International House Manchester

ANTI-BULLYING AND HARASSMENT POLICY

Policy Statement

International House Manchester offers classes both in-person at our Manchester school and online through Zoom. As an educational provider, we are committed to supporting the well-being of our students and staff while they study or work with us.

Bullying can cause serious distress and may affect someone's health and development. In extreme cases, it can even cause significant harm. Everyone—regardless of age, disability, gender, race, religion or beliefs, sex, or sexual orientation—has the right to be protected from harm and abuse. It is everyone's responsibility to help prevent all types of bullying (including online bullying) and to take action to stop it.

Policy Aim

The purpose of this policy is to ensure that:

- The school complies with the Equality Act 2010
- All staff, students and parents understand what bullying and harassment are
- All staff, students and parents are protected against bullying and harassment and protected against the messages of all fundamentalist, extremist, and violent ideologies
- All staff know the school policy on bullying and harassment, and follow it when it is reported
- All students and parents know the school policy on bullying and harassment, and what to do if it arises
- Those involved are supported if an incident is reported, especially hate incidents and crimes.

This policy applies to:

- Students – i.e., anyone on a course with International House Manchester, whether they are in school or online, enrolled or trial, fee-paying or free.
- Staff – i.e., anyone working with or on behalf of International House Manchester. This includes directors, paid staff, volunteers, homestay hosts, contractors and agents.

Key Contacts

Title	Contact details	Role
Accommodation and Welfare Manager	**Claire Bouédo** Telephone: +44 (0) 7572 467787 Email: claire.bouedo@ihmanchester.com **Jordan Clark** Telephone: +44 (0) 7572 467787 Email: jordan.clark@ihmanchester.com	• Managing the prevention of bullying and harassment in school

Reviewed November 2025 – Next review November 2026 or in the event of staffing, policy, or legislative changes

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Principal	**John O'Leary** Telephone (school hours): +44 (0)7455 563 392 Email: john@ihmanchester.com	• Supervising Accommodation and Welfare Manager • Overseeing pastoral care • Deputising for the Accommodation and Welfare Manager in their absence

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:** Making someone feel isolated or left out, for example, by being unfriendly, tormenting them (like hiding their books or making threats), excluding them from social groups or activities, or spreading hurtful rumours.
- **Physical:** Causing or threatening physical harm and damaging or taking someone's belongings. This includes fighting, pushing, hitting, taking or hiding belongings, using violence, or making physical threats, including the use or threat of weapons.
- **Racist:** bullying directed at individuals of a certain race, culture, ethnicity, language, or faith.
- **Sexual:** harassing someone with comments and actions that are sexual in nature, negative stereotyping, spreading rumours, unwanted or inappropriate sharing of nudes and semi-nudes, physical contact or sexual references.
- **Homophobic:** attacking someone because of their actual or perceived sexual orientation.
- **Transphobic:** making someone feel unwelcome because of their perceived or actual gender identity.
- **Religious:** attacking faith, belief, religious practice or custom.
- **Special Needs and Disability**: commenting on, mocking, or discriminating against people with physical disabilities or learning difficulties or other special educational needs.

Bullying can happen:

- **Online:** on social networking sites, email, instant messaging, text messages and video/phone calls.
- **In person:** on our outside school premises.

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

Harassment can occur in many forms and can take place either at school or outside work. Examples include:

- "Banter", jokes, taunts or insults that are sexist, racist, ageist, transphobic, homophobic or derogatory against any other protected characteristic
- Unwanted physical behaviour, for example, pushing or grabbing
- Excluding someone from a conversation or a social event or marginalising them from the group
- Derogatory comments about pregnancy, maternity leave or IVF treatment
- Mimicking or making fun of someone's disability
- Derogatory or offensive comments about religion
- Unwelcome comments about someone's appearance or the way they dress that is related to a protected characteristic
- "Outing" (i.e., revealing their sexual orientation against their wishes), or threatening to "out", someone
- Consistently using the wrong names and pronouns following the transition of a person's gender identity
- Displaying images that are racially offensive
- Excluding or making derogatory comments about someone because of a perceived protected characteristic, or because they are associated with someone with a protected characteristic.

What is sexual harassment?

Harassment can be sexual in nature. The law defines sexual harassment as:

- Actions, including comments, that are sexual and aim to harm someone's dignity or create an intimidating, hostile, degrading, humiliating, or offensive environment.
- Treating someone less favourably because of their sex or gender reassignment, based on whether they accept or reject sexual advances.

Sexual harassment can happen in many ways. Here are some examples, though this is not a complete list:

- Physical actions of a sexual nature, unwanted touching, or intimidation.
- Constantly suggesting meeting socially when someone has already said they are not interested.
- Showing or sending offensive or pornographic material through text, video, email, or on social media.

- Unwelcome sexual advances, proposals, suggestive comments, or insults related to gender.
- Offensive remarks about someone's appearance or clothing, innuendos, or crude comments.
- Staring, whistling, or making sexually suggestive gestures.
- Gossiping or speculating about someone's sexual orientation or transgender status, including spreading harmful rumours.

The above lists are non-exhaustive.

Preventive measures

ENCOURAGING A POSITIVE ENVIRONMENT

The best way to prevent bullying and harassment is to create and support a positive environment. This makes bullying less likely to happen and easier to notice if it does. We work to create a place where positive and respectful behaviour is encouraged both in and outside the classroom.

DIVERSITY

Bullying and harassment are closely linked to how we respect and value diversity. The school actively looks for ways to learn about and celebrate differences and welcomes new people into the school community.

EQUALITY

We follow the Equality Act 2010 and UK laws on equal opportunities and anti-discrimination, both in and outside the classroom. For more details, please see our Diversity, Equality, Inclusion and Belonging Policy.

PREVENT DUTY

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

SCHOOL POLICIES AS A DETERRENT

We have robust policies and procedures to deter any form of bullying or harassment. These are classed as misconduct in our Student Code of Conduct and our staff Disciplinary and Grievance Policy, which means that bullying and harassment will trigger disciplinary procedures. This acts as a strong deterrent as it means that students might be expelled, and staff might be dismissed if they are guilty of bullying or harassment. Students are informed of this before their course start and at induction. Staff are informed of this before their employment starts and during their induction.

STAFF TRAINING

To make sure that staff can identify students at risk of being abused and know how to refer students for further help, each member of staff in school must undertake basic safeguarding awareness training, as well as receiving school specific instruction during induction.

Reporting concerns

If a student is feeling that they are being bullied, or if anyone suspects that bullying is taking place, should report this to one of the people listed in the Key Contacts section above.

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 Safeguarding for Adults Policy, as well as the Code of Conduct and Exclusion Policy and the Disciplinary and Grievance Policy.

It is important to note that International House Manchester will support and engage both the victim and alleged perpetrator throughout any investigation into allegations of bullying or harassment.