Anti-Bullying and Online Safety Policy

Approvers:
Steph Gilbert
Helen Wu

Date Approved: 17/08/2018

Date Reviewed: 19/08/2026

Next Review: 19/08/2027

Related Documents:
Safeguarding and Child Protection Policy
Anti-radicalisation Policy
Absent or Missing Student Policy
Student Behaviour Policy
Student Welcome Pack
Staff and Host Family Code of Conduct
Parent Handbook Student Handbook
Staff Handbook
Host Family Handbook

Your Success, Our Pride

Oxbridge Guardians
Part of Oxbridge Group

AEGIS fully accredited to gold standard
bsa BOARDING SCHOOLS' ASSOCIATION
BSA Certified Guardian · 2026/2029
BRITISH BOARDING SCHOOLS NETWORK
Approved Agent 2025-2026

Oxbridge Group Ltd: Anti-Bullying & Online Safety Policy

Contents

Introduction 3

Definitions 3

Government Guidelines 3

Related Policies 4

Oxbridge Group Ltd Procedures 5

Online Safety & Online Bullying 5

Appendix 1: Guidelines for Students (as included in Student Handbook) 7

Appendix 2: Guidelines for Parents and Host Families (as included in Parent and Host Family Handbooks) 8

Your Success, Our Pride

Oxbridge Group Ltd: Anti-Bullying & Online Safety Policy

Introduction

Oxbridge Group Ltd believes strongly that a positive home and learning environment is one of the most beneficial factors to a student's educational experience. As reflected throughout our Safeguarding and Child Protection Policy, all children have the right to be protected from harm; our Student Behaviour Policy details the types of behaviour which we expect Oxbridge Group students to demonstrate.

We do not tolerate bullying, which all students are made aware of in the Student Behaviour Policy and Student Handbook. Our processes as detailed below, informed by statutory and non-statutory documents, allow us to address any bullying concerns early on to prevent further harm being caused to either the bullied or the bully.

Definitions

Oxbridge Group Ltd recognise that there is not a clear definition for bullying, as there are many different types and degrees, but it could include:

- Repeated behaviour
- Intent to cause harm (physically or emotionally)
- Targeting at a certain group (race, religion, gender or sexual orientation)
- Physical abuse
- Emotional abuse
- Teasing
- Making threats
- Name Calling
- Online bullying
- Sexually inappropriate behaviour

Some types of bullying (ie: teasing) would be classified with reference to context with regard to the complexity of the incident. Bullying can occur child-to-child, teacher to student, or student to teacher and so vigilance by all staff, schools, host families, students and parents to identify and resolve any bullying incidents early on is beneficial.

Government Guidelines

This policy is informed by the following government guidelines:

- Preventing and Tackling Bullying, July 2017 Preventing_and_tackling_bullying_advice.pdf

Your Success, Our Pride

- Online bullying: Advice for Headteachers and School Staff (Department for Education) 2014 Cyberbullying_Advice_for_Headteachers_and_School_Staff_121114.pdf
- Keeping Children Safe in Education(2026) Keeping_children_safe_in_education_2026_.pdf
- Working Together to Safeguard Children (2026) Working_together_to_safeguard_children_2026_a_guide_to_multi_agency_working.pdf

Related Policies

This policy should be read alongside the following Oxbridge Group Ltd policies and guidelines:

- Safeguarding and Child Protection Policy
- Anti-Radicalisation Policy
- Absent or Missing Student Policy
- Acceptable Use of ICT Agreement
- Student Behaviour Agreement
- Staff Handbook
- Host Family Handbook
- Student Handbook

This policy is available to all students, parents, host families, schools and staff on our website and also during the induction process. Whilst this policy refers directly to bullying which may take place at the school or host family, Oxbridge Group Ltd would look to extending these policies to cover any instances of bullying affecting their students outside of these environments. This includes, online bullying, journeys to/from school, after school clubs and external trips.

