

A person is seen from the back, wearing a blue polo shirt with red diagonal stripes. The shirt has the text 'BABSSCo' and 'THE BRITISH ASSOCIATION OF BOARDING SCHOOL SHORT COURSES' printed on the upper back, and 'STAFF' printed on the lower back. A faint crest is visible in the center of the back. A semi-transparent dark blue banner is overlaid across the middle of the image, containing white text.

**BABSSCo**  
THE BRITISH ASSOCIATION OF BOARDING SCHOOL SHORT COURSES

# Preparing Staff for Dealing with Student Disruption

Heather Rhodes

STAFF



# Why Student Discipline?

BABSSCo

BABSSCo

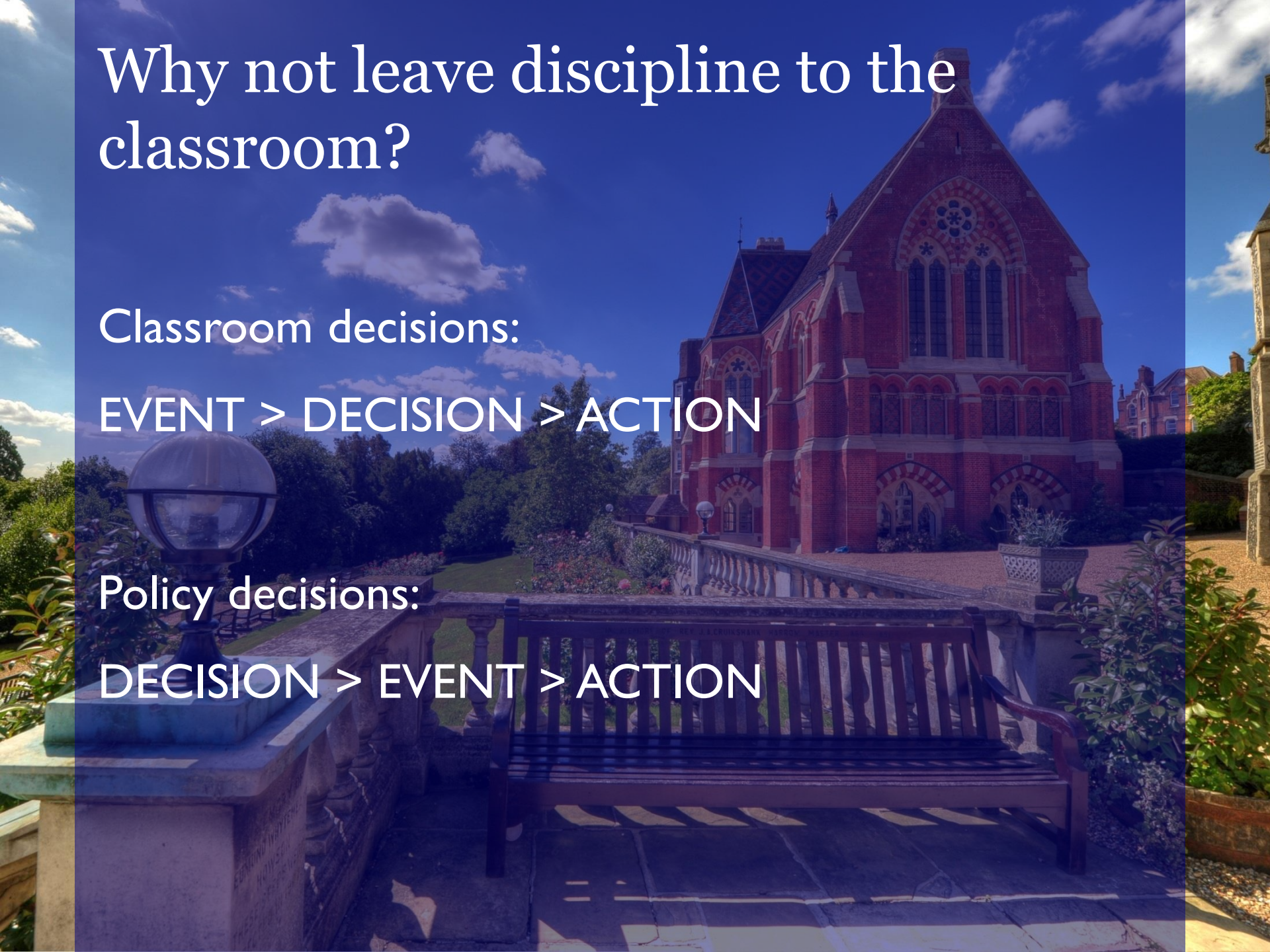
# Why not leave discipline to the classroom?

