

Anti-Bullying Policy

<i>Date of Policy</i>	<i>28th August 2008</i>
<i>Updated</i>	<i>Aug 2011</i>
<i>Approved by Principal(s)</i>	<i>Yes</i>
<i>Review Date</i>	<i>Aug 2012. Student Charter produced each Autumn</i>
<i>Key Staff</i>	<i>Tutors, Residence Supervisors, Welfare Team, all staff</i>
<i>Lead on Reviewing Policy</i>	<i>Head of Welfare (Canterbury)</i>

Aim

The anti-bullying policy is to ensure that students learn in a supportive, caring and safe environment without fear of being bullied. Bullying is anti-social behaviour and can have profound consequences which could in the worst scenarios lead to suicide. Bullying affects everyone; it is unacceptable and will not be tolerated. Only when all issues of bullying are addressed will students be able to fully benefit from the opportunities available at colleges.

2.0 Purpose

We are committed to providing a caring, friendly and safe environment for all of our pupils so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our premises. If bullying does occur, all pupils should be able to tell and know that incidents will be dealt with promptly and effectively.

This policy is linked to Behaviour management Policy, Equal Opportunities and Student Protection Policy and has regard to DfE **Safe to Learn** anti-bullying guidance

3.0 Responsibility

- 3.1.1 Ultimate responsibility for this policy and procedure lies with the Principal.
- 3.1.2 Statutory duty of the College. The Principal has a legal duty under the Schools Standards and Framework Act 1998 to draw up procedures to prevent bullying among students and to bring these procedures to the attention of staff, agents, parents and students.

- 3.1.3 The College has a legal responsibility for the health, safety and welfare of its students, staff and visitors and aims to provide a safe, healthy and high quality learning environment.
- 3.1.4 All staff & students have a legal responsibility to take reasonable care for their own safety and for that of others.
- 3.1.5 All members of staff including volunteers but specifically tutors, subject teachers and hall supervisors should be aware of the policy, procedures, sanctions and rewards dealing with incidences of bullying and ensure that students within their area are informed of the policy.

4.0 Introduction

What Is Bullying?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim and can cause psychological damage. There are criminal laws which apply to harassment and threatening behaviour.

Bullying can be:

Emotional	being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
Physical	pushing, kicking, hitting, punching or any use of violence
Racist	racial taunts, graffiti, gestures
Sexual	unwanted physical contact or sexually abusive comments
Homophobic	because of, or focussing on the issue of sexuality
Verbal	name-calling, sarcasm, spreading rumours, teasing
Cyber	All areas of internet ,such as email & internet chat room misuse, social websites, photographs
Mobile	threats by text messaging & calls Misuse of associated technology , i.e. camera & video facilities
Religious	
Related to Learning Difficulties	
Related to Disability	

Bullying is defined as deliberately hurtful behaviour, repeated over a period of time, where it is difficult for those being bullied to defend themselves.

Students who are being bullied may show changes in behaviour, such as becoming shy and nervous, feigning illness, taking unusual absences or clinging to adults. There may be evidence of changes in work patterns, lacking concentration or truanting from college. Students must be encouraged to report bullying.

Why is it Important to Respond to Bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Pupils who are bullying need to learn different ways of behaving. Schools have a responsibility to respond promptly and effectively to issues of bullying. Colleges' teaching and ancillary staff must be alert to the signs of bullying and act promptly and firmly against it in accordance with college policy.

Signs and Symptoms

A student may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a pupil/student:

- is frightened of walking to or from school or doesn't want to go on the bus
- changes their usual routine by feeling ill in the mornings or is unwilling to go to college or begins to truant
- becomes withdrawn anxious, or lacking in confidence
- attempts or threatens suicide or runs away
- cries themselves to sleep at night or has nightmares
- begins to do poorly in school work
- comes home or back to the residences with clothes torn or damaged or has possessions which are damaged or " go missing"
- asks for money or starts stealing money (to pay bully)
- has unexplained cuts or bruises
- becomes aggressive, disruptive or unreasonable
- is bullying other students or siblings
- is frightened to say what's wrong

- is afraid to use the internet or mobile phone
- is nervous & jumpy when a cyber message is received

These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated

5.0 Procedures For Staff When Dealing With Incidents Of Suspected Or Actual Bullying

Staff must always take a potential victim **seriously** and seek to offer support. The Vice Principal, Head/Dir of Welfare and or Tutor(s) will then work in accordance with the procedures below to resolve the problem. If more than one member of staff is involved, they should work together to provide a co-ordinated approach.

Opportunities should be created whereby the pupil can be encouraged to express their concerns safely and in confidence. Sufficient time should be set aside for the supporter to listen and take note.

If a student self discloses or a vicarious report is received of an incidence of bullying then the listener/supporter should:

Listen to what the victim(s), witnesses have to say and get as much information as possible i.e Get as much detail of what exactly has happened i.e if at all possible use the safeguarding concern form, (Appendix 2) to detail it:

- Who is involved, specifically, who is the victims, who is the perpetrator, are there any witnesses involved, etc?
- Where is the bullying occurring?
- What form is the bullying taking?
- Why does the alleged victim perceive it as bullying, (N.B) student may not perceive it as bullying. and report it as something else. Why does the victim think it is happening to them?
- How frequent is the bullying occurring, e.g Has there been one incident or does there seem to be an ongoing problem?
- Acknowledge the complaint and give assurance that the matter will be taken **seriously** and investigated as quickly, sensitively and as thoroughly as possible.



