



Bullying and Abusive Behaviour Policy

Policy Aims

In Centre of English Studies we welcome students and staff from all backgrounds and from all over the world. Bullying and abusive behaviour will not be tolerated **in any form** in our schools. Any such behaviour will be treated extremely seriously and, if proven, may result in immediate expulsion from the school and in extreme circumstances could even lead to criminal prosecution.

This policy has been designed to help you recognise and deal with bullying in all of its forms. It is mainly aimed at helping you to deal with students who may be the victims of bullying, but the principles in this policy apply equally to members of staff.

What is bullying?

Bullying is defined as deliberate hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. There are four main types of bullying:

- **Physical** - for example hitting, kicking, slapping
- **verbal** for example - racist or homophobic remarks, name calling, graffiti, threats, abusive text, email or chat room messages
- **emotional** – for example tormenting, ridiculing, humiliating, ignoring, isolating from the group
- **sexual** – for example unwanted physical contact or abusive comments

If bullying is suspected, the following procedure should be followed. Bullying can include:

Action to help the victim and prevent bullying:

- Report any concerns to the Principal, Director of Studies or Centre Manager.
- Take all signs of bullying very seriously and investigate all reports, no matter how seemingly trivial
- Take action to ensure the victim is safe
- Create an open environment where people feel safe to talk
- Speak with the victim and the bully separately. Ensure that all reports of suspected bullying are recorded in writing(what happened, by whom, when). Ensure also that the follow up and resolution / consequence is also recorded in writing.
- Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else.

Action towards the bully:

- Talk with the bully, explain the situation, and try to get the bully to understand the consequences of their behaviour. Seek an apology to the victim(s). Do this with another member of staff and the relevant group leader(if there is one). Make a written record of the meeting, and report to the Centre Manager or Director of Studies
- Ask them to consider an appropriate way of putting things right and, if necessary support them in carrying out an apology. Ensure that any apology / reconciliation is done with other staff present and make a written record.
- Insist on the return of any 'borrowed' items and that the bully compensate the victim.
- Impose sanctions as necessary in accordance with the Disciplinary Procedure if the bully does not change his or her behaviour.
- Encourage and support the bully to change behaviour.
- Hold meetings with the group leaders and the bully to discuss the situation. Explain that any further incidents of bullying by the same person will result in them being sent home
- Keep a written record of action taken
- If the same unacceptable behaviour persists despite the meetings and warnings, the bully will be expelled by the Principal

At all stages, Group Leaders, the Principal, and Centre Manager or Director of Studies should be involved as appropriate and the Principal should inform parents at home of what action is being taken and what has happened. The parents of both the perpetrator and victim should be informed.

Signs of bullying include:

- behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctance to go training or competitions
- an unexplained drop off in performance
- physical signs such as stomach aches, headaches, difficulty in sleeping, bed wetting, scratching and bruising, damaged clothes, bingeing e.g. on food, alcohol or cigarettes
- a shortage of money or frequents loss of possessions

More information

www.childline.org.uk

www.familylives.org.uk

www.gov.uk/bullying-at-school/the-law

Maintain confidentiality on a need-to-know basis only