



**Burlington School**

*Excellence in English*



# **Bullying, Discrimination and Respect**

*Policies, Procedures and Legal Frameworks*

Accredited by the  
**BRITISH COUNCIL**  
for the teaching  
of English in the UK



**TRINITY**  
COLLEGE LONDON  
Registered Examination Centre 46190





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## Summary

<b>Aim</b>	<p>This Policy aims to:</p> <ul style="list-style-type: none"> <li>• set out the procedures in place for prevention of bullying</li> <li>• set out the procedures in place for identifying signs of bullying</li> <li>• set out the procedures in place for dealing with bullying</li> <li>• set out the procedures in place to support victims of bullying</li> <li>• highlight the school's commitment to the welfare of all students, staff, representatives and sub-contractors, and visitors to the school</li> </ul>
<b>Applies to</b>	<ul style="list-style-type: none"> <li>• School Management</li> <li>• Academic Management</li> <li>• Designated Safeguarding Lead</li> <li>• Safeguarding &amp; Welfare Officer</li> <li>• Teaching staff</li> <li>• Student Support staff</li> <li>• Activity Leaders</li> <li>• Accommodation staff</li> <li>• Homestay providers</li> <li>• Residence managers &amp; staff</li> <li>• Marketing and Sales staff</li> </ul>
<b>Related Documents</b>	<ul style="list-style-type: none"> <li>• Staff Handbook</li> <li>• Student Handbook</li> <li>• Prevent Duty Policy</li> <li>• Safeguarding and Welfare Policy</li> <li>• Recruitment Policy</li> <li>• Attendance Policy</li> <li>• Progress Monitoring Policy</li> </ul>
<b>Approved by</b>	Managing Director
<b>Responsibility for update</b>	Managing Director
<b>Date of approval</b>	April 2023
<b>Proposed date of review</b>	April 2024

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## Introduction

Burlington school is completely opposed to bullying and discrimination in all forms. All students, staff, representatives and sub-contractors, and visitors have the right to study, work and live in a secure and caring environment, and anything that threatens this will not be tolerated. They also have a responsibility to contribute, in whatever way they can, to the protection and maintenance of such an environment.

Burlington School is a “Telling School”<sup>i</sup>. This means that anyone who knows or suspects that bullying or discrimination is happening is expected to tell staff.

As a demonstration of our commitment to tackling bullying and discrimination, and to offering support to victims, all staff members have training in Safeguarding and Welfare<sup>ii</sup>, and the Prevent Duty<sup>iii</sup>. We also have Lead Persons in Safeguarding and Welfare, and the Prevent Duty.

See [Appendix 1](#) for a list of Safeguarding and Welfare staff.

See [Appendix 2](#) for the Student Code of Conduct.

See [Appendix 3](#) for the Staff Code of Conduct.

## Statement of Principles

It is our constant aim to ensure the safety and welfare of all students, staff, representatives and sub-contractors, and visitors in the school.

Burlington School strives to:

- work to build strong and effective relationships within our school.
- ensure that every student knows they can speak to us if they are worried or scared.
- ensure that every student knows who to speak to if they are worried or scared.
- support students by ensuring that teaching and learning raises awareness of our values.
- ensure our students, staff, representatives and sub-contractors, and visitors are protected through measures to tackle bullying and discrimination, such as IT filtering and checks on visitors to the school.
- ensure our staff, representatives and students are aware of the signs of bullying and discrimination.
- ensure our staff, representatives and students know what to do if they suspect bullying and discrimination.
- ensure that rigorous standards are applied to recruitment of staff, paying regard to the principles of safer recruitment<sup>iv</sup>.

Burlington School has committed to the following principles to prevent and respond to bullying. Burlington School:

- **Listens** - all students and other stakeholders are listened to, and influence strategies and approaches to prevent, report and respond to incidents of bullying.
- **Includes** - all students and other stakeholders are included, valued and participate fully in all aspects of school life.
- **Respects** - all school staff are role models to others within the school in how they treat others.
- **Challenges** - all forms of discriminatory language is challenged taken seriously.

- **Celebrates difference** - difference is actively and visibly celebrated and welcome across the whole school.
- **Understands** - all school students and other stakeholders understand what bullying is and what it isn't.
- **Believes** - all students and other stakeholders are acknowledged, believed and taken seriously when reporting incidents of bullying.
- **Reports bullying** - all students and other stakeholders understand how to report incidents of bullying.
- **Takes action** - we respond quickly to all incidents of bullying. Students and other stakeholders are invited to participate fully in decisions made about them and help to formulate appropriate action to respond to incidents of bullying.
- **Has clear policies** - our school's anti-bullying policy reflects these principles and is embedded within other school policies. They are widely and actively promoted to school staff, students and other stakeholders.

