

## For when a student might be asked to leave Celc

We carry the following message in our Students Handbook:

### Dismissal

'We believe that it is important to talk about problems, and we will make every effort to resolve difficulties with you. However, please note that in exceptional circumstances (e.g. bullying, aggressive behaviour, harassment, criminal activities, accessing inappropriate material online, poor attendance, etc.) a student could be asked to leave the school.'

All new students receive the Student Handbook, and therefore this information, during their first morning. They are urged to read the Handbook. The member of staff conducting the induction makes a point of mentioning key policy documents that are available to students on request.

Of course, the vast majority of our students give no cause for concern and no one can remember when a student was last asked to leave their course. For this we are very grateful. Nonetheless, it is very important that we know how to handle such a situation should it arise, and in a way that is professional and in-line with our Christian ethos.

Staff members are to be vigilant. If it comes to your attention that a student:

. is behaving in such a way as to disrupt the learning or enjoyment of fellow students, or they are intimidating or bullying\* another, or conveying offensive views, you are to report this in writing (or by e-mail) to the Director of Studies or to the Director.

. is behaving in a way that you personally find intimidating or offensive, you are to report this in writing (or by e-mail) to the Director of Studies or to the Director.

. has acted criminally, you are to report this in writing (or by e-mail) to the Director, or in his absence the Director of Studies.

. has accessed inappropriate material online on one of the school computers or their own device while at Bridge House or during a Celc activity, you are to report this in writing (or by e-mail) to the Director, or in his absence the Director of Studies.

. has been intimidated, had their programme disrupted or been offended by another student (or member of staff), you are to report this in writing (or by e-mail) to the Director of Studies or to the Director.

The Director of Studies and the Director will discuss any such report. One or both will arrange to meet the offending student, and with an appropriate witness, if appropriate. The student will be told of the concern or complaint.

. If the offence is very serious, they will be asked to leave the course immediately. This may also mean leaving their accommodation. Certainly their homestay will be appropriately briefed.

. If the offence is less serious the student will be given a warning and strongly advised to alter their behaviour, and that if they re-offend they will be asked to leave their course. Unless it is prudent to do so, the homestay will not be briefed at this point.

. If the student is U18, careful consideration will be given to the most appropriate course of action and a conversation with the parents will take place if there is a possibility that the student may be asked to leave their course.

A record will be made of any such meeting or conversations and any action noted.

If a student has been involved in criminal activity, the Director will inform the Police. This may be done without first warning the offending student. In cases of criminal activity the homestay will be fully briefed.

Any student that has been harmed or offended by another will be offered support.

In all the above cases the staff team will be kept appropriately briefed.

Note: Poor attendance is dealt with in the Student Absences Policy

\*What is bullying?

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.

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