



Leeds Language College Ltd.

## ANTI-BULLYING POLICY

### 1. Definition of Bullying.

**Bullying is an act of aggression, causing embarrassment, pain or discomfort to someone. It is an abuse of power. It can be planned and organised, or it may be unintentional. It may be perpetrated 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, professionally or economically. It is often difficult for those being bullied to defend themselves, and it is often motivated by prejudice.**

**Examples of unacceptable bullying behaviour include:**

1. Physical (including sexual) abuse
2. Verbal abuse: name calling, teasing or making offensive remarks
3. Cyber-bullying, which is defined as the use of ICT by an individual or group in a way that is intended to upset others. Examples include using social websites, mobile phones, text messaging, 'sexting', photographs, video and e-mail. Misusing technology (internet or mobiles) to hurt or humiliate another person.
4. Indirect emotional tormenting by excluding from social groups or activities and/or spreading malicious rumours,
5. Complicity that falls short of direct participation by, for instance, manipulating a third party to tease or torment someone. It may be overt and intimidatory but is often hidden and subtle.
6. Physical violence such as hitting, pushing or spitting,
7. Interfering with another person's property, by stealing, hiding or damaging it,
8. Using offensive names when addressing another person,
9. Teasing or spreading rumours about another person or his/her family.
10. Belittling another person's abilities and achievements.
11. Writing offensive notes, graffiti or messages (through all media) about another person,
12. Ridiculing another pupil's appearance, way of speaking, accent or personal mannerisms.

### 2. The Responsibilities of Staff

Our staff will:

1. Foster a 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 behavior,
3. Discuss bullying with all classes, so that every learner understands the damage it

4. causes to both the person who is bullied and to the bully,
5. Discuss with learners the importance of reporting any incidents of bullying to college staff,
6. Be alert to signs of distress and other possible indications of bullying,
7. Listen to reports of bullying, take what they say seriously and act to support and protect them.
8. Report suspected cases of bullying to the Principal, Vice-Principal and Director of Studies, Academic Executive, Administration Manager or Senior Teacher.
9. Follow up any complaint by a parent or family member about bullying, and report back promptly
10. and fully on the action which has been taken.
11. Deal with observed instances of bullying promptly and effectively, in accordance
12. with agreed procedures.
1. Keep a written record of any observed incidents of bullying.

### **3. The Responsibilities of Learners**

#### **We expect our learners to:**

1. Refrain from becoming involved in any kind of bullying, even at the risk of incurring temporary unpopularity.
2. Intervene to protect the person who is being bullied, unless it is unsafe to do so.
3. 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:**

1. Not suffer in silence, but have the courage to speak out, to put an end to their own suffering and that of other potential targets.

### **4. The Responsibilities of Parents**

1. We ask our parents to support their children and the college by:
2. Watching for signs of distress or unusual behaviour in their children, which might be evidence of bullying.
3. Advising their children to report any bullying to college staff and explain the implications of
4. allowing the bullying to continue unchecked, for themselves and for other pupils,
5. Advising their children not to retaliate violently to any forms of bullying,
6. Being sympathetic and supportive towards their children, and reassuring them that appropriate action will be taken,
7. Keep a written record of any reported instances of bullying Anti-Bullying Policy
8. Informing the college of any suspected bullying, even if their children are not involved;
9. Co-operating with the college, if their children are accused of bullying, try to ascertain the truth.

### **5. The Responsibilities of All**

#### **Everyone should:**

1. Work together to combat and, hopefully in time, to eradicate bullying.

## 6. PROCEDURES 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 account of events. The process for dealing with bullying will be explained. The victim is also given the opportunity to discuss their own reactions and behaviour towards the bully. 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 an account of events. The process for dealing with bullying will be explained clearly to them. It will be made clear why the behaviour was unacceptable.
3. A commensurate punishment will also be given. Support and counselling may be offered and, if appropriate, all parties brought together to resolve the situation. Persistent bullying may be dealt with under our safeguarding / child protection procedures.

**If the senior members of staff decide that the bullying is sufficiently grave, or if it is a repeat offence, the the following sanctions may be applied in accordance with the college code of conduct:**

1. **Formal Warning:** The Principal, Vice Principal and Director of Studies, Academic Executive, Administration Manager or Senior Teacher will speak to the parties involved and where necessary will contact parents or guardians giving details of the offence and inviting them in to the college to discuss the matter and to be present when their learner is given a Formal Warning.
2. **Suspension:** At the college's discretion the person guilty of a bullying offence may be suspended from lessons for a designated period of time.
3. **Exclusion** At the college's discretion the person guilty of a bullying offence may be excluded from the college permanently. Please refer to our Terms and Conditions, Code of Conduct and Disciplinary Procedure for further details.
4. **Reporting to External Bodies:** 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 the college all staff will be alerted to 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 key points from the college Code of Conduct, Rules and Regulations and Disciplinary Procedure will be distributed and discussed with all learners. There Anti-Bullying Policy will be reviewed annually.