

GUIDANCE ON DEALING WITH ALLEGED ABUSE INCLUDING BULLYING

Responsible:	Director
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Guidance on Dealing with Alleged Abuse Including Bullying

DBS (Disclosure and Barring Service) checks are in place to ensure that staff and host families employed by Kingfisher Education Group “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 (injuries, bruising, other).
- - Behavioural (changes in mood/behaviour, aggression, emotional changes, withdrawal etc).

Staff should be vigilant in identifying any behaviour indicating potential abuse.

For instance, it is essential for staff to 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 Kingfisher Education Group uphold the belief that every student and staff member is entitled to work and learn within a secure and nurturing environment. All individuals within the school communities, including students, staff, parents/guardians, and representatives, share the responsibility to eradicate bullying.

General Principles

The school's ethos firmly condemns all forms of bullying as unacceptable. Both students and staff are expected to actively identify vulnerable individuals and instances of bullying. In cases where bullying is identified, it is imperative to promptly take suitable actions to support victims, address the

behaviour of bullies, and assist all affected parties. Any disciplinary actions deemed necessary must adhere to the principles of fairness, consistency, and proportionality.

Definition of Bullying

Bullying is defined as the ongoing act of causing distress to an individual through verbal, visual, or behavioural means, which can include cyberbullying or the anticipation of such behavior. It's essential to note that sporadic instances of unkind or harmful conduct do not qualify as bullying; instead, it involves the continual victimization of a person or group by another party that transforms these actions into bullying. While bullying is typically intentional, there are instances where the perpetrator may not fully comprehend the extent of the distress inflicted, influenced by the sensitivity and vulnerability of the victim.

Bullying can be:

Emotional (hurting people, leaving them out of activities, meetings, etc).

Physical (punching, kicking, spitting, hitting or pushing, etc).

Verbal (teasing or name calling, etc).

Written (in letters, notes, graffiti, etc).

Cyber (saying unkind things by text, email, online gaming, through apps, on social media and on the internet, etc).

Bullying can be:

Child on child.

Peer on peer.

Staff member on staff member. Student on student.

Student on staff member.

Staff member on student. Homestay host on student, etc.

Irrespective of the type of bullying and the individuals involved, Kingfisher Education Group has a zero-tolerance approach towards bullying.

Strategies

The "Code of Conduct" established by the Kingfisher Education Group outlines the expected standards of behaviour for all students with fellow members of the school community. This code will be consistently reinforced by staff throughout lessons, activities, and the induction process.

Students will be encouraged to recognize instances of bullying, whether they are personally affected or witness it happening to others, and report such behavior to a staff member to ensure appropriate measures are implemented.

Responsibilities

The Director will ensure implementation of this policy, incorporating strategies and providing sufficient staff training to effectively identify and address instances of bullying.

In addition, Kingfisher Education Group tries to ensure that all staff receive training in WRAP; a specialist workshop designed by the Home Office and delivered by approved facilitators. The workshop is an introduction to the Prevent strategy and an individual's role in safeguarding vulnerable people. It provides participants with:

- An understanding of the Prevent strategy and their role within it;
- The ability to use existing expertise and professional judgment to recognise potentially vulnerable individuals who may need support
- Knowledge of when, how and where to refer concerns about vulnerable individuals
- This policy should be reviewed every year.

Anti Bullying / Anti Abuse Procedure

Any staff member who observes indications of bullying or abuse is encouraged to immediately report their concerns to the Accommodation & Welfare Department, the Lead Safeguarding Officer, the Director of Studies, or any member of the management team.

Students: If students are concerned about something or believe that someone is being abused (physically or verbally), bullied, threatened with violence or having property damaged, they should please report this immediately to a member of staff. Students may also contact the Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL).

Notice for students:

If you feel you are being bullied, you should:

Communicate assertively yet amicably with the individual engaging in bullying behavior, clearly stating your request for them to stop. If the situation persists, remove yourself from the environment by walking away. Tell someone!

If you see someone else being bullied:
Don't walk away and ignore the bullying.

If safe to do so, confront the individual displaying bullying behaviour, clearly outlining the issue. Politely ask that they stop. It is important to tell someone!

Guidance for staff members:

If a staff member observes any instances of abuse, bullying, or other forms of anti-social behavior, they are encouraged to address the situation, defuse it if possible without endangering themselves, and promptly notify one of the designated staff members at the earliest feasible opportunity.

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 always be applied, based on the severity of the incident(s) observed.

In the event of an incident occurring in a classroom or social setting, it may be advisable to issue a warning or request the student to exit the class or activity. However, if the individual involved is a junior student under the age of 18 meaning they cannot leave the classroom, an alternative approach should be implemented. In such cases, a system designed to address inappropriate behavior among junior students should be activated.

1st Official Verbal Warning

2nd Official Verbal Warning

Further breach of discipline: the teacher contacts DOS/ADOS on SLACK (messaging service).

A member of staff collects student from specified room number and takes him/her to library to work alone under supervision for the rest of that lesson).

In any case, the incident should be noted on the Junior Dis

cipline Procedure record sheet .

The teacher or activity leader does not have overall responsibility for the resolution of the problem but the Accommodation & Welfare Dept., the Lead Safeguarding Officer, the Director of Studies, Junior Courses Coordinator for under-18s 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 school.

In cases of suspected bullying involving a staff member either towards a student or another staff member, it is advisable to address the issue in accordance with the Kingfisher Education Group Grievance Policy and/or the Kingfisher Education Group Disciplinary Policy. Throughout this process, the Designated Safeguarding Lead and the staff member's Line Manager should be notified.

Points to remember when dealing with bullying / abusive behaviour:

- - the needs of the complainant are paramount.
- - you cannot promise to keep a secret for a student before knowing what the issue is. You must inform the student that you may have to speak to other members of staff in their own best interests.
- - you are not responsible for the resolution to the problem but you are responsible for reporting it to your line manager promptly.
- - bullying or other forms of unwelcome behaviour may be carried out against a student or staff member outside of the schools. Should you have any suspicions of potential issues, we encourage you to communicate your apprehensions with a member of the management team. Throughout the development and execution of these policies and procedures, we are committed to thoroughly evaluating any negative repercussions that could affect specific groups based on diversity considerations and are dedicated to eradicating such adverse effects. A comprehensive assessment has been conducted to ensure that this policy does not impede diversity efforts.