POLICIES OF SAINT ANNE LANGUAGE CENTER

Anti-Bullying Policy

1. Policy Statement

Saint Anne Language Center provides a safe and stimulating environment in which every member of the community (students and staff) is valued, regardless of their abilities (intellectual or physical), culture, gender, social background, family circumstances, race or religion.

Saint Anne Language Center is committed to creating and maintaining an environment in which all students feel safe and respected, because we believe that effective learning is only possible when students feel safe.

This includes taking every possible measure to prevent all forms of bullying, as well as responding quickly and effectively when such cases occur.

2. Definition of Bullying

Bullying is characterised by the following:

- deliberate hurting or humiliation
- an imbalance of power
- repetition (in most cases)

In some cases even a single incident may be regarded as bullying, especially in cases of:

- racism
- sexism
- bullying of children with disabilities

3. How to Recognise Bullying

Bullying can be:

- Physical – hitting, kicking
- Emotional/verbal – insults, mockery, threats, exclusion, rumours
- Cyberbullying – hurtful messages, photos or posts
- Material – damaging or stealing belongings
- Low-level but persistent – pushing, disrupting, obstructing work and learning

Bullying often happens in front of other people, who may be:

- bystanders

- accomplices

4. Types of Bullying

- related to race, religion, culture or social status
- related to special educational needs
- related to appearance or health
- related to family circumstances
- sexist bullying

All forms are treated equally seriously.

5. Responding to Bullying

Saint Anne Language Center applies the following strategies:

5.1. Procedures

- all cases are taken seriously
- an investigation is carried out
- all parties involved are included

5.2. Prevention

- it is made clear that bullying is not tolerated
- the center's values are visible and discussed
- staff are visible and active
- support is provided for victims
- parents are informed

6. Monitoring and Review

- the policy is discussed regularly with staff, students and parents
- leaders monitor for cases
- the policy is reviewed annually

7. Guidance for Staff

- take every report seriously
- state clearly that bullying is unacceptable
- act actively and promptly
- report cases
- watch for hidden bullying

8. Guidance for Students

- tell the difference between a conflict and bullying
- bullying is repeated behaviour
- always tell an adult
- seek help from:
  - a friend
  - a parent
  - a teacher

9. Cyberbullying

Bullying through:

- phones
- computers
- social networks
- online games

Most common platforms:

- social networks
- chats and messaging
- forums
- email

10. What to Do About Cyberbullying

- Tell an adult
- Ignore the bullying
- Do not reply
- Keep the evidence
- Block the person
- Protect your personal data
- Be careful what you post

Conclusion

Saint Anne Language Center strives to create a safe, supportive and respectful environment in which every student can develop fully without fear of bullying.