



Anti-Bullying Policy

Statement of intent

Millfield English Language Holiday Courses (MELHC) is committed to providing its pupils with a caring and homely environment within which individuality can flourish, allowing them, without hindrance, to live their lives to the full. Everyone has the right to be treated with kindness and respect and to be properly supported. Consequently, bullying of any kind is deemed unacceptable and will always be taken seriously and acted upon.

Definition

Bullying is not often described as a one-off argument with a friend and is often defined as:

- Appearing in a range of behaviour including physical, verbal, emotional, sexual, racial, homophobic and cyber
- Relating to/appearing in racial, religious, cultural, sexual/sexist, homophobic, special educational needs, disability and cyber areas or contexts
- Aggressive or insulting behaviour that intentionally hurts or harms
- Taunts, graffiti or gestures which relate to the themes mentioned above
- Persistent humiliation of others, or excluding others from groups
- Being deliberately hurtful to others whether physically or verbally
- Repeated over time and consistently
- When it is difficult for the individual being bullied to defend himself/herself
- Inciting others to join in a deliberate campaign

Bullying can take different forms, including but not limited to:

- **Emotional:** Being unfriendly, not including others on purpose, tormenting others e.g. threatening others
- **Physical:** Pushing, kicking, hitting, punching or any use of violence
- **Verbal:** Name-calling, sarcasm, spreading rumours or lies about someone or teasing
- **Racial:** Racial name calling, skin colour, religion, fashion, graffiti, gestures
- **Sexual:** Unwanted physical contact or sexually abusive comments
- **Homophobic:** Focusing on issues relating to same sex relationships
- **Cyber-bullying:** Intimidation and abuse via electronic means (text, e-mail, social networking sites) as well as camera and video facilities.



MELHC's anti-bullying aims and objectives

- To prevent all forms of bullying including but not limited to verbal, physical, sexual/sexist, emotional, cyber, religious, racial and cultural
- To challenge bullying effectively
- To improve the safety and happiness of pupils and to ensure that students and staff can work in an environment together without fear of being bullied
- To make it clear that bullying is unacceptable
- To take action in the event of bullying

Implementation

These aims will be met by:

- Clarifying what bullying is and identifying typical behavioural characteristics of the bullied and bullies
- Giving clear procedures to follow when an alleged incident of bullying occurs
- Reviewing and monitoring the effectiveness of this policy and its procedures
- To confirm frequently through house and school pastoral teams that pupils will always be supported if bullying is reported
- To ensure that whenever it becomes apparent or known that bullying is happening, someone is told about it and something is done

Procedures for preventing bullying

MELHC will do everything within its power to ensure that bullying does not take place within any of its campuses. MELHC will prevent bullying by:

- Encouraging tolerance and respect for cultural/racial or any other form of an individual's make up
- Ensuring that all staff are aware of our anti-bullying policy and know how to deal with incidents of bullying
- Identifying causes of bullying in an attempt to reduce them
- Reinforcing MELHC's ethos and zero tolerance approach to bullying
- Closer communication between staff to identify potential problems and to reinforce MELHC's ethos
- Observing behavioural patterns
- Emphasising the link between behaviour and consequences
- Emphasising respect for self and others and for MELHC's Code of Conduct



- Teaching children to take responsibility for their actions
- Making children aware of the seriousness of bullying, including the potential of causing psychological damage and/ or inducing suicidal behaviour
- Creating a positive ethos with high expectations of good behaviour
- Fostering a caring atmosphere
- Building self-esteem – thus avoiding children becoming ‘victims’
- Praising good behaviour as often as possible
- Being fair and showing an interest in all children
- Insisting on children telling the truth
- Talking with children about behaviour
- Having clear classroom and activity based routines
- Ensuring good supervision at all times
- Ensuring that the children know that bullying will not be tolerated
- Ensuring proper procedures are in place to deal with disputes between adult members of the school community

Procedure for dealing with bullying

MELHC has strict procedures in place to deal with bullying:

- If an allegation of bullying is made by a student, then the member of staff receiving the allegation should establish the level of anxiety. If the level of anxiety is low, then staff should restore peace through verbal communication with both the complainant and the accused.
- Students must be made aware that they will always be listened to by all staff members.
- If the level of anxiety is significant, a written statement may be taken from the student (signed and dated) by the member of staff fielding the allegation. If suspicions are raised by staff or parents, this should also be recorded in writing
- The allegations and evidence should then pass to the Residential Coordinator or the Pastoral Manager.
- The **Residential Coordinator or Pastoral Manager** should then offer to conduct a full investigation into the matter. This investigation will include witness statements, and the questioning of the alleged perpetrator.
- MELHC Staff will ask the alleged perpetrator how they can put things right and encourage them to understand how the victim feels.
- If a group are involved in bullying, each member will be spoken to individually and, if appropriate, asked to write an account of their version of what happened, then they will be seen together to discuss the incident.
- The **Residential Coordinator or Pastoral Manager** may then wish to seek the advice and support of the **Pastoral Compliance Manager** during the investigation, and must refer



the case to the **Centre Manager, MELHC Manager and Director of Holiday Courses** in the case of serious bullying being proven.

- In most cases, the **Residential Coordinator, Pastoral Manager and Pastoral Compliance Manager** will agree on the appropriate course of action.
- Support will be provided for both the bullied child and the bully.
- In a case of serious bullying being proven, the **Pastoral Compliance Manager, Centre Manager, MELHC Manager and Director of Holiday Courses** will determine appropriate sanctions for the perpetrator (this is likely to be withdrawal from activities, excursions/events or in extreme cases expulsion from the language course).
- Parents and Agents will be informed and in serious cases be invited to discuss the matter and its resolution.
- All staff will make accurate records of interviews and also record the process followed in each case.
- Written records will be kept of incidents, investigations and outcomes.
- Incidents will be followed up to ensure there is no re-occurrence.