

ANTI-BULLYING POLICY

Policy area: 2 – Teaching and Learning **Date established:** September 2014
Date last revised: July 2016 **Date of next revision:** July 2017

This policy will be reviewed in full by the Head of College on a yearly basis, or more frequently if there are changes in policy. This policy was last reviewed and agreed by the Head of College in July 2016. It is due for review on July 2017.

Signed

David Shandley
Head of College
Date: 29 July 2016

Overview

Policy statement

Every student has the right to feel secure and happy and free from bullying of any kind. They should feel safe and supported in their college environment. The guiding principle for all aspects of college life is to treat others as we ourselves would wish to be treated.

Purpose

Bullying is wrong and damages students. The aim of this policy is to provide students with a safe and secure living and working environment. Providing a safe and happy place in which to live and learn is essential to achieving college improvement, raising achievement and attendance, promoting equality and diversity, and ensuring the safety and well-being of all members of the college community. It is recognised that all schools/colleges are likely to have instances of bullying at some time. Newland College regards bullying as particularly serious and firm action will always be taken against it. This policy aims to provide a framework for a consistent response to all incidences of bullying at Newland College.

Applicability

This policy applies to all staff, parents and students.

Statutory and non-statutory guidance

Bullying at school, DfE

<https://www.gov.uk/bullying-at-school>

Preventing bullying (including information on tackling bullying and cyberbullying)

<https://www.gov.uk/government/publications/preventing-and-tackling-bullying>

Anti bullying Alliance

<http://www.anti-bullyingalliance.org.uk/>

This policy has links to:

- Behaviour policy
- ICT and e-safety policy

Access

This policy is available on the Newland College website and is available on request from the college office. We also inform parents and guardians about this policy when their children join Newland College, through our newsletters and our website.

The policy is provided to all staff (including temporary staff and volunteers) at induction alongside our Code of Professional Conduct.

Failure to comply

Staff at Newland College are totally opposed to bullying. Those who do not comply with the direction set out in this policy must expect intervention from the Senior Leadership Team.

Anti-bullying policy

1 The law

1.1 Some forms of bullying are illegal and should be reported to the police.

These include:

- violence or assault
- theft
- repeated harassment or intimidation, e.g. name calling, threats and abusive phone calls, emails or text messages
- hate crimes

Call 999 if you or someone else is in immediate danger.

2 Definition of bullying

2.1 Bullying is deliberate, hurtful and unprovoked behaviour that is **repeated over a period of time**. The bullied person often feels isolated, lonely and powerless. The Anti Bullying Alliance defines bullying as: 'the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power'.

2.2 The main forms of bullying are:

- physical e.g. hitting, kicking, threatening behaviour, taking others' belongings
- verbal e.g. name calling, insulting, discriminatory remarks, threatening comments
- indirect e.g. excluding from social groups, giving someone the 'silent treatment', spreading rumours
- cyber e.g. hurtful comments made using mobiles, text messaging or the internet (What's App, Facebook, Instagram, Snap Chat etc.).

2.3 Every student has a **RESPONSIBILITY** to ensure that bullying is not tolerated.

2.4 Every student is **ENTITLED** to the respect of others.

2.6 Bullies can expect to be punished as bullying is too serious not to report.

2.7 Bullying is one aspect of behaviour which causes hurt and anxiety to students. The possibility of any form of bullying taking place in the college is an issue, which often causes parents some concern.

3 Recognising the signs of bullying

- 3.1 Staff will watch out for the signs and symptoms of the following forms of bullying:
- physical – harm or threat of physical harm
 - verbal – name calling or teasing, spreading rumours
 - indirect – deliberately excluding someone from an activity
 - cyber – misuse of mobile phones, email or internet message boards and chat rooms.
- 3.2 There is also another aspect to bullying – bystander bullying: laugh at it and you are part of it. In other words, if you pass on the malicious message or image, you are engaging wilfully in bullying.
- 3.3 The college recognises that any student can be bullied but there are certain factors that can make bullying more likely:
- a lack of close friends in the college
 - shyness
 - race, religion, sexual orientation or social class
 - a disability or some other obvious difference, e.g. stammering or acne.
- 3.4 Newland College does not sanction student initiation ceremonies intended to cause pain, humiliation or anxiety.
- 3.5 Newland College does not sanction honour-based violence of any kind.
- 3.6 Staff will suspect bullying is occurring if a student:
- becomes withdrawn and anxious
 - shows a deterioration in his or her work
 - starts to attend college erratically
 - has spurious illnesses
 - persistently arrives late for college
 - prefers to stay with adults.

