

## **BULLYING, ABUSIVE BEHAVIOUR, HARASSMENT, VICTIMISATION AND PROCEDURE FOR REMOVAL OF A STUDENT**

### **Aim:**

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 responsible for their own behaviour and for the impact it has on others.

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

LanguageUK is committed to providing a safe, welcoming environment for all students and staff and will not tolerate any form of harassment or abusive or extremist behaviour. Students are expected to respect our core values, which include mutual respect, tolerance of differences, individual liberty, the rule of law and democracy.

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

All students understand 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.

LanguageUK takes all allegations of bullying or harassment very seriously, and students should be assured they will be supported if they report any incidents.

### **LanguageUK will**

- take a preventive approach to protect 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 student's concerns about harassment or bullying. We support individuals who report incidents and ensure they are clear about the steps they should take.

### **The following are not tolerated at LanguageUK**

- Bullying of any kind (physical or verbal).
- Racism (of other nationalities, cultures, or religions) and/or other forms of intolerance including but not limited to sexism and homophobia.
- Excessive and/or loud swearing.
- Sexual harassment of any kind.
- Aggressive behaviour towards staff, students, or visitors (e.g., shouting at other students inappropriately, kicking furniture).
- Violence or threats of violence towards staff, students, or visitors.
- Theft (stealing other people's property or LanguageUK property).
- Vandalism of the school's or another person's property (e.g., deliberately breaking, or damaging school furniture, computers, graffiti etc).
- The viewing or reading of extremist material, either online or in any other form.
- Any illegal activity.

- Activities which contradict core British values, in accordance with the Government's Prevent policy.

### 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 positive role models to students.
- Being vigilant to signs of unhappiness, distress or change in character of students.
- Displaying anti-bullying posters in all school buildings
- Making it clear to students who they can speak to if 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?

- Bullying or threats of bullying must be investigated and quickly stopped. Please report any incidents to the Designated Specialist Lead, advanced safeguarding person, or your teacher. Please do not feel alone. We will help you with your problem sensitively and professionally.
- In serious cases of bullying, the incidents will be reported to the Principal and/or Safeguarding&Welfare Lead and group leaders and, in extreme cases, the police will be called.
- LanguageUK and the student leaders will inform the parents if a student is U18.
- An attempt will be made to help the bully or bullies change their behaviour.
- LanguageUK will keep a log and file on all cases.
- Accurate records are kept regarding all welfare issues. Any disclosure of abuse from a student or another member of staff will be recorded in writing. This will cover:
  - Student and staff details.
  - Reason for the concern.
  - Any apparent physical signs of abuse.
  - An account is given to the member of staff of abuse by the student concerned, as accurately as they can record it.
- Dates and times of incidents and of when notes were made.

**Please note in serious cases of bullying and victimisation students may be excluded from the school with no refund**

Any incidents involving staff will be handled in accordance with LanguageUK disciplinary procedure by HR and the Principal.

**Important:** It is the school's decision if a student's behaviour is unacceptable or not. If a student's behaviour is unacceptable and they have not heeded verbal warnings given by LANGUAGEUK staff, the school will give them one written warning. If unacceptable behaviour occurs again, the school will order the student to leave the school immediately with no refund of any fees.

In addition, the school reserves the right to involve the police if it believes their assistance is required to maintain the peace or to investigate a suspected criminal incident.

**Policy October 2015**

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