



# BEHAVIOUR POLICY

Responsible:	Director
Date Reviewed:	January 2025
Review Period:	Annually
Approval Authority:	Governors
External Release:	Yes

Kingfisher Education understands that students in attendance are on holiday and it is top priority they enjoy their time here. At the same time, ensuring the safety and wellbeing of all students is crucial; therefore, it is crucial that students adhere to the school rules.

## 1. Policy Aims

The objectives of this policy are to foster positive behaviour and harmony among students, while creating an enjoyable and educational atmosphere where every student can thrive during their time here. Additionally, the policy enables senior staff to fulfil their duties in maintaining order and discipline.

This policy emphasises the significance of the rules and Code of Conduct outlined on the Kingfisher Education website. It also details the consequences of violations and guarantees that actions taken are fair and transparent.

The policy aims to promote good behaviour and cohesion among students as well as encourage an environment of enjoyment and learning where every student can benefit from their stay. Furthermore, the policy enables senior staff to carry out their roles and responsibilities to uphold order, structure and discipline.

The policy highlights the importance of the rules and Code of Conduct as shown on the Kingfisher Education website and states the consequences of any rule breaking and ensures any actions are fair and transparent.

## 2. Breaches and sanctions

If a student breaches the rules and Code of Conduct they will be disciplined by Kingfisher Education in accordance to the severity of their behaviour. Kingfisher Education authorises all staff members to discipline students over minor breaches of school rules. In the case of repeat offences or a severe offence, the student will be referred to the **Welfare Manager or Centre Manager** to sanction the student according to the procedure of this policy.

### 2.1 Examples of breaches and sanctions:

- If a student is using their phone/electronic device during class, an activity or meeting:  
*The student's phone/electronic device will be taken away for the rest of the day*
- If a student is late for class, activity or meeting: *The student's free time is reduced*
- A student causes damage to Kingfisher Education, accommodation or host school property:  
*Charging the student for repairs and associated labour*
- If a student continuously fails to keep their bedroom tidy:  
*The student will be asked to tidy their room in their free time*
- If a student is keeping other students in the accommodation awake by inviting other students to their room, speaking too loudly, making late night phone calls or watching videos past lights out:

*The student will be asked to apologise to other students, have their phone taken for a period or move rooms*

- If a student is rude to other students or staff or continuously breaks the rules and Code of Conduct: *The student's parents will be informed*

## 2.2 Serious breaches

Although Kingfisher Education strives to allow all students to complete their course, a student can be excluded for a severe breach of the rules and Code of Conduct. Serious breaches will be dealt with as is seen fit by be appropriate by the **Centre Manager and Head Office**, yet some single incidents may still require expulsion.

Examples of these include:

- Displays of abusive behaviour including harassment, bullying, actual or threatened violence, damage to personal property, accommodation or the school, and verbal or other abuse based on racial, political, sexual or religious differences. This also includes any emotional abuse.
- Possession, supplying or using drugs or any other illegal substances. Possessing, supplying, or using Cigarettes, E-cigarettes (Vapes), Alcohol Possessing any knives or weapons or Under the influence of drugs or alcohol on site
- Stealing from Kingfisher Education, the host school, accommodation, other students or staff. Permission must be granted individually to enter another student's room
- Students of the opposite sex in male/female accommodation
- Using false or stolen identification
- Committing a criminal offence under UK law
- Leaving the school site unaccompanied or with other students without permission
- Nudity, sexting, or flashing
- Engaging in extremism

## 3. Informing the parents / booking agents

When the **Director** is concerned with a student's behaviour or conduct, they are permitted to get in contact with the parents and/or booking agent at any time.

## 4. Investigation procedure

When a rumour or complaint is filed about a rule breach, an investigation will be undertaken by the **Centre Manager, assisted by the Welfare Manager**. This investigation is conducted to establish whether a violation of Kingfisher Education rules has occurred.

If a student admits to a breach of rules or has been caught breaching the Kingfisher Education rules, there will be no investigation.

- **Student Meeting:** When a rumour or complaint involving a student's severe or repeated behaviour occurs, the **Welfare Manager and Centre Manager or another staff member (e.g. Accommodation Staff)** will hold a meeting with the student. In this meeting, the student will be given the opportunity to explain their version of the events and have a voice in proceedings.
- Should the student feel /is not able to communicate amply in English, a translator, whether a friend or staff member will be invited to communicate on behalf of the student.
- If a student has a complaint to file, should they be comfortable, they can give their version of events again in complete confidence in a meeting with the **Welfare Manager and/or Centre Manager** and a second staff member.
- **Documenting:** All complaints, rumours and actions concerning a student's behaviour will be logged, alongside meetings, using the Kingfisher Education database to ensure the process is effectively conducted and viewable by the **Head Office**.
- **Outcome:** There will always be another staff member to mitigate any bias in an investigation to give their opinion, and the **Head Office** (in exclusion cases) will make the final decision. In severe and repeated cases, the student's parent/guardian will be contacted immediately to share any decision concerning the student's behaviour.

## 5. Procedure for exclusions

The decision to exclude a student is solely at the discretion of the Kingfisher Education **Director** who will act impartially when making a decision. Once the decision has been made, the student will be withdrawn immediately from all lessons, activities or excursions and asked to pack their belongings to leave the school.

When the exclusion occurs, the student's parents will be responsible for the following:

- Rescheduling for the same day (where possible) and paying for the student's return journey, including any additional costs of transfers/expenses incurred to Kingfisher Education.
- If a same-day journey (flight / train) is unavailable, Kingfisher Education will assist the parents in finding and booking appropriate accommodation, which the parents will pay for in advance.

## 6. Appealing an exclusion

Due to the short nature of our courses, parents cannot contest exclusions. If parents or guardians feel the procedure was unfair, they can contact the **Head Office**, where the senior team will investigate and notify the parents of any other results.

Our course fees will not be refunded under any circumstances in the event of an exclusion.