4 Preventing bullying

- 4.1 The college will take every opportunity to demonstrate to students, through the curriculum and by example, that it is totally opposed to bullying.
- 4.2 All college staff will, wherever possible, intervene to prevent bullying incidents from taking place. The college will encourage all students to report any incidents of bullying to a teacher or other adult at Newland College. Students will be told that they may bring a friend with them if they wish.
- 4.3 Staff will praise and encourage students when they show kindness and consideration to others.

Anti-bullying procedure

1 Commitment from staff

- 1.1 Any incidents of bullying will be taken seriously and dealt with as quickly as possible. Staff will do all they can to support the victims of bullying and make it clear to the bully that this behaviour is not acceptable.
- 1.2 In dealing with bullying, college staff will:
 - not ignore it
 - not make premature assumptions
 - listen to all accounts of the incidents
 - adopt a problem-solving approach that encourages students to find solutions rather than simply justify themselves
 - make regular follow-up checks to ensure that bullying has not resumed.

2 If a student is bullied

- 2.1 Staff who receive a report of a bullying incident from a student will:
 - listen to the student's account of the incident
 - reassure the student that reporting the bullying incident was the right thing to do
 - make it clear to the student that he or she is not to blame for what has happened
 - complete the recording form for Monitoring Incidents of Bullying, Discrimination and Harassment ([Appendix 1](#)) and give copies of the form to the Deputy Head (Designated Safeguarding Lead)
 - explain that the student should report any further incidents to a teacher or other member of staff immediately.

3 Advice to students

- 3.1 The college will advise students who are caught up in bullying incidents to:
 - stay calm and look as confident as possible
 - be firm and clear, look the bully in the eye and tell them to stop
 - get away from the situation as quickly as possible
 - immediately tell an adult what has happened.
- 3.2 Support will be provided to the student by the college in the following ways:
 - befriending
 - circle of friends
 - support groups
 - mediation by adults
 - mediation by peers
 - assertiveness training groups
 - Consilium (Student Council)
 - information delivered in Agora sessions.
- 3.3 The College acknowledges that 'bullying by association' justifies a bully's actions. Any student found to be allowing bullying to take place without

challenging it will be deemed to be compliant and the student's behaviour will be investigated.

4 Helping bullies to change

4.1 Staff will spend time to help students who have bullied others to change their behaviour. If a student is bullying others, staff will:

- talk to the student and explain the impact that bullying has on others
- discuss with the student how to join in with others without bullying
- talk to the student about how things are going at college, his or her progress and friends
- give the student praise and encouragement when he or she is being kind and considerate to others.

5 Dealing with serious bullying

5.1 If the preventative measures and peer support strategies do not succeed, the bully will:

- be removed from the group
- lose any break or lunchtime privileges
- be put on a report card
- be put in detention
- be banned from a college trip or sports event where these are not an essential part of the curriculum
- be suspended for a fixed period.

5.2 In most serious cases, permanent exclusion will be the most likely sanction if the bullying involves any one or more of these:

- serious actual or threatened violence against another student
- amounts to persistent and defiant misbehaviour
- is against the law.

6 Cooperating with parents and guardians

6.1 The college will work with parents and guardians in dealing with bullying. Bullying in college is everyone's problem. All staff, students and parents should be aware that bullying exists and share a commitment to combat it and to make the college a happier place for everyone.

6.2 The college will encourage parents and guardians who suspect that a student is being bullied to contact a member of college staff immediately and make an appointment to see the student's teacher or Form Tutor as soon as possible. Common physical symptoms that a victim may present as a consequence of bullying include headaches, stomach aches, anxiety and irritability.

