

## Anti-Bullying Policy (Including Cyber-Bullying)

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Reviewed: John Milne September 2020

Next review date: September 2021

*'College' refers to Bristol International College; 'parents' refers to parents, guardians and carers.*

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## **1. Aims**

- 1.1. This is the anti-bullying policy of Bristol International College.
- 1.2. The aims of this policy are:
  - 1.2.1. to actively promote and safeguard the welfare of students at the College;
  - 1.2.2. to maintain and drive a positive and supportive culture among all students and staff throughout the College;
  - 1.2.3. to prevent bullying, detect it when it occurs, and respond to it appropriately on a case-by-case basis;
  - 1.2.4. to help to create a culture of safety, equality and protection; and
  - 1.2.5. to instill and maintain a truly international, tolerant and diverse culture within the teaching and student community

## **2. Scope and application**

- 2.1. This policy applies to the whole College.
- 2.2. This policy applies at all times when the student is:
  - 2.2.1. in or at College;
  - 2.2.2. travelling to or from College;
  - 2.2.3. on College-organised trips;
  - 2.2.4. associated with the College at any time;
  - 2.2.5. in the care of the College or not and the College becomes aware of an incident of bullying.
- 2.3. This policy shall also apply to students at all times and places in circumstances where failing to apply this policy may:
  - 2.3.1. affect the health, safety or well-being of a member of the College community or a member of the public;
  - 2.3.2. have repercussions for the orderly running of the College; or
  - 2.3.3. bring the College into disrepute.

## **3. Regulatory framework**

- 3.1. This policy has been prepared to meet the College's responsibilities under:
  - 3.1.1. Education (Independent School Standards) Regulations 2014;
  - 3.1.2. Education and Skills Act 2008;
  - 3.1.3. Children Act 1989;
  - 3.1.4. Childcare Act 2006;
  - 3.1.5.** Data Protection Act 2018 and General Data Protection Regulation (GDPR);
  - 3.1.6. Equality Act 2010.
- 3.2. This policy has regard to the following guidance and advice:
  - 3.2.1. [Keeping children safe in education](#) (DfE, September 2020);
  - 3.2.2. [Working together to safeguard children](#) 2018 (DfE, February 2019);
  - 3.2.3. [Information sharing advice for safeguarding practitioners \(DfE, July 2018\)](#);

- 3.2.4. [Preventing and tackling bullying: Advice for headteachers, staff and governing bodies \(DfE, July 2017\);](#)
  - 3.2.5. [Cyberbullying: advice for headteachers and school staff \(DfE, November 2014\);](#)
  - 3.2.6. [Sexual violence and sexual harassment between children in schools and colleges \(DfE, May 2018\);](#)
  - 3.2.7. [Searching, screening and confiscation: advice for schools \(DfE, January 2018\);](#)
  - 3.2.8. [Advice and guidance: How can we stop prejudice based bullying in schools \(Equality and Human Rights Commission\);](#) and
  - 3.2.9. [Relationships education, relationships and sex education and health education guidance \(DfE, June 2019\)](#)
- 3.3. The following College policies, procedures and resource materials are relevant to this policy:
- 3.3.1. Behaviour and Discipline Policy;
  - 3.3.2. Risk Assessment Policy for Student Welfare;
  - 3.3.3. Acceptable use policy for students;
  - 3.3.4. Online safety policy;
  - 3.3.5. Safeguarding and child protection policy;
  - 3.3.6. Policy on Smoking, Alcohol, Drugs and Substances;
  - 3.3.7. Student Concerns and Complaints Policy;
  - 3.3.8. Policy on Special Educational Needs and Learning Difficulties;
  - 3.3.9. Disability policy;
  - 3.3.10. College rules; and
  - 3.3.11. Relationships Education/Relationships and Sex Education Policy.

