Sexual impropriety.
- Possession of a dangerous weapon.

Exclusion from the centre will only be undertaken after notifying the student's parent/carer and agreeing how they will get home from the centre.

Concerning behaviour that is unintentional (e.g. a medical episode) will be dealt with sensitively and with the parent's/carer's involvement whilst at the same time, ensuring that other students are able to continue their learning unaffected.