Classroom decisions:

EVENT > DECISION > ACTION

Policy decisions:

DECISION > EVENT > ACTION



# Why not leave discipline to the classroom?

- Less time pressure to make a decision
- Not making a decision when antagonised
- Decisions can be made by a group rather than an individual
- Students know in advance the consequences of unacceptable behaviour
- Uniformity of response amongst staff; no resentment that some staff are seen as comparatively 'soft touches'
- Staff can shift responsibility for their response to 'the powers that be'

# What do you need?

- School rules
- A disciplinary policy
- A student induction
- Incident reports
- Discipline issue tracking
- Staff training



A group of young people are shown in a celebratory mood, with their hands raised. The image is overlaid with a red and blue color gradient. In the center, a young woman with long dark hair is smiling broadly, wearing a red tank top with the text "YOU ONLY LIVE ONCE" printed on it. To her right, a young man in a light blue shirt is also smiling and has his hands raised. In the background, another young man is visible, and on the far right, a young woman is wearing a white mask. The overall atmosphere is festive and energetic.

# School Rules

# School Rules

A group of students in a school hallway. In the foreground, a girl with long brown hair is smiling and looking to the right. She is wearing a red tank top with the text 'YOU ONLY LIVE ONCE' printed on it. Behind her, other students are visible, some with their hands raised. The background is a blurred hallway with lockers.

Rules should be:

- Short
- Written in accessible English
- Known to staff and students

# COURSE RULES

# BABSSCo

the birmingham association of boarding school secret courses

- 1** Go to all meals, classes, activities and excursions on your course on time.



- 2** Keep your room tidy and make your bed.



- 3** Be careful with school buildings and equipment. Your parents will have to pay for damage.



- 4** No alcohol, drugs or smoking.



- 5** You cannot go in other boarding houses without permission from the Activities Director.



- 6** Be nice to everyone - no bullying.



- 7** Be in your room at the time your House Parent tells you.



- 8** Turn mobile phones off during lessons and activities.



IF YOU DON'T FOLLOW THE RULES, WE WILL TELL YOUR PARENTS, YOU WILL BE PUNISHED, AND WE MAY EVEN SEND YOU HOME.



A group of people, including a man in a red shirt and black shorts, and several young women, are posing in front of a stone building with arched windows. In the center, a man in a red uniform and a black bearskin hat stands in a doorway. The text "Disciplinary Policy" is overlaid in white.

