



THE AMERICAN SCHOOL IN ENGLAND

Summer Program Behaviour Management Policy

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TASIS England is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. It is our aim that all students fulfil their potential.

1. Introduction

- 1.1. The TASIS England Summer Program (the program) uses effective behaviour management strategies to promote the welfare and enjoyment of students attending the school.
- 1.2. Working in partnership with parents, we aim to manage behaviour using clear, consistent and positive strategies. The school rules are clearly explained to students and parents/carers prior to students' arrival and during their time at the program.
- 1.3. Expectations are discussed regularly during classes, activities, outings and get-togethers between teachers, boarding staff and students.
- 1.4. In compliance with Department for Education (DfE) guidance [Behaviour and Discipline in Schools](#), we ensure that our professional practice for the whole of the TASIS England staff group:
 - a. Promotes self-discipline and proper regard for authority among students; has a consistent approach to behaviour management; has clear, well organised working practices along with maintaining its facilities to a high standard.
 - b. Encourages good behaviour and respect for others and prevents all forms of bullying; ensures that the standard of behaviour is acceptable.
 - c. Provides support to students to self-manage their behaviours, considering all aspects of the child and why they may be displaying certain behaviours; provides staff development and support; liaises with parents and other agencies.
 - d. Includes issues related to students with special educational needs or disabilities and provides reasonable adjustments for these students where appropriate.
 - e. Makes provision for continuous professional development with reference to positive behaviour management, physical intervention (the use of reasonable force) and anti-bullying procedures.
 - f. Ensures strong school leadership; supports teachers with classroom management; implements rewards and sanctions; behaviour strategy and the modelling of good behaviour.
 - g. Takes appropriate disciplinary action against students who are found to have made malicious accusations against staff and fulfils its duties under *The Equality Act 2010*.
 - h. Is consistent with current guidance and obligations on the Special Educational Needs and Disability (SEND) system for children and young people aged 0-25.

2. Expectations

- 2.1. Whilst attending the program we expect Students to:
 - a. Behave in a socially acceptable, safe and responsible manner at all times.
 - b. Comply with school rules as described to students and parents/guardians prior to their arrival and during the students stay at the school.
 - c. Move between lessons/activities and around campus in a safe and sensible manner.
 - d. Respect one another, accepting differences of race, gender, ability, age, religion and sexual orientation.

- e. Develop their independence by maintaining good and healthy levels of self-discipline.
- f. Choose and participate in a variety of activities.
- g. Ask for help if needed.
- h. Enjoy their time at the school.

2.2. Expectations outside school during visits and excursions:

- a. During off-campus events and travel opportunities, students are representatives of the school, as well as ambassadors for their home countries and families. The highest standards of conduct and co-operation are expected
- b. If a student's actions break school rules and/or pose a danger to themselves or to others, or their behaviour reflects negatively on TASIS England, the student's participation in the trip or event may be terminated at the sole discretion of the school.
- c. Students who do not adhere to school rules should be aware that immediate sanctions may be applied on the trip, as well as disciplinary action upon return to campus. Furthermore, infractions during an off-campus trip or event by a student may jeopardise participation in future events and trips and their place in the Program.

3. Encouraging Positive Behaviour

3.1. At the TASIS England Summer Program, positive behaviour is encouraged by:

- a. Staff acting as positive role models
- b. Praising appropriate behaviour
- c. Appropriate rewards
- d. Offering a variety of opportunities to meet the needs of students attending the school.

3.2. It is inevitable that as students develop and learn, there are times when they may need additional support and guidance to understand that their behaviour is not acceptable. Staff at the school will try to determine the cause or triggers of the inappropriate behaviour to prevent the situation from recurring.

4. Dealing with Inappropriate Behaviour

4.1. The school is committed to addressing inappropriate behaviour in a direct and fair manner as soon as it appears or is exhibited.