6.3 Parents and guardians will be informed of incidents and involved in discussions. The college will discuss with parents how they can work together to stop the bullying.

- 6.4 In the case of cyber bullying, parents/guardians will be informed to ascertain if more stringent monitoring of mobile phone and/or internet use is feasible.

7 Recording incidents

- 7.1 Any bullying incident which occurs should be reported immediately to the Form Tutor of the bullied student, and the Deputy Head. The teacher will investigate the matter in conjunction with the Deputy Head, and seek to resolve each situation, as appropriate, in consultation with colleagues. All incidents of bullying and discussions with the students involved will be recorded, along with the college's response.
- 7.2 A report that details the incident and records the way it has been resolved should be made by the teacher/staff member in writing and this information should be handed to the Deputy Head who will discuss the situation with the Head of College and Form Tutor in the first instance.

Appendix 1



Monitoring incidents of bullying, discrimination and harassment

Day, date and time of incident:

Day, date and time of this report:

1. Name and position of person completing the form

2. Type of bullying concerns or allegations (please circle)

Disability Faith/Religion Gender Homophobia Race

Other (please specify) _____

3. Please give a brief description of what happened (witnesses)

4. About the instigator(s) (the bully or person discriminating) – include age, gender, and ethnicity

5. About the victim(s) (the person who suffered) – include age, gender, and ethnicity

6. Date of incident (Has there been a recurring issue/concern?)

7. Time of incident

8. Whereabouts in college did the incident take place?

9. What has been done to protect the victim from any future harm?

10. What action has been taken to change the behaviour of the instigator(s)?

11. When and how is the situation to be monitored?

12. Outcome of meeting with parents/carers (if applicable):

Incident initially notified to: _____

Please complete form as soon as possible after incident occurs. Give a copy to the Deputy Head.

The Deputy Head to complete Resolution section of the form, after discussion with the Head of College.

This section will be completed by the Deputy Head.

RESOLUTION

Signature: _____

Date: _____

Jules Parkin-Haig
Deputy Head

David Shandley
Head of College

Anti-bullying policy for students

Bullying is unacceptable at Newland College. If we see it, or experience it, we have to do something about it, so that it can be stopped.

What is bullying?

Bullying is when a person shows lack of respect for another's feelings and seeks to devalue them, whether they intend to or not. Bullying takes many forms. There are different types of bullying, but the four main types are:

- **Physical:** damaging, taking or hiding belongings, including money; hitting; kicking;
- **Verbal:** name-calling, teasing, insulting, mimicking, writing unkind notes, sexism;
- **Emotional:** a group who consider themselves 'cool' intentionally or unintentionally excluding others, tormenting, spreading rumours, unkind looks, comments on appearance, drawing attention behind someone's back or ignoring someone by not sitting with them or talking to them;
- **Cyberbullying:** via instant messaging services, social network sites, text messages, e-mail, images, or videos posted on the internet or spread via mobiles. It is a particularly harmful form of bullying, because it can be so pervasive and anonymous. There can be no safe haven for the victim, who can be targeted at any time and any place.

Other specific types of bullying include:

- Bullying related to race, religion, or culture;
- Bullying related to special educational needs or disabilities;
- Bullying related to appearance or health conditions;
- Bullying related to sexual orientation (homophobic);
- Bullying of young carers or looked after children or otherwise related to home circumstances;
- Sexist or sexual bullying.

Bullying can seriously damage a young person's confidence and sense of self-worth, and they will often feel that they are at fault in some way. It can lead to serious and prolonged emotional and psychological damage for the individual, and may even lead to suicide. Those who conduct bullying or witness the bullying can also experience emotional harm, and the impact on parents and school staff can be significant.

Although bullying is not a specific criminal offence, there are criminal laws that apply to harassment and threatening behaviour.

What should I do about it?

If you see any of the above going on, or experience it yourself, you should:

TELL any member of staff straight away who will treat the information with care and take appropriate action.

Remember: not telling is giving the bully licence to carry on and make others their victims.

Just by following these points we can maintain a happy school.