**4. Responsibility statement and allocation of tasks**

- 4.1. The Proprietor has overall responsibility for all matters which are the subject of this policy.
- 4.2. To ensure the efficient discharge of its responsibilities under this policy, the Proprietor has allocated the following tasks

<b>Task</b>	<b>Allocated to</b>	<b>When / frequency of review</b>
Keeping the policy up to date and compliant with the law and best practice	John Milne Rhian Welch	As required, and at least termly
Monitoring the implementation of the policy, relevant risk assessments and any action taken in response and evaluating effectiveness	John Milne Rhian Welch	As required, and at least termly

Maintaining up to date records of all information created in relation to the policy and its implementation as required by the GDPR	John Milne Rhian Welch	As required, and at least termly
Seeking input from interested groups (such as students, staff, Parents) to consider improvements to the College processes under the policy	John Milne Rhian Welch	As required, and at least annually
Formal annual review	Proprietor	Annually

## 5. Publication and availability

- 5.1. This policy is published on the College website.
- 5.2. This policy is available in hard copy on request.
- 5.3. A copy of the policy is available for inspection from the school office during the College day.
- 5.4. This policy can be made available in large print or other accessible format if required.

## 6. Definitions

- 6.1. Where the following words or phrases are used in this policy:
  - 6.1.1. References to the **Proprietor** are references to Bristol International College Limited.
  - 6.1.2. References to the **Principal** may include deputies.
  - 6.1.3. References to **Parent** or **Parents** means the natural or adoptive parents of the student (irrespective of whether they are or have ever been married, with whom the student lives, or whether they have contact with the student) as well as any person who is not the natural or adoptive parent of the student, but who has care of, or parental responsibility for, the student (e.g. legal guardian).

## 7. Bullying

- 7.1. Bullying is always unacceptable and will not be dismissed as being normal or as "banter" or simply "part of growing up". Bullying will not be tolerated by the College because: it is harmful to the person who is bullied, to those who engage in bullying behaviour, and those who support them, and can in some cases lead to lasting psychological damage and even suicide;
  - 7.1.1. it interferes with a student's right to enjoy his / her learning and leisure time free from intimidation;
  - 7.1.2. it is contrary to all the College's aims and values, its internal culture and the reputation of the College.
- 7.2. Bullying is behaviour by an individual or group, that intentionally hurts another individual or group either physically or emotionally. Bullying is often motivated by prejudice against particular groups. Bullying may be:

- 7.2.1. **Physical:** hitting, kicking, pushing people around, spitting, or taking, damaging or hiding possessions
  - 7.2.2. **Verbal:** name-calling, taunting, teasing, insulting or demanding money
  - 7.2.3. **Exclusionary behaviour:** intimidating, isolating or excluding a person from a group
  - 7.2.4. **General unkindness:** spreading rumours or writing unkind notes, mobile phone texts or emails;
  - 7.2.5. **Low level disruptive behaviour:** wearing "banter" and "horseplay" over a prolonged period of time;
  - 7.2.6. **Cyberbullying:** bullying that takes place using technology. This may include bullying through the use of mobile electronic devices, social media or gaming sites. See [Appendix 1](#) to this policy for guidance for students about cyberbullying. The College's separate acceptable use policy for students sets out the College rules about the use of technology including mobile electronic devices.
  - 7.2.7. **Harmful sexual behaviours:** includes sexual harassment and sexual violence:
    - (a) **sexual harassment:** unwanted conduct of a sexual nature that can occur online and offline. It can include but is not limited to:
      - (i) sexual comments, such as telling sexual stories, making lewd comments, making sexual remarks about clothes and appearance and calling someone sexualised names;
      - (ii) sexual jokes or taunting;
      - (iii) physical behaviour such as deliberately brushing against someone, interfering with their clothes, displaying pictures, photos or drawings of a sexual nature;
      - (iv) online sexual harassment which may include: non-consensual sharing of sexual images and videos (sexting); inappropriate sexual comments on social media; exploitation; coercion and threats; upskirting.