- All staff have a responsibility to report any instances of bullying witnessed or disclosed to the Designated Safeguarding Lead, as per the route for 'Cause for Concern' detailed in the Safeguarding and Child Protection policy.
- In this way, immediate action can be taken, which reduces the risk of harm to the student.
- **In the case of an emergency, the Designated Safeguarding Lead should be telephoned directly on the 24hour Emergency Phone number: 07837778298.**

Oxbridge Group Ltd: Anti-Bullying & Online Safety Policy

Oxbridge Group Ltd Procedures

All staff, host families and volunteers are given basic safeguarding training at induction, which details bullying within the umbrella of child on child abuse. Host families are also advised on the most effective systems to monitor internet use in line with our Online Safety Policy and Acceptable Use of ICT Agreement. During this induction period the Designated Safeguarding Lead or recruiting manager will go through the relevant handbook and policies to ensure understanding of policies and procedures with regard to bullying and online bullying.

Similarly, all students undergo an induction procedure whereby they read and agree with a Student Behaviour Policy, Acceptable Use of ICT Agreement and are taken through Safeguarding guidelines. Should any questions be raised at this time they should be directed to the Designated Safeguarding Lead who will be able to further assist.

Should a case of bullying be reported to the Designated Safeguarding Lead, she will assess the situation in the same way as cause for concerns are approached. Through discussion with the student, school, host family and parent (where necessary and appropriate) the result of the investigation will inform the action taken at this point.

Sanctions for bullying (as the perpetrator) would be confirmed alongside school bullying policies but may involve detention, supervision, external agencies (Local Safeguarding Children Partnership), temporary or permanent exclusion or involvement of police/emergency services.

For both the victim and perpetrator of bullying incidents Oxbridge Group Ltd always work with the best interests of the child in mind, and so would organise the relevant support, further agency involvement or discussion with parents/school as dictated by the context of the incident. All case notes regarding incidents of bullying or being bullied are kept confidentially as with all cause for concern files, accessed by DSL and relevant persons only.

Students are advised on action to take should they witness or be a victim of bullying within the Student Handbook (Appendix 1), and Parents and Homestay Hosts are similarly advised on how to support a student who may be dealing with the effects of being bullied within the Parent and Homestay Handbook (Appendix 2). All parties are advised to report any instances or hearsay of bullying to the Designated Safeguarding Lead.

Online Safety & Online Bullying

Oxbridge Group Ltd recognises that with the increase in use of internet, social media apps and accessibility to mobile phones the risk of potential unsafe online activity is increasing rapidly. To target this, Oxbridge Group Ltd provide guidelines to staff, host families and students on online

safety to prevent any misconduct online, and reduce the risk of online bullying.

Whilst the schools have firewalls to prevent access to websites containing inappropriate materials, it is not possible to action these on student's personal devices and of the internet connection in public areas. In this way, students are informed in details of online safety procedures, and asked to sign our ICT Acceptable Use Agreement on arrival to the UK. To support this agreement and suggested use of the internet, we also provide Host Families with guidelines to monitoring student's internet usage, with regard to supporting their wellbeing and safety preventing harm online.

Online bullying can take many forms and is an unfortunate side effect of the emerging technologies that children have access to. In this way, staff, host families, parents and schools should remain vigilant in their monitoring of any changes in behaviour in the student. Much like the procedure for bullying, online bullying should also be reported to the Designated Safeguarding Lead as early as possible, to prevent any further harm coming to the student. In this way, the situation can be investigated as detailed within the Safeguarding and Child Protection Policy swiftly and in the child's best interest.

Online Safety Procedures (Through ICT Acceptable Use Agreement in Student Welcome Pack):

- Students will be advised to utilise privacy settings on any social media accounts that they use.
- Students will be cautioned on the sharing of personal information and photographs
- Students will be advised of the significance and consequences of their online behaviour with regard to digital footprints, legal sanctions, career and educational prospects.
- Students will be made aware of presence of unknown persons online: how to recognise and report any suspicious behaviour and how to protect themselves online.

Staff and Host Families should ensure that they are aware of their responsibility to assist with the prevention of Online Safety issues. Similarly, staff and host families should ensure that their personal use of social media and the internet reflects the company's values, as detailed within the Staff and Host Family Handbooks.