- The listener/supporter, member of staff should not pressurise the victim(s) or witnesses into giving an instant account of the alleged bullying incident but should ensure that an environment is created in which victim(s) or witnesses are willing to disclose details of incident.
- The pupil who feels bullied should be counselled about what they can do and what they would like to happen in order to resolve the situation.

Links with Behaviour Policy

- Students involved in bullying in the college may also be dealt with under the College discipline system which is outlined in the Behaviour Policy and other documentation. For very serious issues a student may be permanently excluded or placed on Stage 4 of the discipline scale

Reporting Incidents of Suspected Bullying

1. All incidents of suspected bullying must be reported **promptly** to your immediate line manager. Hall supervisors should report to the Residence Hall Manager or the Head of Boarding. Subject Teachers, Tutors and Department Heads should report all incidents to the Head/Dir of Welfare or Vice Principal.
2. All incidents and discussions with pupils, including witnesses, victim, (s) and alleged perpetrators should be noted and then followed up promptly in writing.
3. Ultimately the Head/Dir of Welfare should be informed of all instance of bullying. The Head/Dir of Welfare should keep on file in the Bullying Register all incidences of bullying detailing incidence, who was involved and what sanctions and rewards have been implemented and the outcome.
4. In instances of minor bullying or senior staff may initially deal with bullying incident or staff that have been appointed by the Head/Dir of Welfare
5. The situation should be monitored closely by the Head/Dir of Welfare or member of staff/s appointed by the Principal who is/are responsible to co-ordinate assistance of other staff as appropriate to effectively co-ordinate and manage instances of bullying.
6. This member of staff will be responsible to make sure that action is taken to ensure that the student involved suffers from no adverse consequences and to verify and stop any bullying.

Procedures for continuing problems

1. If incidences of bullying are continuing despite initial intervention program then this will automatically be escalated to the Head/Dir of Welfare who will interview all concerned and will record the incident
2. The Head/Dir of Welfare will inform all who need to be informed in order for the incident to be appropriately and effectively resolved, this will include but is not limited to Principal, DOS, Head/Dir of Welfare, Residence Manager, Residence supervisors, Senior Tutors, Subject Teachers, Boarding Staff, Agents & Parents etc.
3. If further incidents occur, the perpetrator(s) should be spoken to by the Head/Dir of Welfare as appropriate and the parents of the bullied student and the perpetrator will be contacted to discuss further action, which may include further sanctions/punishments.

Sanctions and Rewards

Punitive measures will be used as appropriate and in consultation will all parties concerned

Students who have been bullied will be supported by:

- offering an immediate opportunity to discuss the experience with a Personal Tutor or member of staff of their choice
- reassuring the student
- offering continuous support
- restoring self-esteem and confidence

Students who have bullied will be helped by:

- discussing what happened
- discovering why the student became involved
- establishing the wrongdoing and need to change
- informing parents or guardians to help change the attitude of the student

The following disciplinary steps may be taken:

- official warnings to cease offending
- exclusion from certain areas of college premises

- minor fixed-term exclusion
- major fixed-term exclusion
- permanent exclusion

Informal procedures for Staff (to be followed in all instances)

1. The behaviour of suspected victims and perpetrators should be monitored in an active and supportive way.
2. Subject Teachers/Tutors/Hall Supervisors/Welfare Officer should be informed and involved immediately.
3. Support should be given to both the victim and the bully. This may include taking action to help raise self esteem and feelings of self worth, understanding how actions affect others and learning how to co-operate.

Complaints From Parents

In the event that a complaint is received from a parent or agent that a student is being bullied, the member of staff should immediately report it to the Head/Dir of Welfare.

6.0 Monitoring, Evaluation and Review

Within the curriculum the college will raise the awareness of the nature of bullying through sessions with Personal Tutors, Assemblies, Residences and subject areas, as appropriate, in an attempt to eradicate such behaviour.

The monitoring of all incidences of bullying will be reviewed by the Head/Dir of Welfare by examining the bullying register to determine the number of incidences of bullying that have occurred in the year, to evaluate how effective an intervention programme was and what the overall outcome was.

The college will review this policy annually, and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the college.

6.1 Involvement of Students in Bullying Policy

Each November students will be involved in the drawing up of an 'anti-bullying Charter' which will define bullying and make clear the processes for dealing with it. This Charter will be published widely in the College

This Policy has reference to guidance from the Secretary of State and 'Health and Safety. DfE advice on legal duties and powers for local authorities, Headteachers, Staff and Governing Bodies' and 'Preventing and Tackling Bullying'

Appendix 1

What to do

- **If a student self discloses a bullying incident**
- **If you have concerns surrounding a student' welfare connected with bullying**
- **In the case of any suspected or actual bullying incident**

