



ANTI-BULLYING POLICY

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Review

Last review: January 2025 - Next Review July 2025





ANTI-BULLING POLICY

(DISCIPLINARY, ADMISSIONS & EXCLUSIONS)

Our aim	To promote a serious academic environment with high attendance and good behaviour amongst the student body. We want MC Academy to be a safe place for all students to feel welcome and valued.
Our values	In adherence to our equality policy, no level of bullying will be tolerated in the school.
Our strategy	All members of staff react promptly to any sign of bullying, i.e. students excluding peers from working together, any racial or gender orientated comment in class or around school, any form of abuse targeted at a member of staff from a student or staff speaking negatively about another member of staff.

POLICY

Any issue, no matter how big or small, should be reported to the school's safeguarding lead. The reporter or safeguarding officer will document the circumstance using a concern form. Depending on the severity of the situation, the student or member of staff will be given a verbal and written warning before being dismissed. The school reserves the right to dismiss a student in the event of misconduct. This policy will be made clear to students pre-arrival and on induction. The school reserves the right to refuse admission to any student or to dismiss any student in the event of misconduct without refund of fees. In the event of misconduct such as abusive behaviour or language, fighting or discriminatory language, the school reserves the right to dismiss students if they have broken UK law such as the use of recreational drugs on the school premises or in MC Academy accommodation. The school will make these procedures clear to all students through the terms and conditions published on the website and on the fee sheet.

Scope of the policy

This policy relates to bullying and harassment perpetrated by or against (the following list is non-exhaustive):

- Fellow MC Academy students;
- Teachers and other members of MC Academy staff;
- Homestay hosts working with MC Academy and their immediate family members, relatives, friends and visitors;
- Accommodation providers working with MC Academy and their staff members;
- Contractors working for MC Academy;
- Visitors on MC Academy premises;
- Members of the general public.



Definitions

1- The following definitions shall be used for the purposes of this policy:

Student: Any person registered in a course of study at any Mc Academy location, irrespective of the duration of the course or the number of study hours per day.

2- The victim/complainant is any person who feels they have experienced or seen bullying or harassment.

3- **Perpetrator/Offender:** Any person who is charged with acting in a way that could be interpreted as bullying or harassment in accordance with this policy.

4- Bullying (as defined in the Department for Education guidance Preventing and Tackling Bullying, October 2014): “Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally. Bullying can take many forms (for instance, cyber-bullying via text messages or the internet), and is often motivated by prejudice against particular groups, for example on grounds of race, religion, gender, sexual orientation, or because a student is adopted or has caring responsibilities. It might be motivated by actual differences between students, or perceived differences”. Examples of what constitutes bullying are given in Appendix A.

5- Harassment (as defined in the Equality Act 2010): “Unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual”. Examples of what constitutes harassment are given in Appendix A.

6- Protected Characteristic (as listed in the Equality Act 2010):

- i. Age;
- ii. Disability;
- iii. Gender reassignment;
- iv. Marriage and civil partnership;
- v. Pregnancy and maternity;
- vi. Race;
- vii. Religion or belief;
- viii. Sex;
- ix. Sexual orientation.

Overall guidelines for avoiding harassment and bullying

- At all times, MC Academy will work to create in its students a culture that opposes bullying and harassment.
- Under no circumstances will MC Academy support or allow bullying or harassment of any kind. This covers harassment and bullying that is inflicted by guests or other members of the public.
- If someone feels they have experienced or seen bullying or harassment, MC Academy will always support and encourage them to come forward and report the incident.
- No matter how little an incident may appear at first, it will be taken seriously when it is reported. MC Academy assures any complainant of complete confidentiality.



Student Responsibilities

- By completely sticking by the guidelines outlined in this policy and preventing from acting or conducting themselves in a bullying or harassing manner towards other students or any other individual, they can assist MC Academy in promoting and achieving an anti-bullying and anti-harassment culture.
- Avoid bullying and harassment by being considerate of other people's feelings and needs and making sure their behaviours don't offend.
- Discourage harassment and bullying by others by stating unequivocally that such behaviour is inappropriate and by offering assistance to anyone attempting to put an end to harassment or bullying.
- If they feel they have been the victim of abuse, speak up and report the incident to a trusted staff member.

Reporting Harassment or Bullying

Any student who feels they have experienced or observed bullying or harassment should adhere to the procedure(s) listed below:

Non-formal settlement:

- People might not comprehend how their actions are perceived or unwanted, thus having a casual conversation might increase comprehension and result in a commitment to stop a particular practice.
- It is advised that complainants tell the offender that their actions are unacceptable or request that they stop. This can be done verbally or in writing; in the latter instance, the complainant should preserve a copy of the records and, if it is possible, note the times and dates of the incidents.
- If the complainant is uncomfortable approaching the alleged offender, they can ask a friend or fellow student to talk with them on their behalf.
- When someone is informed that their behaviour is unacceptable, they should:
 - a) Pay attention to the complaints and concerns expressed;
 - b) Respect the viewpoint of the other person;
 - c) Recognise and understand that the other person's response or interpretation of another person's behaviour matters;
 - d) Agree with the aspects of their behaviour that will change;
 - e) Examine their overall conduct and behaviour.

Formal resolution:

The student may report the bullying or harassment to any staff member they feel comfortable talking to or who they trust, provided that the above informal request is denied. This employee will document the complaint in writing and forward it to Director of Studies or the Safeguarding Lead, who will handle it as a formal grievance.