Anti-Bullying Procedure and Policy

1. Purpose

1.1 The purpose of this policy is to set out the College's position on bullying and to give clear guidelines on how bullying incidents should be dealt with.

"Bullying can have a life-long negative impact. It makes it difficult for young people to learn and can have a lasting detrimental effect on their life chances. Young people who have been bullied can become anxious and withdrawn, depressed or aggressive. Some turn to substance misuse as a way of dealing with the emotional impact of bullying. At worst bullying has been a factor in suicide.
Bullying can happen anywhere. To tackle bullying successfully, the whole community and all services for young people need to work together to change the culture so that bullying is unacceptable."
Safe from Bullying in FE Colleges DfE 2009

1.2 Exeter College adopts a zero tolerance approach to bullying and will not tolerate bullying in any form. We are committed to providing a caring, friendly and safe environment for all of our students so they can learn in a secure atmosphere.

Bullying in any form, is entirely contrary to the values and principles we work and live by. All members of the College community have a right to work in a secure and caring environment. They also have a responsibility to contribute, in whatever way they can, to the protection and maintenance of such an environment.

1.3 This policy aims to ensure that:
- o Bullying is not tolerated in any form, by anyone, on any college site, including off site trips, visits, on a residential or in the workplace
- o The Principal, Governors, Senior and College Leadership teams, teaching and non-teaching staff know what the procedures are and know when and how to report bullying
- o Students and parents are assured that they will be supported when bullying is reported

1.4 Exeter College will:
- o work to create a welcoming, safe ethos for everyone
- o encourage the values of mutual respect and tolerance, in line with British Values
- o model fair and respectful behaviour through leadership
- o challenge all forms of prejudice and promote equality and diversity
- o discourage young people from colluding with bullying
- o consult with students about bullying through our Learner Voice process
- o make sure that students and parents/guardians of students know what the College's position is on bullying and know how to report any incidents or concerns
- o respond to bullying incidents in a timely manner
- o work to create change in the perpetrator of bullying behaviours, where possible

2. Definitions

2.1 Bullying is behaviour, usually repeated over time that intentionally hurts another individual or group, physically or emotionally. Bullying results in pain and distress to the victim.

2.2 How does bullying differ from banter?

Bullying: There is a deliberate intention to hurt or humiliate.

There is a power imbalance that makes it hard for the victim to defend themselves.

It is usually persistent.

Occasionally an incident may be deemed to be bullying even if the behaviour has not been repeated or persistent – if it fulfils all other descriptions of bullying. This possibility should be considered, particularly in cases of sexual, sexist, racist, or homophobic bullying and when young people with disabilities are involved. If the victim might be in danger then intervention is urgently required.

2.2 **Bullying can be:**

- ○ **Emotional** - being unfriendly, excluding someone, and tormenting (e.g. threatening gestures, interfering with personal possessions)
- ○ **Physical -** pushing, kicking, hitting, punching or any use of physical violence
- ○ **Racist and Religious -** Racist and Religious bullying can be defined as 'a range of hurtful behaviour, both physical and psychological, that makes a person feel unwelcome, marginalised, excluded, powerless or worthless because of their colour, ethnicity, culture, faith community, national origin or national status'
- ○ **Sexual, Sexist and Transphobic -** Sexual bullying includes any behaviour, whether physical or non-physical, where sexuality is used as a weapon. It includes unwanted physical contact or sexually abusive comments. Transphobic bullying refers to bullying because someone is, or is thought to be transgender.
- ○ **Homophobic** - Homophobic bullying targets someone because of their sexual orientation (or perceived sexual orientation).
- ○ **Verbal -** name-calling, sarcasm, spreading rumours, teasing, and graffiti
- ○ **Cyber** - all areas of internet, such as social networking, email, and chat room misuse. Threats/abuse by text messaging or calls from any mobile device. Misuse of associated technology i.e. phones, tablet, camera, video…
- ○ **Disablist** - bullying involving young people with disabilities employs many of the same forms as other types of bullying, with name calling and pushing and shoving being common.

