

Student Anti-Bullying Policy

Policy review area	Students
Lead manager	Safeguarding Officer
Approval level	Exec
Start date	July 2016
Review cycle	3 years
Next review	July 2019

1. Background

This policy is established to outline the College's commitment to anti-bullying.

This document is intended to provide anti-bullying guidance and outline expected outcomes from staff and students.

2. Definitions

Bullying behaviour is defined as:

"Any behaviour that is unwanted, inappropriate, unsolicited and unacceptable to the person receiving it, causing them unease, stress, distress and a possible loss of self-esteem."

It involves persecution of the victim through intimidating, unfair, sarcastic, physical, malicious or angry behaviour that causes them to feel uneasy or threatened.

Examples of bullying:

Electronic and Cyber Bullying, threatening or abusive text messages, emails, voicemails or posts.

In the case of electronic bullying copies of the evidence will be attached to the Student Incident Report Form.

Emotional

Being unfriendly, excluding, and tormenting (e.g. hiding books, threatening gestures). Refusal to co-operate with others because of ability, physical appearance, colour, ethnicity, sexuality or gender.

Homophobic

Taunts because of, or focusing on the issue of sexuality. This includes the regular use, consciously or unconsciously, of offensive and discriminatory language such as the use of the word 'gay' to describe anything that is disliked or derogatory; spreading rumours about students' perceived sexual orientation; exclusion from social groups and physical assault because of perceived sexuality, all come under this heading.

Physical

Pushing, kicking, hitting, punching or any use of violence because of ability, physical appearance, colour, ethnicity, sexuality or gender.

Prejudices

This can be racism, or victimising those who have special needs or disabilities.

Sexual

Unwanted physical contact or sexually abusive comments.

Verbal

Name-calling, sarcasm, spreading rumours, teasing. The excuse of 'only joking' is not acceptable.

3. Scope

All students enrolled at the College will be covered and protected by this policy.

4. Statement of Intent

We respect the right of all College members to have full and open access to every aspect of College life. We are committed to providing a caring, friendly and safe environment for all of our students so they can learn in a relaxed and secure atmosphere. Discriminatory practices of any kind are unacceptable at our College. If they occur, all students should be able to tell all staff and know that incidents will be dealt with promptly and effectively. We are a listening College where every person matters and every member is safeguarded.

5. Responsibilities

5.1. The Individual Responsibility of Students

It is important that students recognise the difficulties which staff may encounter in their efforts to ensure the effective implementation of the policy on combating bullying. In this regard students are expected to:

- Report all incidents of bullying to any member of staff that they feel comfortable with. The staff member will record this on the Student Incident Report Form. The incident will be investigated under the Student Behaviour Policy and Procedures.
- Act in a respectful and supportive manner to other students reporting any suspected incidents which the victim may be afraid to report.
- Refrain at all times from any behaviour which would contribute to the bullying of fellow students.
- Adhere to and promote the principles and practise of this policy.

5.2. The role of parents/guardians, providers, sponsors, employers and other stakeholders

- Stressing to students the importance of sociable behaviour.
- Reporting any concerns they may have concerning either victims or perpetrators of bullying.
- Actively supporting the policy on eradicating bullying.

5.3. The Individual Responsibilities of Staff

- To embrace a whole-College approach that celebrates individuals and provides support for all students.
- To be familiar with the College anti-bullying policy, procedures monitoring and protocols through attending training events which the College will provide on a regular basis.
- To recognise that the responsibility for dealing with bullying incidents rests with staff.
- To respond positively to the queries and concerns of parents/guardians, providers, sponsors, employers and other stakeholders and without delay, normally within 2 working weeks.
- To keep written records of incidents on the College's Student Incident Report forms available from the intranet and to pass copies on to their line manager and to the Head of Learner Services within the agreed time scale.

6. **Procedures**

Report bullying incidents to a staff member. The staff member will complete the Student Incident Report Form

- Information taken will be passed on to the Personal Tutor, Head of Department or the Safeguarding Officer
- The bullying behaviour or threats of bullying will be investigated by a department manager and the bullying stopped quickly.
- The parents/carers of all those involved (where appropriate 18 and under) will be informed immediately, and subsequent meetings arranged to discuss the incident.

- The victim of bullying will be offered support through the Pastoral and Learning Mentor.
- Support will be given to help the bully (bullies) change their behaviour by offering support from the Pastoral Learning Mentor.

Outcomes

- The bully (bullies) may be asked to genuinely apologise. Other consequences may take place.
- In serious cases, suspension or even exclusion will be considered.
- If possible, the students will be reconciled.
- After the incident/incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place. This will be within one month after the initial reported incident. Progress will be communicated to parents/carers.
- The Student Behaviour Policy and Procedures should be used alongside this policy.

7. Signs and Symptoms of Bullying

There are general signs and symptoms of bullying to look out for. Please see examples at Appendix 2.

8. Monitoring and Evaluation

The Head of ALS will, on an annual basis, monitor and evaluate:

- The number of reported bullying incidents by Department, location and outcomes.
- The number of reported incidents by staff and students over a given period.
- The number of learner days lost reported as arising as a consequence of bullying.

- The incidence of bullying as indicated by incident returns within given periods and of different learner groups.
- Examination of learner and staff comments through evaluation systems including evaluation sheets and course meetings and reviews.
- Reviews of Action Plans agreed with those identified as bullying.

Signs of bullying (taken from stopbullying.gov)

- Unexplainable injuries
- Lost or destroyed clothing, books, electronics, or jewelry
- Frequent headaches or stomach aches, feeling sick or faking illness
- Changes in eating habits, like suddenly skipping meals or binge eating.
- Difficulty sleeping or frequent nightmares
- Declining grades, loss of interest in college work, or not wanting to go to college
- Sudden loss of friends or avoidance of social situations
- Feelings of helplessness or decreased self-esteem
- Self-destructive behaviours such as running away from home, harming themselves.
- Talking about suicide.