There are posters displayed throughout the school outlining our approach to bullying and discrimination

See [Appendix 4](#) for a copy of this poster.

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## What is Bullying?

There is no single definition of bullying, as all individuals have different experiences. However, the Anti Bullying Alliance<sup>v</sup> defines bullying as:

- Physically harmful behaviours such as kicking, hitting, pushing or other forms of physical abuse.
- Emotionally harmful behaviours such as taunting, spreading hurtful rumours and excluding people from groups

Behaviour is commonly regarded as bullying if:

- it is repetitive, wilful or persistent
- it is intentionally harmful
- it is carried out by an individual or group
- there is an imbalance of power, leaving the person who is bullied feeling defenceless.

At Burlington School, we categorise 4 types of bullying. Examples of these 4 categories include, but are not limited to:

### Physical Bullying

- hitting
- kicking
- pushing
- stealing or extortion

### Verbal Bullying

- name calling
- insults
- discrimination\*

### Social Bullying

- spreading malicious rumours
- excluding people from groups

### Cyber Bullying

- abuse on social networks
- abuse by text message
- abusive phone calls

\* discrimination be based on a number of factors, including, but not limited to:

- race
- gender
- sexual orientation
- gender identity
- disability
- religion
- age
- socio-economic background

Please note that people may experience discrimination if they are associated with someone who has a protected characteristic (for instance, the sibling of somebody with a disability). Similarly, those who have complained about or highlighted discrimination, or have supported somebody's claim of discrimination, may also experience discrimination

There are notices throughout the school and in all classrooms highlighting;

- the 4 categories of bullying
- our attitude to bullying
- what students should do if they are being bullied, or if they believe somebody else is being bullied

See [Appendix 5](#) for a copy of this poster.

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## What are the Signs of Bullying?

Just as the experience of being bullied is different for different individuals, the signs which may alert us that someone is being bullied can be very different. These signs include, but are not limited to:

- the student is frightened of walking to or from school, or changes their normal route
- the student changes their usual routine
- the student displays uncharacteristic patterns of attendance (for example, a student with a good attendance record suddenly begins to be absent regularly).
- the student becomes withdrawn, anxious or lacking in confidence.
- the student becomes aggressive, abusive, disruptive or unreasonable.
- the student threatens or attempts self-harm.
- the student threatens or attempts suicide.
- the student threatens or attempts to run away.
- the student cries themselves to sleep at night or has nightmares.
- the student's academic performance or engagement begins to drop.
- the student asks for money or starts stealing money.
- the student has unexplained cuts or bruises.
- the student changes their diet or eating habits.
- the student seems frightened to say what is wrong.
- the student gives improbable excuses for their behaviour.
- the student starts to bully other students.

In addition, the following behaviours may be a sign of cyber bullying

- the student is afraid to use the internet or mobile phone.
- the student is nervous or jumpy when a cyber message is received.

All staff and representatives must be aware of these possible signs, and should alert the Designated Safeguarding Lead or Safeguarding & Welfare Officer if they have any concerns.

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## What is a Bully?

As with the definition of bullying itself, there is no hard and fast definition of what is, or what makes, a bully. The reasons that people bully others include, but are not limited to:

- they want to feel powerful.
- they are jealous of others.
- they want to be in control
- they want something, such as attention, possession or friends
- they want to look good in front of other people
- they want to feel popular
- they want to fit in with others (peer pressure)
- they think it is "fun", or "big", or "clever"
- they see what they perceive to be weaknesses in others (they are small, lonely, shy or different in some way), and exploit them.
- they are being bullied themselves

All staff and representatives must be aware of these circumstances, and alert the Designated Safeguarding Lead or Safeguarding & Welfare Officer if they have any concerns.

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## What can We Do?

### 1: Preventative Measures

The first principle of the school must be that bullying should be prevented where possible before it happens. The school takes a number of measures to ensure the risk of bullying and discrimination is minimised. These include, but are not limited to:

- rigorous procedures relating to the Prevent Duty<sup>vi</sup>, which promote respect and tolerance in the school.  
See the Burlington School Prevent Duty Policy for further information<sup>vii</sup>.
- rigorous procedures relating to Safeguarding and Welfare, which promote an environment where staff and representatives are aware of the signs of bullying and abuse, and the procedures to deal with them, as well as promoting a tolerant and inclusive environment.  
See the Burlington School Safeguarding and Welfare Policy for further information<sup>viii</sup>.
- rigorous procedures relating to staff recruitment and development, ensuring employees are suitably checked, trained and supported at all times.  
See the Burlington School Recruitment Policy for further information<sup>ix</sup>.
- rigorous procedures relating to monitoring student progress, allowing staff to recognise factors of academic performance which may be a sign of bullying.  
See the Burlington School Progress Monitoring Policy for further information<sup>x</sup>.
- rigorous procedures relating to monitoring student attendance, allowing staff to recognise patterns of absence which may be a sign of bullying.  
See the Burlington School Attendance Monitoring Policy for further information<sup>xi</sup>.
- regular lessons highlighting Core British Values<sup>xii</sup> and promoting an environment of tolerance and respect.
- regular meetings for children and vulnerable adults with the Safeguarding & Welfare Officer.