4.2. Please note the following:

- a. Challenging behaviour will be addressed in a calm, firm and positive manner.
- b. In the first instance, the student will be temporarily removed from the activity.
- c. Staff will discuss why the behaviour displayed is deemed inappropriate.
- d. Staff will give the student an opportunity to explain their behaviour, to aid understanding and prevent a recurrence.
- e. Staff will encourage and facilitate appropriate mediation between students to try to resolve any conflicts through discussion and negotiation.

- f. If the inappropriate behaviour appears to be as a result of a lack of engagement with a particular activity, staff will consult with the student to find out the reason that may be and, if deemed necessary, will engage the student with another activity.
 - g. Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour.
 - h. At no point in time will staff suggest interventions or sanctions that could adversely affect a student's wellbeing (eg: withdrawal of food or drink).
 - i. If inappropriate behaviour is persistent or puts the student or others at risk, the student may face immediate suspension or dismissal.
 - j. If the student is at risk of immediate suspension or dismissal, a Behaviour Reflection Meeting will be convened (see section 6).
- 4.3. If, after consultation with parents and the implementation of behaviour management strategies, a student continues to display inappropriate behaviour, the school may decide to dismiss the student with immediate effect. The reasons and processes involved will be clearly explained to the student and to the parents prior to the final decision.
- 4.4. Examples of inappropriate behaviour include:
- a. Bullying
 - b. Fighting
 - c. Threatening others
 - d. Using profanity
 - e. Stealing or damaging school property or the property of others
 - f. Leaving a class, session, activity, trip or excursion without permission
 - g. Endangering anyone's health or safety
 - h. Smoking tobacco products or using vapes/e-cigarettes
 - i. Being in possession of or using alcohol or drugs, on or off school premises
 - j. Sexual conduct, sexual harassment or sexualised language or behaviour
 - k. Being in possession of or bringing weapons onto school premises.
- 4.5. Any decision to dismiss a student will be taken in liaison with the Program Director and the most senior member of the Senior Leadership Team available. This would preferably, but not necessarily, be the Head of School.

5. Behaviour Reflection Meeting

- 5.1. Once it has been determined that a major rule violation has occurred the student(s) involved will be required to attend a Behaviour Reflection Meeting.
- 5.2. The following people will also attend:
 - The Program Director or Deputy Program Director
 - Usually one of boarding staff/teacher/counselor depending on the circumstances of the rule violation
 - If the rule violation relates to safeguarding, the Designated Safeguarding Lead

- 5.3. Prior to the meeting, the student will be informed of the rule violation(s) under consideration and asked to give an account to the Program Director. Dishonesty by a student, even if discovered at a later date, will lead to a recommendation for disciplinary action.
- 5.4. The student will be asked to prepare for the reflection meeting, through discussing the incident with their House Parent/Counselor and complete a written reflection document about the event.
- 5.5. The purpose of the meeting will be for the student(s) to reflect upon their actions and to consider what they have learned from the experience. The conclusion of the meeting will result in a balanced disciplinary and pastoral response from the school.
- 5.6. Upon the completion of the reflection meeting, the outcome will be reported to the on-call Senior Manager/Head of School.
- 5.7. If the outcome of the reflection meeting is that the student should be suspended or dismissed, this must be discussed with the on-call Senior Manager/Head of School before any decision is taken and before the student and/or their family are informed. The final decision will be made between the on-call Senior Manager/Head of School and the Program Director. If the decision is taken to dismiss the student this is with immediate effect.
- 5.8. If a student has been dismissed, parents must arrange for the student to leave the campus with immediate effect, parents may then appeal the decision to the Head of School within 3 days of the decision. During the appeal process the student must not return to the Program or school site.

6. Physical Intervention

- 6.1. Physical intervention (restraint) will only be used as a very last resort, when staff believe that action is necessary to prevent injury to the student or others, or to prevent significant damage to equipment or property.
- 6.2. If physical intervention has been implemented, the Head of School, or the most senior member of the Senior Leadership Team available, will be notified immediately and an **Incident report** will be completed as soon as possible after the incident.
- 6.3. The incidences of physical intervention will be discussed with the parent or guardian as soon as possible after the event.
- 6.4. If staff are not confident about their ability to contain a situation, they will call upon support from a manager or, in extreme cases, the police.
- 6.5. All serious incidents will be recorded on an Incident report form and kept in the program office with the student's record. Reports will be used to build a pattern of behaviour, which may indicate an underlying cause. If a pattern of incidents indicates any possibility

of abuse, we will implement safeguarding and/or child protection procedures in accordance with the TASIS England Safeguarding Children Policy.