Incidences of sexual harassment will be investigated to ensure they are not part of a wider pattern of sexual harassment and / or sexual violence.
    - (b) **sexual violence:** sexual offences under the Sexual Offences Act 2003, specifically rape, assault by penetration and sexual assault.
- 7.3. Bullying may also be:
- 7.3.1. sexist: related to a person's sex or gender reassignment;
  - 7.3.2. racist, or regarding someone's religion, belief or culture;
  - 7.3.3. related to a person's sexual orientation (homophobic bullying);
  - 7.3.4. related to pregnancy and maternity;
  - 7.3.5. related to a person's home circumstances; or
  - 7.3.6. related to a person's disability, special educational needs, learning difficulty, health or appearance.
- 7.4. Not all bullying is deliberate or intended to hurt. Some individuals may see their hurtful conduct as "teasing" or "a game" or "for the good of" the other person. These forms of bullying are equally unacceptable but may not be malicious and can often be corrected

quickly with advice and without disciplinary sanctions. If left unchallenged or dismissed low level disruption can have a wearing, and significant impact on targeted individuals exposed to such behaviour.

- 7.5. A person who makes a physical or sexual assault on another, or who steals or causes damage to the property of another, commits a criminal offence. Bullying may also be regarded as threatening behaviour or harassment which can be either a criminal offence or a civil wrong. Certain acts of voyeurism (e.g. upskirting which typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm) are criminal offences. Misuse of electronic communications could also be a criminal offence, for example it is an offence to send an electronic communication (such as a text message or email) to another person with the intent to cause distress or anxiety.
- 7.6. Safeguarding
  - 7.6.1. Some behaviour by a student towards another may be of such a nature that safeguarding concerns are raised. Such behaviour may include bullying (including cyberbullying), causing physical harm, initiation / hazing type violence and rituals, sexting or any form of sexual harassment or violence.
  - 7.6.2. The College's policy and procedures with regard to peer on peer abuse are set out in the College's Child Protection and Safeguarding Policy and Procedures. Concerns about a student's welfare because they are the victim or perpetrator of bullying behaviour must be reported in accordance with the child protection and safeguarding policy and procedures and appropriate action taken, taking into account the Bristol City Council Keeping Bristol Safe Partnership (KBSP) threshold document.
  - 7.6.3. The College will always treat a bullying incident as giving rise to a child protection concern when there is reasonable cause to believe that a child (whether victim or perpetrator) is suffering or likely to suffer significant harm.

## **8. Anti-bullying culture and systems**

- 8.1. It is everyone's responsibility to ensure, whatever the circumstances, that no-one becomes a victim of bullying. A person may be vulnerable to bullying because of his / her age, physical appearance, nationality, colour, sex, sexual orientation, gender reassignment, religion or belief, culture or learning difficulty, disability, home circumstances or because he / she is new in the College, appears to be uncertain or has no friends. He / she may also become a target because of an irrational decision by a bully.
- 8.2. Our expectation of all members of the College community is that:
  - 8.2.1. everyone will uphold the College rules;
  - 8.2.2. a student or a member of staff or volunteer who witnesses or hears of an incident of bullying will report it in accordance with the terms of this policy;
  - 8.2.3. a complaint of bullying will always be taken seriously;
  - 8.2.4. no-one will tolerate unkind actions or remarks or stand by when someone else is being bullied.
- 8.3. In College and in every year group:
  - 8.3.1. discriminatory and offensive words and behaviour are treated as unacceptable;

- 8.3.2. positive attitudes are fostered towards people with any protected characteristic including those who are disabled and towards ethnic, religious, cultural and linguistic groups within and outside the College; and
- 8.3.3. positive attitudes are fostered towards gender and sexuality differences through the curriculum and tutorials.

#### 8.4. Proprietor

- 8.4.1. The Proprietor has overall responsibility for promoting and safeguarding the welfare of students at the College, ensuring that those in leadership and management positions actively promote student well-being. This includes ensuring that policies and procedures are in place and implemented effectively to:
  - (a) minimise the risk of bullying at the College so that students and staff feel safe and secure;
  - (b) intervene early in low-level disruption to prevent negative behaviours escalating;
  - (c) deal swiftly with allegations and incidents of bullying at the College so that students and staff feel confident that all incidents will be dealt with appropriately;
  - (d) consider incidences of sexual harassment in broad terms so that it is challenged in order to prevent the normalisation of behaviours which can provide an environment that may lead to sexual violence.