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### 2: Training

Bullying and discrimination are included in the school's in-house Safeguarding and Welfare training module, which is delivered to all new staff. In addition, the training module is updated and presented to all staff annually or in response to specific events or changes to legislation.

All staff are required to complete 3 online training sessions offered by the Anti-Bullying Alliance<sup>xiii</sup>:

- Module 1 - Is it bullying?
- Module 4 - The 10 key principles to reduce bullying of disabled learners and learners
- Module 7 - Cyberbullying

Certificates of completion are kept on the employee's file.

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### 3: Dealing with Incidents

#### I. If you are the Victim

1. If you feel able to, confront the bully by verbally making him/her aware that you think that what he/she is doing is wrong.



2. Share your feelings with someone else.



3. Talk to the Designated Safeguarding Lead, about the incident.



4. If you would rather not go straight to a member of staff, talk to your friends or any trusted adult. They may well be able to advise you on an appropriate course of action, or will be able to involve other people who can.

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#### II. If a Student Witnesses Bullying

1. Support the victim by offering your friendship and make it clear that in your opinion what is happening to them is wrong.



2. Encourage them to speak out on their own behalf by confronting the bully, or with their permission, confront the bully yourself.



3. Accompany the victim to a trusted adult, or suggest that you see the Designated Safeguarding Lead.

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### III. If a Member of Staff Becomes Aware of Bullying

1. Reassure and support the student(s) involved as necessary. Advise that you are required to pass details on to the Designated Safeguarding Lead.



2. Inform the Designated Safeguarding Lead.

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## IV. What The School Will Do

**1.** The victim will be interviewed by the Designated Safeguarding Lead, and may be asked to write an immediate account of events. The process for dealing with bullying will be explained. The victim is also given the opportunity to discuss their own reactions and behaviour towards the bully.

An Incident Report Form is completed by the Designated Safeguarding Lead. This, along with any other relevant documentation, is stored on the student's online profile, and in the Welfare folder.

The victim is given support and advice and counselling is suggested if deemed appropriate.



*In all cases of bullying the first action must be to make sure the person who has experienced the bullying is safe, and feels safe.  
After this, the next step is to stop the bullying, and then to work to ensure the bullying does not continue in the future.*



**2.** Once it is clear that a bullying offence has been committed, the bully and any others involved will be interviewed individually and may be asked to write an account of events. The process for dealing with bullying will be explained clearly to them. It will be made clear why the behaviour was unacceptable.

Support and counselling may be offered and, if appropriate, all parties brought together to resolve the situation.



**3.** If the Designated Safeguarding Lead decides that the bullying is sufficiently grave, or if it is a student's repeat offence, the following sanctions may be applied:

1. Formal Warning: the student is warned that any repeat behaviour will result in expulsion, without right to refund.

2. Expulsion: the student is expelled, without right to refund.

Further information can be found in The School's Student Discipline and Exclusion Policy, accessible at <http://burlingtonschool.co.uk/policies>.



**4.** In very serious cases it may be necessary to make a report to the Police or Social Services. However, it is the policy of the School to attempt to resolve such issues internally using our own disciplinary sanctions, unless the matter is of such gravity that a criminal prosecution is likely.



**5.** After bullying incidents have been dealt with careful monitoring takes place to ensure that the problem has been resolved.

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## Discrimination on the Grounds of Race or Faith

The 1999 MacPherson Report<sup>xiv</sup>, part of a public inquiry into the investigation of the 1993 murder of Stephen Lawrence, defined racism as:

*“any incident which is perceived to be racist by the victim or any other person”*

Burlington School provides services to people from a wide range of nationalities cultures and backgrounds; it is therefore important that The School be alert to hate incidents and discrimination on the grounds of race or faith.

## Hate Incidents, Hate Crime and Bullying

According to the Crown Prosecution Service, a hate incident is:

*“any incident which the victim, or anyone else, thinks is based on someone’s prejudice towards them because of their race, religion, sexual orientation, disability or because they are transgender.”<sup>xv</sup>*

The type of conduct which will be considered as a hate incident is wide ranging and includes, but is not limited to, the following:

- verbal abuse;
- harassment;
- bullying or intimidation;
- physical attacks;
- threats of violence;
- hoax calls, abusive phone or text messages, hate mail;
- online abuse;
- displaying or circulating discriminatory literature or posters;
- graffiti;
- arson;
- throwing rubbish in a garden;
- malicious complaints.