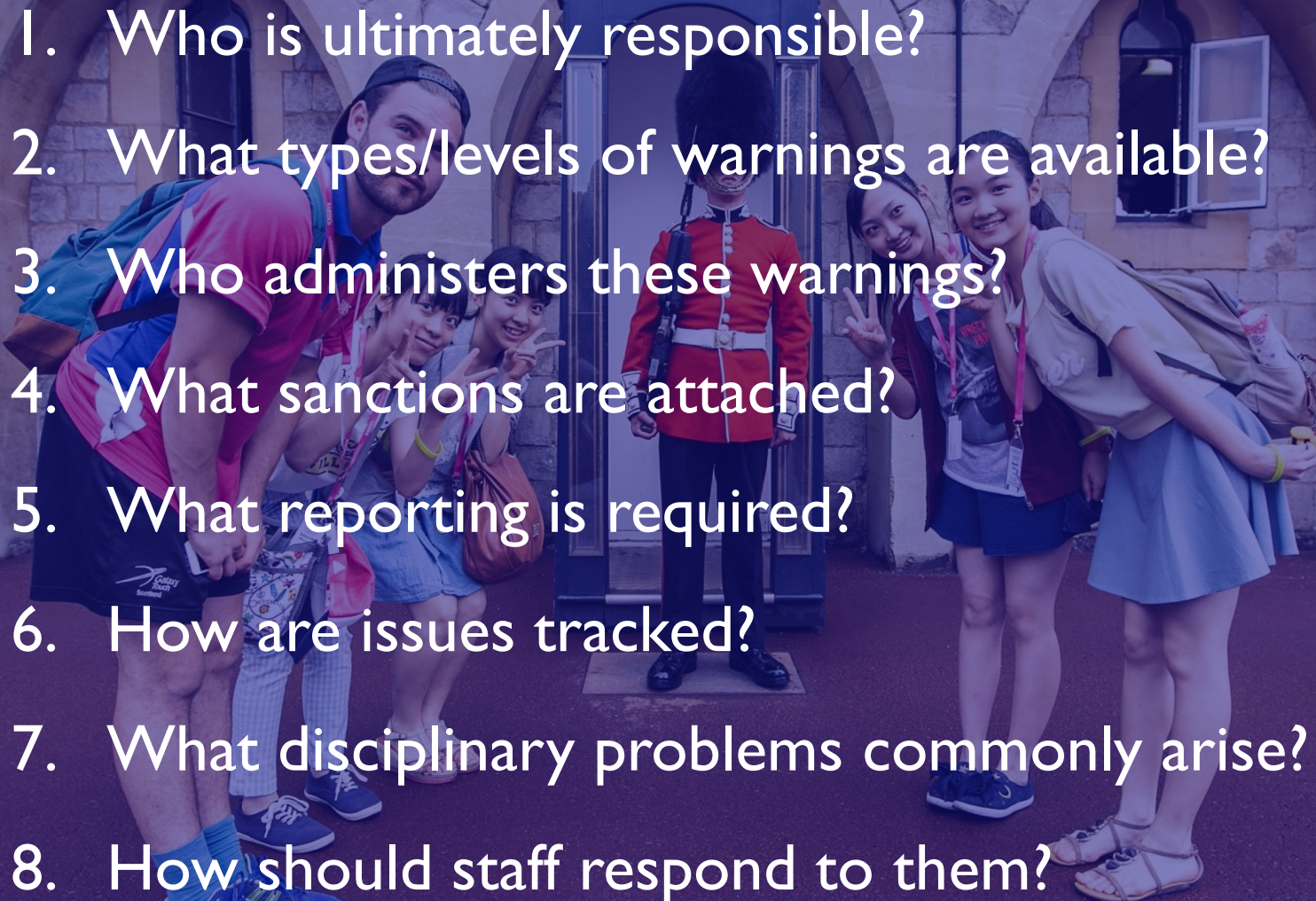
# Disciplinary Policy

# Disciplinary Guidelines

1. Who is ultimately responsible?
2. What types/levels of warnings are available?
3. Who administers these warnings?
4. What sanctions are attached?

