



New Forest Language School

Where English doesn't stop in the classroom!

ANTI-BULLYING POLICY

Statement of Intent

New Forest Language School is committed to creating an atmosphere within our services for children and young people that explicitly acknowledges that any bullying is unacceptable. All staff and volunteers must have measures in place to prevent and/or respond to observed or reported bullying.

Where bullying is suspected, observed or reported it must be dealt with as a serious concern.

This policy statement has been agreed by the Directors of New Forest Language School and is mandatory for all activities and services supporting children.

This policy supports the following New Forest Language School policies:

- Safeguarding and Child Protection
- Code of conduct
- Complaints
- Health and Safety

Guidelines

Definition: bullying is deliberate, offensive, intimidating, malicious, abusive or insulting behaviour which makes the individual feel upset, threatened, humiliated or vulnerable.

Bullying can be:

- emotional – being unfriendly, excluding, tormenting (i.e. taking another's belongings, abusive notes or graffiti)
- 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
- discriminatory – about disability, gender, age or other differences
- verbal – name-calling, sarcasm, spreading rumours, teasing
- cyber – all areas of internet, such as email and internet chat room issues
- mobile – threats by text messaging and calls
- misuse of associated technology i.e. camera and video facilities

A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs.

Why is it important to respond to bullying?

Bullying can frequently be underestimated. It can cause considerable distress to children, to the extent that it affects their health and development or, at the extreme, cause them significant harm (including self-harm).

Staff will encourage children to reduce incidences of the above behaviours by:

- role modelling acceptable behaviour
- teaching appropriate methods of communication
- offering motivation for the individual to work with others
- building tolerance of group situations
- ensuring each child is aware of the complaints procedure and how to access support

Any child who has been subjected to bullying-type behaviour will be supported, and staff will undertake a risk assessment to ensure that the victim, other children and the perpetrator are kept safe.

How to react if you suspect bullying

1. Investigate all reports, however seemingly trivial.
2. Ensure that all reports of suspected bullying are recorded in the Accidents & Incidents Book. Ensure also that the follow up and resolution / consequence is recorded.
3. Once it has been established that bullying has taken / is taking place, refer the incident to a staff member or one of the Directors. With the staff member or Director, explain to the person acting unkindly that their actions are unacceptable and tell them the effect it has had on another / others.
4. Ask them to consider an appropriate way of putting things right and, if necessary support them in carrying out an apology.
5. Ensure that any apology / reconciliation is done with New Forest Language staff present so that it can be accurately recorded.
6. Alternatively, bring both parties (bully and bullied) together for a “no blame” meeting. The aim is to clarify the situation through discussion and allow both sides to work out a solution that is satisfactory to them both. This will be recorded and signed by a staff member.
7. Send details to the Safeguarding Children Co-ordinator of New Forest Language School who will inform parents of both parties what has happened and how it has been resolved.
8. If, after this meeting, the bullying continues then it must be seen as deliberate or that the perpetrator (for example if suffering from fits of anger) is unable to control himself or herself. The Safeguarding Children Co-ordinator will take immediate action to protect the bullied person and will begin procedures to restrict the activities of the bully. New Forest Language School will keep parents of both parties fully informed.
9. Any further incidents of bullying by the same person will result in them being sent home as quickly as possible.

Prevention

New Forest Language School expects all students to be aware of our behavioural expectations and classroom rules during our courses.

Monitoring and review

The Directors of New Forest Language School are responsible for monitoring the effectiveness of the Policy and other guidelines via staff observations, feedback and consultation with children and volunteers.

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