A hate incident does not necessarily break the law. Where a hate incident amounts to a criminal offence, and is based on one of the five protected characteristics (disability, race, religion, sexual orientation, gender identity), it is known as a hate crime.

All instances of hate crime will be referred to the police.

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## What We Do to Prevent Discrimination

The Student Handbook<sup>xvi</sup> and our website<sup>xvii</sup> contain the following commitment:

*Burlington School is committed to eliminating discrimination and encouraging diversity amongst our students, employees, sub-contractors and other representatives.*

*To that end we aspire to provide equality and fairness for all in The School, and not to discriminate on grounds of gender, gender reassignment, marital status (including civil partnerships), race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age. We oppose all forms of unlawful and unfair discrimination.*

*All students, employees, sub-contractors and other representatives will be treated fairly and with respect.*

*Our commitment:*

- *To create an environment in which individual differences and the contributions of all our students, employees, sub-contractors and other representatives are recognised and valued.*
- *All students, employees, sub-contractors and other representatives are entitled to an environment that promotes dignity and respect to all.*
- *No form of intimidation, bullying or harassment will be tolerated, whether face to face or indirectly via means such as social media.*
- *Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings.*

*This policy is fully supported by senior management.*

An expanded version of this is sent to all employees before commencement of employment, and is reproduced in the Employee Handbook.

The School is also committed to its obligations and responsibilities under The Prevent Duty to promote a caring and mutually supportive environment, and to promote Core British Values including, but not restricted to:

- democracy
- the rule of law
- individual liberty
- respectful tolerance of different faiths or beliefs.

Further information can be found in the school's Prevent Duty Policy<sup>xviii</sup>. See [Appendix 6](#) for The School's Statement of Aspiration regarding The Prevent Duty.

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## How The School Responds to Cases of Discrimination

All cases of discrimination will be handled as outlined above (see [IV. What The School Will Do](#))

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## Appendix 1: Safeguarding and Welfare Staff



### Safeguarding, Welfare & Prevent Team

If you are worried about anything or unhappy, please speak to a member of the Safeguarding, Welfare & Prevent Team



**Ed West**  
Accommodation Manager & DSL  
**Designated Safeguard & Prevent Lead**  
accommodation@burlingtonschool.co.uk  
+44 (0)7539 156567  
See me about  
your accommodation & welfare  
Message me  
on WhatsApp



#### Designated Safeguard & Prevent Lead

See this person when...

- you are feeling unhappy about something
- you are feeling worried about something
- you are being bullied
- you are worried about somebody else
- you have some questions about British culture and values



**Talissa Wright**  
Director Of Studies  
**Deputy Designated Safeguarding Lead (Adult Programme)**  
dos@burlingtonschool.co.uk  
See me about  
the school, your course & welfare

#### Deputy Designated Safeguarding Lead (Adult Programme)

See this person when...

- you are feeling unhappy about something
- you are feeling worried about something
- you are being bullied
- you are worried about somebody else



**Clare Solomon**  
Young Learner Programme  
Coordinator  
**Deputy Designated Safeguarding Lead (Young Learner Programme)**  
younglearners@burlingtonschool.co.uk  
See me about  
Young Learner Programme & Welfare

#### Deputy Designated Safeguarding Lead (Young Learner Programme)

See this person when...




- you are feeling unhappy about something
- you are feeling worried about something
- you are being bullied
- you are worried about somebody else

### 24-hour emergency number

If you need help at any time, please call the school's 24-hour emergency phone:

- From UK Phones: 07539156567
- From non-UK Phones: +44(0)7539156567

The following are the key Safeguarding and Welfare staff at Burlington School

	<b>Name</b>	<b>Position</b>	<b>Role(s)</b>
	Ed West	Accommodation Manager and Designated Safeguarding Lead <a href="mailto:accommodation@burlingtonschool.co.uk">accommodation@burlingtonschool.co.uk</a> Tel: 020 7736 9621	<ul style="list-style-type: none"> <li>• Designated Safeguarding Lead</li> <li>• Specialist safeguarding training for designated lead (formerly level 3)</li> </ul>
	Talissa Wright	Director of Studies <a href="mailto:dos@burlingtonschool.co.uk">dos@burlingtonschool.co.uk</a> Tel: 020 7736 9621	<ul style="list-style-type: none"> <li>• Deputy Designated Safeguarding Lead for Adult Programme</li> <li>• Specialist safeguarding training for designated lead (formerly level 3)</li> </ul>
	Clare Soloman	Young Learner Programme Coordinator <a href="mailto:younglearners@burlingtonschool.co.uk">younglearners@burlingtonschool.co.uk</a> Tel: 020 7736 9621	<ul style="list-style-type: none"> <li>• Deputy Designated Safeguarding Lead for Young Learner Programme</li> <li>• Specialist safeguarding training for designated lead (formerly level 3)</li> </ul>

