

## Abusive Behaviour Policy

### STAFF

Totnes European School does not tolerate abusive behaviour of any kind by anyone in the school —this includes bullying, physical violence or threatened violence, damage to personal property and abuse based on racial, sexual or religious differences. If a member of staff is the victim of any kind of abusive behaviour including online or via social media you should talk to the General Manager or the Welfare & Liaison Officer (this information will be confidential). If a member of staff behaves in an abusive manner they will be subject to the following disciplinary procedure:

**STAGE 1** Given a VERBAL WARNING by the school.

**STAGE 2** If the abusive behaviour continues a WRITTEN WARNING will be given.

**STAGE 3** If the abusive behaviour does not stop immediately it will normally result in the termination of a contract without notice.

### STUDENTS

Totnes European School does not tolerate abusive behaviour of any kind by anyone in the school —this includes bullying, physical violence or threatened violence, damage to personal property and abuse based on racial, sexual or religious differences. If a student feels they are the victim of any kind of abusive behaviour including online or via social media they should talk to the General Manager or the Welfare & Liaison Officer (this information will be confidential). If a student behaves in an abusive manner they will be subject to the following disciplinary procedure:

**STAGE 1** Given a VERBAL WARNING by the school.

**STAGE 2** If the abusive behaviour continues a WRITTEN WARNING will be given.

**STAGE 3** If the abusive behaviour does not stop immediately we may terminate your programme and the relevant authorities will be informed.

For Safeguarding purposes 17 year old students are classed as children.

The Welfare of the Child is paramount. They have the right to protection from abuse regardless of age, gender, ethnicity, disability, sexuality or beliefs. All concerns and allegations of abuse will be taken seriously and responded to appropriately. Totnes European is committed to safer recruitment, selection and vetting.

### Procedure for responding to allegations of abuse

Following disclosure of abuse to a member of staff:

- Rather than directly questioning the child, just listen and be supportive
- Never stop a child who is freely recalling significant events, but don't push the child to tell you more than they wish
- Do not promise to keep the information a secret. Rather you must inform the child that you will have to share this with the person responsible for their safety
- Write an account of the conversation immediately afterwards, as close to verbatim as possible. Make a note of what they actually said, using his or her own words and phrases
- Describe the circumstance in which the disclosure came about
- Where physical harm is being reported use a body map to indicate the location of cuts, bruises and abrasions, noting the colour of any bruising
- Hand your record to the Designated Safeguarding Lead or General Manager, who will contact the Local Authority Designated Officer 01392 384964 or email to: ladosecure-mailbox@devon.gcsx.gov.uk / Multi Agency Safeguarding Hub where appropriate

(Extract from Totnes European School's Safeguarding Policy)

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