

Excel English

Anti-Bullying Policy

Statement of Intent

Excel English is committed to providing a caring, friendly and safe environment for all of our staff, and for our students so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our school (this includes our Facebook page and other social media platforms). If bullying does occur, all students should be able to tell and know that incidents will be dealt with promptly and effectively. We are a *TELLING* school. This means that *anyone* who knows that bullying is happening is expected to tell the staff.

What Is Bullying?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim. It can happen in person, through text messages, and online (cyber-bullying)

Bullying can be:

- **Emotional** being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
- **Physical** pushing, kicking, hitting, punching or any use of violence
- **Racist** racial taunts, graffiti, gestures
- **Sexual** unwanted physical contact or sexually abusive comments
- **Homophobic** because of, or focussing on the issue of sexuality
- **Verbal** name-calling, sarcasm, spreading rumours, teasing

Why is it Important to Respond to Bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Pupils who are bullying need to learn different ways of behaving.

Schools have a responsibility to respond promptly and effectively to issues of bullying.

Objectives of this Policy

- All managers, academic and administrative staff, accommodation providers, students and Educational Consultants should have an understanding of what bullying is.
- All managers, academic and administrative staff should know what the school policy is on bullying, and follow it when bullying is reported.
- All students and Educational Consultants should know what the school policy is on bullying, and what they should do if bullying arises.
- As a school we take bullying seriously. Students and Educational Consultants should know that they will be supported when bullying is reported.
- Bullying will not be tolerated.

Signs and Symptoms

A student may indicate by signs or behaviour that he or she is being bullied. Staff and accommodation providers should be aware of these possible signs and that they should investigate if a student:

- is frightened of walking to or from school
- doesn't want to go on the bus or on social activities with other students
- changes their usual routine
- is unwilling to go to school
- begins to miss lessons
- becomes withdrawn anxious, or lacking in confidence
- starts stammering
- attempts or threatens suicide or runs away
- cries themselves to sleep at night or has nightmares
- feels ill in the morning
- begins to do poorly in lessons or homework
- comes back to the homestay with clothes torn or books damaged
- has possessions go "missing"
- asks for money or starts stealing money (to pay bully)
- has monies continually "lost"
- has unexplained cuts or bruises
- comes home starving (money / lunch has been stolen)
- becomes aggressive, disruptive or unreasonable
- is bullying other students
- stops eating
- is frightened to say what's wrong
- gives improbable excuses for any of the above

These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated

Procedures

1. Report bullying incidents to staff
2. In cases of serious bullying, the incidents will be recorded by staff
3. In serious cases ECs should be informed and will be asked to discuss the problem via Skype or email.
4. If necessary and appropriate, police will be consulted
5. The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly
6. An attempt will be made to help the bully (bullies) change their behaviour

Outcomes

1. The bully (bullies) may be asked to genuinely apologise. Other consequences may take place.
2. In serious cases, suspension or even exclusion will be considered
3. If possible, the students will be reconciled
4. After the incident / incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.

Prevention

We will use approved methods for helping students to prevent bullying. As and when appropriate, these may include:

- writing a set of school rules
- signing a behaviour contract
- making up role-plays
- having discussions about bullying and why it matters