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## Appendix 2: Student Code of Conduct



# Code of Conduct

Lord Annaly House  
146A Bedford Hill  
London  
SW12 9HW

We want all our students to have a positive and rewarding time in London and at Burlington School. Cases of misconduct are very rare at this school, and we ask all our students to follow this Code of Conduct, which is based on mutual respect, tolerance, and on UK law.

For more information, see the Student Handbook.

**If you do not follow this code of conduct you might be asked to leave the school and/or your accommodation, and you might not be given a refund.**

### Punctuality and Attendance

- I will not be late for my classes.
- If I am over 18 and more than 10 minutes late to class, I will not be allowed in.
- I will attend at least 70% of my classes, and I will tell the school if I am ill or on holiday.

### Classes

- I will buy the coursebook for all of my classes, and bring it to school every day.
- I will speak only English in class.
- I will take part in all activities in class.
- I will only use my mobile phone or tablet in class if my teacher has given me permission, and if it is part of my learning (e.g., looking up a word in a dictionary).

### Respect

- I will treat all students, teachers, and staff and representatives of Burlington School with respect.
- I will not use bad or abusive language in the school or online.
- I will not discriminate against anybody based on things like sex, gender identity, sexual orientation, race, religion, nationality, disability or age. All staff and students at Burlington School are equal.

### Smoking, Alcohol and Drugs

- I will not drink or bring alcohol in the school, or in the school residence.
  - I will not use or bring illegal drugs in the school.
- In the UK it is illegal to smoke in any public building or enclosed area, including this school.

### Health and Safety

- I will think about my own and other people's health and safety at all times.
  - I will not interfere with or damage any fire equipment in the school.
  - I will not enter areas of the school that are private or off-limits.
- It is illegal to carry weapons such as guns and knives in the UK. Any students carrying weapons will be excluded from the school and reported to the police.

We have a warning system in place for misconduct. If your conduct is bad, you will receive a warning as follows:



You will receive an **Informal Warning** for misconduct including:

- Repeated use of mobile phones in class for purposes other than learning as sanctioned by the teacher



You will receive a **Green Warning** for misconduct including:

- Showing disrespect to teachers or other members of Burlington School staff
- Persistent lateness



You will receive a **Yellow Warning** for misconduct including:

- Repeated instances of the above
- Breaking curfews in homestay or residences
- Causing accidental damage to school property, residential property or property of staff, representatives, or other members of the school through careless behaviour



You will receive a **Red Warning** for misconduct including:

- Repeated instances of the above
- Conduct that brings the name of Burlington School into disrepute
- Use of racist, sexist, homophobic or otherwise discriminatory language

You may be **temporarily or permanently excluded** from the school and/or your accommodation for the following:

- Repeated instances of the above
- Violence (or threatened violence) against members of school staff or representatives
- Violence (or threatened violence) against other students
- Deliberate damage to school property, residential property or property of staff, representatives, or other members of the school
- Possession of drugs on school premises, accommodation organised through Burlington School, or activities organised by Burlington School

**In these cases, you might not receive a refund for any classes or accommodation you lose.**

See the school's Discipline and Exclusion Policy for more information.

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## Appendix 3: Staff Code of Conduct

### Core Behaviours and Characteristics

The School has developed a set of Core Behaviours and Characteristics, which illustrate what we hope all our staff to be. It is a person who:

- demonstrates openness and honesty;
- is willing to understand others' points of view;
- treats everyone with respect, trust and dignity;
- is transparent and open in communicating information;
- organises, expresses and communicates ideas clearly, verbally and in writing;
- takes responsibility for their own actions and behaviours whilst working in a team;
- understands the contribution their role makes to the overall success of The School;
- understands how their role and others' work together for the good of The School.

### Conduct

The conduct of staff should enhance the reputation of The School at all times.

All staff are expected to:

- behave in a professional manner at all times;
- treat all others equally and fairly in line with our Diversity and Equality Statement;
- behave in ways that respect people's age and background;

All staff are expected **not** to:

- use obscene or offensive language in front of students or colleagues;
- volunteer details of the company or its finances to students;
- ask or volunteer details of private and personal issues to students.

### Dress

Appearance is a part of professionalism, and members of staff should dress appropriately to the role they hold.

