

Anti-bullying policy for adult students at the International College

1. What is bullying?

- a) Bullying is behaviour, usually repeated over time, which intentionally hurts another individual or group, physically or emotionally.
- b) Bullying includes: name-calling; taunting; mocking; making offensive comments; kicking; hitting; pushing; taking belongings; inappropriate touching; producing offensive graffiti; spreading hurtful and untruthful rumours; or always leaving someone out of groups.
- c) Cyber-bullying is becoming increasingly common. This can involve sending inappropriate, or hurtful text messages, emails, instant messages, or posting malicious material online (e.g. on social media), or sending or posting offensive or degrading images and videos.
- d) In the St Clare's context, students are potentially vulnerable since they are entering an unfamiliar culture, living away from friends and family, given greater freedom than at home and studying in a second language.
- e) They may, therefore, be subject to bullying on grounds of racism or religion, sexuality or sexism or homophobia, or academic achievement or linguistic ability.

2. What is our responsibility?

- a) Every student at St Clare's, whether under 18 or over 18 year of age, should feel safe to learn and socialise. Each should be safe from victimisation and discrimination in class or outside, in the residences or homestay, and on activities and excursions.
- b) However, bullying can happen anywhere and, although rare at St Clare's, it is crucial that members of staff know the signs to look for and the procedures to follow if they become aware of incidents.
- c) Tackling bullying is the responsibility everyone who works at St Clare's. This means not only the personal tutor, house warden and Accommodation and Welfare Officer but teachers, administrators and support staff.

3. What is the St Clare's approach to 'anti-bullying'?

- a) The college mission is 'to promote international education and understanding' and this ethos encourages a safe environment where fairness and respect are valued and prejudice challenged.
- b) The Designated Safeguarding Lead coordinates 'anti-bullying' and co-ordinates policy.
- c) The Staff Code of Conduct outlines in detail the core values for relationships between staff and students and between students themselves.
- d) The House Rules for Senior Residences outline the need 'to show respect for fellow students and for the international community' and stress that living in an international community 'requires tolerance and good humour', and 'consideration for others'.
- e) The Welcome documentation clarifies college policy and provides advice that 'if you think you may be the victim of bullying or sexual harassment' you should 'speak to a member of staff who will report your concerns to the Director of Courses'.

4. What to do if you hear about 'bullying'?

- a) When bullying does occur, a clear consistent response is essential. There are many different ways in which staff can respond to bullying, however the goals of any intervention should always be the same: to make the victim safe; to stop the bullying, and change the bully's behaviour; to make clear to every student that bullying is unacceptable; and to learn lessons from the experience that can be applied in future.
- b) The Course Director, in consultation with the Designated Safeguarding Lead, will hold separate meetings with the person who is being bullied and those suspected of the bullying. Mediation leading to reconciliation is always the first measure. Persistent bullying will normally involve discussions with the parent or agent/guardian and those involved will be requested to sign a commitment to reform. Relationships will be monitored at regular intervals and, in extreme cases, a student may be asked to leave college.

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