



# **ANTI-BULLYING POLICY**

## **VERSION 2.1**



## CONTENTS

<b>Definitions .....</b>	<b>03</b>
<b>Rationale &amp; Scope.....</b>	<b>03</b>
<b>Guiding Principles.....</b>	<b>03</b>
<b>Relevant Legislation.....</b>	<b>04</b>
<b>Policy Statements.....</b>	<b>04</b>
1. Whole School Approach .....	04
2. Communication.....	04
3. Student Support.....	04
4. Preventative Measures .....	04
5. Dealing with incidents of bullying.....	05
6. CPD and training.....	05
7. Visitors to EC premises .....	05
<b>Roles and Responsibilities .....</b>	<b>05</b>
1. All staff .....	05
2. Operational Leadership.....	06
3. Centre Director/Centre Manager.....	06
4. Director of Studies .....	06
5. Teaching staff.....	06
6. Homestay Hosts .....	06
<b>Reference page.....</b>	<b>07</b>

## DEFINITIONS

### Bullying

Any deliberate hurtful behaviour, usually (not exclusively) repeated over a period of time, which intentionally hurts another individual or group physically or emotionally. It is often difficult for those being bullied to defend themselves. Bullying is often motivated by prejudice, e.g. race, religion, gender, sexual orientation.

### Bullying can be:

- **Physical:** pushing, kicking, hitting, pinching or any use of violence.
- **Verbal:** name-calling, sarcasm, spreading rumours, teasing.
- **Emotional:** excluding, tormenting (e.g. hiding books, threatening gestures, being unfriendly).
- **Online :** making unpleasant remarks about a student via email, forums or social networking sites, Mobile phones, text messaging, photographs, video and e-mail.
- **Racist/Sexist:** racial taunts, graffiti, gestures.
- **Sexual:** unwanted physical contact, abusive comments, Sexting.
- **Extortion :** demanding money or personal belongings with threats.

## RATIONALE & SCOPE OF THE POLICY

This policy applies to all members of the EC community (including staff, students, volunteers, visitors, partners) who work both inside and outside of EC premises, and sets out how EC discharges its responsibilities relating to the prevention of bullying in any form.

This policy has links with the wider safeguarding agenda; other relevant policies, external links and procedures are referenced on the final page of the document.

This policy will contribute to the safeguarding of pupils/students/staff at EC schools by:

- Providing a clear plan for the prevention of bullying at EC.
- Reducing the potential risks pupils/students face of being exposed to bullying.
- Assisting members of the EC community to deal with bullying if it occurs.
- Outlining responsibilities of all staff and specific roles.

## GUIDING PRINCIPLES

- EC is committed to providing a caring, friendly and safe environment for our students.
- Bullying of any kind is unacceptable at EC schools.
- All cases of bullying are serious, whether physical or emotional/psychological

## RELEVANT LEGISLATION

- **Children Act** 1989 and 2004
- **Education Act** 2002 and 2011
- **The Prevent Duty Guidance** 2015
- **Working Together to Safeguard Children** (2018), which sets out the multiagency working arrangements to safeguard and promote the welfare of children and young people and protect them from harm; in addition it sets out the statutory roles and responsibilities of schools.
- **Keeping Children Safe in Education** (2022) is statutory guidance issued by the Department for Education which all schools and colleges must have regard to when carrying out their duties to safeguard and promote the welfare of children.

## POLICY STATEMENTS

### 1. WHOLE SCHOOL APPROACH

- 1.1 All policies which address issues of power and potential harm, for example anti-bullying, equal opportunities, handling, positive behaviour, will be linked to ensure a whole school approach.
- 1.2 The Anti-Bullying policy cannot be separated from the general ethos of the school, which should ensure that students are treated with respect and dignity, taught to treat each other with respect, feel safe, have a voice, and are listened to.
- 1.3 EC staff members are advised to maintain an attitude of 'it could happen here' where bullying is concerned. When concerned about the welfare of a student/member of staff, staff members should always act in the best interests of the individual.

### 2. COMMUNICATION

- 2.1 The Anti-Bullying Policy is displayed within the school & Students' attention is drawn to it on their first day.
- 2.2 The idea that bullying is unacceptable is reinforced in the Student Code of Conduct and Staff Handbook.

### 3. STUDENT SUPPORT

- 3.1 Centres will ensure students know that there are people in the school whom they can approach if they are worried or in difficulty.
- 3.2 Opportunities will be provided for students to develop skills, concepts, attitudes and knowledge that promote acceptance and tolerance.

### 4. PREVENTATIVE MEASURES

#### **EC will take steps to help prevent bullying by:**

- 4.1 Instructing staff and students to pay attention to behaviour in classes and common areas, offices and on activities run by the school.
- 4.2 Promoting a positive atmosphere of mutual respect and tolerance.

