

Anti-Bullying Policy

Definition of Bullying:

Bullying is an abuse of power. It can be an act of aggression, causing embarrassment, pain or upset to someone. It can be planned and organized, or it may be unintentional. Bullying may be carried out by individuals or by groups. Bullying may be defined as any hurtful behaviour, usually but not exclusively repeated over a period of time, which intentionally hurts another person or group physically, emotionally or professionally. It is often difficult for those being bullied to defend themselves, and it is often motivated by prejudice.

Examples of bullying behaviour include:

- Physical (including sexual) abuse.
- Physical violence such as hitting, pushing or spitting.
- Verbal abuse: teasing, making offensive remarks, name-calling.
- Addressing another person with offensive names.
- Cyber-bullying, defined as the use of ICT by an individual or group with the intention to upset others. Examples include using social networking websites, mobile phones, text messaging, 'sexting', photographs, video and e-mail. This includes misusing technology (internet or mobiles) to hurt or humiliate another person.
- Tormenting or spreading rumours.
- Influencing a third party to tease or torment someone.
- Interfering with another person's property, by stealing, hiding or damaging it.
- Teasing or spreading rumours about another person or his/her family.
- Mocking another person's abilities and achievements.
- Writing offensive notes, graffiti or message about another person.
- Ridiculing another pupil's appearance, way of speaking, or accent.
- The unfair treatment of another person.

The Responsibilities of Staff

Our staff will:

1. Foster a supportive learning and work environment which raises learners' and colleagues' self-esteem, self-respect and respect for others.
2. Demonstrate by example high standards of politeness, personal and social behaviour.

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3. Discuss bullying with all students, so that every learner understands the damage it causes to both the person who is bullied and to the bully.
4. Discuss with students the importance of reporting any incidents of bullying to school staff.
5. Be alert to signs of distress and other possible indications of bullying.
6. Listen to reports of bullying, take what the victim says seriously and act to support and protect them.
7. Report suspected cases of bullying to the management.
8. Follow up any complaint about bullying, and report back promptly and fully on the action which has been taken.
9. Deal with observed instances of bullying promptly and effectively, in accordance with agreed procedures.
10. Keep a written record of any observed incidents of bullying.

The Responsibilities of Students

We expect our students to:

- Refrain from becoming involved in any kind of bullying, even at the risk of incurring temporary unpopularity.
- To treat all others in the school as they would wish to be treated themselves.
- Students must not place themselves at risk at any time.
- Report to a member of staff any witnessed or suspected instances of bullying, to prevent further instances.

Anyone who becomes the target of bullies should:

- Report any problems to a member of staff. This can be their class teacher or school management.
- Victims of bullying will be dealt with in a supportive manner, and have the right to make anonymous complaints against anyone who is treating them unfairly. All complaints will be addressed on a case-by-case basis and management will endeavour to take appropriate measures in all cases. Please see our 'Abusive Behaviour' policy for details of action.

Procedure for dealing with incidents of bullying behaviour

1. The victim will be interviewed by a designated member of staff and may be asked to write an immediate report of the events. The process of dealing with bullying will be explained. The victim is given support and advice, and counselling is suggested if deemed appropriate.
2. Once it is clear that a bullying offence has been committed, the bully and any others involved will be interviewed individually and may be asked to write a report of the events. The process of dealing with bullying will be explained clearly to them. It will be made clear why bullying is an unacceptable behaviour.

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3. An appropriate punishment will also be given. Support and counselling may be offered and, if appropriate, all individuals involved in the event will be brought together to resolve the situation. Persistent bullying may be dealt with under our safeguarding procedures.

Please read our Abusive Behaviour Policy for more information.

If the senior members of staff decide that the bullying is serious, or if it is repeated, then the following sanctions may be applied in accordance with inlingua Leeds's policies:

1. **Formal Warning:** The managers will speak to the individuals involved and where necessary will contact appropriate parties giving details of the offence and if possible, inviting them to inlingua Leeds to discuss the matter and to be present when their learner is given a Formal Warning.
2. **Suspension:** At the discretion of inlingua Leeds, the person guilty of a bullying offence may be suspended from lessons for a selected period of time.
3. **Exclusion:** At the College's judgement the person guilty of a bullying offence may be excluded from inlingua Leeds permanently.
4. **Reporting to External Bodies:** It may be necessary to inform our accreditors of situations involving bullying. In very serious cases, it may be necessary to make a report to the Police or Social Services.
5. **Monitoring:** After an incident of bullying has taken place at inlingua Leeds, all staff will be informed of the situation and asked to monitor the situation carefully to ensure it is fully resolved. Actions taken in response to any incident of bullying will be reviewed in staff and management meetings and an assessment of the effectiveness of any actions taken will be discussed. The College will raise awareness of the staff through training and take action to reduce the risk of bullying at the times and places where it is most likely to occur. The Anti- Bullying Policy will be reviewed annually.

