

SELECT ENGLISH POLICY DOCUMENT

Reviewed: March 2024

Next review: March 2025

Select English is committed to providing a caring, friendly, and safe environment for all our students and staff. Bullying and harassment of any kind is not tolerated at our school. We expect all staff to be alert to bullying behaviour and to follow our procedures.

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, between staff and students or between staff members.

What is harassment?

Harassment is behaviour that violates an individual's dignity or creates a hostile, intimidating or degrading environment. Harassment is when unwanted behaviour is related to one of the following protected characteristics:

- Age
- Sex
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sexual orientation

Harassment is against the law.

Bullying and harassment 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 or jokes of a sexual, sexist, or homophobic nature; inappropriate remarks about someone's body or appearance; questions about private relationships or personal matters; displaying explicit or inappropriate material; offensive gestures or suggestive expressions
- **electronic or cyber** – bullying which makes use of electronic forms of communication e.g. text messaging, chat rooms, emails, posting offensive materials on the internet

Prevention of bullying and harassment

Select English aims to prevent bullying and harassment by:

- promoting an environment where bullying is acknowledged and in which 'telling' is safe and acceptable
- building the confidence of students and staff by valuing them as individuals
- making students and staff aware of expected standards of behaviour and unacceptable behaviour
- welcoming diversity
- expecting all staff to provide a positive role model to students
- ensuring clear communication between staff regarding student behaviour

- Being vigilant to signs of unhappiness, distress or change in character of students ensuring adequate supervision of students
- Making clear to students and staff who they can speak to if they are the victim of bullying
- Giving advice on online safety and what to do in the event you receive negative contact online

Procedure

When bullying or harassment is identified or suspected, the following action should be taken immediately:

- a senior member of staff should be informed (Director, Director of Studies or Course Director). This person will then inform any other relevant members of staff.
- the victim should be reassured and kept safe. Bullying can become a child protection issue, and, in this case, the Designated Safeguarding Lead should be informed, and the school's Child Protection and Safeguarding policy should be referred to.
- If the victim is an adult who is vulnerable due to special educational needs or other disabilities, the designated Safeguarding Lead should also be informed
- Where appropriate, all those involved should be interviewed by a senior member of staff and written accounts recorded.
- Depending on the ages of the students involved, parents / guardians / agents may be notified.
- Students who are found to have been bullying others will be given advice and support to help them manage their behaviour.

Student Sanctions

A verbal warning and a reminder of the school's code of conduct will always be given. In addition, the following sanctions may also be applied, depending on the seriousness of the bullying or harassment:

- A formal written warning
- Involvement of parents or guardians
- Exclusion from classes or the school
- Reporting to the police

Select English acknowledges that bullying or harassment may not always take place amongst fellow students and can occur between students and staff, and between fellow staff members. This may include administration or teaching staff, House Managers, or the maintenance team.

If bullying or harassment is identified or suspected between a student and a member of staff or between fellow staff members, the procedure above will be followed. However, the following sanctions may be applied to a staff member:

- A written warning

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- Termination of their contract
- Reporting to the police