

Department	Language in Action	Implementation Date	15 th May 2026
Official name of the policy	Anti-Bullying Policy (v2.0)	Last Reviewed/Update Date	15 th May 2026
Policy Owner	Adam Ennis (Head of Juniors)	Approval Date	15 th May 2026
Policy Approver	Emiliano Sallustri (Managing Director ELT – Designated Safeguarding Lead)	Next Review	15 th May 2027

Anti-Bullying Policy

1. Aims

- Language in Action is committed to the health, safety and well-being (both physical and emotional) of all of its community members, both students and staff, and will deploy stringent and active measures to safeguard these aims and provide a safe environment in which the community can develop.
- To make clear that Language in Action encourages students and staff to speak out against instances of bullying with assurances that each situation will be treated with gravity and integrity.
- To follow the Group Safeguarding and Prevent Policy and LiA addendum if bullying involves any students under the age of 18.
- To ensure that staff are vigilant in looking for signs of bullying and readily available to listen to students who feel they have been subjected to bullying.
- To keep detailed records to enable patterns of behaviour to be easily identified and to prevent future instances of bullying wherever possible.
- To fulfil its responsibility relating to the legislative obligations under the Human Rights Act 1998 and the Equality Act 2010.

2. Definitions

The Office of Children and Young People's Services' Anti-Bullying Strategy defines bullying as a persistent, deliberate attempt to hurt or humiliate someone. Language in Action will adhere to this definition for the purposes of this policy, which applies to staff and students of all ages.

3. Management Statement on Bullying

Bullying will not be tolerated in any form. Students and staff are encouraged to speak out if they are being bullied or aware of someone who is being bullied. All allegations of bullying will be thoroughly investigated, and sanctions will be applied in line with the Student Disciplinary Procedure set out in the Behaviour Policy, up to and including suspension or expulsion.

4. Types of Bullying

There are various types of bullying, but most have three common features:

- It is deliberately hurtful behaviour.
- It is repeated over time.
- There is an imbalance of power, which makes it hard for those being bullied to defend themselves.

Bullying may take various forms, including:

- Physical: kicking, hitting, pushing, and intimidating behaviour or interference with personal property.
- Verbal: psychological threats, taunts, shunning/ostracism, name-calling/verbal abuse or the spreading of rumours.
- Racist: physical, verbal, written, online or text abuse or ridicule based on differences of race, colour, ethnicity, nationality, culture or language.
- Faith or culture-based: negative stereotyping, name-calling or ridiculing based on religion, faith or culture.
- Sexist: use of sexist language or negative stereotyping based on gender.

- Sexual: unwanted/inappropriate physical contact or sexual innuendo.
- Homophobic: name-calling, innuendo or negative stereotyping based on sexual orientation or use of homophobic language.
- Disability: name-calling, innuendo, negative stereotyping or excluding from activity based on disability or learning difficulties.
- Gifted/Talented: name-calling, innuendo, ostracism or negative peer pressure based on high levels of ability or effort.
- Cyber bullying: abuse online or via text message, interfering with electronic files, setting up or promoting inappropriate websites and inappropriate sharing of images from webcams/mobile phones. Cyber bullying incidents are handled in accordance with the E-Safety and Cyber-Bullying Policy and Procedure.

5. Scope

This policy is applicable within all premises used by Language in Action, as well as on all excursions and any other activity organised by Language in Action.

6. Specific Areas of Responsibility

The LiA Head Office (Managing Director ELT, Head of Juniors, Deputy Head of Juniors, Senior Operations Manager) will:

- Ensure that all staff have an opportunity to discuss strategies and review them
- Determine the strategies and procedures
- Discuss development of the strategies with the centre management staff
- Ensure appropriate training is available
- Ensure that the procedures are brought to the attention of all staff, students and parents/guardians

Centre Managers, Campus Coordinators and Welfare Officers will:

- Be responsible for the day-to-day management of the policy and systems
- Ensure that there are positive strategies and procedures in place to help both the bullied and bullies
- Keep the LIA Head Office informed of all incidents
- Arrange relevant staff training
- Determine how best to involve parents/guardians in the solution of individual problems for students under 18
- Report incidents to the LIA Head Office when they arise

All staff will:

- Be responsible for ensuring that LIA positive strategies are implemented
- Be aware of LIA's policy and procedures with regards to bullying
- Deal with any incidents by reporting them to the Centre management staff
- Never let any incidences of bullying pass by unreported, whether on-site or during an off-site activity

7. Dealing with Incidents

For each LIA centre, the incident will be reported to the Welfare Officer / Centre Manager who will investigate immediately. If there is a racial element to the incident or other reason for the staff to escalate the matter, then a member of the Head Office will also be immediately informed.

The details of the incident will be recorded by the Welfare Officer / Centre Manager and hard and soft copies will be stored in secure folders. Should any incident also represent a safeguarding concern, it is recorded and escalated in accordance with the Group Safeguarding and Prevent Policy and LiA addendum.

The DoS, agency group leaders and the teachers of the affected student will be informed and encouraged to monitor the situation.

Sanctions against the perpetrator will be determined by the Centre management staff / Head Office where appropriate, in line with the Student Disciplinary Procedure in the Behaviour Policy.

8. Counselling and Support

If there is a perceived need for counselling and support, Language in Action will, in appropriate cases, suggest guidance, professional services and/or counselling for both bullies and the bullied. In the first instance Language in Action's trained Welfare Officers will speak to the student and ascertain whether this is an appropriate course of action. For incidents of a serious nature, the agent will be contacted and also the parent/guardian in the case of an under 18 student.

Whilst staff members are always willing to offer sensitive advice and support to students, the affected students will be aware that any information divulged to staff about illegal activity cannot be held in confidence if there is a potential risk to others.

Bullying of staff members should be reported in the first instance to the line manager or their line manager's manager. All managers should inform a Head Office member of any incidents of bullying.

9. Monitoring and Evaluation

The Language in Action Head Office will keep and consider reports on serious incidents. These reports will be discussed by the Language in Action / Malvern International management team to determine what can be learned from these incidents and how they have been handled, with a view to improving the School's strategies.

Appendix A: Advice to Students

If you are being bullied:

- Be firm and clear, make eye contact and tell the bully to stop
- Move away from the situation immediately, if possible
- Inform a member of staff as soon as possible

After an incident of bullying:

- Tell a member of staff
- Ask a friend to accompany you if you need support in discussing the incident
- Keep on speaking up until someone listens
- Do not blame yourself for what has happened

When discussing the incident with a responsible person be clear on:

- What has happened
- How often this has happened
- Who was involved
- Who witnessed the incident
- Where the incident happened
- What you have done about it already

Appendix B: Advice to Staff

Signs of bullying:

- A student's behaviour may change suddenly
- They may start avoiding classes for no obvious reason
- They might seem happy in the UK but miserable at school
- They may have bruises, scratches or other physical injuries

Always report any issue to your line manager who will deal with the situation immediately.

Support for the affected student:

- Listen to them and reassure them that you believe them
- Treat their concerns and feelings seriously
- Talk through their options with them
- Follow up claims as soon as possible
- If a parent/guardian has made contact, set a deadline for resolution and stay in regular contact with them according to your line manager

- If the situation cannot be resolved effectively within the existing centre management structure, or if you feel you are unable to cope, refer the matter immediately to a member of the Head Office
- Provide accurate records for the Head Office who will ensure that they are kept secure
- Continue to monitor the situation

Feedback and Further Information

Language in Action welcomes all constructive feedback on this and any other school policy. If you would like further information, please contact the Head of Department at adam.ennis@malvernplc.com.