



BULLYING AND HARASSMENT POLICY

APPROVED BY:

LAST UPDATED:

NEXT REVIEW DUE:

RESPONSIBILITY FOR REVIEW:

STATEMENT OF INTENT:

Cavendish School of English is committed to maintaining a safe and healthy environment for all staff and students, and this policy explicitly acknowledges that all forms of abusive behaviour are unacceptable. All staff and students have measures in place to report and/or respond to observed abusive behaviour.

Employees and students taking part in abusive behaviour will be subject to disciplinary action.

PURPOSE OF THE POLICY:

To outline how Cavendish School of English manages any suspected incidents of abusive behaviour.

This policy supports the following policies:

- Safeguarding
- Health & Safety
- Code of Conduct
- Complaints

Scope:

There is no single legal definition of abusive behaviour but it can include:

- emotional – being unfriendly, excluding, tormenting
- physical – pushing, kicking, hitting, punching or any use of or threat of violence (e.g. raising a fist)
- sexual – unwanted physical contact or sexually abusive comments
- verbal – swearing at someone, 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 e.g. camera, video facilities and upskirting.
- discriminatory - any conduct related to gender, sexual orientation, gender reassignment, pregnancy, marital status, disability, age, race, nationality, religious belief or trade union membership that has the purpose or effect of either violating the dignity of an individual or creating an intimidating, hostile, degrading, humiliating or offensive atmosphere for an individual

How:

If an individual uses or threatens violence, or is witnessed using abusive language to another person, they are to report it immediately to a senior manager. Other patterns of abusive behaviour are less obvious and may need to be investigated.

How to react if you suspect abusive behaviour:

1. Investigate all reports, however seemingly trivial
2. Once it has been established that bullying/harassment has taken / is taking place, refer the incident to one of the Directors. The Director will decide the appropriate course of action up to calling the Police.
3. In all proven situations of bullying and harassment involving staff, the Director will apply the Cavendish Staff Disciplinary policy, the action taken will depend the seriousness of the situation. If there is the possibility of some form of reconciliation and subject to the agreement of the victim, the following steps may be taken.
4. When appropriate and with Director, explain to the person acting unkindly that their actions are unacceptable and tell them the effect it has had on another / others. The Director will make the decision
5. Ask them to consider an appropriate way of putting things right and, if necessary support them in carrying out an apology.
6. Ensure that any apology / reconciliation is done with Cavendish School of English staff present so that it can be accurately recorded.
7. 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.
8. In the case of the student being under 18 send details to the Welfare Officer who will inform parents of those involved what has happened and how it has been resolved.
9. 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 Welfare Officer will take immediate action to protect the bullied person and will begin procedures to restrict the activities of the bully. Cavendish School staff will keep parents of the parties aged under 18 fully informed.
10. In the case of students any further incidents of bullying by the same person will result in their being sent home as quickly as possible. In the case of staff the disciplinary procedure will be implemented, which may result in dismissal.

Prevention:

Cavendish School will ensure that all staff and students are aware of the behavioural expectations when attending or working at Cavendish itself and its associated activities.

MONITORING AND REVIEW:

The Policy will be subject to annual review.