3. Policy

3.1 This policy applies to all students and staff at Exeter College.

Exeter College adopts a zero tolerance approach to bullying and will not tolerate bullying in any form. If bullying does occur; all students should be able to report and know that incidents will be dealt with promptly and effectively. This means that anyone who knows that bullying is happening is expected to tell a member of the College staff or Safeguarding Team.

If a student feels that they are being bullied by a member of College staff, they should be directed to the Designated Safeguarding Lead in the first instance, who take this up with the appropriate person; the relevant Head of Faculty or Head of HR.

Implementation

4.1 **Leadership**
  Tackling bullying is the responsibility of **all members of staff**. In addition the College has a nominated 'anti-bullying team' who provides a focus for anti-bullying work. The nominated team are the Faculty Lead Tutors, the Safeguarding Team and the Student Experience Department. The Safeguarding Team work with Lead Tutors and Head of Faculties to ensure that any bullying incidents are dealt with in a timely and effective manner.

  This leadership role includes responsibility for:
  - ○ Responding to bullying incidents
  - ○ Maintaining the policy
  - ○ Delivering or arranging training for staff and students
  - ○ Ensuring that records are kept and that data on bullying incidents is collected and held securely
  - ○ Reporting to the Governors and the Safeguarding Team on bullying data
  - ○ Linking with partners and multi-agency groups where appropriate

4.2 **How to Respond to Bullying**

When bullying does occur, **a clear consistent response is essential.** The goals of any intervention should always be the same, no matter who is dealing with the incident. The aims should be to:

- o Make the victim/alleged victim safe
- o Stop the bullying
- o Change bullying behaviours in individuals and groups
- o Make clear to every learner that bullying is unacceptable at Exeter College
- o Reinforce the anti-bullying message through events, posters and campaigns

4.3 **Why is it Important to Respond to Bullying?**

Bullying hurts and has long term consequences for the victim and the bully. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Students who are bullying need to learn different ways of behaving. The College has a responsibility to respond promptly and effectively to issues of bullying.

4.4 **Signs and Symptoms of Bullying**

All college staff should be aware and alert to possible signs which could include an individual:

- o being frightened of walking to or from college
- o not wanting to go on their usual mode of transport
- o changing their usual routine
- o being unwilling to go to home
- o beginning to have a poor attendance record or showing changes to a usually good attendance record
- o becoming withdrawn, anxious, or lacking in confidence
- o threatening or attempting suicide
- o running away/going missing
- o having difficulty sleeping
- o showing signs that their college work begins to suffer
- o having personal possessions which are damaged or which "go missing"
- o having unexplained cuts or bruises
- o becoming aggressive, disruptive or unreasonable
- o bullying other students
- o showing changes in their eating habits
- o being frightened to say what's wrong
- o giving improbable excuses for any of the above
- o being afraid to use the internet or mobile phone
- o being nervous or jumpy when a cyber/digital message is received

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

5 Procedures

5.1   All incidents of bullying, should be reported via the College's bullying reporting system.

5.2   The alleged victim/s or the member of staff dealing with the incident/concern should complete a bullying report form (these can be found on the staff and student portal).

5.3   The bullying report form will be sent directly to the Designated Safeguarding Lead and the Deputy Designated Safeguarding Lead to determine how the incident should be dealt with. This will normally be via the Lead Tutor, Tutor, Deputy Head or Head of Faculty with support from a member of the Safeguarding Team.

5.4   The member of staff who is asked to investigate the bullying incident should arrange to meet with the alleged victim/s, so as to understand the nature of the concern.

- o The starting point for any intervention should be to talk to the student/s who has alleged that they have been bullied, in order to establish what has happened, and agree a way forward
- o The member of staff must make time to listen calmly to the alleged victim without making personal judgements
- o Agree an action plan with the students consent

5.5 The member of staff who is asked to investigate the bullying incident should also arrange where appropriate to meet with the alleged perpetrator/s, so as to understand and discuss the nature of the concern.

