

Anti-bullying policy : International College & Short Courses

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, offensive graffiti, spreading hurtful and untruthful rumour, or isolating or ostracising.
- c) Cyber-bullying is becoming increasingly common. This can involve sending inappropriate, or damaging text messages, emails, instant messages, or posting malicious material online (e.g. on social networking websites), or sending or posting offensive or degrading images and videos.
- d) Bullying may have deep roots and challenge the four core values of this country – democracy, the rule of law, individual liberty and mutual respect and tolerance. It may include racism or religion, sexuality or sexism or homophobia, or academic achievement or linguistic ability.

2. What is our responsibility at St Clare's?

- 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) However, our students are potentially vulnerable: they are entering an unfamiliar culture, living away from friends and family, given greater freedom than at home and studying in a second language.
- c) Regrettably, bullying can happen anywhere and, although rare at St Clare's, each individual student must feel safe to learn and socialise. Any victimisation and discrimination in class or outside - in the residences or homestay, and on activities and excursions - must be dealt with firmly and at the time.
- d) It is the responsibility of everyone who works at St Clare's to look for signs of bullying and stop it at source. This means not only the accommodation and welfare officer but teachers, administrators and support staff across the sites.

3. What happens if there is bullying?

- a) The Designated Safeguarding Lead (DSL) coordinates 'anti-bullying' policy with support from ADSLs, as appropriate.
- b) The policy is disseminated to staff and students in the following ways: the Code of Conduct for staff and Inductions programmes; the Code of Conduct for students appropriate to each age group plus the presentation at the Welcome Meeting.
- c) Life Skills training is part of the educational programme for all students. This includes sessions on anxieties, emergencies and safety through quizzes, activities and role play scenarios.
- d) When bullying does occur, a clear consistent response is essential. Staff may respond in different ways to incidents but the goals of any intervention should always be:
 - to make the victim safe;
 - to stop the bullying, and change the bully's behaviour;
 - to make clear to every learner that bullying is unacceptable; and
 - to learn lessons from the experience that can be applied in future.
- e) The Course Director, in consultation with the DSL, will:
 - hold separate meetings with the victim(s) and those suspected of the bullying;
 - mediate and attempt reconciliation whenever possible;
 - contact the parent or agent/guardian as appropriate;
 - monitor relationships at regular intervals and withdraw the perpetrators in extreme cases.