7. Corporal Punishment

- 7.1. Corporal punishment, or the threat of corporal punishment, will *never* be used at the school.
- 7.2. We take all reasonable steps to ensure that no student who attends our school receives corporal punishment from any person who cares for, or is in regular contact with the student, or from any other person on our premises.

8. Zero Tolerance Approach to issues of Sexual Harassment and Sexual Violence:

- 8.1. TASIS England stands against any form of discriminatory act and has a zero tolerance approach to sexual harassment and sexual violence.
- 8.2. To reinforce the seriousness of acts of sexual harassment and sexual violence, TASIS England will follow a developmentally age appropriate and stepped response to all such incidents.
- 8.3. Behavioural sanctions will reflect the severity and/or frequency of any reported incident.
- 8.4. In any cases where the law may have been broken, the police will be informed. Please refer to Appendix 2 of the whole school [TASIS England Behaviour Management, Discipline and Sanctions Policy](#) which outlines how such matters will be addressed by each section of the school according to the age of the students involved.
- 8.5. Any such incident relating to sexual harassment or sexual violence will be reported immediately to one or more of the following:
 - **Colin Williams** - Summer Program Designated Safeguarding Lead
 - **Sia Georgaklis/Tom Trembulak** - Summer Program Director and Deputy Director
 - **Jason Tait** - Whole School Designated Safeguarding Lead
 - **Darren Singh-MacPherson** - Director of Inclusion, Wellbeing and Compliance
 - **Bryan Nixon** - Head of School
 - The police
 - Surrey Children's Social Care

9. Resources

- Equality Act 2010
- Education Act 2011
- Children Act 1989
- Safeguarding Vulnerable Groups Act 2006
- Working Together to Safeguard Children
- What To Do If You're Worried A Child Is Being Abused, Advice for Practitioners

- Keeping Children Safe in Education
- Surrey Safeguarding Children Board - <https://www.surreyscb.org.uk>
- TASIS England Summer Program Codes of Conduct and Handbooks
- Government guidance on School and College Behaviour and Attendance: <https://www.gov.uk/topic/schools-colleges-childrens-services/school-behaviour-attendance>
- Use of Reasonable Force. Advice for Head of Schools, Staff and Governing Bodies (DfE July 2013) which incorporates previous directives.

TASIS England policies and procedures:

- Behaviour Management, Discipline and Sanctions Policy
- Anti-bullying Policy and Procedures
- Safeguarding Policies and Procedures
- Single Equalities Policy
- Accessibility Plan
- Data Protection Policy
- Health & Safety Policy

Appendix 1

Rules as published

Please make sure you read the rules and know them well. You should also be familiar with what happens when you don't follow the rules.

The students and faculty of TASIS England share in a small society, which can flourish only through constant consideration and respect for the rights and property of others. To safeguard the rights of the community, every student is honour-bound to know and abide by the following rules. Parents and students must read these rules and sign the Rules Slip to signify that they will abide by the rules. Parents should keep these rules for reference as students will receive another copy upon their arrival.

Students and parents should be aware that any infringement of these rules may lead to immediate suspension or dismissal and that the Director of the Summer Program is responsible for all disciplinary decisions. Parents are reminded that there will be no reductions or refunds for suspensions or dismissal. TASIS England reserves the right to inspect a student's room, his or her person and his or her personal effects in order to ensure the compliance of Program rules and regulations for the purpose of the safety, health, and welfare of the participants and employees.

