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## **Behaviour and Anti-bullying Policy**

### **Introduction**

At the Stirling School of English SCIO (SSoE) we believe that good behaviour should be regarded as the norm and should be universally understood as such. All members of the school community have a responsibility in ensuring that the principles of respect for oneself, for others and for our environment pervade all that we do.

Central to the successes of the SSoE are our approaches to Promoting Positive Behaviour. The culture of the school is based on positive relationships, respect and positive engagement in the wider life of the school. The good order of the school is ensured through an agreed set of rules with a clear procedure for individual cases where rules are not followed.

Discipline in the school is closely linked to other aspects of school life and every member of staff and volunteers have a responsibility to encourage positive engagement of students both within and outside the classroom.

### **Code of Conduct**

The primary focus of the code of conduct is Respect at all times.

- Behave responsibly at all times and follow the classroom rules.
- Care for your environment and surroundings.
- Listen carefully and follow all instructions first time.
- Always be on time and prepared for all lessons.
- Put your phone and devices on silent and away unless directed by teacher.
- Respect all members of the SSoE

## **Bullying**

In line with our Equal Opportunities Policy, the SSoE will not accept discriminatory behaviour of any kind. All members of the SSoE (staff, volunteers, students) are committed to promote equality, diversity and an inclusive and supportive environment for all learners, regardless of their age, gender, marital status, sexual orientation, race, ethnic or national origin, nationality, disability, religion or other distinction and aim to promote good relations between persons of different racial and ethnic groups. The school does not tolerate bullying in any form and staff must be alert to signs that a student or a volunteer is being bullied either in or outside the classroom. All allegations of bullying must be reported to the manager or the Chairman in their absence.

Bullying is a combination of behaviours and impacts that can affect someone's ability to feel in control of themselves; it is behaviour that can make people feel hurt, threatened, frightened and left out. This behaviour can harm people physically or emotionally and, although the behaviour may not be repeated, the threat may be kept up over time, by actions, looks, messages, confrontations, hitting or hurting or the fear of these. Bullying also occurs in the virtual world. As communication can happen anywhere and at any time, often unsupervised, on-line bullying can be very pervasive and difficult to handle.

Bullying behaviour may be related to prejudice-based attitudes and behaviours which may compound other differences or difficulties in a person's life. These include:

- homophobic bullying;
- racist bullying;
- disablist bullying;
- body image;
- religion and belief;
- sexism and gender;
- looked after children and young people;
- socio-economic group.

Bullying behaviours can include:

- name-calling, teasing, belittling or threatening and intimidating by making prejudiced-based remarks;

- hitting, tripping, pushing, kicking;
- stealing and damaging belongings;
- ignoring, excluding, spreading rumours;
- sending abusive messages electronically, e.g., via text, emails or social networking sites; making people feel like they are being bullied or fearful of being bullied;
- targeting someone because of who they are or who they are perceived to be.

This list is not an exhaustive list; there may be other behaviours that could impact negatively on a person's wellbeing.

### **Reporting Bullying Behaviour**

If you are being bullied or witness someone else being bullied it is very important that you take action: ignoring it can often mean it will get worse. You should tell your tutor or the school's manager.

When a volunteer witnessed examples of bullying they need to inform the manager after they have supported the bullied person.

### **What will we do when you tell us?**

Bullying and harassment are wrong and we will always listen to any concerns or comments, but that doesn't mean the people who do it are 'bad' people. It doesn't excuse the bullying behaviour, but it does mean that it is possible to help them change the way they behave.

Steps we will take will include:

- maintaining confidence where appropriate;
- discussing incidents with student(s) experiencing the bullying behaviour;
- if involving children, informing and discussing it with their parents/guardians;
- taking appropriate action, including sanctions;
- encouraging mediation.

### **When a volunteer witnesses bullying in class**

The manager or a volunteer who has witnessed the incident, should take the incident seriously. They must use their professional judgement in deciding upon appropriate

action based on the impact of the bullying behaviour on the person. The person who has experienced bullying behaviour will receive appropriate support and protection.

Examples of good practice include:

- the person is taken to a comfortable place with no distractions;
- the person is listened to;
- the member of staff or a volunteer should confirm that bullying is never acceptable; they deserve to feel safe;
- they should be gently encouraged to talk, to find out what happened, who was involved, where and when – and notes taken;
- they should be asked what they want to see happen next;
- the person should be kept up to date with progress;
- if a child or young person is involved, the manager should inform parents of the incident and action taken, if it is judged to be appropriate.

## **Procedures and Sanctions**

The Policy is designed to create the conditions for a harmonious school community and it is the responsibility of each student to know and abide by the Policy and the school rules. We recognise, however, that there will be occasions when breaches of good order will occur and some students will seek to contravene school rules and accepted patterns of behaviour. Consequently, there is a set of procedures and sanctions for dealing with such offences. These include:

- verbal warnings, repeated or extra work;
- exclusion from certain class activities;
- suspension from classes;
- expulsion.

At each stage it will be clear to students why they are being punished and that a record of their conduct may be kept.

Date of approval: 7<sup>th</sup> August 2024

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David Howes  
(chairman)