



WESTERFIELD COLLEGE

LEARNING AND ENRICHMENT CENTRE

Discover. Lead. Excel.

Document Reference No	WC46
Document Title	Anti-Bullying and Anti-Harassment Policy
Version	Version 1.1 (Final Integration)
Status	Draft
Reviewing Member of Staff	Centre Manager
Review Date	June 14, 2026
Review Cycle	Annually

Safeguarding & Prevent Critical Contacts

Westerfield College Executive Leadership Team

CEO & Proprietor: Michael Dosunmu 07950498700

Centre Manager & (DSL): Vicki Miles vicki.m@westerfieldcollege.uk

Director of Studies (DoS): David Persey david.p@westerfieldcollege.uk

External Regional & Statutory Authorities

Worcestershire Safeguarding Family Front Door: 01905 822666 (Out of Hours / Emergency Duty Team: 01905 768020)

Worcestershire Local Authority Designated Officer (LADO): 01905 846221

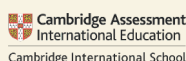
Worcestershire Local Authority Prevent Lead: Paul Kinsella (pkinsella@worcestershire.gov.uk)

Department for Education (DfE) Counter-Extremism Helpline: 020 7340 7264 (Online Report: Report Extremism in Education)

NSPCC Whistleblowing Helpline: help@nspcc.org.uk

The Children's Commissioner for England: 020 7783 8330 (info.request@childrenscommissioner.gov.uk)

Provisionally accredited by



 hello@westerfieldcollege.uk
 www.westerfieldcollege.uk

 01299584020
UKPRN: 10097277



Abberley, Worcester,
WR6 6DD, UK.

1. Introduction & Core Ethos

Westerfield College Learning and Enrichment Centre is committed to providing a safe, inclusive, and supportive learning environment that promotes academic excellence, personal growth, and social responsibility. Every student has the absolute right to learn, socialise, and reside in an environment free from intimidation, humiliation, fear, or distress. Bullying, harassment, and discriminatory behaviour of any kind are fundamentally incompatible with our institutional values and will not be tolerated under any circumstances.

Given the short-term, intensive nature of our enrichment programmes (typically lasting 1 to 2 weeks), the psychological and social impact of peer-on-peer abuse can escalate rapidly. In alignment with top-tier independent school frameworks, this policy treats bullying and harassment not merely as a disciplinary matter, but as an urgent primary safeguarding concern. A victim of bullying can experience severe emotional trauma, disengagement from learning, or mental health crises. Therefore, our staff are trained to intervene immediately, decisively, and with a robust duty of care.

This policy is one of a series of interconnected institutional policies that, taken together, are designed to form a comprehensive statement of the Westerfield College Learning and Enrichment Centre's aspiration to provide an outstanding education for each of its students, alongside the explicit mechanisms and procedures in place to achieve this. Accordingly, this document must be read in conjunction with overarching frameworks covering Equality and Diversity, Health and Safety, and Safeguarding and Child Protection.

All of these frameworks have been written, not simply to meet statutory and other regulatory requirements, but to enable and evidence the practical work that the entire centre community is undertaking to ensure the implementation of its core values. All outcomes generated by this document must take account of and actively seek to contribute to safeguarding and promoting the welfare of children and young people at Westerfield College Learning and Enrichment Centre. While this current policy document may be referred to elsewhere in centre documentation, including particulars of employment, it is strictly non-contractual.

The policy documents of Westerfield College Learning and Enrichment Centre are revised and published periodically in good faith. They are inevitably subject to revision based on legislative or internal adjustments. Care should therefore be taken to ensure, by consultation with the Senior Leadership Team, that the details of any policy document are effectively current at a particular moment.

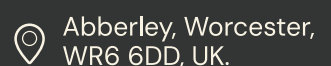
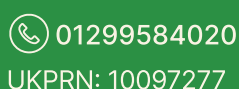
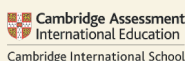
2. Governance, Compliance & Professional Assurance

To ensure absolute regulatory compliance, protect student welfare, and implement industry best practices, Westerfield College Learning and Enrichment Centre contracts the services of or aligns its procedures with certified third-party organisations and external advisory bodies for:

HR and Employment Law guidance.

Health and Safety compliance and specialised insurance cover.

Provisionally accredited by



Disclosure and Barring Service (DBS) check processing.

