



## ANTI-BULLYING POLICY

### We do not tolerate bullying in this school

Twin English Centres is committed to providing a caring, friendly and safe environment for all of our students, so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at the school. Staff, homestay hosts, or students who suspect that bullying is occurring should report this immediately and in the first instance to the Head of Student Services or any member of Twin 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.

Bullying can be:

- Emotional: being unfriendly, excluding others, tormenting (e.g. hiding books, threatening gestures), making fun of others
- Physical: pushing, kicking, hitting, punching or any use of violence
- Racist: negatively focusing on other people's race/culture
- Sexual: making unwanted physical contact or sexually abusive comments
- Homophobic: focusing negatively on other people's sexuality
- Verbal: name-calling, sarcasm, spreading rumours, teasing
- Cyber: all areas of internet, such as email and internet chat room misuse (social media), mobile threats by text messaging and calls, misuse of associated technology, i.e. camera and video facilities

### Who do you tell?

If any of the above types of behaviour are happening to you, or to anyone else you know, you must tell someone. Anyone who knows that bullying is happening is expected to report it. You can tell your teacher, your homestay host, the Student Services team, the DoS, or any other member of staff. If you cannot say it, write it down for someone.

You can also call Childline, an independent charity, at any time and in complete confidence on 0800 1111. Or you can visit [www.childline.org.uk](http://www.childline.org.uk) where you can chat to a counsellor online.

### Student Dismissal

In the case of bullying, Twin reserves the right to terminate the student's course, exclude the student from the school and remove them from any accommodation contracted by the school. Any refund of fees will be at Twin's discretion.



## ANTI-BULLYING GUIDELINES FOR STAFF

Please make sure you read the following information on bullying and adhere to the guidelines suggested. If you have reason to believe a student is being bullied, please let Student Services team or the Director of Studies know immediately.

### What are the features of bullying?

- It is deliberate, hurtful behaviour
- It is repeated
- It is difficult for those being bullied to defend themselves

### Signs and Symptoms

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

- is frightened of walking to or from school
- begs to be driven to school
- changes their usual routine
- is unwilling to go to school (school phobic)
- begins to truant
- 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 school work
- comes home with clothes torn or books damaged
- has possessions which are damaged or "go missing"
- asks for money or starts stealing money (to pay bully)
- has other monies continually "lost"
- has unexplained cuts or bruises
- becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings
- stops eating
- is frightened to say what is wrong
- gives improbable excuses for any of the above
- is afraid to use the internet or mobile phone
- is nervous and jumpy when a cyber message is received
- has poor social skills
- lacks the confidence to seek help
- has no support of the teacher or classmates who may find them unappealing
- blames themselves and think it's their own fault
- is desperate to 'fit in'. It is unlikely that they will seek help



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

#### **Profile of a bully (things to look out for)**

- They are often attention seekers
- They will establish their power base by testing the response of the less powerful members of the group, watching how they react when small things happen
- They find out how staff react to minor transgressions of the rules and wait to see if the 'victim' will complain. It is important that all staff remain vigilant and consistent.
- They bully because they believe they are popular and have the support of the others.
- They keep bullying because they think the behaviour is exciting and makes them popular.

#### **Profile of a victim (things to look out for)**

- They often have poor social skills
- They lack the confidence to seek help
- They don't have the support of staff or other students who may find them unappealing
- They are desperate to 'fit in'
- It is unlikely that they will seek help
- Students experiencing cyber bullying may constantly check their phone

#### **What can you do to prevent it?**

- Ensure the school is free from ridicule, harassment and isolation
- Make sure learning takes place in a supportive environment
- Take immediate action if bullying is suspected
- Encourage students to report bad behaviour without fear of retribution
- Notice when a student is isolated or withdrawn
- Discourage victims from retaliating
- Ensure basic codes of behaviour are enforced
- Look out for signs of cyber bullying, which may be harder to spot

#### **Taking action against bullies - Teachers and Activity Leaders**

- Take the bully to the Student Services office
- Ensure they know why they are being excluded
- If necessary, provide a safe place for the victim and ensure a member of the management team is available to listen
- Ask peers to help the victim
- Ask your colleague to watch your class/activity while you explain the problem to the Manager
- Give as much information about the situation as clearly and concisely as you can. Try to give an objective account of what happened without passing judgement.
- Act immediately – do not wait until the end of the lesson/activity

#### **Taking action against bullies- Management team**

- Concentrate on the immediate problem
- Give the bully a few minutes to reflect on why he/she is being excluded
- Discuss the accusations with the bully and try to understand why the incident(s) happened
- Try to be fair - remember there are two sides to every story



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- Ask the bully to apologise to the victim
- Explain what will happen if further incidents occur (e.g. informing the parents; exclusion from the school)
- If appropriate, ask them to write a letter home explaining what happened and send it to the parents
- Ensure the Group Leaders (of both the bully and the victim) are aware of the problem
- Continue to monitor the situation. Check regularly with the victim that no further incidences have occurred.
- An attempt should be made to help the bully (bullies) change their behaviour
- If a student continues to offend, contact parents/agents/representatives and ask to discuss the problem
- If necessary and appropriate, police will be consulted
- If the case is serious enough, it may be decided to exclude the student from the school and send them home at their expense.