

## Anti-Bullying and Harassment Policy

### Statement of Intent

At International House Manchester, we seek to create a culture in which bullying and harassment of any kind, either against children or adults, students or staff, are not accepted by any member of the school community. Such actions can threaten both the mental health and educational progress of our students. We strongly believe that our students have the right to study in a safe, supportive and secure environment, free from threats and any form of harassment. International House Manchester enables all members of the school community to understand what constitutes bullying and harassment. The school also provides a clear framework for preventing, reporting and dealing with incidents of bullying and harassment.

This policy should be read in conjunction with the Child Protection and Safeguarding Vulnerable Adult Policy.

### Objectives of this Policy

The objectives of this Policy are to ensure:

- (1) The school complies with the Equality Act 2010;
- (2) All staff, students and parents have an understanding of what bullying and harassment are;
- (3) All staff, students and parents are safe against bullying and harassment and protected against the messages of all fundamentalist, extremist, and violent ideologies;
- (4) All staff should know what the school policy is on bullying and harassment, and follow it when it is reported;
- (5) All students and parents should know what the school policy is on bullying and harassment, and what they should do if it arises;
- (6) As a school, we take bullying and harassment seriously. Students and parents should be assured that they will be supported when an incident is reported.
- (7) Bullying and harassment will not be tolerated.

### 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:** isolation and exclusion - being unfriendly, tormenting (e.g. hiding books, threatening gestures), deliberately excluding from social groups or an activity, malicious rumours from those whom they believe to be their friends.
- **Physical:** actual physical harm or its threat, including the abuse of personal property –fighting, pushing, hitting, taking or hiding belongings, or any use of violence; use or threat use of weapons (or any object which could be used as a weapon), intimidation through physical gestures and actions.

Reviewed March 2017 – Next review March 2018

- **Racist:** Bullying directed at individuals of a certain race, culture, ethnicity, language, or faith.
- **Sexual:** covers a wide range of behaviour from name calling to physical sexual assault. It can refer to the use of sexual language or negative stereotyping on the basis of gender, but also to unwanted or inappropriate physical contact or sexual innuendo.
- **Homophobic:** people may be a target because of their actual or perceived sexual orientation.
- **Religious:** attacking faith, belief, religious practice or custom.
- **Special Educational Needs and Disability:** remarking upon, drawing attention to, or discriminating against persons with physical disabilities or learning difficulties or other identified special educational needs.
- **Cyber:** not occurring face to face but rather through electronic means including social networking sites, email, instant messaging, text messages and phone calls.
- **Verbal:** name-calling, sarcasm, spreading rumours, making snide comments, teasing, humiliating others, threatening others, inciting others to humiliate and threaten others and
- **Written:** spreading rumours, writing or printing unkind or malicious on paper.

## What is harassment?

Harassment, as defined in the Equality Act 2010, is: “engaging in unwanted conduct related to a relevant protected characteristic, and the conduct has the purpose or effect of

- violating an individual's dignity, or
- creating an intimidating, hostile, degrading, humiliating or offensive environment for an individual.”

The nine protected characteristics it is illegal for anyone to discriminate against are:

- Age
- Gender
- Gender identity or reassignment
- Marriage of Civil Partnership
- Pregnancy or Maternity
- Disability
- Race
- Religion, belief or lack of religion/belief
- Sexual orientation

## Scope

This policy applies to everyone enrolled on a course at International House Manchester, regardless of age, gender, nationality, religion, or other personal circumstances. It applies on the school's premises at all times, and also during out of school activities organised by International House Manchester.

Reviewed March 2017 – Next review March 2018

This policy relates to bullying and harassment perpetrated by or against:

- Students
- Paid or unpaid staff (working for the school or in partnership with it) as well as contractors
- Homestay hosts as well as their relatives and guests within their homes
- Directors
- Visitors on school premises

## Key People

Name	Title	Role related to relevant issues	Contact
Julie Battesti	Accommodation and Welfare Officer	<ul style="list-style-type: none"> <li>• Managing the prevention of bullying and harassment in school</li> <li>• Dealing with bullying and harassment issues and Child Protection concerns</li> </ul>	<p><b>Phone number:</b> 0161 288 0212</p> <p><b>E-mail address:</b> julie@ihmanchester.com</p> <p><b>Available:</b> Monday to Friday, 9.30 am to 5.30pm at Reception.</p>
John O’Leary	Principal	<ul style="list-style-type: none"> <li>• Supervising Accommodation and Welfare Officer</li> <li>• Overseeing pastoral care</li> <li>• Deputising for the Accommodation and Welfare Officer in their absence</li> </ul>	<p><b>Phone number:</b> 0161 288 0212</p> <p><b>E-mail address:</b> julie@ihmanchester.com</p> <p><b>Available:</b> Monday to Friday, 8.30 am to 5.30pm at Reception.</p>

## Positive environment and prevention of extremism

The principal means of prevention is through the maintenance of conditions where bullying and harassment are less likely to flourish and are more easily detected. We treat all our students fairly and with consideration and we expect them to reciprocate towards each other, the staff and the school. We aim to create an environment that is happy and encourages good behaviour and respect for teachers, peers and everyone around the students.

Prevent is the government’s strategy to prevent and fight extremism. We, at International House Manchester, have a duty to try and reduce the likelihood of anyone, students, staff or homestays getting drawn into any form of extremism, e.g. religious extremism, homophobia, right-wing ideology. People are considered extremists when they propose using violence to achieve what they believe in.

As part of the Prevent Duty, the school actively promotes core British values and all members of staff must exemplify them. These values are:

- Democracy
- Rule of Law
- Freedom of the Individual
- Respect and Tolerance of Those with Different Faiths and Beliefs

Reviewed March 2017 – Next review March 2018

Students are made aware of their duties towards maintaining a positive and respectful environment in school in the Student Handbook and at induction. Staff and homestay hosts are made aware of theirs through their relevant Handbook.

## Reporting concerns

IJ Tours Ltd takes very seriously any incidents or allegations of bullying and harassment. If a student is feeling that they are being bullied, or if anyone suspects that bullying is taking place, they are encouraged to discuss this with one of the people listed in the Key People section.

## Responding and dealing with bullying and harassment concerns

Bullying and harassment will be treated as abuse and any reports or suspicions of such behaviour will be responded and dealt with following the procedures described in the Child Protection and Safeguarding Vulnerable Adults Policies.

If bullying or harassment is suspected, a full investigation will be undertaken by the Principal of the school and the Accommodation and Welfare Officer. Through this process, a fuller picture may begin to emerge which will allow for a resolution to be confidently agreed. It may be that the alleged perpetrator apologises to the victim. There may be opportunities for a mediation process to be undertaken, seeking to bring both parties together to achieve a resolution.

In serious situations, the Principal may take the view that there is sufficient evidence to permanently exclude the perpetrator, although this is a decision taken only when consultation has taken place with the student, their parents (when the perpetrator is under 18) and the agent they have booked with. Depending on the seriousness of the bullying, the victim may wish, with support, to contact the local Police force if they feel a crime has been or is being committed.

It is important to note that IJ Tours will support both the victim and perpetrator throughout any investigation into allegations of bullying or harassment.

Reviewed March 2017 – Next review March 2018