

Last updated by: Charlotte Fisher

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Policy renewed at least annually, or as required according to changes in procedures or legislation. The policy is available on the Europa website.

Responsibility for this Document: Charlotte Fisher

Responsibility for implementation:

Chris Tew (Academic Manager) and Bruna Laurant (UK Operations Manager)

### **Anti-bullying Policy ESE**

It is our belief that all students and staff have the right to learn and live in a safe and supportive environment. All members of our school communities have the responsibility to eliminate bullying. Bullying of any kind is wrong and will not be tolerated at Europa School of English.

We do not tolerate any discriminating behaviour of racist, sexist, religious, etc. backgrounds. We expect all students and staff to be vigilant in identifying vulnerable individuals and bullying incidents. When bullying occurs, appropriate remedial action will be taken immediately to work with victims, bullies and any other parties affected.

As bullying we define the persistent causing of distress to another person by:

- words
- looks
- actions
- cyber bullying

This also includes the perceived fear of such events. Isolated incidents of spiteful or harmful behaviour do not constitute bullying, but will be approached when recognized as well. It could happen that a bully is not aware of the distress caused depending on the sensitivity and vulnerability of the victim. However, in most cases bullying consists of a deliberate sustained targeting of an individual or a whole group.

We expect all students and staff to adhere to our Safeguarding Policy at all times and our staff will reinforce it during the whole stay. Our students will be encouraged to identify bullying and to approach a member of staff so that appropriate action can be taken. Posters will be displayed in all centres encouraging students to talk to a staff member if they feel they are being bullied. These posters clearly show who to speak to in each centre if the need arises.

Advanced Safeguarding training (previously Level 2) is given to most senior staff in our centres for both Devon and Dorset and our Year Round School staff. The topic of cyber bullying and e-safety is included in one of the early lessons the students have at our centres and posters regarding e-safety are also displayed in each centre.

Any bullying during a stay with Europa School of English will be tackled immediately. If bullying occurs in class, the respective teacher will deal with it by speaking to those involved informally and report it to the Lead Teacher. If bullying occurs during the activities, the responsible Supervisor will deal with it by speaking to those involved informally and report it to the SSC or direct to the Centre Manager who will monitor and decide if further action needs to be taken, this could include sending the student home.

Whenever a staff member needs to intervene in a case of bullying they must keep clear notes of what was discussed including dates and times and any action taken.

All staff are responsible for creating an atmosphere of openness and fairness at Europa School of English.