#### 8.5. Staff

- 8.5.1. Through their training and experience, members of staff and volunteers are expected to promote an anti-bullying culture by:
  - (a) celebrating achievement;
  - (b) anticipating problems and providing support;
  - (e) adopting a proactive interactive approach to bullying by gathering intelligence about issues between students which might provoke conflict and developing strategies to prevent bullying occurring in the first place;
  - (f) disciplining perpetrators fairly, consistently and reasonably, taking into account any special educational needs or disabilities of the student, taking into account the motivations and any underlying safety concerns of the perpetrator and providing support as appropriate;
  - (c) making opportunities to listen to students;
  - (d) acting as advocates of students.
- 8.5.2. Members of staff and volunteers are vigilant at all times but particularly:
  - (a) at the start and end of the College day when students arrive and leave the site;
  - (e) before lessons;
  - (f) during lunch hours
  - (g) in College corridors;
  - (h) on College transport / College trips ;

8.5.3. Bullying is regularly discussed in staff meetings. The result of these meetings is to feedback information about friendship patterns, particular incidents, any student who seems to be isolated, any growing "power base" and any known conflict between students so that strategies can be developed to prevent bullying incidents.

## 8.6. Students

8.6.1. Through the College's pastoral care systems, students are informed and taught that bullying will not be tolerated in the College. They are encouraged:

- (a) to celebrate the effort and achievements of others;
- (b) to hold and promote positive attitudes;
- (c) to feel able to share problems with staff;
- (d) to turn to someone they trust, if they have a problem;
- (e) not to feel guilty about airing complaints;
- (f) to be kind, considerate and tolerant towards others;
- (g) to be aware of the impact their behaviour can have on others;
- (h) to challenge their peers if they are unkind to others;
- (i) to celebrate the diversity of others;
- (j) to use technology safely and securely and to be aware of the risks and impact of the use of technology on themselves and others.

8.6.2. Measures are taken throughout each year to educate students about bullying and this policy. These measures include:

- (a) the PSHE and relationships education/relationships and sex education curriculum includes lessons on bullying;
- (b) anti-bullying posters placed around the College;
- (c) anti-bullying messages are given in assemblies;
- (d) the periodic organisation of anti-bullying weeks;
- (e) online safety is a key aspect of all areas of the curriculum. Parents are informed about online safety issues and the College's strategies to safeguard students through correspondence and events held by the College to raise awareness. See the College's Online Safety Policy for further information about the College's Online Safety Strategy;

8.6.3. The College recognises that children with special educational needs and disabilities can face additional safeguarding challenges, including the potential to be disproportionately impacted by behaviours such as bullying, without outwardly showing any signs. The College will consider extra pastoral support for students with special educational needs and disabilities, as required.

## 8.7. Parents

8.7.1. The College will take active measures to promote an anti-bullying culture and message to parents that bullying amongst students or towards staff will not be tolerated by the College.

## 9. Reporting concerns

### 9.1. Students



- 9.1.1. A student who is being bullied, or who is worried about another student being bullied, should tell someone without delay and can do so in several ways. He / she may:
- (a) inform his/her parents, Boarding Staff, Form Tutor or any member of staff or volunteer at the College or a responsible older student;
  - (b) contact the Student Well-Being Counsellor or one of the Independent Listeners, whose details are published in the Student Handbook, for advice;
  - (c) contact Childline (0800 1111) or for boarding students, the Children's Commissioner (0800 528 0731) .

## 9.2. Parents

- 9.2.1. Parents who are concerned that their child is being bullied should inform their child's Form Tutor without delay.

