

BULLYING, ABUSIVE AND EXTREMIST BEHAVIOUR IN CLASS, ACCOMMODATION AND RICHARD LANGUAGE COLLEGE ORGANISED SOCIAL EVENTS

INFORMATION FOR STUDENTS

Richard Language College is committed to providing a safe, welcoming environment for all students and staff and will not tolerate any form of harassment or abusive or extremist behaviour. Students are expected to respect our core values, which include mutual respect, tolerance of differences, individual liberty and the rule of law and democracy.

The following are not tolerated at Richard Language College:

- ✗ Bullying of any kind (physical or verbal).
- ✗ Racism (of other nationalities, cultures or religions) and / or other forms of intolerance including but not limited to sexism and homophobia.
- ✗ Swearing.
- ✗ Sexual harassment of any kind.
- ✗ Aggressive behaviour towards staff, students or visitors (e.g. shouting at other students inappropriately, kicking furniture).
- ✗ Theft (stealing other people's property or Richard Language College's property).
- ✗ Vandalism (e.g. deliberately breaking school furniture, computers, graffiti etc).
- ✗ The viewing or reading of extremist material, either online or in any other form.

Any illegal activity;

Activities which contradict core values, in accordance with the British government's Prevent policy.

If a student experiences or witnesses bullying or abusive behaviour, they should contact a member of staff immediately. These are primarily:

- ✓ The Client Services Manager (front office).
- ✓ The Director of Studies (Academic Office)
- ✓ The Principal (Academic Office)

All staff are aware of the signs of bullying and abusive or extremist behaviour and if they experience or witness any such behaviour, they will contact a member of the management team who will, if necessary, involve the Managing Director and an appropriate course of action will be decided.

Cases of abusive behaviour may result in disciplinary action in the case of staff or, in the case of students, termination of their course with no refund.

Important: It is the school's decision if a student's behaviour is unacceptable or not. If a student's behaviour is unacceptable and they have not heeded verbal warnings given by Richard Language College staff, the school will give them one written warning. If unacceptable behaviour occurs again, the school will order the student to leave the school immediately with no refund of any fees.

Please note that the school may order the student to leave the school immediately with no refund of fees and no written warning if the behaviour is very serious in the school's opinion.

In addition, the school reserves the right to involve the police if it believes their assistance is required to maintain the peace or to investigate a suspected criminal incident.