5.6 The member of staff investigating the incident may also need to gather physical evidence to help the investigation. This may include but is not limited to requesting access to a student's College IT profile.

5.7 Wherever possible and appropriate, parent/guardians of students involved should be informed that an incident has occurred.

5.8 In serious cases of bullying the **'Gross Misconduct'** procedure may need to be implemented. The member of staff who was asked to investigate the incident would then make contact with the Deputy Head and Head of Faculty of the student/s involved to begin this procedure.

5.9 The College will always try to work with the victim/s and perpetrator/s to build resilience and to identify where behaviours may need to be changed.

5.10 The member of staff investigating the bullying incident should always consider whether intervention has secured lasting change and regularly review the actions put in place.
- o monitor the situation.
- o discreetly, follow up with the victim/s to make certain the bullying has stopped, and that they feel safe.
- o Pass any concerns about a student/s to other staff who may be teaching them.

5.11 Where a student is on roll at a school and is attending the College as a 14-16 learner, the school should be contacted and provided with relevant information on any bullying incidents that have taken place. This will be done by the 14-16 Team who will report concerns back to the school.

5.12 Where the student is on roll at another provision e.g. Exeter Royal Academy for Deaf Education, then it is imperative that information is passed on to their safeguarding lead where there are concerns about a student perpetrating or being bullied.

6 Associated Documentation
- o Child Protection and Safeguarding policy
- o The Misconduct and Behaviour procedure
- o The Student Agreement and Code of Conduct
- o The Staff Code of Conduct

- o **Anti-Bullying Alliance:** www.anti-bullyingalliance.org.uk
- o **CEOP (Child Exploitation Online Protection):** hosts the Young people's online charter and is responsible for safety on the internet http://www.ceop.gov.uk
- o **BECTA:** information on cyberbullying www.becta.org.uk/safeguarding.php
- o **SWGfL: South West Grid for Learning: i**nformation on digital and cyber bullying prevention and professional advice for staff http://swgfl.org.uk/products-services/esafety
- o **Childnet:** information and materials on online safety www.digizen.org/cyberbullying. Childnet also offers activities, posters and materials http://www.kidsmart.org.uk.

- o **EACH (Educational Action Challenging Homophobia):** provides training for local authorities to challenge homophobic bullying www.eachaction.org.uk**.** EACH also provides a national helpline for young people experiencing homophobic bullying 0808 1000 143.
- o **Leap:** offers training and workshops in confronting conflict and hosts the Academy for Youth and Conflict for formal training leading to qualifications for staff http://www.leaplinx.com/
- o **Mencap:** training/awareness www.mencap.org.uk/dontstickit
- o **National Youth Agency** www.nya.org.uk
- o **NSPCC:** www.nspcc.org.uk
- o **Stonewall:** information on tackling homophobic bullying www.stonewall.org.uk
- o **Transforming Conflict:** information on restorative practices and training http://www.transformingconflict.org/

7 Monitoring, Review and Evaluation

- o All bullying report forms that are submitted will be logged by the Student Experience Department for monitoring and evaluation
- o The data collected will be presented to the Safeguarding Team and included in the annual Safeguarding Audit
- o This policy will be reviewed every two years by Student Experience Department

8 Equality Analysis

9.1. Is your policy equality- relevant? If yes, please list which groups of people will be affected by this policy.
All students and staff will be subject to this policy/procedure. Protected characteristics groups are specifically highlighted within as particularly vulnerable.

7.2. How have you involved people from minority groups who may be affected by this policy?
Wide range of cross-college staff and SRC student Governor was consulted.

7.3. What evidence have you considered?
Existing Policy/procedures. Anti—Bullying Alliance, Mencap, NSPCC, Good practice documents from other Colleges and organisations.

7.4. How will your policy fulfil the public sector duty by helping fight discrimination, advance equality of opportunity and foster good relations?

