

## **Guidance for Staff on Dealing with Alleged Abuse (including bullying)**

CRB (Criminal Records Bureau) checks are in place to ensure that staff and host families employed by ETC “do not have a history that would make them unsuitable for posts they are trying to fill”.

**Staff need to look for visible signs that students or staff members might be suffering abuse of some kind, including sexual harassment, bullying or racial abuse:**

- Physical (bruises, other injuries).
- Behavioural (mood swings, aggression, changes in behaviour, tearfulness, withdrawal, etc).

**Attention should also be paid by staff to all methods of feedback that might suggest that some kind of abuse is taking place. For instance, staff should monitor:**

- Classwork / homework.
- Tutorial records.
- Questionnaires.
- Comments from the student(s) involved to staff members.
- Comments from other students.
- Comments from host families.

## **Anti Bullying / Anti Abuse Policy**

### **Vision**

The Directors of ETC International College believe that all students and staff have the right to operate in a safe and supportive environment and that all members of the college community (including students, staff, parents / guardians and representatives) have a responsibility to eliminate bullying.

### **General Principles**

The College’s ethos is that bullying behaviour in any form is unacceptable, that all students and staff will be vigilant in identifying vulnerable individuals and incidences of bullying. Where bullying occurs, appropriate and prompt remedial action must be taken to work with victims, bullies and any other parties affected. Any disciplinary action considered appropriate must be fair, consistent and proportionate.

### **Definition of Bullying**

Bullying is the persistent causing of distress to another person by words, looks and / or actions, including cyber bullying, or the perceived fear of such. Isolated incidents of spiteful or harmful behaviour do not constitute bullying.

Rather, it is the sustained targeting of an individual or group by another which converts such occurrences into bullying. Although in most cases deliberate, it is nonetheless possible that a bully is unaware of the level of distress caused. This can depend on the sensitivity and vulnerability of the victim.

### **Strategies**

The ETC “Code of Conduct” details the standards of behaviour expected from all students in their relationships with other members of the school community. This will be reinforced by staff during lessons, pastoral activities and during the induction process.

Students will be encouraged to identify bullying – whether experienced by themselves or observed where directed at others – and refer such behaviour to a member of staff so that appropriate action can be taken.

### **Responsibilities**

The Director will ensure that this policy is consistently implemented, with agreed strategies and adequate staff training to ensure identification and resolution of bullying. This policy should be reviewed every 3 years.

## **Anti Bullying / Anti Abuse Procedure**

Any member of staff noticing any signs that bullying or abuse might be taking place should inform the Accommodation and Welfare Manager, the Lead Safeguarding Officer, the Director of Studies or another member of the management team **immediately**.

If a member of staff witnesses any form of abuse, bullying or other anti-social behaviour, they should attempt to tackle the behaviour, calm the situation if this can be done at no risk to themselves and inform one of the staff members mentioned above as soon as this is practical.

If further assistance is needed, please contact Reception immediately. Reception staff should inform the Director or Principal **immediately** and in extreme cases contact the Police or other emergency services by telephone.

An element of discretion should be applied, based on the severity of the incident(s) observed.

If an incident takes place in class or during a social activity, it may be appropriate to issue a warning in class or to ask the student to leave the class / activity. (However, if the aggressor is a junior student, aged under 18, he or she should not be asked to leave if he or she might conceivably be put at risk him or herself).

In any case, the incident should be noted on the class register / activity record sheet in case of repetition.

The teacher or activity leader does not have overall responsibility for the resolution of the problem but the Accommodation and Welfare Manager, the Lead Safeguarding Officer, the Director of Studies or another member of the management team must be informed in case further action is needed.

In some cases, (eg. racism or excessively personal comments), the decision may be taken to expel the student immediately by the Director of Studies, the Principal or the Director.

All staff must remain vigilant for behaviour that could be considered to be offensive to another member of the college.

**Points to remember when dealing with bullying / abusive behaviour:**

- the needs of the complainant are uppermost.
- you cannot promise to keep a secret for a student before you know what the issue is. You must inform the student that you may have to speak to another member of staff in their own interests.
- you are not responsible for the resolution to the problem but you are responsible for reporting it to your line manager.
- bullying or other forms of unwelcome behaviour may be carried out against a student or staff member outside of the college. If you have any reason for believing that there may be a problem, please share your concerns with a member of management.

In developing and implementing this policy and procedures, careful consideration will be given to any adverse impact that there may be on any particular groups based on issues of diversity and the need to eliminate any such adverse impact. This policy has been assessed for negative impact on diversity.

**Updated: May 2012.**

**(Due for review: May 2015).**