



The Cambridge Centre for Languages **Anti- Bullying Policy & Procedures 2023**

Policy

We are committed to providing a caring, friendly and safe environment so all of our students can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our school. If bullying does occur, all students should know who to tell and feel assured that incidents will be dealt with promptly and effectively. We are a **TELLING** school. This means that **anyone** who knows that bullying is happening is expected to take action. This document is designed to help adults caring for CCL students to become more aware of the nature of bullying and help them to be vigilant. This policy will be reviewed annually.

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, tormenting (e.g. hiding books, threatening gestures)
- Physical pushing, kicking, hitting, punching or any use of violence
- Racist/racial taunts, graffiti, gestures
- Sexual unwanted physical contact or sexually abusive comments
- Homophobic because of, or focussing on the issue of sexuality
- Verbal name-calling, sarcasm, spreading rumours, teasing
- CyberAll areas of internet ,such as email & internet chat room misuse
Mobile threats by text messaging & calls
Misuse of associated technology , i.e. camera & video facilities

Why is it Important to Respond to Bullying?



Anti-Bullying Policy Reviewed Nov 2023: JB

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Pupils who are bullying need to learn different ways of behaving.

We all have a responsibility to respond promptly and effectively to deal with issues of bullying.



Objectives of this Policy

- To make all teaching and non-teaching staff and students aware of what bullying is.
- To make all teaching and non-teaching staff aware of what CCL's policy on bullying is, and ensure that they are aware of the procedure to follow when bullying is reported.
- To ensure that all students and parents should know what the centre policy is on bullying, and what they should do if bullying is suspected.
- To reassure students and parents that as an education provider we take bullying seriously and that they will be supported when bullying is reported.
- To make everyone concerned aware the bullying will not be tolerated, under any circumstances.

Signs and Symptoms

A child 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 child:

- is frightened of walking to or from school
- doesn't want to go on the school / public bus
- 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 dinner or 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's wrong
- gives improbable excuses for any of the above
- is afraid to use the internet or mobile phone
- is nervous & jumpy when a cyber message is received



These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated. All students should feel that they can ask for help and that they will be listened to. Adults should be aware that because our students often come from the same schools, that there is the possibility of pre-existing cases of bullying, and that some cultures do not view bullying with the same seriousness as we do in the UK. When an instance of bullying is reported, it should be recorded and reported to the Centre Director.

There is a lesson on bullying which should be covered with new classes, during their first lesson. There is also a section about bullying in the Students Information Book.

Procedures

1. When an instance of bullying is reported to a member of the CCL team, they should always inform the Centre Director of the allegations.
2. In cases of serious bullying, the incidents must be recorded by the person to whom the allegations were made.
3. No member of staff should ever take allegations of bullying lightly, nor should they try to persuade the child that the problem does not exist.
4. The bullies should be questioned about their behaviour
5. A meeting should then be arranged between the bullies and the victim with a member of staff present during which the bullies should be asked to explain their behaviour and apologise
6. Notes should be kept of what occurred during the meeting.
7. In serious cases parents should be informed
8. The situation should be monitored on an ongoing basis and the bullies should be helped to change their behaviour
9. At all times the victim should feel supported and feel that reporting the bullying was the right thing to do.

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