



Burlington School
Excellence in English

Bullying, Discrimination and Respect

**Policies, Procedures and
Legal Frameworks**

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Summary

Aim	<p>This Policy aims to:</p> <ul style="list-style-type: none"> • set out the procedures in place for prevention of bullying • set out the procedures in place for identifying signs of bullying • set out the procedures in place for dealing with bullying • set out the procedures in place to support victims of bullying • highlight the school's commitment to the welfare of all students, staff, representatives and sub-contractors, and visitors to the school
Applies to	<ul style="list-style-type: none"> • School Management • Academic Management • Welfare Officer • Teaching staff • Student Support staff • Activity Leaders • Accommodation staff • Homestay providers • Residence managers & staff • Marketing and Sales staff
Related Documents	<ul style="list-style-type: none"> • Staff Handbook • Student Handbook • Prevent Duty Policy • Safeguarding and Welfare Policy • Recruitment Policy • Attendance Policy • Progress Monitoring Policy
Approved by	Proprietor
Responsibility for update	Deputy Principal
Date of approval	January 2017
Proposed date of review	January 2018

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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”ⁱ. 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 Welfareⁱⁱ, and the Prevent Dutyⁱⁱⁱ. We also have a team of 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^{iv}.

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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^v 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
- sexual identity
- disability
- religion
- age
- socio-economic background

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 4](#) 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 a Safeguarding and Welfare Lead 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 feel good about themselves.
- 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 a Safeguarding and 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^{vi}, which promote respect and tolerance in the school.
See the [Burlington School Prevent Duty Policy](#) for further information.
- 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.
- 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.
- 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.
- 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.
- regular lessons highlighting Core British Values^{vii} and promoting an environment of tolerance and respect.
- regular meetings for children and vulnerable adults with the Welfare Officer.

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2: 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 one of the Designated Safeguarding Leads, or to the Welfare Officer 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 one of the Designated Safeguarding Leads, or the Welfare Officer yourself.

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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 Leads and the Welfare Officer.
- 2 •Inform the Welfare Leads and the Welfare Officer.

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IV. What the School Will Do



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Appendix 1: Safeguarding and Welfare Staff

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

	Name	Position	Health and Safety Role(s)
	Eliane Tomasi	Accommodation & Welfare Officer accommodation@burlingtonschool.co.uk Tel: 020 7736 9621	<ul style="list-style-type: none"> • Welfare Officer
	Phil Bloomfield	Deputy Principal pbloomfield@burlingtonschool.co.uk Tel: 020 7736 9621	<ul style="list-style-type: none"> • Designated Safeguarding Lead • Prevent Lead Person
	George Barnbrooke	Marketing Manager marketing@burlingtonschool.co.uk Tel: 020 7736 9621	<ul style="list-style-type: none"> • Designated Safeguarding Lead
	Kamila Swiderska	Office Manager manager@burlingtonschool.co.uk Tel: 020 7736 9621	<ul style="list-style-type: none"> • Prevent Lead Person

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Appendix 2: Student Code of Conduct

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

Punctuality and Attendance

- I will not be late for my classes. I understand that if I am more than 15 minutes late to class I will not be allowed in.
- I will attend at least 80% of my classes, and I will inform the school of any holidays or illness.

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 (eg looking up a word in a dictionary).

Respect

- I will treat all other students, my teachers, and all staff and representatives of Burlington School with respect.
- I will not use bad language or abusive language in the school, and I will not make jokes about people's race, religion etc.
- All staff and students at Burlington School are equal. I will not discriminate against anybody based on any criteria, including, but not restricted to:
 - Sex
 - Gender identity
 - Sexual orientation
 - Race
 - Religion
 - Nationality
 - Disability
 - Age

Burlington School has a zero-tolerance attitude to discrimination. Students who discriminate against anybody will be excluded from the school.

If you are suffering discrimination or know of someone who is suffering discrimination, whether in or out of school, please speak to the Welfare Officer.

Burlington School is a "Telling School". This means that anyone who knows or suspects that bullying or discrimination is happening is expected to tell staff.

Smoking, Alcohol and Drugs

- In the UK it is illegal to smoke in any public building or enclosed area, including this school. If I smoke, I will only smoke in the designated smoking areas (outside the school or in the courtyard).
Students caught smoking inside the school will be excluded from the school.
Do not drop cigarette butts (or any litter) on the street - you can be fined £80 if you are seen. Always put litter in a bin or an ashtray.
- Alcohol: I will not drink or bring alcohol in the school, or in the school residence.
Students drinking alcohol on school premises will be excluded.
Students coming to school while drunk will be excluded from the school.
- Drugs: I will not use or bring illegal drugs in the school.
Students caught possessing, supplying and/or using drugs will be excluded from the school and reported to the police.
Students coming to school while under the influence of drugs will be excluded from the school and reported to the police.
If you are worried about your own, or somebody else's, use of drugs or alcohol, please speak to the Welfare Officer.

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 leave anything where it can cause an obstruction to fire escapes, or can cause a trip hazard
- I will not plug in electronic devices in the school without the permission of the Health and Safety Officer
- 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.

Appendix 3: Staff Code of Conduct

Core Behaviours and Characteristics

Burlington 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;

- not to exchange telephone numbers or email addresses with current students;
- not to 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 with 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](#), 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: Anti-Bullying Poster



Bullying and Discrimination

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



We are a “Telling School”. If you are being bullied or if you think somebody is being bullied, **tell us**.



Eliane

• Welfare and Accommodation Officer

- you are being bullied
- you think someone is being bullied



Phil

• Designated Safeguarding Lead
• Prevent Lead Person

- you are being bullied
- you think someone is being bullied
- you are being discriminated against



George

• Designated Safeguarding Lead

- you are being bullied
- you think someone is being bullied



Kamila

• Prevent Lead Person

- you are being discriminated against



Image credit © Kids Help Phone <http://www.kidshelpphone.ca/KHP/media/KidsMediaLibrary/Posters/typesOfBullying02.jpg>

Appendix 5: 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.

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.

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.

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.

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.

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

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 6: References

- i <http://www.bullying.co.uk/advice-for-schools/advice-on-your-school-s-anti-bullying-policy/>
- ii see <http://burlingtonschool.co.uk/docs/SafeguardingChildrenandVulnerableAdultsPolicy.pdf>
- iii see <http://burlingtonschool.co.uk/docs/prevent.pdf>
- iv see <http://burlingtonschool.co.uk/docs/recruitment.pdf>
- 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
- vii https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/380595/SMSC_Guidance_Maintained_Schools.pdf

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