

# MAKING EVERYONE “FEEL AT HOME”

At UKCE, we have students and staff from all over the world and we want all our students to feel comfortable, happy, safe, and free from discrimination, regardless of

- gender
- religion
- nationality or race
- disability
- sexual orientation
- age

## Some important school rules to remember:

**Speaking English:** Students must always speak English in class and in the Student Lounge.

**Smoking:** You cannot smoke in the school. This includes electronic cigarettes. Smoking is illegal in any public building in the UK. You cannot smoke near the door either. Please go around the corner where you will find bins to throw away your cigarette. Do not throw your cigarettes on the floor please (it's illegal!)

**Internet Misuse:** We have Wifi and computers available to all of our students. Students can use the school's computer equipment to access websites to assist them in their studies, either with or without the guidance of a teacher. Students can also use the computers in the student lounge or their own devices, to access other websites. However, students are strictly forbidden to access, either on the school system or their own networks, any site which is deemed inappropriate, in line with the government's Prevent policy. Such sites include, but are not limited to, those which are racist, sexist, pornographic, homophobic, or are deemed to promote violence or extremist views which contradict core British values.

**Contact with UKCE Staff:** Students are not to have any private contact with any UKCE staff or teachers. This includes exchanging personal email addresses, phone numbers, or social media contact details.

## Unacceptable behaviour - absolutely against school rules:

**Bullying** is when one person (or a group of people) with more power than someone else tries to upset or hurt them. This power can come from being more popular, stronger or part of the group. They might repeatedly try to hurt them physically or socially. They might say and do mean or humiliating things to them. Bullying can be physical, verbal or psychological. This includes cyberbullying (online bullying).

**Harassment:** To harass someone is to continue to annoy or upset someone over a period of time. It can be unwanted actions or words that happen face to face or online. This includes sexual harassment.

**Anti-social behaviour** includes damage to property, being drunk or making too much noise.

**Violent or intimidating behaviour** towards students or staff.

*All the items listed as 'unacceptable behaviour' are examples of abusive behaviour. There are other forms of abusive behaviour, such as cyberbullying (online bullying) or deliberate unkindness.*

UKCE's principal aim is to encourage an atmosphere in which abusive behaviour is not tolerated and is seen to be inappropriate and wrong.

### **Who to contact if you witness, or are the victim of, abusive behaviour?**

Please come to reception and ask to speak with a Welfare Officer or Academic Counsellor.

They will interview everyone involved. Where necessary, the college will also inform parents, guardians and/or agents.

*Students who have been a victim of abusive behaviour will receive full support from UKCE from Welfare Officers, Academic Counsellor and UKCE staff in general. UKCE will take the necessary measures to stop it.*

### **The accused student, staff member or visitor will also receive full support from UKCE:**

- The accused will have the opportunity to discuss the events
- UKCE will investigate why he or she became involved
- UKCE will investigate the wrongdoing or problem
- UKCE will advise and support him/her to seek professional help
- If he or she is a student, UKCE will inform parents, guardians and/or students to help change their attitude, where necessary

### **Consequences of committing abusive behaviour and/or breaking school rules:**

The school will take the following steps with anyone acting against school policies. If the accused is a student:

**Step 1:** Meeting with a Welfare Officer/Academic Counsellor to establish the problem and assess the need to change student's behaviour. The student will have to sign a code of conduct. Please remember they will take notes of anything said during the meeting.

**Step 2:** If the student's behaviour does not improve, he or she will have to attend a second meeting with Welfare Officer/Academic Counsellor. This time a written warning will be written and sent to the student.

**Step 3:** If the student continues to break any of the rules mentioned above, they will receive a dismissal letter and will be asked to leave the school.

*In extreme circumstances, the college will ask the person to leave with immediate effect. In any of the above circumstances, no refund will be given.*