



Introduction

Purpose of Policy

The purpose of the Student Behaviour Policy is to make it clear to students and their parents/carers that we expect students to exhibit kindness and respect towards other students, staff and teachers whilst attending a Teach in Time course.

The policy also outlines the roles of teachers and the reporting lines for them and for students, who witness or are affected by poor behaviour by anyone associated with Teach in Time.

Standards That the Student Should Expect

All students should expect to:

- Learn without distraction or disruption.
- Receive respect and fair treatment towards them and their property.
- Feel safe in our online courses.
- Receive clear information as to how their behaviour may have fallen short of Teach in Time standards.

If our learning environment doesn't meet these standards, we rely on someone (including students) to report it to an appropriate member of staff.

Whistleblowing by a Student

If any student feels that someone (another student, a visitor, a tutor) is preventing them from meeting the standards above, they should report it to the Teach in Time employee they feel most comfortable speaking to in the circumstances.

Any report will be handled sensitively and ensuring the student making the report, remains anonymous (if that is their wish) as far as reasonably practicable.

Staff Reporting of Student Behaviour

Teachers are responsible for addressing unacceptable behaviour by students, which includes:

- Any behaviour that disrupts the learning of other students
- Illegal drug or alcohol use
- Violence
- Sharing of explicit images
- Harassment or humiliation of others
- Gambling
- Student-on-student abuse

Any instance of unacceptable behaviour or simply a concern about a student's behaviour must be reported to Teach in Time head office ~~staff~~.

Sanctions for Poor or Concerning Behaviour

The Course Director or Teach in Time Head Office staff are responsible for addressing poor or concerning behaviour.

In relation to student behaviour, the following sanctions will be applied if a student's behaviour doesn't meet Teach in Time standards:

- i) Verbal warning
- ii) Verbal report to parents
- iii) Temporary removal from the class
- iv) Temporary exclusion from the course
- v) Permanent exclusion from Teach in Time courses

The following behaviours are considered by Teach in Time to be sufficiently serious to warrant immediate removal from an online course:

- Student-on-student abuse e.g. bullying, sexual harassment
- Persistent disruption of the learning of other students.
- Violence or threatening behaviour or language.
- Sexual impropriety.

Concerning behaviour that is unintentional (e.g. a medical episode) will be dealt with sensitively and with the parent's/carer's involvement whilst at the same time, ensuring that other students are able to continue their learning unaffected.