Level	Issued by	Sanction
1	ADOS, DOS, House Parent or Centre Director	Threat to tell parents
2	DOS or Centre Director	Parents are informed Threat to miss excursion
3	DOS and Centre Director jointly	Parents are informed, excursion missed and threat to be expelled

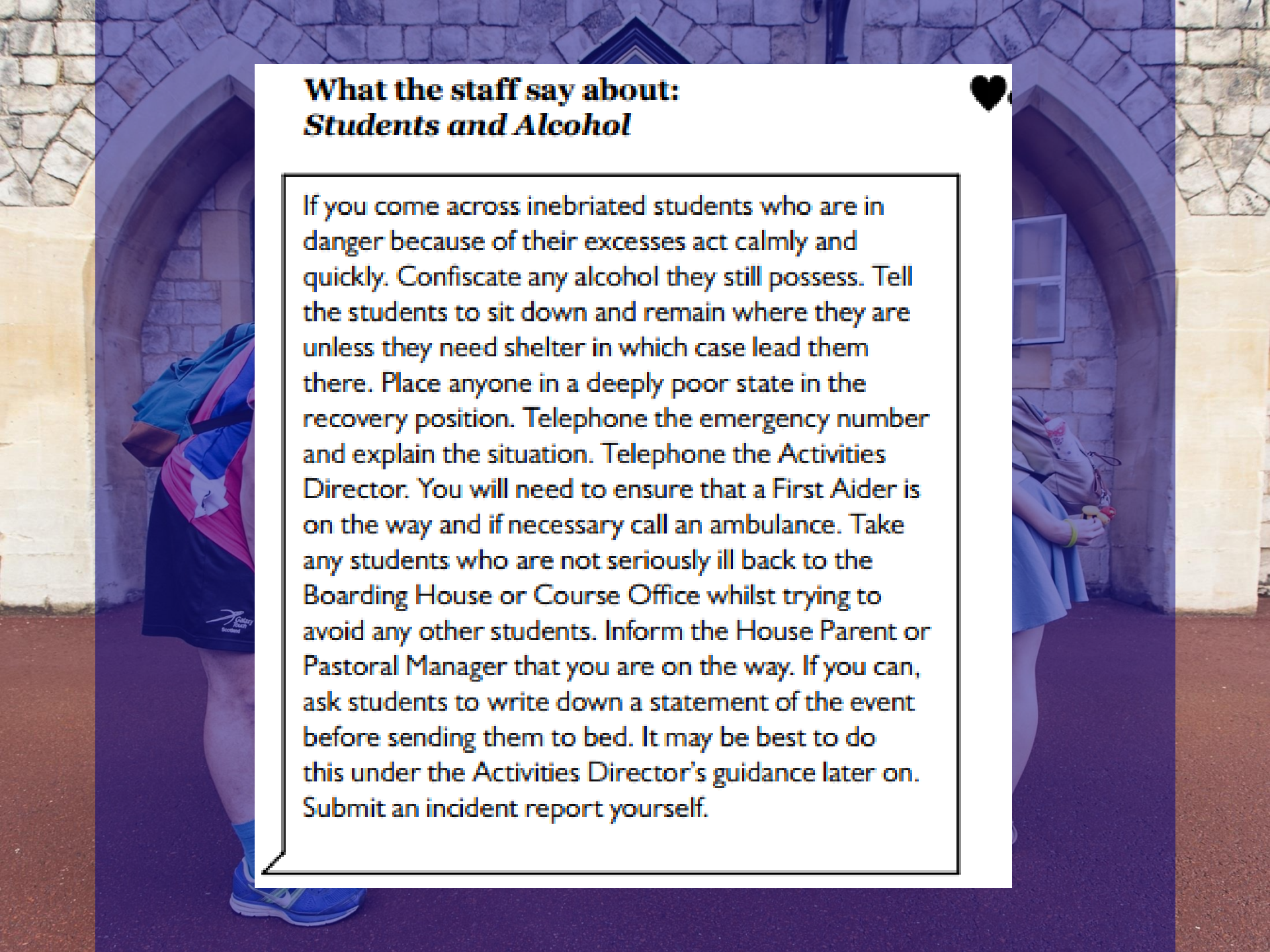
# Disciplinary Guidelines

1. Who is ultimately responsible?
  2. What types/levels of warnings are available?
  3. Who administers these warnings?
  4. What sanctions are attached?
  5. What reporting is required?
  6. How are issues tracked?
  7. What disciplinary problems commonly arise?
  8. How should staff respond to them?
- 



## **Bullying**

If a child reports bullying to you, have them tell you their side of the story. Note this for the incident report. Speak to the Activities/Centre Director or Director of Studies in confidence and they will decide the best course of action. This may include speaking directly to the alleged bullies.