- 4.3 Publishing and distributing a code of conduct for students.
- 4.4 Instructing staff and students on possible signs that an individual is being bullied.

## 5. DEALING WITH INCIDENTS OF BULLYING

### In dealing with incidents of bullying EC will:

- 5.1 Listen to and take all accusations seriously.
- 5.2 Reassure and support individuals involved.
- 5.3 Take written records of accusations or cases of bullying.
- 5.4 In the case of Under 18 students, inform agents and ask them to inform parents.
- 5.5 Consult the police if necessary and appropriate.
- 5.6 Take action immediately to make sure that the bullying behaviour stops.
- 5.7 Attempt to help the bully (or bullies) change their behaviour.
- 5.8 Expect a Bully to apologise and If possible/appropriate help individuals to reconcile.
- 5.9 In serious cases, impose sanctions on or expel bullies.

## 6. CONTINUOUS PROFESSIONAL DEVELOPMENT AND TRAINING

All staff members will receive appropriate training on Bullying, which is regularly updated. In addition, all staff should receive safeguarding updates that include Anti Bullying (for example, via email, e-bulletins and staff meetings), as required, but at least annually, to provide them with relevant skills and knowledge.

## 7. VISITORS TO EC PREMISES

Visitors will be made aware of EC's Anti-Bullying policy on arrival at the school and will be given information about what to do if they are concerned about any aspect of vulnerability.

## ROLES AND RESPONSIBILITIES

The following section outlines the roles and responsibilities of all EC staff together with role specific responsibilities in relation to this policy.

### ALL STAFF

#### All staff will:

- Have an understanding of what bullying is and be familiar with ECs Anti-Bullying policy.
- Pay attention to behaviour in classes and common areas, offices and on activities run by the school.
- Report any incidents of bullying that comes to their attention to the centre Director.
- Take any reports of bullying seriously.
- Promote a positive atmosphere of mutual respect and tolerance and challenge intolerance.

## OPERATIONAL LEADERSHIP

The Operational leadership are responsible for the approval of the Anti-Bullying Policy and for reviewing the effectiveness of the policy.

### **The Operational Leadership will ensure that:**

- EC has an Anti-Bullying policy and this is reviewed annually.
- Centres have procedures for dealing with incidents and allegations of bullying.

## CENTRE DIRECTOR/CENTRE MANAGER

### **The Centre Director/Centre Manager will:**

- Hold overall responsibility for the provision of safeguarding of staff, students and anyone else in the centre, including teachers, non-teaching staff, students and visitors, (including contractors).
- Ensure their centre has a designated member of staff who individuals can approach if they are worried or in difficulty and that this is signposted. Ensure the Anti-Bullying policy is displayed within the school and attention is drawn to this on student arrival.
- Ensure that the student code of conduct is distributed to students.
- Take written records of accusations or cases of bullying.
- Liaise with stakeholders, including agents and parents in cases of bullying.
- Consult the police if necessary and appropriate in cases of bullying.
- Take action immediately to make sure that bullying behaviour stops.
- Impose sanctions or expel individuals if necessary in cases of bullying.
- Report incidents of bullying to the Operational leadership, especially cases where a referral is made.

## DIRECTOR OF STUDIES

### **Director of Studies are responsible for:**

- Ensuring Anti-Bullying policies and procedures are highlighted to all academic staff.
- Instruct academic staff to pay attention to behaviour in classes and report any incidents of bullying that comes to their attention to the centre Director.
- Work with the Centre Director to take action immediately to ensure that bullying behaviour stops, including the imposing of sanctions or expulsion of individuals if necessary.

## TEACHING STAFF

### **Teaching staff will:**

- Pay attention to behaviour in their classes.

## HOMESTAY HOSTS

### **Homestay hosts will:**

- Support EC in promoting good practice and endorsing the Anti-Bullying Policy.
- Liaise with the Centre Director/Centre Manager on issues of bullying and the welfare of the students residing with them.
- Report any incidents of bullying that comes to their attention to the Centre Director/Centre Manager.

<b>Related Documents:</b>	<ul style="list-style-type: none"><li>• UK staff handbook</li><li>• Student code of conduct</li><li>• Preventing and tackling bullying advice</li></ul>
<b>Related Policies:</b>	<ul style="list-style-type: none"><li>• EC Safety and Child Protection Policy</li><li>• E-Safety Policy</li></ul>
<b>External Links:</b>	<ul style="list-style-type: none"><li>• <a href="http://www.cyberbullying.org">www.cyberbullying.org</a></li></ul>

\*\*\*Please report any issues, suggested amendments etc. using the email template here\*\*\*