## 9.3. Staff

- 9.3.1. A member of staff or volunteer who learns of alleged bullying behaviour should:
- (a) respond quickly and sensitively by offering advice, support and reassurance to the alleged victim;
  - (b) listen carefully and keep an open mind;
  - (c) not ask leading questions;
  - (d) reassure the child but not give a guarantee of confidentiality;
  - (e) report the allegation to a senior member of staff as soon as possible;
- 9.3.2. The Form Tutor must inform the Principal and agree on a strategy for dealing with the matter.
- 9.3.3. If the alleged bullying behaviour raises a safeguarding concern, the matter should be reported in accordance with the College's Child Protection and Safeguarding Policy and procedures before further investigation is carried out. In the case of bullying potentially involving harmful sexual behaviours, staff will follow guidance set out in Part 5 of KCSIE.
- 9.3.4. This policy focuses mainly on the bullying of students by students although it is recognised that a staff member could be a victim of and on occasion may be perceived to be the perpetrator of bullying behaviour. The bullying of staff, whether by students, parents or other colleagues, is unacceptable. Staff members who are concerned about being bullied or harassed should refer to the College's Staff Handbook. Students and parents who feel that a member of staff is bullying should report this to the College Principal.

## 10. Why incidents might not be reported

- 10.1. There are many reasons why a student who has suffered bullying may be reluctant to report it. He/she may become demoralised and may think, for example:
- 10.1.1. "it is telling tales;
  - 10.1.2. they won't believe me because the person I am complaining about is popular and I am not, and I will become even more unpopular;
  - 10.1.3. the things they are saying and doing are too embarrassing to discuss with an adult;

- 10.1.4. it is all my fault anyway for being overweight / too studious etc;
- 10.1.5. there are too many of them; there is nothing the staff can do;
- 10.1.6. it will get back to my parents and they will think less of me;
- 10.1.7. I will just try and toughen up and grow a thicker skin;
- 10.1.8. I will lie low and not draw attention to myself;
- 10.1.9. this is a normal part of growing up and going to school".
- 10.2. There are also reasons why a student who has witnessed or learned of bullying behaviour may not want to make a report. He/she may think:
  - 10.2.1. "it is "grassing" and I will become unpopular;
  - 10.2.2. it is not my concern anyway;
  - 1.1.2. I don't like the victim and I would find it embarrassing to be associated with him/her."
- 10.3. Any of these responses would be contrary to the College's culture. The implementation of this policy encourages every student (and their parents) to understand that:
  - 10.3.1. every complaint of bullying will be taken seriously;
  - 10.3.2. members of staff and volunteers will deal with a complaint correctly and effectively in accordance with their experience and the training they have received;
  - 10.3.3. there is a solution to nearly every problem of bullying;
  - 10.3.4. a student who complains will receive support and advice and in many cases the problem can be dealt with on a no-names basis;
  - 10.3.5. the primary aim will be for the bullying to cease, not the punishment of the bully unless this is necessary;
  - 10.3.6. we may need to support the bully as well so we can address the causes of bullying behaviour.

## **11. Assessment of concerns**

- 11.1. The Form Tutor will normally see the victim and (unless the case is very serious) any witnesses without delay and form an initial view of the allegation. The assessment will consider:
  - 11.1.1. the nature of the incident(s): It is physical, sexual, verbal, exclusionary etc.?
  - 11.1.2. is it a "one-off" incident involving an individual or a group?
  - 11.1.3. is it part of a pattern of behaviour by an individual or a group?
  - 11.1.4. has physical injury been caused?
  - 11.1.5. whether or not to inform the Principal
  - 11.1.6. can the alleged bully be questioned without disclosing the victim's identity?
  - 11.1.7. what is the likely outcome if the allegation proves to be correct?
- 11.2. At this stage, the possible outcomes for an incident which is not too serious include:
  - 11.2.1. there has been a misunderstanding which can be explained sympathetically to the alleged victim with advice to the alleged bully; or
  - 11.2.2. the complaint is justified in whole or in part, and further action will be needed.

