

A person is seen from the back, wearing a blue polo shirt with red stripes on the sleeves. The shirt has 'BABSSCo' printed in white, with 'THE BRITISH ASSOCIATION OF BOARDING SCHOOL SHORT COURSES' in smaller text below it. At the bottom of the shirt, the word 'STAFF' is printed in white. A dark blue semi-transparent 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?

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
- 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 students in a hallway, overlaid with a blue grid pattern. A red vertical bar is on the left. The text 'School Rules' is centered in white. One student's shirt has the text 'YOU ONLY LIVE TWICE' visible.

School Rules

School Rules

Rules should be:

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



COURSE RULES

BABSSCo

THE BRITISH ASSOCIATION OF BOARDING SCHOOL HOUSE 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.



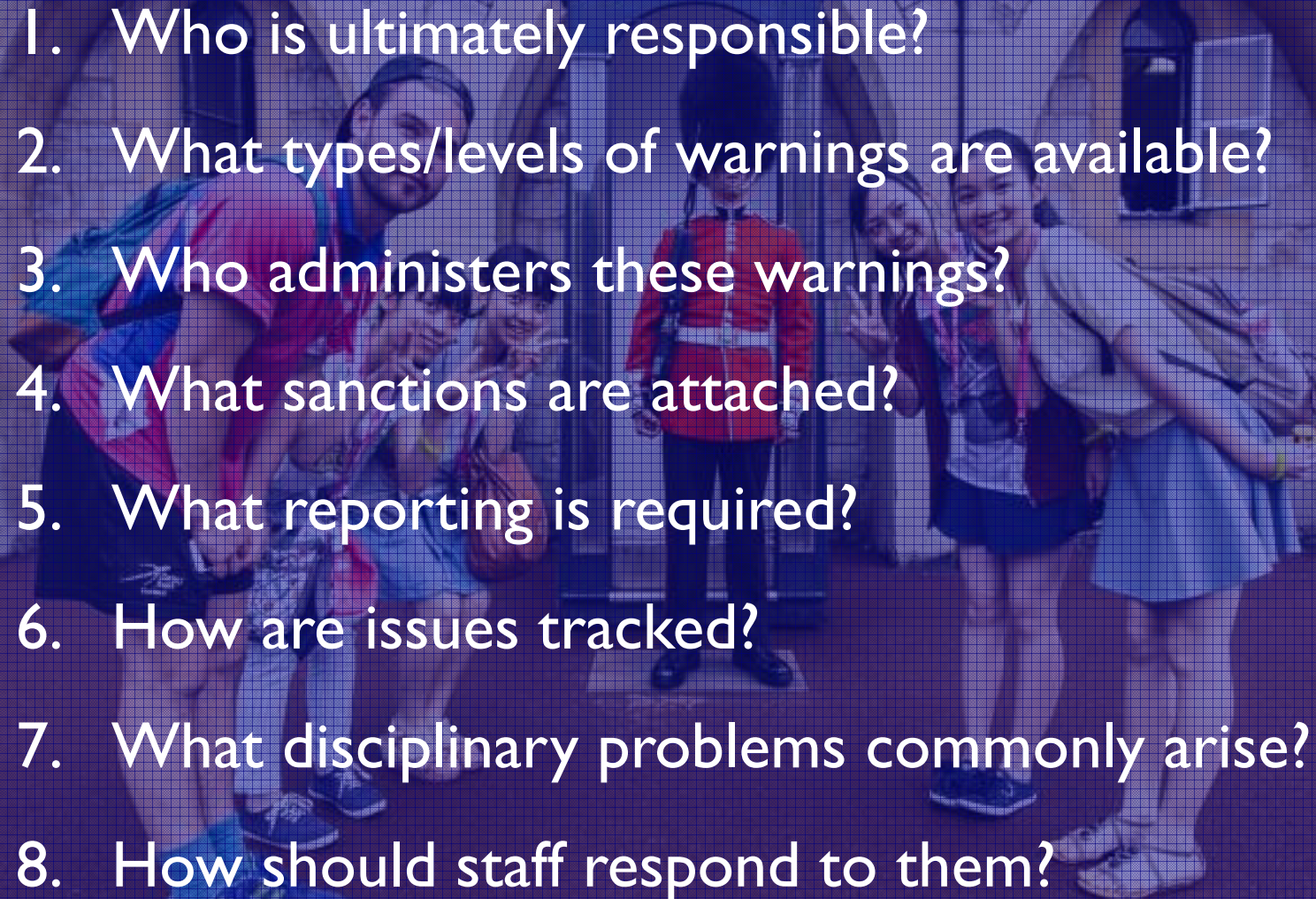
Disciplinary Policy

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

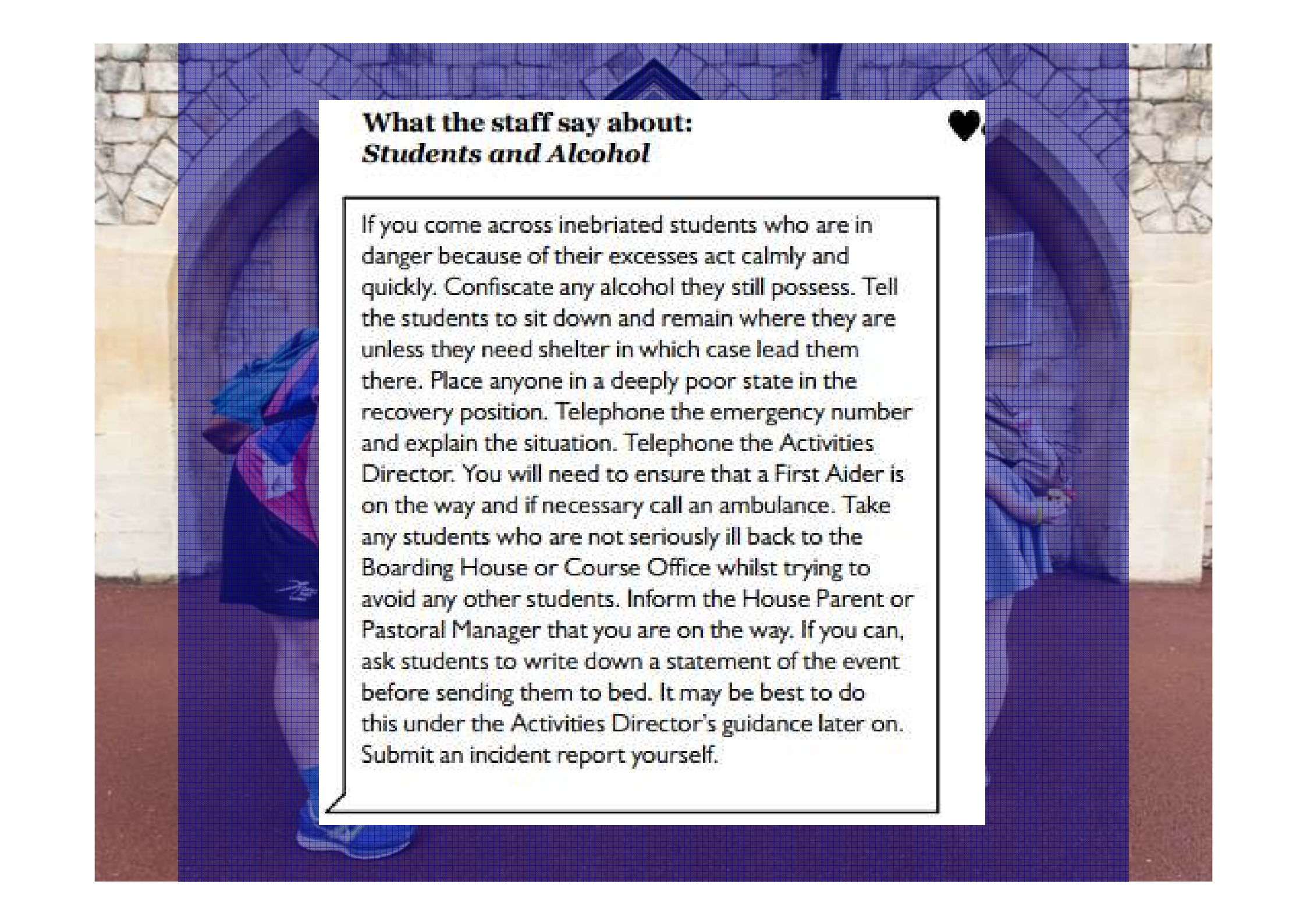
Disciplinary Guidelines

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?
- 
- A group of people, including a man with a backpack and several women, posing in front of a stone building with arched doorways. A person in a red uniform stands in the center doorway.



