

ABUSIVE BEHAVIOUR POLICY

A safe environment is what every student needs. All In One Learning Centre persistently commits to a welcoming and safe environment for both its learners and staff members. Any form of harassment will not be tolerated and should be reported to the college as we carry a responsibility to ensure that every student behaviour is within the set policy. Any behaviour that disturbs the safe environment of the centre is unacceptable and would be dealt with seriously. Such behaviours include direct or indirect discrimination of a person because of their disability, race or religion.

THE FOLLOWING IS A LIST OF UNACCEPTABLE BEHAVIOURS

- Any form of bullying including verbal and physical
- National, religious, and cultural racism Including sexism and homophobia
- Swearing
- All sorts of sexual harassments
- Being violent towards visitors, students, and staff members
- Stealing property from AIO or other people
- Intentionally, damaging college's properties.
- Involvement in illegal activities
- Reading of extremist materials
- Behaviours deemed aggressive towards visitors, other students, and staff members.

Before using internet in the premises, all students must sign the centre's online safety policy agreement. Students witnessing or experiencing any form of abusive behaviour or bullying should talk to a staff member outlined below as soon as possible:

- Any Administration Staff
- The Welfare Officer
- Any member of the academic staff
- The Director of Studies

All academic and non-academic staff are aware of the signs of abusive or bullying behaviours. If any is witnessed, they will contact the centre's Manager, and a course of actions to be taken. Cases of abusive behaviour in case of students can result in an immediate dismissal of their course without a refund, while in the case of staff disciplinary action is to be taken. It is important to note that the centre decides whether a student behaviour is acceptable or not.



PROCEDURE:

1. A verbal warning is given by centre Manager, followed by a warning letter.
2. If the behaviour happens again, the student will be dismissed from his/her course.
3. In most extreme cases, the Centre has the right for an immediate dismissal of the student.
4. The Centre has the right to involve the police where serious incident occurs.