



## **Bullying and Abusive Behaviour Policy**

## Policy Aims

At Centre of English studies, we want to have a happy and harmonious atmosphere in the school and bullying and abusive behaviour will not be tolerated in any form (religious, cultural, race, gender, sexual orientation). Any such behaviour will be treated extremely seriously and, if proven, will result in immediate expulsion from the school and in extreme circumstances could even lead to criminal prosecution. Bullying and abusive behaviour is very serious and we will take action against the bully. We welcome students and staff from all backgrounds and will not allow discrimination by students or staff on the grounds of religion, gender, sexual orientation, or ethnicity. In addition, even greater sensitivity will be shown to students who are arriving in the UK from countries currently in the midst of internal or international conflict. 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 three main types of bullying. It may be **physical** (e.g. hitting, kicking, slapping), verbal (e.g. racist or homophobic remarks, name calling, graffiti, threats, abusive text, email or chat room messages), **emotional** (e.g. tormenting, ridiculing, humiliating, ignoring, isolating from the group), or **sexual** (e.g. unwanted physical contact or abusive comments). If bullying is suspected, the following procedure should be followed. Bullying can include:

being called names  
being put down or humiliated  
being teased  
being pushed or pulled about  
having money and other possessions taken or messed about with  
having rumours spread about you  
being ignored and left out  
being hit, kicked or physically hurt  
being threatened or intimidated

Bullying can also be part of other forms of abuse, including neglect, emotional, physical and sexual abuse.

## Action to help the victim and prevent bullying:

- Take all signs of bullying very seriously and investigate all reports
- Encourage all children to speak and share their concerns. Help the victim to speak out and tell the person in charge or someone in authority. Create an open environment.
- Investigate all allegations, no matter how seemingly trivial, and take action to ensure the victim is safe. Speak with the victim and the bully separately.
- Ensure that all reports of suspected bullying are recorded in writing. 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.

- Keep records of what is said (what happened, by whom, when).
- Report any concerns to the Centre Manager or Director of Studies

**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. 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 Centre Manager or Director of Studies should be involved and they in turn will advise the Principal who will inform parents at home of what action is being taken and what has happened.

**Maintain confidentiality on a need to know basis only**

**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](http://www.childline.org.uk)

[www.bullying.co.uk](http://www.bullying.co.uk)

[www.gov.uk/bullying-at-school/the-law](http://www.gov.uk/bullying-at-school/the-law)