

Anti-Bullying Policy

2019

Accredited by the



for the teaching
of English in the UK

ENGLISHUK 
member

Accredited by



THE ACCREDITATION BODY
FOR LANGUAGE SERVICES

for the teaching of English in the UK

ANTI-BULLYING POLICY

Every person has the right to feel secure and happy in our School. We will not tolerate any unkind actions and any form of bullying

Bullying is a deliberate, hurtful and unprovoked behaviour that is repeated over a period of time.

Examples of bullying:

- Physical: e.g. hitting, kicking, threatening behaviours and taking others' belongings".
- Verbal: e.g. name calling, insulting, discriminatory remarks and threatening comments.
- Emotional e.g. neglecting, humiliating, intimidating.
- Indirect: e.g. excluding from social groups, spreading rumours etc.
- Cyber: e.g. hurtful comments made using mobile telephones, text messaging or internet chat rooms (MSN, Facebook etc.).

Possible signs of bullying

Staff should be aware of these possible signs and should investigate if a student:

- is unwilling to go to classes
- skips classes
- begins to perform badly in class
- becomes withdrawn
- starts lacking in confidence
- cries him/herself to sleep at night
- has repeated nightmares
- reports feeling ill in the mornings
- has damaged clothes or books
- has unexplained cuts or bruises
- has possessions which are damaged or 'go missing'
- continually 'loses' money
- becomes aggressive, disruptive or unreasonable
- starts to bully others
- stops eating
- stops using the internet or mobile
- is nervous when a text or email is received
- does not want to travel on a coach
- is frightened to say what seems to be wrong
- gives improbable excuses for any of the above

These forms of behaviour may well be indicators of other issues but could be the result of bullying and should be investigated.

Dealing with Bullying Incidents

All suspicions of bullying will be reported to the Academic Director.

Any incidents of bullying will be taken seriously and dealt with as quickly as possible. Staff will do all they can to support the victims of bullying and make it clear to the bully that this behaviour is not acceptable.

In dealing with bullying, school staff will:

- not ignore it
- not make premature assumptions
- listen to all accounts of the incidents
- adopt a problem-solving approach that encourages students to find solutions rather than simply justify themselves; and
- make regular follow-up checks to ensure that bullying has not resumed

The sanctions that may be used include the offender:

- Being asked to make an apology
- Doing some community work (e.g. tidy up mess around the college)
- Being taken out of class and given some supervised work to do
- Missing activities and excursions
- Being sent home
- Being referred to another agency.

All staff have a collective responsibility for ensuring:

- that abusive behaviour does not go unnoticed
- that abusive behaviour is reported promptly

If you are not sure whether something you've seen should be dealt with under this heading, please speak to the Academic Director.

Procedure in the case of a student abusing another student (in the residencies)

In the event of an incident being reported to the Welfare Officer, the student concerned will usually be asked to go to the Centre Manager's office where they will remain while the Welfare officer consults rapidly to verify the circumstances and gather any additional information. The student(s) will then be spoken to by the Welfare Officer, together with (as necessary) the Centre Manager and Group Leader. They will be told that they can bring a friend/supporter with them to the meeting. If the staff involved are content that the incident is not of the most serious sort, and that the student(s) concerned is unlikely to repeat the action, then the student will be given a warning as to his/her conduct and an appropriate sanction. The student may also be obliged to meet with any other affected student(s) to offer an apology. Depending on the seriousness of the incident, a letter may be sent both to the agent with whom the student travelled, and to his/her parents/guardians.

In more serious cases of abuse, the student would be returned home at their own expense. In the most serious cases, relevant outside agencies may be involved.

Procedure in the case of an adult abusing a student

The Welfare Officer will immediately notify the Centre Manager and the Academic Director. All such instances of reported abuse between an adult and a student must be treated as serious, and need to be investigated without delay. Depending on the exact circumstances of the incident, and the role of the staff member, he or she may be temporarily removed from their position. The Academic Director in consultation with the Welfare officer and Centre Manager will decide whether an outside agency needs to be involved at this stage. If the incident is of a serious nature, the staff member may face summary dismissal. If the incident is of a less serious nature it will be dealt with through the disciplinary procedures.

Managing behaviour and acceptable restraint

This has been formulated in accordance with Department for Education – Use of Reasonable Force 2011.

Physical contact with students must be appropriate for the age, understanding and sex of the child and must never threaten or be sexually inappropriate.

In some cases physical contact may be appropriate:

- To remove disruptive students from the classroom where they have refused to follow an instruction to do so;
- To prevent a student behaving in a way that disrupts a school event or a school trip;
- To prevent a student leaving the classroom where allowing the students to leave would risk their safety or lead to behaviour that disrupts the behaviour of others;
- To prevent a student from attacking a member of staff or another or to stop a fight;
- To restrain a student at risk of harming themselves through physical outburst.

You cannot use force as a punishment – it is unlawful to use force as a punishment.

What happens if a student complains if force is used on them?

- All complaints should be thoroughly investigated.
- Where a member of staff has acted within the law – that is, they have used reasonable force in order to prevent injury, damage to property or disorder – this will provide a defence to any criminal prosecution or other civil or public law action.
- Angle Education must consider carefully whether the circumstances of the case warrant a person being suspended until the allegation is resolved or whether alternative arrangements are more appropriate.
- If a decision is taken to suspend a member of staff Angle Education will ensure that the member of staff has access to a named contact who can provide support