



Oxford International Study Centre
individually designed study programmes in the heart of Oxford

Abusive Behaviour Policy and Procedure

This policy has been developed in consultation with the Oxfordshire County Council Children, Education, and Families Directorate (CEF). The Anti-Bullying Co-ordinator, Jo Brown, is the CEF point of contact for any questions about events, resources, or queries relating to bullying of any kind. The monthly Anti-Bullying Newsletter is used to update this policy where needed, and any significant information about events or changes to CEF policy are cascaded accordingly.

Any concerns about bullying at OISC should be addressed, in the first instance, to the Principal, Ben Llewelyn.

If, however, staff, parents, or students wish to discuss any concern with an independent authority, Jo Brown can be contacted directly on Jo.Brown@Oxfordshire.gov.uk

Introduction

All children and young people have the right to go about their daily lives without the fear of being threatened, assaulted or harassed. No one should underestimate the impact that bullying can have on a person's life. It can cause high levels of distress, affecting young people's well-being, behaviour, academic and social development right through into adulthood.

At OISC, we are committed to providing a caring, friendly and safe environment for all of our pupils so they can learn in a relaxed and secure atmosphere free from oppression and abuse. Bullying is an anti-social behaviour and affects everyone. All types of bullying are unacceptable at our school and **will not** be tolerated. All pupils should feel able to tell and when bullying behaviour is brought to our attention, prompt and effective action will be taken.

This means that **anyone** who is aware of any type of bullying that is taking place is expected to tell a member of staff immediately.

What Is Bullying?

Bullying generally takes one of several forms:

- **Indirect:** being unfriendly (by saying bad things to, or about them), spreading rumours, excluding, tormenting (e.g. hiding bags or books), not respecting different cultures, religions or beliefs
- **Physical:** pushing, kicking, hitting, punching, slapping or any form of violence
- **Verbal:** name-calling, teasing, threats, sarcasm
- **Cyber:** All areas of internet misuse, such as nasty and/or threatening emails, misuse of blogs, gaming websites, internet chat rooms and instant messaging; Mobile threats by text messaging & calls; Misuse of associated technology, i.e. camera and video facilities
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The growing prominence and dangers of cyber-bullying and the subsequent need for heightened e-safety measures and support is recognized, and all tutors and staff have been given specialist in-house training in this area.

Please refer to the E-Safety and Social Media Policy for further information.

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Forms of abuse can include:

- Racial bullying
- Homophobic bullying
- Bullying based on disability, ability, gender, appearance or circumstance

Before you speak or write a post on social media THINK

T = Is it true?

H = Is it helpful?

I = Is it inspiring?

N = Is it necessary?

K = Is it kind?

Why is it Important to Respond to Bullying?

Bullying hurts. No one deserves to be bullied. Everybody has the right to be treated with respect.

Pupils who are bullying need to learn different ways of behaving.

Schools have a responsibility to respond promptly and effectively to issues of bullying.

Objectives of this Policy

- All teaching and non-teaching staff, pupils and parents should have an understanding of what bullying is.
- All staff should know what the school policy is on bullying, and follow it when bullying is reported.
- All pupils and parents should know what the school policy is on bullying, and what they should do if bullying arises.
- As a school we take bullying seriously. Pupils and parents should be assured that they will be supported when bullying is reported.
- Bullying will not be tolerated.

Implementation

**If you are being harassed or bullied, or know someone who is:
Talk to a teacher or a member of staff immediately**

Students can speak to any of their tutors if they have any concerns, or can speak with Daniel, the Student Services Manager, or their personal tutor, at any time. Please remember, your teacher or member of staff may need to talk to another member of management to ensure that the issue is dealt with correctly. The teacher or member of staff to speak to cannot promise to keep what you tell them a secret.

The following steps may be taken when dealing with incidents:

- If bullying is suspected or reported, the incident will be dealt with immediately by the member of staff who has been approached
- A clear and precise account of the incident will be recorded and given to the Principal
- The Principal will interview all concerned and will record the incident
- Tutors will be kept informed
- Parents will be kept informed

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- Punitive measures will be used as appropriate and in consultation with all parties concerned
- If necessary and appropriate, police will be consulted

Pupils

Pupils who have been bullied will be supported by:

- Being offered an immediate opportunity to discuss the experience with a tutor or a member of staff of their choice
- Reassuring the pupil
- Offering continuous support
- Restoring self-esteem and confidence
- Discussing what happened
- Discovering why the pupil became involved
- Establishing the wrong doing and the need to change
- Informing parents or guardians to help change the attitude and behaviour of the child

What if you are accused of abusive behavior another person or people?

It is the school's decision if a student's behaviour is unacceptable or not.

Any students who harass or bully another person or people may be given a verbal warning for unacceptable behaviour. Where it is deemed appropriate to approach someone about their behaviour, this should (where appropriate) be done informally, privately and at time when all parties involved are composed. The aims of the verbal warning process are:

- to ascertain the reason for the behaviour. to prevent further incidents or reduce the risk of them reoccurring.
- to ensure that the person breaking the policy is aware of the consequences of further unacceptable behaviour.

A meeting should be arranged and conducted in a fair and objective manner. A formal record should be made and maintained.

Where, despite an initial verbal warning, an individual has repeated their unacceptable behaviour, a final written warning is given. The final written warning should:

- Explain the reasons why further sanctions are being considered (Including relevant information, dates and times of incidents).
- Explain that the behaviour demonstrated is unacceptable.
- Explain that appropriate sanctions which will apply.
- Give details of the mechanism for seeking a review of the issue.