## **What the staff say about: *Students and Alcohol***

If you come across inebriated students who are in danger because of their excesses act calmly and quickly. Confiscate any alcohol they still possess. Tell the students to sit down and remain where they are unless they need shelter in which case lead them there. Place anyone in a deeply poor state in the recovery position. Telephone the emergency number and explain the situation. Telephone the Activities Director. You will need to ensure that a First Aider is on the way and if necessary call an ambulance. Take any students who are not seriously ill back to the Boarding House or Course Office whilst trying to avoid any other students. Inform the House Parent or Pastoral Manager that you are on the way. If you can, ask students to write down a statement of the event before sending them to bed. It may be best to do this under the Activities Director's guidance later on. Submit an incident report yourself.



# Student Induction

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School rules and an overview of the consequences of disobeying them should be included in the student induction.

Role plays?

Translations?

Visuals?

Videos?

Student contracts?

Repetition in the first class?



# Incident Reports



# BABSSCo Summer Schools

## Incident Form | 2015

### General Information

Date	28/07/15	Time of Incident	20.40	
Name of Student	Alec, Hari, Zak, Daniil, Pavel, Sabia, Yaro, Kirill, Yosef, Matteus			
Course	4BX, 4BY			
Type of Incident	Theft		Smoking/Alcohol	X
	Loss of Property		Medical	
	Poor Behaviour		Lateness	
	Bullying		Other	
Staff Member Witnessing Incident	Oliver			
Location Incident Took Place	Rackets Courts			
<p>At roughly 20.40 at the End of Course party, I was walking around the dance floor dancing with the students. I came round a group and spotted a white babssco bottle being handed between a few people. I instantly walked over when I saw it handed to yet another person (Daniil). At this point Zak took the bottle from Daniil and tried to hide it from me. I took it off Kirill and walked towards the door. On the way out I saw Tom and asked him to come with me. I had a sniff of the contents of the bottle and instantly could smell the alcohol. I then took Tom inside with me and we brought out the people that I could remember were in the group. At the time, I couldn't remember Yosef being in the group and only remembered 30 minutes later. I also didn't remember Yaro being a member of the group and she was later confirmed by one of the other students. Same with Matteus. At this point, on the way to the course office with the students, we kept them in silence and confiscated their phones. James was called and interviewed everyone present.</p>				

### Administration

	Staff Member Reporting	Senior Management Acknowledgement
Signed	Oliver	
Print	Oliver	
Date	04/08/15	
Summary of Actions Taken:		

A group of people, including men and women of various ages, are participating in a fitness or dance class in a gymnasium. They are all wearing casual athletic wear. In the center, a man in a dark grey t-shirt and black pants is leading the group, pointing his right arm forward. The background shows a large, open space with a grey wall and a red line on the floor. The overall atmosphere is energetic and focused.

# Discipline Tracking

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- Discipline log
- Pastoral meetings
- Feedback loops



A woman with short white hair, wearing a white and black striped shirt and a red lanyard, stands and gestures with her right hand while talking to a group of students. One student with long dark hair stands behind her, holding a piece of paper. Another student with long blonde hair sits at a table in the foreground, looking up at the woman. Other students are partially visible at the table. The background shows a classroom with posters on the wall and a white cabinet.

# Staff Induction

# Staff induction

- Familiarity
- Confidence
- Scenario Training



# What do you need?

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HARROW SCHOOL  
ENTERPRISES

BABSSCO