

Abusive Behaviour Policy

We expect our staff and students to treat each other with tolerance and respect. This is almost invariably the case at Celc. However, the following offers helpful information and the procedures that we follow when abusive behaviour is apparent.

What is abusive behaviour?

Verbal abuse

Harassment

Bullying *

Actual or threatened violence

Damage to personal or school property

Behaviour that might lead to extremist radicalisation**

The above could be perpetrated by student on student; student on staff; staff on student; host on student; student on host; by other third parties.

Action

If you witness or hear reports of any of the above, you are to:

- take it very seriously
- not put yourself in unnecessary danger
- reassure the victim that you can be trusted and will help them, although you cannot promise not to pass on essential information
- keep records of what happened, by whom, when
- report any concerns asap to the Designated Safeguarding Lead or the Director

If you are the victim of abuse, you are to:

- ensure that you find safety as quickly as possible. Do not remain alone.
- not retaliate or respond like-for-like
- report any concerns asap to the Designated Safeguarding Lead (DSL) or the Director
- keep records of what happened, by whom, when

Note: If abuse occurs outside of school hours then you can be sure that one of the following can be contacted. Do not hesitate to make contact if you feel the situation must be dealt with immediately:

DSL (Chris Robinson): 07815 164 640

Director (Steve King): 07776 064 810

Amanda King: 07948 465 507

Immediate response

The DSL, Director or most senior member of the team available will:

- do all they can to normalise the situation
- call the Police if the situation is out of control or a criminal act has taken place
- consider child protection action if a junior has been abused
- keep records of what happened and any action taken

Considered response

The DSL and the Director will take stock, initiate appropriate action and keep careful records. One or more of the following courses of action might be called for:

- a student being given a stern warning or being asked to leave the course (detail can be found in our Dismissal Policy)
- disciplinary procedures invoked with a member of staff (detail in Employee Handbook)
- a host or other third party losing the opportunity to work with or for Celc
- criminal charges being pressed
- a conversation with Social Services
- a referral to the Police Local Liaison Officer in cases of extremist radicalisation

Communication

The DSL or the Director will ensure that all those that need to know what has happened and how it has been handled and, where that does not infringe GDPR guidelines, will be informed in a balanced, clear and sensitive fashion.

***Bullying** includes name calling, taunting, mocking, making offensive comments, kicking, hitting, pushing, taking belongings, inappropriate text messaging and emailing, sending offensive or degrading images by phone or via the internet, producing offensive graffiti, excluding people from groups, and spreading hurtful and untruthful rumours. Although sometimes occurring between two individuals in isolation, it quite often takes place in the presence of others.

****Extremist radicalisation** could include the act or process of making a person more radical or favouring of extreme or fundamental changes in political, economic or social conditions, institutions or habits of the mind. This could be deemed abusive behaviour if extreme political or religious views, which may deny rights to any group or individual, are expressed verbally or physically. This may manifest as racism, homophobia, right-wing ideology, as well as any religious extremism.

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