

ABUSIVE BEHAVIOUR POLICY

Norwich Study Centre (NSC) does not tolerate abusive behaviour under any circumstances.

Abusive behaviour is where somebody (a student, a teacher, a colleague, a member of a homestay host provider) is cruel to you.

Forms of abuse are physical violence or emotional threat being used to gain power or control in a relationship. A single incident of assault also forms abuse.

Abusive behaviour includes harassment, bullying, actual or threatened violence, damage to personal property, and verbal and other abuse based on racial, sexual or religious differences.

If you feel any of the above threats or don't feel safe:

- **Please come to the office to speak to the Safeguarding Officer/the School Director.**
- We will do everything we can to help you. We need to find out what has happened.
- You need to explain everything in detail; this account may include details of any previous incidents.
- Every incident will be treated seriously and all details in relation to the incident will be recorded.

If it is an emergency, you are injured or you fear for your safety, telephone '999' and ask for an ambulance and/or the police.

If you are not immediately at risk, contact our emergency number 07800 907 804.

If you behave abusively to others, the School Director:

- **Will speak to you and give you a warning.**
- Will try to find out why you behave this way and help you to stop it. The school might need to contact the police, your parents or guardians if necessary.
- You might have to finish your course early and leave your home stay accommodation.
- Every incident will be treated seriously and all details relating to the incident will be recorded.

Reviewed: 6th February 2025

School Director