Mandatory Safeguarding, Anti-Bullying, and Restorative Practice training for staff.

Data Protection and GDPR guidance.

3. Definition of Terms

To ensure absolute operational consistency across all behavioural reviews and investigations, the following definitions apply:

Bullying: The intentional, repetitive, or systematic targeting of an individual or group by one or more persons, designed to cause physical, emotional, or psychological distress. It can be physical, verbal, or emotional, and involves an imbalance of power.

Harassment: Any unwanted, unprovoked physical, verbal, or digital conduct that violates an individual's dignity or creates an intimidating, hostile, degrading, humiliating, or offensive environment for them.

Cyberbullying: Bullying or harassment that takes place through any digital medium, including social media platforms, messaging applications, emails, online gaming rooms, or SMS text messages.

Discriminatory Bullying: Targeted abuse or harassment driven by prejudice against an individual's protected characteristics, including race, nationality, ethnic origin, religion, belief, gender, sexual orientation, or disability.

Employee / Staff: Refers to any individual who is classified as an employee, worker, volunteer, or contractor working with and on behalf of Westerfield College Learning and Enrichment Centre.

Parent / Guardian: In alignment with Section 576 of the Education Act 1996 and updated Department for Education (DfE) statutory guidance, a 'parent' in relation to a child or young person is defined broadly to guarantee all legal caretakers are involved in serious welfare and disciplinary workflows. This includes biological parents, individuals with formal legal parental responsibility, or anyone who has day-to-day care of the child.

4. Recognised Manifestations of Bullying & Harassment

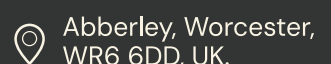
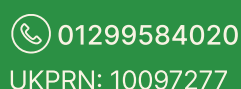
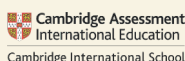
Staff must remain continuously vigilant to detect patterns of hostile behaviour. Bullying and harassment can manifest in several distinct forms, including but not limited to:

Physical: Punching, kicking, shoving, tripping, spitting, or the damaging and theft of personal belongings.

Verbal: Name-calling, mocking, insulting, spreading malicious rumours, using derogatory or offensive language, and making threats.

Emotional/Social: Deliberate isolation, systematic exclusion from peer groups, public humiliation, whispering campaigns, and hostile gestures.

Provisionally accredited by



Digital/Cyber: Posting offensive or unauthorised photos, videos, or comments online; impersonating peers; sending abusive messages; or creating exclusionary digital groups.

Prejudiced/Hate Speech: Targeted harassment utilising racist, homophobic, biphobic, transphobic, sexist, or religiously intolerant slurs.

5. Rapid Response Intervention & Safeguarding Workflow

Because our international and domestic students are enrolled on compressed short-term timelines, the Centre operates an accelerated timeline to detect, stop, and investigate any reported bullying or harassment.

Incident Reported -> Immediate Defensive Separation -> Evidence Gathering and Witness Interviews -> Formal Final Review within 24 Hours -> Disciplinary Execution / Repatriation

5.1 Immediate Intervention Steps

The Defensive Separation: The moment a report of bullying or harassment is received by any member of staff, the students involved will be immediately and completely separated into distinct campus locations to ensure the physical and emotional safety of the alleged victim.

Direct Victim Support: A designated welfare officer will immediately meet with the victim to provide dedicated pastoral support, log their account of the events, and evaluate their immediate mental health and safety needs.

The 24-Hour Investigation Window: The Centre Manager will personally initiate a fast-tracked fact-finding exercise. Staff will review room assignments, interview independent witnesses, and collect digital or physical evidence (including social media transcripts or mobile messages).

Contextual and Safeguarding Evaluation: In alignment with statutory frameworks, the Centre Manager will review whether the hostile behaviour is linked to hidden vulnerabilities, unaddressed special educational needs (SEND), or deep culture shock, which may necessitate specialised care or external safeguarding notifications.

6. Disciplinary Tiers & International Repatriation

Bullying and harassment are classified as major breaches of the Student Code of Conduct under policy WC28. The Centre applies the civil standard of proof (the balance of probabilities) when determining whether an infraction has occurred.