Characteristic	How does your policy help fulfil the public sector duty?
Age	This policy encompasses fairness and equality for all groups of staff and students. The aim of the policy is to ensure that everyone at Exeter College is safe and protected from bullying.
Disability	
Gender	
Pregnancy & maternity	
Race	
Religion and belief	
Sexual orientation	
Transgender	

7. 5. Describe any potential adverse impacts that may arise as a result of the policy.   None identified.

Exeter College

What to do with a bullying incident

(Updated 2016)
Bullying is a Safeguarding issue!
All members of staff are obliged to report all bullying incidents

This flow chart gives a brief outline of what to do when faced with a 'bullying' incident. For more detail please refer to the Anti-Bullying Policy and Procedures on the Student Experience Portal Site

You witness a bullying incident

All incidences of bullying should be treated seriously, dealt with immediately, monitored and recorded using a college '**Bullying Report form**'

If you witness a bullying incident always intervene. Try and de-escalate the situation and act as a mediator between those involved. If you need help call security or a colleague

Complete a Bullying Report form as soon as possible with the victim

There may be times when more urgent action needs to be taken and a student might need to be suspended under **Gross Misconduct**. This is always done by **the Head of Faculty and appropriate Assistant Principal.**

The Head of Faculty will investigate the incident, speak to all parties involved and decide on an appropriate course of action

If suspension is recommended parents will be informed

Always treat bullying issues seriously and respond immediately.

Remember…. **most cases of bullying can be sorted out at Faculty level** through discussion, negotiation and the setting of appropriate targets

In situations where you suspect bullying to be taking place but you have no hard evidence, then you could:

- Do a tutorial session on Anti-Bullying,
- Have a 1-1 tutorial with individuals concerned
- Offer additional support where helpful e.g. counselling...
- In all cases you must monitor the situation carefully and act appropriately

Procedure

Member of staff completes **Bullying Report form** located on Student Experience front page
Enter Portal
Student Experience

Click on

Bullying Report Form

Complete bullying report form giving as much information as you and the student can
Click send

The report form will go electronically to Safeguarding, where it will be logged. Copies will be forwarded to relevant staff members with a request to carry out an investigation.

A student discloses a bullying incident

Treat the issue seriously and respond immediately. Don't ever tell the learner to 'just ignore it'. Reinforce the Colleges' position of zero tolerance on bullying

Support the alleged victim. The starting point for any intervention should be to talk to the person who has been bullied, establish what has happened, and agree a way forward

Complete a **Bullying Report form** as soon as possible with the student

In serious, repeated or long term cases, the bully may need to be suspended under Gross Misconduct. The appropriate **Head of Faculty will do this in consultation with their Assistant Principal**

The incident will be investigated and all parties involved will be seen – this will usually happen within the Faculty

If suspension is recommended parents will be informed

Support should be offered to the victim and also the perpetrator, where appropriate. The College Student Experience team may need to be involved.

Students can report Bullying themselves online.

Alleged bullying behaviour by any member of college staff towards a student, is a serious matter and could result in a safeguarding investigation being instigated.

Any bullying issues which allegedly involve members of staff should be reported to the Senior Designated Safeguarding Lead or the Head of Human Resources, as stated in the 'Whistle Blowing Policy'

Methods and Types of Bullying

Methods -a person may be made to feel: unwelcome, marginalised, excluded, powerless or worthless through bullying which is:

Emotional -being unfriendly, excluding, tormenting, making threatening gestures, interfering with personal possessions

Physical -pushing, kicking, hitting, jostling punching or any use of physical violence.

Verbal - name-calling, sarcasm, spreading rumours, teasing, taunting, graffiti, stereotyping.

Cyber – same old bullying but distributed via email, chat room, messaging, texts, phone cameras or videos.

Sexual - being bullied into taking part in sexual acts

Prejudicial – bullying someone because of a prejudice held - racial, transphobic, homophobic

Relational - friendship bullying and relationship bullying- relationship violence