Students and Mobile Phones: The Program encourages students to limit their access to personal mobile devices and reserves the right to confiscate and monitor personal devices when deemed necessary for safeguarding concerns. During classes, activities and sports, students' mobile phones should be turned off and should remain in students' bags or kept with the teacher. In the boarding houses, mobile phones are permitted during free time, although their use is prohibited after lights out. Phones can be collected from younger students (up to Grade 10 or under 15 years of age) and this provision can be extended to students who persistently overuse their phones at inappropriate times. TASIS England acknowledges that due to the international nature of the school and the student body that it may be acceptable for some students to contact family members, with staff permission, after lights out, where time zones do not align with GMT or BST.

Mobile devices must not be used to directly take photographs, video or sound clips of any student or other person who is unaware of the action and who has not given their explicit permission. Students and staff are informed about the statutory framework regarding the sharing and publishing of photographs and videos, regardless of the media chosen.

Any use of mobile technology to intimidate, bully, harass, threaten or attempt to radicalise others or breach copyright laws is strictly prohibited including that may take place online or over social media and will be dealt with in accordance with the TASIS England Summer Program Behaviour Management Policy. This may result in disconnection from the network, confiscation of the mobile technology and/or legal or civil disciplinary action. Uploading images and sound is only permissible if the subject

involved gives permission and, if in doing so, Program and statutory guidelines are not breached.

Students are reminded that taking, sending or posting images or videos of a sexual or indecent nature is strictly prohibited by the Program and may constitute a criminal offence. The Program will treat incidents of sending and/or receiving these messages or images as a safeguarding issue and students concerned about images that they have received, sent or forwarded should speak to any member of staff for advice.

The Program has the right to confiscate and search any mobile electronic device (personal or Program issued) if it suspects that a student or staff member is in danger or has misused a device. TASIS England administrators reserve the right to dismiss a student if the Program Director deems that an extreme, or multiple, violation of this rule has taken place.

Drugs: The possession, use, or transfer of alcohol, inhalants, illegal or controlled substances, or paraphernalia is not allowed. TASIS England administrators reserve the right to dismiss a student if the Program Director deems that a violation of this rule has taken place. Students are required to register all prescription drugs and all medicines with the Nurse immediately upon arrival at school or receipt of the prescription. Any non-registered drug or medicine may be considered “illegal” or “unauthorised”.

Personal Dishonesty: Theft of money or property from other individuals or from the school or other institutions is strictly prohibited.

Alcohol: Possession or consumption of alcoholic beverages, including beer and wine, is strictly prohibited and will result in appropriate disciplinary action.

Hazing: Bullying, harassing, intimidation of any kind or hazing of other students is strictly prohibited including that which may take place online or over social media.

Smoking/Vaping: TASIS England believes that the harmful effects of smoking and tobacco have been convincingly demonstrated, and consequently does not allow the possession of or use of tobacco in any form during the session, and that includes vaping. Disciplinary action will result if a student fails to observe this rule. In any event where smoking or vaping has occurred, paraphernalia will be confiscated, parents may be contacted and a visit to the school nurse will take place to offer advice and guidance. This applies to students on and off campus during the session.

Fire Hazards: Burning of incense or candles or use of firecrackers are fire hazards and are prohibited. Tampering with fire doors, fire extinguishers, fire exit signs and fire alarms, including knowingly activating a fire alarm when no emergency service is needed, is a serious threat to people’s safety and is strictly prohibited. Fire starting equipment such as lighters and matches are strictly prohibited and will be confiscated. If students have these in their possession when they arrive at the school they should be handed to a member of staff before entering the boarding house.

Vandalism: Defacing or destroying the property of other individuals or of the school or other institutions will result in payment for the damage and strict disciplinary action.

Unauthorised Mixed Company: There will be no boys in girls' designated areas and no girls in boys' designated areas.

Body Piercing: If, in the opinion of the school nurse and/or administration, a student's body piercing is a health or safety hazard, the student will be asked to remove it.

Academic Dishonesty: Any incident of academic cheating or plagiarism is both dishonest and non-educative. Copying another student's class work or homework, or cheating on a test are examples. Academic dishonesty is not tolerated at the school and will result in an appropriate sanction.