6.1 Fast-Track Disciplinary Sanctions

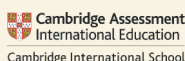
Level 3 Second Warning: Applied if the behaviour is determined to be an initial, lower-level instance of unkindness, teasing, or social exclusion that has not yet become persistent. The student is placed on a strict behaviour contract.

Level 4 Final Warning: Triggered if a student ignores initial warnings, or if a single, isolated incident of bullying involves severe verbal abuse, digital harassment, or social intimidation.

Provisionally accredited by



for the teaching
of English in the UK



Cambridge International School



hello@westerfieldcollege.uk
www.westerfieldcollege.uk

01299584020
UKPRN: 10097277

Abberley, Worcester,
WR6 6DD, UK.

Level 5 Permanent Exclusion: Enacted immediately for severe or gross misconduct, including physical violence, malicious cyberbullying campaigns, blackmail, or persistent, defiant discriminatory harassment (such as open racism, homophobia, or sexism). The short-course rapid response protocol is executed instantly.

6.2 International Repatriation and Financial Liabilities

Financial Responsibility: If a student is permanently excluded from the centre for executing or organising bullying or harassment, all costs associated with sending the student home, including short-notice flight tickets, transit logistics, and necessary staff escorts, shall be borne entirely at the parents' or legal guardians' expense.

Deposit Deductions: The centre reserves the right to invoice the family directly or deduct these emergency travel expenses from any pre-paid holding deposits, as specified in the contractual Terms and Conditions of Enrollment.

Immigration Status Reporting: For international students studying via a visa route, a Permanent Exclusion represents an immediate cessation of study. The Centre Manager will report the exclusion and withdrawal to the Home Office within the mandated statutory timeframe, resulting in the curtailment of the student's visa.

7. Accelerated Bullying Appeals Procedure

7.1 Right to a Fast-Track Review

If parents, legal guardians, or international booking agents dispute a permanent exclusion triggered by a bullying or harassment investigation, they maintain a right to an accelerated review.

Submission Timeline: The appeal must be submitted in writing via email to the CEO, Michael Dosunmu, within 48 hours of receiving the formal written exclusion notice.

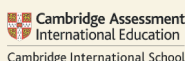
No Delay to Repatriation: To ensure the continuous safety and emotional well-being of the student body, lodging an appeal will not delay the repatriation process. The excluded student will still return home at the parents' expense as scheduled while the CEO processes the review file.

7.2 Panel Composition and Final Decision

The CEO, Michael Dosunmu, will assemble an emergency Exclusion Appeal Panel comprising himself and at least one other senior staff member who was completely independent of the original investigation and initial decision.

Final Judgment: The panel will review the investigative notes, witness statements, and any written mitigating evidence submitted by the parents via email. The CEO will communicate the final binding decision to the parents in writing within 3 working days. If the appeal is successful after the student has departed, appropriate financial remediation or course fee refunds will be assessed.

Provisionally accredited by



✉ hello@westerfieldcollege.uk
🌐 www.westerfieldcollege.uk

☎ 01299584020
UKPRN: 10097277

📍 Abberley, Worcester,
WR6 6DD, UK.

8. Policy Review & Version History

8.1 Policy Review

To preserve absolute alignment with both statutory regulations and internal administrative shifts, this policy is subject to a formal, rigorous review cycle annually by the Centre Manager. If internal restructuring, legislative changes, or independent inspection assessments necessitate an earlier update, the review window will be moved forward accordingly.

8.2 Version History

The table below tracks the complete evolution of this policy document:

No: 1

Revised on: 30th November 2024

Version: Version 1.0

Changes: Initial baseline configuration for anti-bullying codes of conduct.

Approved by: Academic Board

Date of Approval: 30th November 2024

Revised by: Policy Lead

No: 2

Revised on: 14th June 2026

Version: Version 1.1

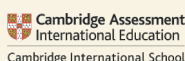
Changes: Comprehensive upgrade implementing fast-tracked 24-hour investigation windows, cyberbullying and discriminatory definitions, parental financial liabilities for bullying exclusions, and accelerated appeal mechanisms under the authority of the CEO, Michael Dosunmu, and the Centre Manager.

Approved by: Centre Manager

Date of Approval: 14th June 2026

Revised by: Centre Manager

Provisionally accredited by



hello@westerfieldcollege.uk
www.westerfieldcollege.uk

01299584020
UKPRN: 10097277

Abberley, Worcester,
WR6 6DD, UK.