- 11.3. If at any stage the alleged bullying behaviour raises a safeguarding concern, the College's Child Protection and Safeguarding Policy and Procedures should be followed before further investigation is carried out. This will always be the case where sexting or other harmful sexual behaviours are involved. Where bullying allegedly involves youth produced sexual imagery, staff will not view or forward sexual imagery reported to them and will follow the College's policy on sexting as set out in Appendix 1 of the College's Safeguarding and Child Protection Policy and Procedures.
- 11.4. Where it is believed that serious bullying behaviour has occurred involving a student or has recurred after warnings have been given to the "bully" he / she will refer the matter to the Principal.
- 11.5. The Principal will:
  - 11.5.1. interview the alleged victim, bully and any witnesses separately, in order to establish the facts of the case. He or she may decide to ask another senior member of staff to be present;
  - 11.5.2. send a summary of his or her findings to other relevant staff.
- 11.6. The Principal will decide on the action to be taken in accordance with this policy.
- 11.7. The Principal will notify the parents of the victim and bully giving them details of the case and the action being taken. Such action may include further investigation and action in accordance with the College's Behaviour and Discipline policy.

## **12. Response to concerns**

- 12.1. When a complaint of bullying behaviour is upheld, the range of responses may include one or more of the following:
  - 12.1.1. consideration as to whether the bullying incident should be addressed as a safeguarding concern and if so, the College's Child Protection and Safeguarding Policy and Procedures will be followed;
  - 12.1.2. advice and support for the victim and, where appropriate, establishing a course of action to help the victim, including support from external services where appropriate;
  - 12.1.3. advice and support to the bully in trying to change his / her behaviour. This may include clear instructions and a warning or final warning;
  - 12.1.4. consideration of the motivation behind the bullying behaviour and whether external services should be used to tackle any underlying issues of the bully which contributed to the bullying behaviour. If these considerations give rise to safeguarding concerns relating to the bullying, the College's Child Protection procedures will be followed;
  - 12.1.5. a supervised meeting between the bully and the victim to discuss their differences and the ways in which they may be able to avoid future conflict (only with the victim's express agreement);
  - 12.1.6. a disciplinary sanction against the bully, in accordance with the College's Behaviour and Discipline policy. In a very serious case or a case of persistent bullying, a student may be required to leave the College permanently in accordance with the College's Behaviour and Discipline policy. Any disciplinary action will be applied fairly, consistently and reasonably, taking into account any special educational needs or disabilities and the needs of vulnerable students;
  - 12.1.7. action to break up any perceived "power base";

- 12.1.8. confiscation of mobile electronic devices, increased monitoring procedures or limiting access to the College's internet and email facilities if the case involves cyberbullying (see also the College's Acceptable Use Policy for Students);
  - 12.1.9. moving either the bully or victim to another form group after consultation with the student, his/her parents and the relevant staff;
  - 12.1.10. involving children's social care or the police;
  - 12.1.11. notifying the parents of one or both students about the case and the action which has been taken;
  - 12.1.12. such other action as may appear to the Principal to be appropriate.
- 12.2. The position should be monitored for as long as necessary thereafter. Action may include:
- 12.2.1. sharing information with some or all colleagues and with students so that they may be alert to the need to monitor certain students closely;
  - 12.2.2. ongoing counselling and support;
  - 12.2.3. vigilance;
  - 12.2.4. mentioning the incident at meetings of staff;
  - 12.2.5. reviewing vulnerable individuals and areas of the College.

### **13. Supporting those severely impacted by bullying**

- 13.1. The College recognises that removing bullied students from College is disruptive and can make it difficult to reintegrate. The College understands in some circumstances, however, the consequences of being bullied may have had a severe impact on a student's social, emotional or mental health and may have impacted seriously on a student's ability to learn.
- 13.2. The College will do all that is reasonably possible to ensure bullied students continue to attend College and maintain their educational progression by putting in place proportionate short term alternative on-site provision plans where necessary.
- 13.3. If the student is considered to have significantly greater difficulty learning than the majority of those the same age because of the impact of the bullying, the College will consider whether the student will benefit from being assessed for special educational needs.

### **14. Training**

#### 14.1. Staff

- 14.1.1. The College ensures that regular guidance and training is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles especially:
  - (a) having an understanding of the groups who may be more vulnerable to bullying;
  - (b) awareness of the risk and indications of bullying, and how to deal with cases;
  - (c) counselling skills (including bereavement);

- (d) awareness of the risks of peer-on-peer abuse including sexual violence and sexual harassment and how bullying may give rise to safeguarding concerns.

