



EXPRESS ENGLISH COLLEGE

Abusive Behaviour Policy

Updated: March 2020 Next Review: March 2021



EXPRESS
ENGLISH
COLLEGE

Accredited by the
BRITISH COUNCIL
for the teaching
of English in the UK



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A safe environment is what every student needs. Express English College persistently commits to a welcoming and safe environment for both its learners and staff members. Any form of harassment will not be tolerated and should be reported to the College as we carry a responsibility to ensure that every student behaviour is within the set policy. Any behaviour that disturbs the safe environment of the college is unacceptable and would be dealt with seriously. Such behaviours include direct or indirect discrimination of a person because of their disability, race or religion.

The following is a list of unacceptable behaviours at Express English College:

- Any form of bullying including verbal and physical
- National, religious, and cultural racism Including sexism and homophobia
- Swearing
- All sorts of sexual harassments
- Being violent towards visitors, students, and staff members
- Stealing property from EEC or other people
- Intentionally, damaging school's properties
- Involvement in illegal activities
- Reading of extremist materials
- Behaviours deemed aggressive towards visitors, other students, and staff members
- Engaging in activities that contradict British Values based on UK government's Prevent policy

Before using internet in the premises, all students must sign the school's online safety policy agreement. Students witnessing or experiencing any form of abusive behaviour or bullying should talk to a staff member outlined below as soon as possible;

- Any Administration Staff
- The Welfare Officer
- Any member of the academic staff
- The Director of Studies

All academic and non-academic staff are aware of the signs of abusive or bullying behaviours. If any is witnessed, they will contact the Academic Manager, and a course of actions to be taken. Cases of abusive behaviour in case of students can result in an immediate dismissal of their course without a refund, while in the case of staff disciplinary action is to be taken. It is important to note that the college decides whether a student behaviour is acceptable or not.

Procedure:

1. A verbal warning is given by Academic Manager, followed by a warning letter.
2. If the behaviour happens again, the student will be dismissed from his/her course with no refund.
3. In most extreme cases, the college has the right for an immediate dismissal of the student.
4. The college has the right to involve the police where serious incident occurs.