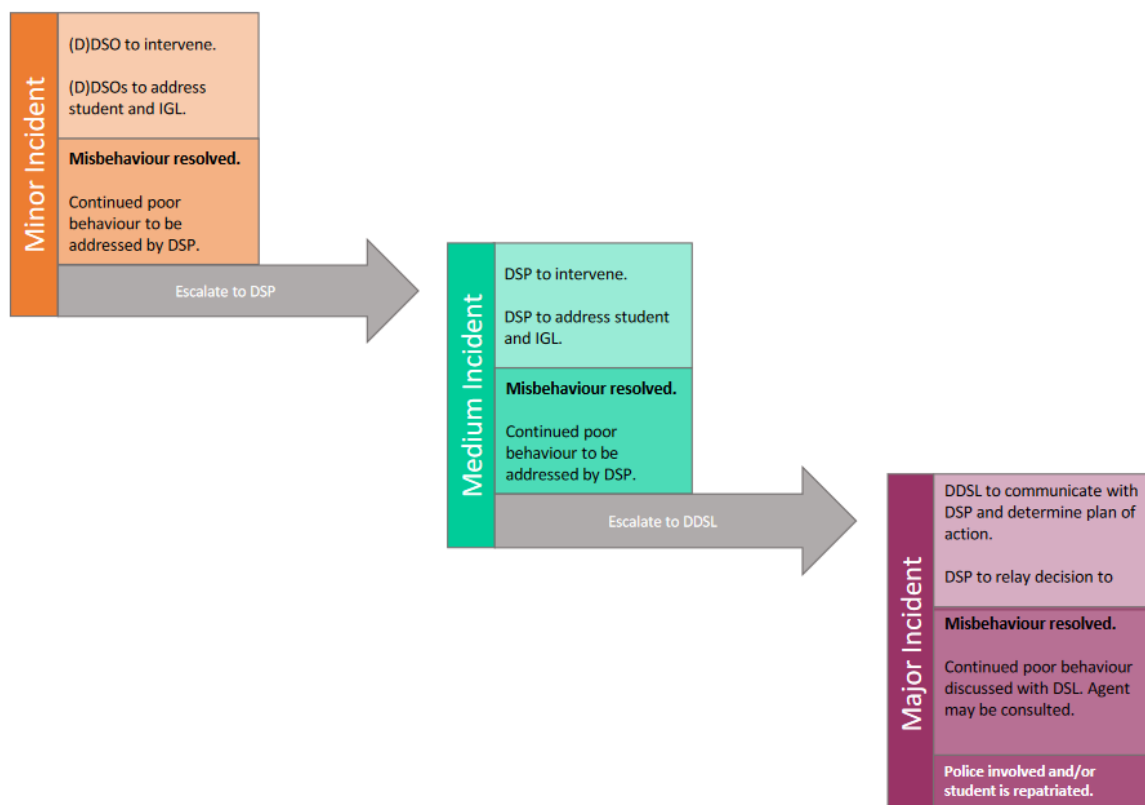


Though often associating discipline with shouting and/or corporal punishment, this has long been deemed ineffective and has no place at BSC Young Learners Ltd. (BSC YL). However, BSC YL team members need to know the appropriate procedures to follow should there be a need to discipline students for their misbehaviour.

Incidents

In line with BSC YL Escalation Structure, this flow chart should be referenced when disciplining students (see Escalation Structure & Emergency Protocol).



The way in which most incidents are managed is escalated at the discretion of the centre's Designated Safeguarding Person (DSP). Only in very rare cases will a minor incident be escalated to the respective Deputy Designated Safeguarding Lead (DDSL) (see Safeguarding Policy). Such incidents include, but are not limited to:

- Inappropriate behaviour by an adult toward a student.
- Inappropriate behaviour by a student toward an adult.
- Confessions and/or allegations of any form of abuse at home.
- Confessions and/or allegations of any form of abuse at the centre.
- Any reports of hostility at the centre.
- Use of prohibited substances and substance abuse.
- Terrorism (see Signs of Radicalisation).
- Etc.

Severity

Minor incidents involve actions such as, but not limited to, bullying (e.g.: being disrespectful toward others and name calling), constant lateness (up to two) (see Student Attendance and Absence Policy), excessive PDA (see Relationships Policy), etc.

Medium incidents involve actions such as, but not limited to, bullying (e.g.: being intentionally rough in activities, cyber-bullying and racial insensitivity), continued constant lateness (more than two) and/or entirely missing sessions (one or more) without prior permission (see Student Attendance and Absence Policy), intensified PDA, etc.

Major incidents involve actions such as, but not limited to, bullying (e.g.: physical, emotional and/or sexual abuse, continued cyber-bullying and persistent discrimination), entirely missing sessions (two or more) without prior permission (see Student Attendance and Absence Policy), smoking, consuming alcohol and other prohibited substances, any sexual activity, etc.

BSC's Three-Strike Policy should be referenced for further clarification.

Methods for managing student misbehaviour

Should students misbehave, depending on the severity and at the discretion of the DSP, the following disciplinary actions can be taken (in order of least to most severe):

- Speak to the International Group Leader (IGL).
- Welfare Manager (WM) or Residence Supervisor (RS) to give formal verbal warning to student with IGL present.
- Centre Manager (CM) to give formal verbal warning to student with IGL present.
- IGL to phone parents.
- Supervised detention during lunch.
- Student(s) taken out of activities for detention.
- No free time on excursion. Student(s) to stay with BSC YL Team member.
- Student(s) not allowed to go on excursion. IGL to remain with student at centre.
 - o In this event, a BSC YL Team member will act as the rest of the group's GL.
 - o A BSC YL manager must remain at the centre with the IGL and student(s).
- Repatriation
 - o Complete isolation from other students.
 - o At the discretion of the DDSL/DSL.
- Police involvement*
 - o Where warranted, DSP to involve police.
 - o At the discretion of the DDSL/DSL.
 - With or without DSP advice.
- LADO (England)/NSPCC (Scotland)/NCSE (Ireland) involvement (see Safeguarding Policy)
 - o At the discretion of the DDSL/DSL.

*Police involvement is subject to the severity of an incident. Where warranted, DSP will phone police and update DDSL accordingly.

BSC YL reserves the right to refuse admission to any student or to dismiss any student in the event of misconduct or unsatisfactory attendance or timekeeping or work, without refund of fees.

Damage

Any damage to property, both public and private, will result either in partial or full loss of deposit, or for an additional sum to be made to cover the cost of replacement or repair.

The centre's DDSP/DSP will need to write an incident report detailing the events that led to the damage occurring and those responsible will be asked to sign a printed copy in accepting responsibility. Their IGLs will sign the copy as well after which the incident report will need to be scanned and uploaded to the group's folder on SharePoint.

Upon the student's leaving the centre, the IGL will be given a photocopy of the signed incident report.

Documentation

All incidents, regardless of severity, must be documented in an Incident Report and uploaded to SharePoint.