All staff are expected to:

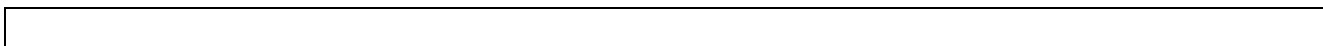
- dress appropriately for a professional workplace, with no jeans, trainers or old, dirty or damaged clothes
- dress with consideration to others' feelings and cultures.

### Media, Social Media and Communications

Communications on behalf of The School should only be made by senior management. Any communications which may jeopardise the reputation of The School will be treated as a disciplinary matter.

Staff are not permitted to:

- make statements to the media as if on behalf of The School: if staff members are asked to make such statements, they should refer the questioner to their line manager;
- use the Burlington School name or brand for personal communication;
- make comments on public fora designed to diminish the reputation of The School, its students or its staff or representatives.



## Relationships

For the protection of students and staff, we have guidelines for relationships with students.

All staff are encouraged to:

- maintain separate personal and professional profiles on social media;
- encourage communication through The School rather than personally;
- consider at all times the importance of maintaining trust between staff and students.

All staff are encouraged **not** to:

- mix with students outside the normal school day or Social Programme;
- exchange telephone numbers or email addresses with current students;
- befriend current students on social media.

Burlington School regards trust and respect between members of staff and student as key to the success of The School. We recognise therefore that any inappropriate relationship between a member of staff and student may seriously damage the educational experience of the student and that of their peers, may generate conflicts of interest, result in inequality of treatment, may damage relationships with other individuals and stakeholders, and may damage the reputation of The School, potentially leading to litigation or prosecution.

In light of this, The School considers it to be a breach of professional ethics for staff members to have romantic or sexual relationships (even if consensual), with a student for whom they have, or are in the future likely to have, responsibility of any kind. You are expected to make serious efforts to prevent any romantic or sexual relationship from occurring with a student. If such a relationship does arise in spite of such serious efforts, you must immediately advise your line manager of the situation so that all responsibilities for the student may be transferred to an alternative member of staff. Similarly, you should not accept responsibility for a student with whom you have had a previous, or have an existing, relationship.

Failure to immediately report any sexual or romantic relationship to your line manager will be deemed a serious breach of Company Policy and will result in disciplinary action being taken.

It is highly inappropriate to form social relationships with students under the age of 18. Doing so is in breach of The School's Safeguarding and Welfare Policy<sup>xix</sup>, and will be treated as a disciplinary matter.

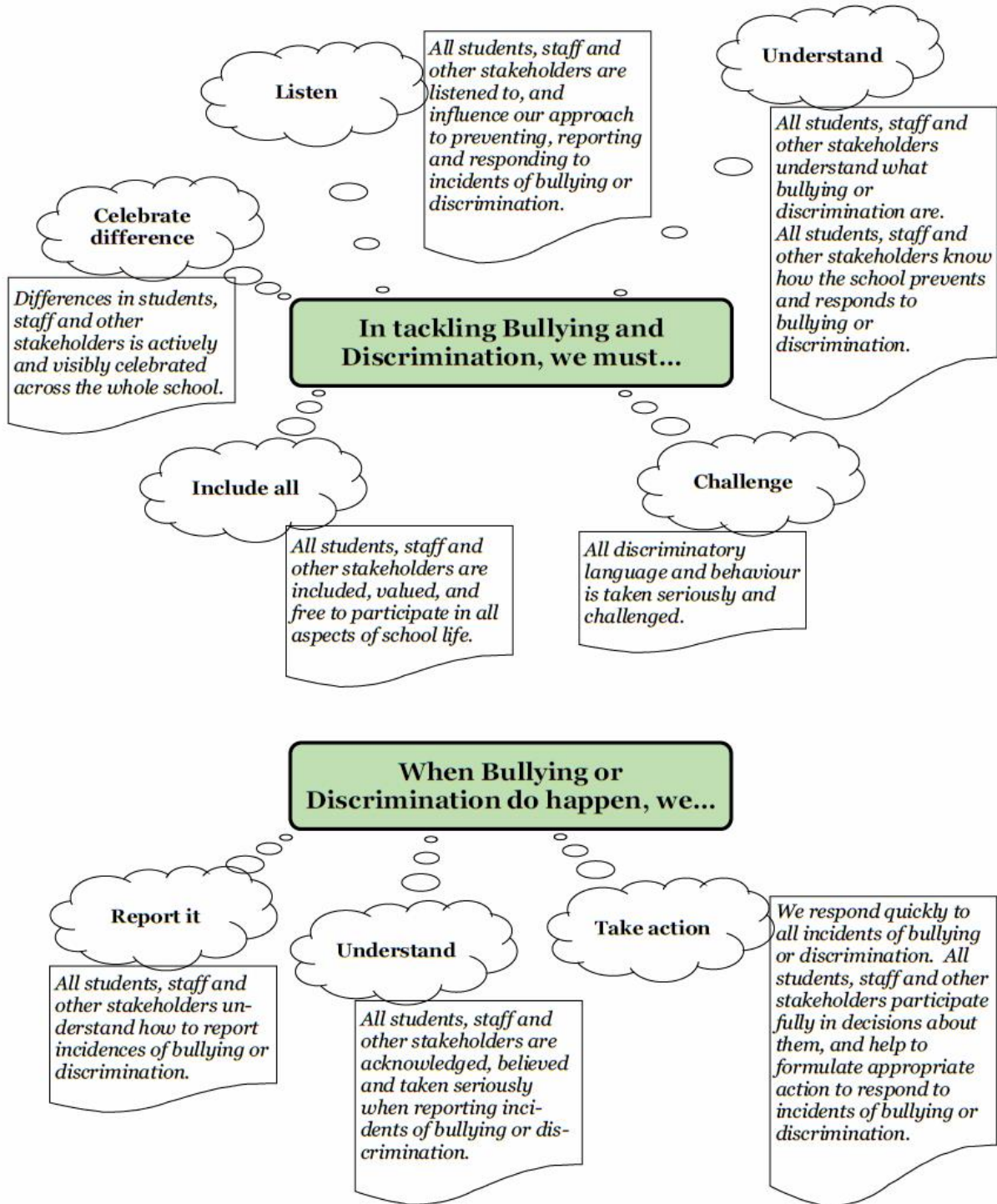
Sexual or romantic relationships with students under the age of 18 will result in summary dismissal and the matter being reported to the police and local Safeguarding Children Board

