

Personal Harassment and Bullying Policy

Inlingua Leeds believes that the dignity of all students and staff must be respected. Staff and students should be courteous and considerate towards everyone and the school environment should be welcoming to all. All those working or studying here have a responsibility to establish and maintain an environment free from bullying and harassment. All forms of harassment or bullying are therefore unacceptable. Every student and member of staff is considered to be responsible for his/her own behaviour and for the impact which it has on others. Personal harassment or bullying is any kind of unwanted, unwelcome or uninvited act which makes the recipient feel uncomfortable, embarrassed, unsafe or frightened. Examples include:

- Suggestive or offensive remarks about physical appearance, gender, colour, ethnicity, sexuality or disability.
- Behaviour which excludes, disadvantages or isolates someone.
- Being looked at or touched or subjected to any unwanted sexual behaviour.
- Sexual images being displayed.
- Racist literature, language or behaviour whether in email, text or letter.

If you experience any type of harassment or bullying, or see this happening to another student, you should immediately

- Speak to your teacher or
- Speak to the Administrator and Welfare Officer, OR
- If you are not satisfied with the response, speak to the management straight away.

When you report instances, they will be kept confidential and you can be confident that these will be dealt with promptly and effectively.

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Management