

## **Bullying, Abusive Behaviour, Harassment & Victimisation Policy**

### **The purpose of this document is to ensure that:**

All students have an understanding of the meaning and nature of bullying, harassment and victimisation. All members of staff know what the LanguageUK policy is on bullying, harassment and victimisation of students and follow set procedures when it is reported. All students know what the school policy is and what they should do if an issue arises.

As this policy shows, we take all allegations of bullying or harassment very seriously at LanguageUK, and students should be assured they will be supported if they report any incidents. Bullying is not always easy to define, can take many forms and is usually repeated over a period of time.

LanguageUK will: take a preventive approach to protecting students from potential harassment and bullying, aiming to ensure that all members of the LanguageUK community feel valued through awareness.

LanguageUK will take all appropriate actions to address a students' concerns about harassment or bullying. We support individuals who report incidents and ensure they are clear about the steps they should take.

The health, safety and welfare of all students in the school is one of LanguageUK's highest priorities.

### **What is bullying?**

Bullying is unwanted, aggressive behaviour that involves a real or perceived power imbalance. The behaviour is repeated, or has the potential to be repeated, over time. Both those who are bullied and who bully others may have serious, lasting problems.

Bullying includes actions such as making threats, spreading rumours, attacking someone physically or verbally, and excluding someone from a group on purpose. Bullying can occur between fellow students or between staff and students.

### **Bullying and Abusive Behaviour may be:**

- Physical – pushing, kicking, hitting, pinching or any use of violence.
- Verbal – name-calling, sarcasm, teasing, insulting, making threats, spreading rumours, making comments which are racist, sexist or homophobic or which focus on disabilities or religious or cultural differences.
- Emotional – being unfriendly, excluding, tormenting, graffiti, gestures.

- Sexual – unwanted physical contact or comments of a sexual, sexist or homophobic nature.
- Electronic or cyber-bullying – which makes use of electronic forms of communication, such as text messaging, chat rooms, emails, or posting offensive materials on the internet.

**All of these will include:**

- Deliberate hostility and aggression towards a victim.
- A victim who is weaker and less powerful than the bully or bullies.
- An outcome which is always painful and distressing to the victim.

**Bullying and abusive behaviour may also include:**

- Other forms of violence.
- Sarcasm, spreading rumours, persistent teasing or theft.
- Tormenting, ridiculing and/or humiliation.
- Racial taunts, graffiti and/or gestures.
- Unwanted physical contact or abusive or offensive comments of a sexual nature.

**Prevention of bullying;**

LanguageUK aims to prevent bullying by:

- Promoting an environment where bullying is acknowledged and in which 'telling' is safe and acceptable.
- Building students' confidence by valuing them as individuals.
- Making students aware of expected and unacceptable standards of behaviour.
- Welcoming diversity.
- Expecting all staff to be a positive role model to students.
- Being vigilant to signs of unhappiness, distress or change in character of students ensuring adequate supervision of students.
- Being an associate member of the Anti-Bullying Alliance.
- Displaying anti-bullying posters in all school buildings.
- Making clear to students who they can speak to in the event that they are the victim of bullying.

**Victimisation**

This policy gives all LanguageUK staff and students the right to make a complaint if they feel that they, or someone else, is being bullied or harassed. If a person is mistreated because they have made, or are likely to make, a complaint, or have supported someone else in making such a complaint, this will be treated as victimisation.

### **What happens if I am being bullied or know someone who is?**

1. Bullying or threats of bullying must be investigated and quickly stopped. Please report any incidents to the DSP or Welfare Officer in Student Services, or to School Director Joanna Sessions if Verity is not available. Please do not feel alone. We will help you with your problem sensitively and professionally.
2. In serious cases of bullying, the incidents will be reported to the School Director and group leaders and, in extreme cases, the police will be called.
3. LanguageUK and the group leaders inform the parents of under-18 students.
4. An attempt will be made to help the bully or bullies change their behaviour.
5. LanguageUK will log and file all cases of bullying or harassment will be logged.
6. It is essential that clear and accurate records are kept regarding all welfare issues. Any disclosure of abuse from a student or another member of staff must be recorded in writing. This will cover:

- Student and staff details.
- Reason for the concern.
- Any apparent physical signs of abuse.
- An account given to the member of staff of abuse by the child concerned, as accurately as they are able to record it.
- Dates and times of incidents and of when notes were made.

### **Please note in serious cases students may be excluded from the school.**

Any incidents involving staff will be handled in accordance with LanguageUK's disciplinary procedure.

Juniors on the Faversham site must not only follow this policy but also the policy of the Abbey School.  
<http://www.abbeychoolfaversham.co.uk/info/statutory-key-policies>

We believe that the dignity of all students and staff must be respected. Staff and students should be courteous and considerate towards one another 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 unacceptable. Every student and member of staff is considered to be responsible for their own behaviour and for the impact it has on others.

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