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# Appendix 4: Our Approach to Bullying & Discrimination Poster



## Our Approach to Bullying & Discrimination



## Appendix 5: Anti-Bullying Poster



# Bullying and Discrimination

**Are you being bullied? Tell us!**  
**Do you think someone is being bullied? Tell us!**



**At Burlington School,  
we do not tolerate  
bullying of any kind.**



	<p><b>Edward West</b> Accommodation Manager and Designated Safeguarding Lead</p> <p>accommodation@burlingtonschool.co.uk</p> <p>020 7736 9621</p>	<p><b>See me if</b></p> <ul style="list-style-type: none"> <li>• you are being bullied</li> <li>• you think someone is being bullied</li> <li>• you are being discriminated against</li> </ul>
	<p><b>Talissa Wright</b> Director of Studies</p> <p>dos@burlingtonschool.co.uk</p> <p>020 7736 9621</p>	<ul style="list-style-type: none"> <li>• Deputy Designated Safeguarding Lead for Adult Programme</li> <li>• Specialist safeguarding training for designated lead (formerly level 3)</li> </ul>
	<p><b>Clare Solomon</b> Young Learner Programme Coordinator</p> <p>younglearners@burlingtonschool.co.uk</p> <p>020 7736 9621</p>	<ul style="list-style-type: none"> <li>• Deputy Designated Safeguarding Lead for Young Learner Programme</li> <li>• Specialist safeguarding training for designated lead (formerly level 3)</li> </ul>

Credit: Photos by Burlington School.

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 info@burlingtonschool.co.uk  
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# Appendix 6: Statement of Aspiration: The Prevent Duty



## Burlington School Statement of Aspiration: The Prevent Duty

Under our responsibility to the Prevent Duty, Burlington School and its staff, representatives and subcontractors aspire to:

	<b>promote</b> a safe and supportive international environment with clear and explicit expectations of acceptable behaviour, such as respect, tolerance and non-discrimination.
	<b>promote</b> a safe and supportive international environment with clear and explicit expectations of unacceptable behaviour, such as discrimination, expression of extremist views or bullying.
	<b>promote</b> Core British Values at all times within the school, by <ul style="list-style-type: none"> <li>• conducting ourselves professionally at all times and leading by example.</li> <li>• promoting the values with notices throughout the school.</li> <li>• incorporating British culture and values into our teaching.</li> <li>• encouraging an atmosphere of respect and understanding.</li> <li>• encouraging students to engage with democracy through the student council.</li> </ul>
	<b>challenge</b> radical or extremist views in any context in an appropriate way, countering arguments with Core British Values.
	<b>protect</b> our students, staff and representatives by filtering IT equipment and internet access, with clear rules on accessing extremist or terrorist websites and use of social media to exchange extremist views or material.
	<b>protect</b> our students, staff and representatives by monitoring noticeboards and leaflets in the school to ensure there is no material promoting extremist or terrorist thinking.
	<b>protect</b> our students, staff and representatives by checking representatives and sub-contractors to ensure that no extremist speakers or organisations use the school to distribute material or expound their views.
	<b>develop</b> critical awareness and thinking among students, staff and representatives to counter extremist beliefs, especially those expressed online.
	<b>take an interest</b> in students' background, home circumstances and friendship groups, as such interest will make it easier to spot changes in behaviour.
	<b>support</b> any students identified as vulnerable.
	<b>be vigilant</b> in noticing any signs of radical or extremist behaviour, and reporting such concerns to a Prevent Lead Person immediately.
	<b>be ready</b> to react when world or local events cause upset and the likelihood of conflicting feelings being expressed.