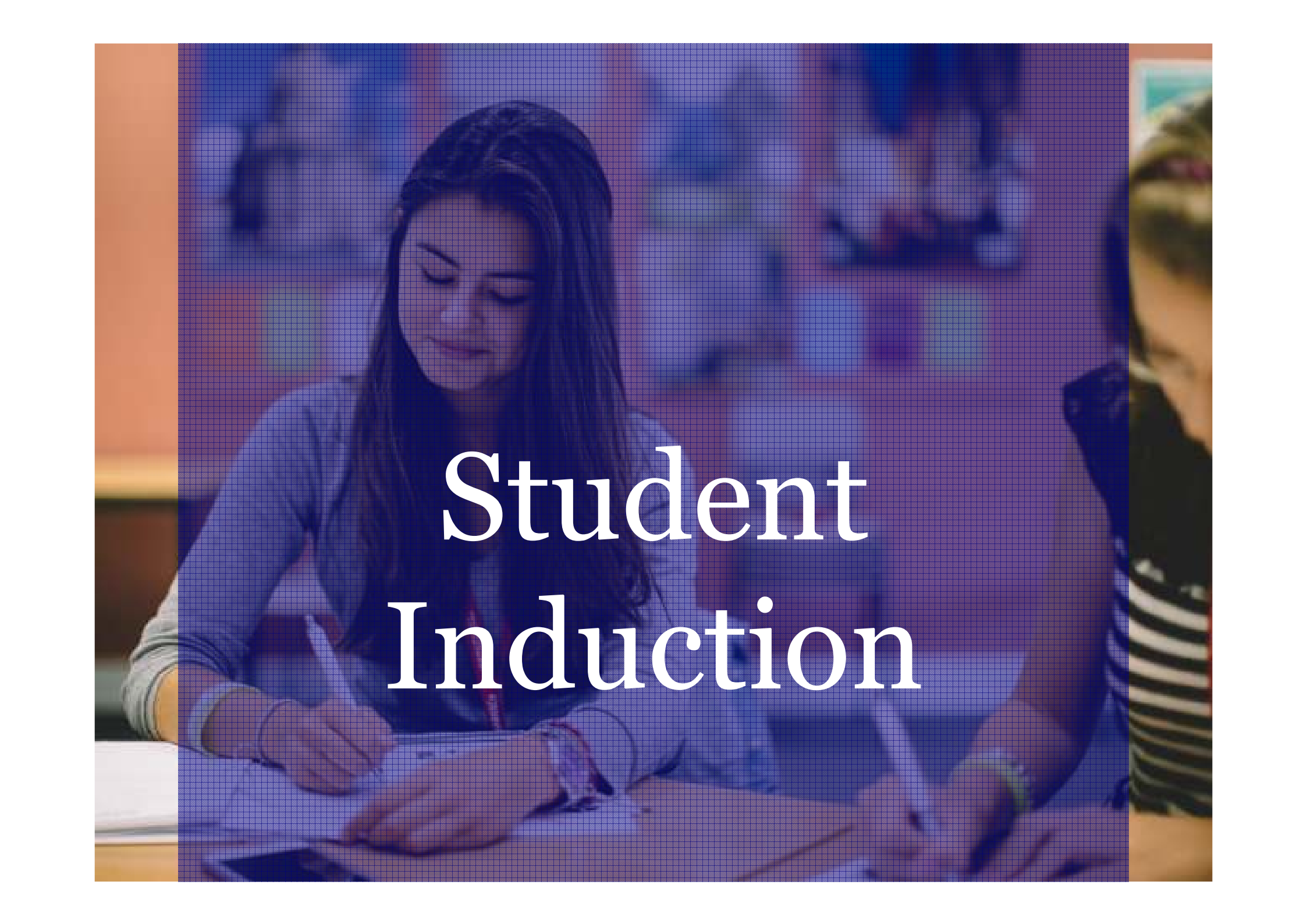
Bullying

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

Student Induction

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?

A photograph of a crowd of people at a night event, possibly a concert or festival. The scene is dominated by blue lighting, with some colorful lights (yellow, orange, green) visible on the right side. The people are mostly seen from the chest up, and many have their hands raised. The overall atmosphere is energetic and festive. The text 'Incident Reports' is overlaid in the center in a white, serif font.

Incident Reports

BABSSCo Summer Schools

Incident Form | 2015

General Information

Date	28/07/15	Time of Incident	20.40	
Name of Student	Alec, <u>Hari</u> , Zak, <u>Daniil</u> , Pavel, <u>Sabia</u> , Yaro, Kirill, <u>Yosef</u> , <u>Matteus</u>			
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 <u>babssco</u> bottle being handed between a few people. I instantly walked over when I saw it handed to yet another person (<u>Daniil</u>). At this point Zak took the bottle from <u>Daniil</u> 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 <u>Yosef</u> being in the group and only remembered 30 minutes later. I also didn't remember <u>Yaro</u> being a member of the group and she was later confirmed by one of the other students. Same with <u>Matteus</u>. 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, likely students, are gathered in a gymnasium. The scene is overlaid with a blue grid pattern. The text "Discipline Tracking" is prominently displayed in the center in a white, serif font. The background shows a group of people in various casual attire, some appearing to be in motion or engaged in an activity. The gymnasium floor has some red and blue markings.

Discipline Tracking

Discipline Tracking

- Discipline log
- Pastoral meetings
- Feedback loops



A photograph of a group of people in a meeting room, overlaid with a blue grid pattern. The text "Staff Induction" is centered in white. The background shows a woman standing and gesturing while talking to a group of people seated around a table. There are papers, a smartphone, and a pen on the table. The room has a white wall with posters and a wooden shelf in the background.

Staff Induction

Staff induction

A photograph of a staff induction session. A woman with short grey hair, wearing a red lanyard and a striped shirt, stands and gestures with her right hand while speaking to a group of people. Two women are seated at a table in the foreground, looking towards the speaker. The room has a blue wall with framed pictures and a bookshelf in the background.

- Familiarity
- Confidence
- Scenario Training

What do you need?

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

A photograph of a stone wall. The wall is constructed from large, rectangular, light-colored stone blocks. A central stone block is engraved with the text "10 MILES TO LONDON" in a serif font. The text is arranged in four lines: "10", "MILES", "TO", and "LONDON". The stone has a rough, weathered texture. The background is a solid blue color with a subtle grid pattern.

10
MILES
TO
LONDON

Heather Rhodes
rhodeshe@harrowschool.org.uk



HARROW SCHOOL
ENTERPRISES

BABSSCO