14.1.2. The level and frequency of training depends on role of the individual member of staff.

14.1.3. The College maintains written records of all staff training.

#### 14.2. Students

14.2.1. We emphasise to all students the role which is expected of them in setting a good example and being helpful to each other. This includes establishing a buddy system for all students and a monitor system in the boarding house.

### 15. Risk assessment

15.1. Where a concern about a student's welfare is identified, the risks to that student's welfare will be assessed and appropriate action will be taken to reduce the risks identified.

15.2. The format of risk assessment may vary and may be included as part of the College's overall response to a welfare issue, including the use of individual student welfare plans (such as Behaviour, Healthcare and Education Plans, as appropriate). Regardless of the form used, the College's approach to promoting student welfare will be systematic and student focused.

15.3. The Principal has overall responsibility for ensuring that matters which affect student welfare are adequately risk assessed and for ensuring that the relevant findings are implemented, monitored and evaluated.

15.4. Day to day responsibility to carry out risk assessments under this policy will be delegated to Rhian Welch and John Milne who have been properly trained in, and tasked with, carrying out the particular assessment.

### 16. Record keeping

16.1. All records created in accordance with this policy are managed in accordance with the College's policies that apply to the retention and destruction of records.

16.2. College staff maintain records of the welfare and development of individual students. Every complaint or report of bullying is recorded centrally and monitored to enable patterns to be identified, both in relation to individual students and across the school as a whole and to evaluate the effectiveness of the College's approach.

16.3. The Principal will maintain a centralised record of all allegations or reports of bullying, including details of those involved and the action taken.

16.4. The Principal will monitor the centralised record of bullying incidents on a regular basis to identify patterns in behaviour and the effectiveness of the College's Anti-Bullying Procedures.

16.5. The records created in accordance with this policy may contain personal data. The College has a number of privacy notices which explain how the College will use personal data about students and parents. The privacy notices are published on the College's website. In addition, staff must ensure that they follow the College's data protection policies and procedures when handling personal data created in connection with this policy. This includes College's Data Protection Policy and Information Security Policy.

**17. Version control**

Date of adoption of this policy	July 2019
Date of last review of this policy	September 2020
Date for next review of this policy	September 2021
Policy owner (SMT)	John Milne (Principal)
Policy owner (Proprietor)	Bristol International College Limited

## Appendix 1 Cyberbullying: guidance for students

1. Cyberbullying is bullying that takes place using technology.
2. Students should remember the following:
  - 2.1. To use the security settings when using technology;
  - 2.2. to regularly change their password and keep it private;
  - 2.3. to always respect others – students should be careful what is said online and what images are sent;
  - 2.4. to think before sending - whatever is sent can be made public very quickly and could stay online forever;
  - 2.5. if a student or someone the student knows is being cyberbullied, the student must **tell someone**. Everybody has the right not to be harassed or bullied online. Tell an adult you trust - your parents, any member of staff or volunteer, the College's Well- Being Counsellor (\* include contact details here) or a helpline such as ChildLine on 0800 1111;
  - 2.6. not to retaliate or reply online;
  - 2.7. save the evidence, keeping records of offending messages, pictures or online conversations. This will help to show what is happening and can be used by the College to investigate the matter;
  - 2.8. block the bully. Most social media websites and online or mobile services allow the blocking of someone who is behaving badly;
  - 2.9. to be pro-active. If cyberbullying is taking place, the victim needs support and the bullying should be reported.
3. The following are helpful websites:
  - 3.1. <http://www.childnet.com/young-people>
  - 3.2. <https://www.thinkuknow.co.uk/>
  - 3.3. <https://www.childline.org.uk/Explore/Bullying/Pages/online-bullying.aspx>
  - 3.4. <https://www.saferinternet.org.uk/advice-centre/young-people>
  - 3.5. <https://www.disrespectnobody.co.uk/>
  - 3.6. <http://www.safetynetkids.org.uk>
4. Please see the College's Acceptable Use Policy for Students which sets out the College rules about the use of technology including mobile electronic devices.