**Ed West**  
Accommodation Manager & DSL  
**Designated Safeguard & Prevent Lead**  
accommodation@burlingtonschool.co.uk  
+44 (0)7539 156567  
**See me about**  
your accommodation & welfare

Further information can be found in our Prevent Duty Policy

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## Appendix 7: Anti-Bullying Support

### ChildLine



0800 1111



<http://www.childline.org.uk/Pages/Home.aspx>

ChildLine is a helpline and website for young people and children. You can call ChildLine confidentially at any time of the day or night to talk about any worries. Calls are free from landlines and mobiles, and they won't appear on a phone bill. You can also chat online to an adviser or contact ChildLine by email or message board. ChildLine's website has a useful section on how to cope with bullying.

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### Bullybusters



0800 169 6928



<http://www.bullybusters.org.uk/>

Bullybusters operates a free anti-bullying helpline for anyone who's been affected by bullying. It also has a website and message board, with sections specifically for kids and young people.

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### Bullying UK



0808 800 2222



<http://www.bullying.co.uk/general-advice/>

Bullying UK offers extensive practical advice and information about bullying for young people, and its website has a section on bullying at school.

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### EACH



0808 1000 143



<http://www.each.education/>

EACH is a charity for young people and adults affected by homophobia and transphobia. It has a telephone helpline for young people who are experiencing homophobic or transphobic bullying. Calls are free from landlines and most mobiles.

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### Stonewall



020 7593 1850



<http://www.stonewall.org.uk/>

Stonewall is a charity that campaigns for equal rights for lesbians, gay men and bisexual people. Its Education for All campaign tackles homophobia and homophobic bullying in schools across the UK. On the Education for All website you can find case studies and facts and figures about homophobic bullying in schools, as well as advice for young people and teachers.

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### Anti-Bullying Alliance



<http://www.anti-bullyingalliance.org.uk/advice/children-young-people/>

The Anti-Bullying Alliance website contains all the important sources of anti-bullying information and support in the UK

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The following organisations give valuable information and advice about bullying:

- Anti bullying Network  
<http://www.antibullying.net/>
- The department for education  
<http://www.dcsf.gov.uk/bullying/>
- BullyingUK  
<http://www.bullying.co.uk/>
- Miss Dorothy  
<http://www.missdorothy.com/>
- Anti-Bullying Alliance (ABA)  
<http://www.anti-bullyingalliance.org/>
- Understanding bullying (BBC)  
<http://www.bbc.co.uk/schools/parents/bullying/>
- Bullying Online  
<http://www.bullying.co.uk/>
- Child Exploitation and Online Protection Centre (CEOP)  
<http://www.ceop.gov.uk/>
- Childnet International  
<http://www.childnet-int.org/>
- Cyberbullying.org  
<http://www.cyberbullying.org/>
- Get Safe Online  
<http://www.getsafeonline.org/>
- Internet Watch Foundation  
<http://www.iwf.org.uk/>
- Kidscape  
<http://www.kidscape.org.uk/>
- Stoptextbully.com  
<http://www.stoptextbully.com/>
- Thinkuknow.co.uk  
<http://www.thinkuknow.co.uk/>
- Virtual Global Taskforce (VGT)  
<http://www.virtualglobaltaskforce.com/>

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## Appendix 8: References

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- i <http://www.bullying.co.uk/advice-for-schools/advice-on-your-school-s-anti-bullying-policy/>
- ii see Burlington School Safeguarding and Welfare Policy, accessible at <http://burlingtonschool.co.uk/policies>
- iii see Burlington School Prevent Duty Policy, accessible at <http://burlingtonschool.co.uk/policies>
- iv see Burlington School Recruitment Policy, accessible at <http://burlingtonschool.co.uk/policies>
- v <http://www.anti-bullyingalliance.org.uk/>
- vi [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/439598/prevent-duty-departmental-advice-v6.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf)
- vii Accessible at <http://burlingtonschool.co.uk/policies>
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- xvii <http://burlingtonschool.co.uk/about-us>
- xviii Accessible at <http://burlingtonschool.co.uk/policies>
- xix Accessible at <http://burlingtonschool.co.uk/policies>

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