

Anti-Bullying and E-Safety Policy for Host Families

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**If you suspect any bullying behaviour report immediately:
0203 397 7744 or Marianna@ukstudycentre.com**

Anti-bullying

Bullying is a conscious abuse of power by an individual (or group) over other individuals. It can be a desire to hurt, threaten or frighten. This may be persistent teasing or name-calling, queue barging, being excluded from friendship, malicious gossip, racial or sexual harassment, extortion, emotional abuse, damaging or stealing property or physical harm. It may also involve being forced to do something you do not want to do - this may include cyber- bullying

UK Study Centre Guardianship is committed to protect every student's right to enjoy all aspects of education, without interference from other pupils. Any incident where a pupil's conduct adversely affects another's ability to enjoy this right is deplored. When a pupil persistently or repeatedly acts in such a way that another's happiness is directly and seriously affected we are likely to regard this conduct as bullying. If the homestay believes that the student or one of their friends might be bullied at school they must inform the Head of Guardianship immediately.

The Student Handbook provides an advice on where pupils can seek help, including details of confidential help lines and web sites connecting to external specialists, such as Childline, National Care Standards Commission and Children's Rights Director. Students are also given guidance on the safe use of social networking sites and cyber bullying. We recommend the homestays not to allow the use of voice recording on mobile phones without their knowledge.

ANY FORM OF BULLYING WILL NOT BE TOLERATED!

E-Safety

The positives of technology far outweigh the negatives despite issues such as the negative impact of social media, cyber-bullying, adult content and predators. But the internet offers amazing opportunities for learning, connecting, creating, and collaborating.

Students own Laptops and PCs

The host families are required to provide Wi-Fi access and students need to be given an access code once they arrive. We encourage all students to bring their laptops and phones. The host families are not responsible for repairing hardware or software faults or recovering data lost on a PC, laptop or USB.

There are various issues relating to students devices, they include:

1. Use at inappropriate times: It is important that students do not cause unreasonable annoyance to the family members by the use of their computers at unreasonable times. It is also important that all students are given the opportunity for an appropriate amount of rest and sleep. UK Study Centre Guardianship suggest the following rules:

- Computers must be switched off between lights out and 7am.
- Any noise generated by a computer must not be of a level that causes annoyance to any other family member.

2. Use in an inappropriate way: A vast quantity of material is available in various formats including floppy disks, DVDs, CDs and via the Internet using mobile phones. It is important that unsuitable material is not brought into, or viewed, while staying at the host family. Whilst the age of a student may have some bearing upon what is considered unsuitable, UK Study Centre Guardianship suggest the following rules and guidelines:

- Any material, which is deemed by the host to be pornographic, racist, unacceptably violent or unsuitable in any other way, is not permitted to be brought into the house, viewed in the house, nor stored on any media (CD, DVD, on hard disk etc.) within the house. If found the host should contact UK Study Centre Guardianship to discuss actions. We might suggest any offending removable media to be confiscated.

Theft & damage:

It is the responsibility of the student to look after his or her belongings and the host takes no responsibility for the loss or damage to a student's personal items of equipment if they are left unattended.

Mobile phones

UK Study Centre Guardianship suggest the following rules and guidelines for their use:

- All mobile phones should be switched off at bedtime.
- Family, relatives and friends should be informed that (except in an emergency) they should not call students between bedtime and 7am.
- All mobile phones must be switched off during meal times.
- The use of mobile phones should not inconvenience or annoy others, and users should ensure that such annoyance is minimised as much as possible.
- As with other personal possessions, the host takes no responsibility for the loss or damage to student's personal items of equipment if they are not kept safe.
- Mobile phones should not be lent to, nor borrowed from other family members or students.
- Any student found using their mobile phone as a means to intimidate or bully another person, or to access inappropriate or illegal material will have their phone confiscated. Please contact UK Study Centre Guardianship to discuss the appropriate action.
- There are debates going on in relation to the potential health risks associated with the use of mobile phones. The host carries no responsibility in regards to the risk involved.