

ANTI-BULLYING POLICY



Approved by GUIDE92 Governance:	December 2019
Policy Review date:	December 2021
Staff responsible:	Centre Director
Governor Link:	Chair of Governors

1. Philosophy

1.1 This policy applies to all staff and student/learners of GUIDE92 Education Centre.

2. Context

2.1 GUIDE92 is committed to providing a caring, friendly and safe environment for all students, so that they can learn in a secure environment.

2.2 Bullying of any kind is unacceptable. If bullying does occur, all students should feel able to tell staff and should be confident that incidents will be dealt with promptly and effectively. All staff have a responsibility to take any suspicion or disclosure of bullying seriously, no matter what the details or provenance, and should respond immediately. Everyone has the right to be treated with respect and people who bully need to learn different ways of behaving.

3. Aims

3.1 The aims of this policy are to:

- Provide a positive learning environment where bullying is not tolerated and students feel safe to tell someone, whether another student or an adult, if they are being bullied.
- Promote an anti-bullying message through the curriculum and to encourage all members of GUIDE92 to act with tolerance, courtesy and consideration to others at all times, both inside and outside of working hours.
- Develop students' self-esteem and respect for others.
- Enable all students to feel able to report incidents of bullying and be confident that prompt action will be taken.
- Have a comprehensive and consistently applied approach to bullying

3.2 In order to achieve these aims GUIDE92 will ensure that:

- All members of the GUIDE92 community share an understanding of what is regarded as bullying.
- All staff apply a consistent response.
- Staff and students recognise the benefit of taking a stand against bullying.
- Governors, parents and other members of the local community are aware of GUIDE92's policy on bullying.
- A high level of awareness of the Anti-Bullying Policy and its aims is maintained through INSET (in-service training) and the wider curriculum.

4. The Anti-bullying Policy

4.1 This policy seeks to promote respect for others; their feelings, opinions, cultures, limitations and the right to their individuality. We expect students, parents and staff to:

- Treat people with the kindness and respect they would expect.
- Follow all requests which are reasonable, with politeness and respect.
- Make it as easy as possible for everyone to learn.
- Always speak politely to everyone.

Bullying violates these statements and will not be tolerated.

4.2 What is Bullying?

Bullying is the deliberate, unprovoked and unjustifiable use of force, either physical or mental, by an individual or group. It causes physical, psychological or emotional pain to the person being bullied. It robs a person of their rights, their peace of mind and their self-esteem. It can happen not just once but time after time. It can occur by a variety of means including cyber-bullying using mobile phones or the internet. Bullying can be:

- Persistent
- Intimidating, fearsome, stressful

- Pre-meditated
- Intentional
- Demoralising
- Physical
- Psychological
- Humiliating, demeaning, threatening
- The use of a superior position of strength to intimidate
- A process designed to lower the self-esteem
- Carried out by individuals and by groups
- Racially motivated or by religious intolerance, against those who are disabled or have special needs, homophobic, related to have circumstances (LAC or young carer), cyber bullying or sexist.

Bullying includes:

- Name calling or any derogatory language relating to race, religion, culture or beliefs
- Bullying related to home circumstances
- Physical violence
- Demands for money or possessions
- Hiding someone's possessions
- Being pressured to do something you do not want to do, e.g. another student's homework
- Threatening behaviour
- Spreading nasty or false rumours
- Deliberately leaving people out or not talking to them
- Teasing and tormenting a person about their social class, race, gender, personal appearance, academic performance, possessions, disabilities
- Being sent unpleasant notes, text messages or emails, or made the subject of graffiti;
- Being touched against your will
- Sexual or homophobic harassment/transgender issues
- Cyberbullying or misuse of social media sites
- Mocking

5. What should a student do if bullying is taking place?

5.1 If a student is being bullied or knows of someone else being bullied either in GUIDE92 or outside of GUIDE92 they must tell someone.

They should:

- Tell their parents/carers and in GUIDE92 tell a member of staff or any other adult they trust.
- If it is urgent they need to tell the nearest adult. If they do not listen they need to tell someone else.

6. What should GUIDE92 staff do if bullying is taking place?

6.1 If a student discloses bullying to a member of staff they must deal with the matter immediately. The student may have worried over their problem for some time and will want it to be dealt with quickly.

6.2 Staff will take all disclosures seriously, even if, as adults, they do not think the incidents described are 'real bullying' or very serious. Staff should remember that students have a very different perception of what may or may not be serious.

6.3 Staff should be aware that insensitive handling of a bullying incident might result in more not less difficulty for the victim. If staff are unsure how to proceed they should always take advice.

7. What will happen if a student is found to have bullied others?

7.1 In every case the incident will be taken seriously and the responses can include some or all of

the following:

- The *student* will have to explain *their* behaviour to a member of staff
- Parents/carers will be informed of the incident and invited into GUIDE92 to discuss the matter
- Bystanders will be asked for account of incidents, as required
- Staff will keep a record of the incident on file
- The incident will be logged and recorded as a bullying incident on our bullying records
- Conflict resolution will be undertaken with all parties involved
- Restorative justice will take place, and consequences will be applied in line with the behaviour policy

7.2 Depending on the severity of the bullying incident the student has been involved in one or a combination of the following will apply.

- Student to be placed in an afterhours or break time detention
- Student to be placed on report
- Student to be secluded from lessons
- Exclusion from GUIDE92 for a fixed term period or, in the most serious cases, permanently
- An account of what was done will be written down and the student will have to sign it
- Student will be required to explain their actions to the police if they assault another student

8. The role of parents and carers

8.1 Parents/Carers should look out for these signs of bullying in their child:

- Regularly feeling sick or unwell in the mornings
- Reluctance to make the journey to and from GUIDE92
- Money or possessions going missing
- Clothes or bag torn
- Wanting extra pocket money for no particular reason
- Unexplained cuts and bruises
- Unexplained behaviour changes, e.g. moody, bad tempered, tearful
- Unhappiness
- Nightmares
- Not wanting to leave the house
- Reluctance to talk openly about friends and break times

8.2. What parents/Carers should do if they think that their child is being bullied?

GUIDE92 can only take action if it is made aware of a bullying issue. Parents/carers should take the following action if they suspect that their child is being bullied:

- Calmly talk with your child about his/her experience.
- Make a note of what your child says - particularly who was said to be involved; how often the bullying has occurred, where it happened, and what has happened.
- Reassure your child that he/she has done the right thing in telling you about the bullying and that there is nothing wrong with him/her.
- Encourage your child to report any incidents of bullying to members of staff immediately
- Report bullying outside of school to the police, as appropriate.
- Make an appointment to see a member of staff, even if they are reluctant for you to do so, and report incident of concern.
- Explain to a member of staff the problems your son/daughter is experiencing.
- