

THE HORNER SCHOOL OF ENGLISH – BULLYING, HARASSMENT & STALKING POLICY 2018 – 2021

Definitions: **Bullying** is defined as repeated inappropriate behavior, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, or experienced within the classroom which could reasonably be regarded as undermining the individual's right to dignity. **Harassment** is defined as unwanted behavior from someone else that makes you feel distressed, humiliated, or threatened. Particularly in the context of any form of unwanted conduct related to: • gender • civil status • family status • sexual orientation • religious belief (or lack thereof) • age • disability • race, colour, nationality or ethnic or national origin. Examples of harassment include: Unwanted phone calls, texts, letters, emails or visits, abuse (verbal or online), making physical gestures or transmission of images and graffiti. **Stalking** is defined as a pattern of obsessive behavior which is repeated, persistent, intrusive and causes fear of violence or causes alarm and distress in the other party. Stalking behavior can include making repeated unwanted communication with another person; consistently sending gifts (e.g., flowers); calling to visiting the location of someone's home when uninvited.

Responsibilities: This policy applies to all Horner School students and staff including directly employed staff, homestay hosts, accommodation and transport providers and anyone working on behalf of the Horner school of English. All adults are expected to read and abide by the policy and procedures set out in this document.

The purpose of the policy:

- To provide protection for employees and students attending Horner School of English.
- To provide staff & students with guidance on procedures they should adopt if they suspect a person may be experiencing or be at risk of bullying, harassment, or stalking.

Policy review: We will ensure that this policy is communicated and understood and that there are enough resources available for its implementation.

Designated Persons: Horner School has appointed two liaison persons, whose role it is to oversee the standards and practices for the school. They are responsible for the implementation of all procedures as laid out in this document. Their contact details are David Horner (david@hornerschool.ie) & Janice Horner (janice@hornerschool.ie).

Policy Availability & Formats: This policy is available on the Horner School website, with a hard copy also available at the school office.

The Complaint Process: Any employee or student who believes he or she is being bullied, harassed, or stalked should, where possible, indicate directly to the person complained of that the behavior in question is unacceptable. If the employee/student believes this approach is not suitable or has been unsuccessful, they may then make a formal complaint. Formal complaints should be addressed to David Horner / Janice Horner (designated person). It is preferable that the formal complaint is made in writing.

The procedure which will be followed: The designated person will establish the facts, the context and then the next course of action in dealing with the matter: Where specific examples are given; the person complained against will be informed of the complaint and given a chance to respond. After the response is received (or a reasonable period has elapsed without a response having been received) a method will be agreed to progress the issue to resolution so that both parties can return to a harmonious working environment without bullying or harassment being a factor. If the behavior complained of does not concern bullying, harassment or stalking as defined, an alternative approach will be put in place and a rationale recorded. Horner School of English reserve the right to terminate services, terminate employment or expel a student from the school, where (in the opinion of the management of the school) the continued provision of that service, employment or course of study would be unsafe or unsuitable.

Keeping Records: All serious concerns communicated to the designated persons will be responded to as quickly as possible. All information regarding allegations of bullying, harassment or stalking concerns will be filed and stored securely. Information will be shared on a "Need to Know Basis Only". A summary of the allegation, details of how the allegation was followed up and resolved, and a note of any action taken, and decisions reached, will be recorded, and stored. The purpose of the record is to enable accurate information to be given in response to any future request for information, where appropriate. The record of the incident may also be considered if future allegations are made. Details of allegations that are found to have been malicious will be immediately removed from the record.