



Abusive Behaviour Policy and Procedures

CELt is fortunate to be a place where tolerance and respect are an integral part of the school's international and multicultural environment. Our students and staff are motivated by an interest in other cultures and languages and this informs the school's culture. However, occasionally these values are questioned: CELt has a zero tolerance attitude to any form of abusive behaviour and we therefore investigate any conduct which may be abusive and follow the procedures outlined in this document to ensure that it is dealt with correctly and robustly.

CELt is therefore committed to a working and learning environment that is free from any form of abusive behaviour. Any incident of harassment, abusive behaviour or bullying/cyber-bullying will be regarded very seriously and may lead to expulsion from the school.

Harassment includes any unwanted conduct related to race, age, religion or sexual orientation that is offensive, intimidating or hostile, which causes stress, anxiety, fear or sickness on the part of the harassed person, even if this effect was not intended by the person responsible for the behaviour.

Conduct may be harassment whether or not the person intended to offend. Something intended as a 'joke' or 'banter' may offend another person. Behaviour that a reasonable person would realise could offend a student or employee will always constitute harassment without the need for the student or employee having to make it clear that such behaviour is unacceptable.

Bullying is an abuse of power which takes place over a period of time. Bullying can take many forms, but the main types are:

Physical - pushing, hitting, kicking, pinching, and any other forms of violence (actual or threatened)

Verbal - name calling, sarcasm, making offensive remarks, spreading rumours, threats

Emotional - exclusion from social groups, tormenting, ridicule, humiliation

Racist - racial taunts, gestures

Sexual - unwanted physical contact, abusive comments, homophobic abuse

Cyber-/online- sending text messages, emails, setting up 'hate websites' and abusing victims via mobile phones.

Single incidents of verbal or physical aggression are not necessarily considered to be bullying.

Acts of bullying or harassment can include:

- Offensive songs, remarks, jokes, emails or gestures
- Display of offensive posters, publications and graffiti
- Unwanted physical contact or advances
- Offensive remarks about a person's dress or appearance
- Offensive remarks about a person's race, gender, marital status, disability, religion or belief, sexual orientation, gender identity or age



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- Shouting, abusive or intimidating language
- Spreading malicious rumours, allegations or gossip
- Damage to personal property
- Excluding, marginalising or ignoring someone
- Intrusion by pestering, spying or stalking
- Cyber-bullying: that is, the sending or posting of harmful, cruel or offensive text or images by email, internet, social networking websites or other digital communication devices.

- Copying memos that are critical about someone to others who do not need to know
- Deliberately undermining a competent worker by overloading, taking credit for his/her work or through constant criticism
- Removing areas of responsibility and imposing menial tasks

(This list is commonly used in Further Education Colleges)

CELT does not tolerate any form of abusive behaviour either between students, between staff or between students and staff. Anyone who is subjected to harassment or abuse will receive support and assistance and, where appropriate, remedy. Confidentiality will be recognised as being of the greatest importance.

CELT is a *telling* school. This means that anyone who knows that bullying is taking place is expected to report it.

All members of staff should be able to identify bullying or abuse when it occurs but not confuse this with other acts of aggression, which may be isolated occurrences. Bullying is an abuse of power which takes place over a period of time.

Please remember that:

- Teachers should monitor classes carefully for any evidence of bullying.
- Bullying is not confined to teenagers, so teachers working with our adult students should equally monitor their students for signs of bullying.
- Any perceived/alleged incidents of bullying or abuse must be reported immediately to the DoS or a member of the Safeguarding team.
- You should reassure any student(s) involved that action will be taken and confidentiality will be maintained.



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Procedure for dealing with abusive behaviour

Abusive behaviour *towards* staff or students or *by* staff or students will not be ignored. It should be reported to the Directors or the Director of Studies, who will investigate any allegations by following the school's procedures and the results will be noted on file together with any action agreed or taken.

Once it has been established that bullying has taken/is taking place, the Directors or the Director of Studies will explain to the person acting unkindly that their actions have been unkind and tell them the effect it has had on another/others. They will ask them to consider an appropriate way of putting things right and, if necessary support them in making an apology. If the bullying involves students in our junior centre, any accompanying group leaders should be immediately contacted and involved in resolving the issue from the very beginning.

If an apology/reconciliation is done this should be with staff present so that it can be witnessed and recorded.

If, after being spoken to, the bullying continues, then it must be seen as deliberate and require a more serious response. The Directors or Director of Studies will take immediate action to protect the bullied person and begin procedures to restrict the activities of the bully. Agents and/or parents of both parties will be fully informed.

This policy is reviewed annually or as and when necessary

Last review: December 13th 2018