

### G1.1.2 Behavioural incidents stages

Initial and minor behavioural incidents will be managed by the student's teacher. Serious breaches or subsequent incidents will be managed by the Academic Teacher Manager. The below stages should be followed sequentially, except for serious or gross misconduct incidents.

Stage	Procedure	Reporting	Follow on action
<b>1 – Minor behavioural incident or issue</b>	<p><b>Informal discussion</b> Managed by the teacher with the student / accompanying participant.</p> <p>Should be handled at the time of the incident and the student reminded about the code of conduct and given the opportunity to reflect</p> <p>It is important to note that the minor behavioural issue maybe related to home sickness or initial <i>settling in</i> difficulties. This should be closely monitored and if appropriate additional welfare support provided</p>	Teacher should make a written log of the incident, in case there is a future occurrence.	Teacher monitors
<b>2 – First breach</b>	<p><b>Verbal warning</b> – Teacher gives a formal verbal warning to the student and informs the Academic Teacher Manager</p> <p>Academic Teacher Manager will speak to the student and also inform parents / guardian / booking agent</p> <p>Academic Teacher Manager reviews code of conduct with student and parents / guardian / booking agent and explains subsequent steps should there be any more behavioural incidents</p>	Teacher makes written log and informs Academic Teacher Manager	Academic Teacher Manager monitors situation with teacher

<p><b>3 – Second breach</b></p>	<p><b>Written warning</b> – The Academic Teacher Manager will issue a written warning to the student which will be sent to the parents / guardian / booking agent</p> <p>Sanctions against the student may be applied such as exclusion from family activities</p>	<p>Teacher provides written incident report and Academic Teacher Manager will add action points / notes and then add to student's record in Salesforce</p>	<p>If reoccurs, move to stage 4</p>
<p><b>4 – Third breach</b></p>	<p><b>Behaviour meeting</b> – The Academic Teacher Manager will meet all parties</p> <p>A final written warning issued by the Academic Teacher Manager to the student which will be sent to the parents / guardian / booking agent</p>	<p>Academic Teacher Manager will record meeting notes and any action points. Added to student's record in Salesforce</p>	<p>If reoccurs, move to stage 5 / May be requested to leave the course</p>
<p><b>5 – Serious incident</b></p>	<p><b>Serious incident meeting</b> – The Academic Teacher Manager will meet all parties</p> <p>Written report will be issued by the Academic Teacher Manager with notes, action plan and/or sanctions sent to the parents / guardian / booking agent</p> <p>In the case of the student being requested to leave the course, the Academic Teacher Manager will issue a written official notification and parents / student asked to make travel arrangements</p>	<p>Academic Teacher Manager will record meeting notes and any action points. Added to student's record in Salesforce</p>	<p>May be requested to leave the course</p>
<p><b>6 – Serious second incident</b></p>	<p>The Academic Teacher Manager will issue a written official notification that student is required to leave the course</p> <p>Parents / student / booking agent asked to make travel arrangements</p>	<p>Academic Teacher Manager will record meeting notes and any action points. Added to student's record in Salesforce</p>	<p>Required to leave the course</p>

<p><b>7- Gross misconduct or criminal offence</b></p>	<p><b>Serious incident meeting</b> – The Academic Teacher Manager will meet all parties and if applicable local authorities</p> <p>The Academic Teacher Manager will issue a written official notification that student is required to leave the course</p> <p>Parents / student / booking agent asked to make travel arrangements</p>	<p>Academic Teacher Manager will record meeting notes and any action points. Added to student’s record in Salesforce</p>	<p>Required to leave the course and/or reported to local authorities</p>
---	--	--	--