



## IJ Tours Ltd t/a “International House Manchester or IH Manchester”

### Student Code of Conduct, Disciplinary and Exclusion Policy

#### Policy Scope

This policy is for our students when they are in school, or sometimes when they are outside the school premises, such as during school trips or in a student's host family or other residence. In a case of unacceptable behaviour from a contractor (including homestay hosts) or employee, our Disciplinary Policy applies. Our Student Code of Conduct, Disciplinary and Exclusion Policy is supported by others such as our Child Protection Policy, Vulnerable Adults Policy, Anti-Bullying Policy, Attendance Policy and Equality policy, which are referenced when appropriate.

#### Policy Statement

IH Manchester believes that everyone has a right to learn and work in a polite, respectful environment. We believe that everyone should be treated with dignity and respect, regardless of age, gender, ability, language, religion, race, nationality, sexuality, culture or disability (more information on how the school deals with discrimination can be found in our Equality Policy, available from our website). IH Manchester will not tolerate any behaviour that affects wellbeing or the ability to learn or work (including harassment, bullying and violence). This policy provides rules on behaviour and what is unacceptable under the Code of Conduct. Disciplinary action may be taken against students who behave badly. The procedure for this is also stated in this policy.

#### Code of Conduct

The school expects everyone to follow a basic set of rules. Please note that this list is non-exhaustive.

- Students should treat themselves, other students, staff and their environment with respect.
- Students should value and promote equality.
- Students should help create a good atmosphere for learning. This means, for example, arriving on time for lessons, having a good attendance record, participating in classes, asking for and following advice on learning, and speaking English in the school.
- Students should treat the environment, school and public property and other people's belongings with care.
- Students should use polite language. Swear words or insults will not be tolerated.
- Students should respect the laws of the U.K., including visa laws if needed.



## The Disciplinary process

This section details what will happen if unacceptable behaviour is reported or seen.

### Small issues and informal help

When any minor case of bad behaviour happens, the principal or a senior member of staff may informally warn a student and explain why their behaviour is not good enough. This kind of day-to-day help is part of normal school life and will not be part of a disciplinary record although it may show that a student was aware that their behaviour was not good enough.

### Misconduct

When something more serious happens it is called misconduct.

Some examples of misconduct are:

- Low attendance (please see our Attendance Policy for more details).
- Repeated use of native language in class or any behaviour that negatively affects the learning of others. □ Swearing or hurtful language.
- Repeated carelessness with school facilities.
- Harassment, threatening behaviour, bullying or violence.
- Hate incidents or crimes related to someone's race, disability, religion, gender identity or sexuality.
- Vandalism (destroying property) or theft.
- Drug possession, consumption or dealing.
- Smoking or drinking alcohol in the school or by under 18 students.
- Repeated instances of misconduct.
- Breaking UK laws.

### What happens in a case of Misconduct

#### *Interview*

When serious bad behaviour is reported or seen, the school will talk to everyone involved and record discussions in writing. People involved will need to:



- Tell the school their side of what happened. In this interview, a member of staff will be present to ask questions and take notes. If requested, another person, for example, a member of staff, another student or a personal friend can come to help. A record will be kept of all interviews including the date, time and signatures.

### Results

Following the interviews, the school will use this information along with any other evidence available to make a decision. The school will decide to either:

- Take no further action.
- Give a verbal warning.  Give a written warning. or
- If the behaviour reoccurs, or the problem is more serious, the school may issue a final warning or the student may be permanently excluded from the school.

All decisions and the reasons for these are recorded in writing.

When giving warnings, the school will normally move from verbal warnings to written and then final warnings before excluding the student. If the incident is very serious, however, the school can skip some steps. For example, the principal can expel the student immediately, without notice or refund. The next section will explain how the school reviews evidence and makes a final decision.

**Please also note that where a crime is suspected to have happened, IH Manchester will immediately contact the police.**

### Review of Circumstances

The school can decide if a student should be excluded or not. Before reaching a final decision, the Principal will:

- Review the evidence
- Meet with the student
- Talk with other members of the teaching and support staff as needed
- Consider relevant mitigating or aggravating factors

Here are a few possible mitigating factors (makes it “better”):

- Was the student provoked, bullied or abused by others?
- Could the student’s medical or emotional wellbeing or their cultural background explain their behaviour?
- Is the student new to the school? Could they have been unaware of the Code of Conduct?  Was the student forced or encouraged by others?
- Is this the first time this has happened? Is it possible that it will happen again?
- Did the student admit the offence? Apologise? Show they are sorry and accept responsibility? Is the student cooperating?

And here are a few examples of possible aggravating factors (makes it worse):



- Having or using a weapon
- The victim(s) was/were physically injured and needed medical attention
- The victim was younger or more vulnerable
- The student ignored previous warnings about their behaviour or the risk of exclusion, or refused support offered by the school
- The offense was planned or calculated
- The student shows no signs of remorse, is unwilling to accept responsibility or refuses to cooperate.

## In the case of a hate incident or crime

There is a special case for hate incidents/crimes, which is explained in this section. A hate incident is an act of violence or hostility because of one of the following things:

- disability
- race
- religion
- gender identity
- sexual orientation

Anyone who thinks this has happened to them can report it to the police, and it will be investigated as a hate incident. When hate incidents become criminal offences they are known as hate crimes. IH Manchester will assist the victim throughout – explain what their options are, assist them with reporting the incident/crime to the Police, and if necessary, help them seek further help (counselling, contacting appropriate organisations or charities etc).

## Complaints

In the event a student feels unfairly treated, please refer to our Complaints Policy.