Oxbridge Group Ltd will monitor guidelines and update Host families as necessary (but at least annually) on any changes to these guidelines, or updates from NSPCC regarding safer use of the internet.

Host Families and Staff are educated annually (and more often where required) on most up to date guidance for supporting students with bullying, and online bullying. These take the form of face to face training, outside webinars and discussions and annual written updates. Oxbridge Group Ltd are committed to the support of the young people in our care, and feel that education, communication and ongoing vigilance put us into the best place to support our young people.

Oxbridge Group Ltd: Anti-Bullying & Online Safety Policy

Appendix 1: Guidelines for Students (as included in Student Handbook)

Bullying can be defined as behaviour that is:

- Repeated
- intended to hurt someone either physically or emotionally
- often aimed at certain groups, for example because of race, religion, gender or sexual orientation

It can be seen in different ways such as:

- physical assault
- teasing
- making threats
- name calling
- online bullying - bullying via mobile phone or online (for example email, social networks and instant messenger)

If you **See/Hear/Know/Are** someone being bullied you should follow the below steps:

1. Remember that you are not to blame, and you should not feel bad or guilty for telling someone that you trust.
2. Tell your **Primary Support Officer, Host Family/Housemistress/master, Teacher, Designated Safeguarding Lead**, **Parents.** We are here to help and support you should you feel uncomfortable, upset or worried at any time.
3. You are not alone! We are here to support you and make sure that you have the best possible experience. Please do not feel worried, ashamed or scared to speak with someone you trust to get support.
4. For further support, you can also phone Childline: 0800 111 which is 24hour support for children and young people.



Please remember that you can always contact Steph Gilbert, Designated Safeguarding Lead on: 07837778298 if you have any issues and want support.

Your Success, Our Pride

Oxbridge Group Ltd: Anti-Bullying & Online Safety Policy

Appendix 2: Guidelines for Parents and Host Families (as included in Parent and Host Family Handbooks)

Bullying can be defined as behaviour that is:

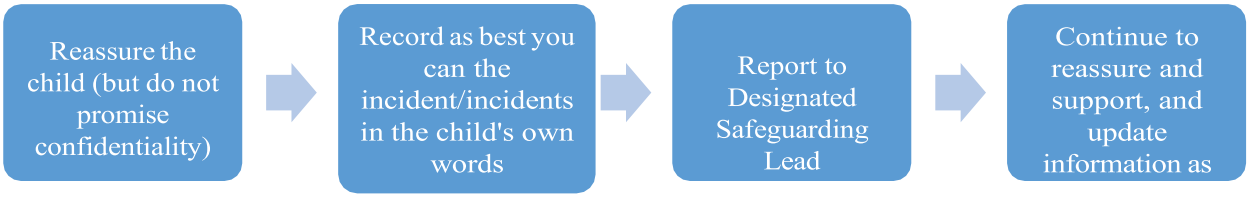
- Repeated
- intended to hurt someone either physically or emotionally
- often aimed at certain groups, for example because of race, religion, gender or sexual orientation

It can be seen in different ways such as:

- physical assault
- teasing
- making threats
- name calling
- online bullying - bullying via mobile phone or online (for example email, social networks and instant messenger)

If your student reports that they are being bullied or have witnessed bullying you should follow the below steps:

1. Reassure the student that they're doing the right thing by seeking support. **You should not promise confidentiality as you should report this disclosure to the Designated Safeguarding Lead**.
2. Try and record in the child's own words the report of bullying event/events.
3. Report to Designated Safeguarding Lead who will work with the student, school, parents and host family to resolve the issues and effectively support the child. If the bullying involves a crime it will be reported to the Police accordingly.
4. Continue to reassure and support the student, and advise Designated Safeguarding Lead of any continued issues with regard to the students behaviour or welfare.



For further advice on how to support a child who is being bullied, witnessed bullying or may be bullying other people we would advise that you undertake some of the free training made available by the website: www.anti-bullyingalliance.org.uk

Please remember that you can always contact Steph Gilbert, Designated Safeguarding Lead on: 07837778298 if you have any issues and want support.

Your Success, Our Pride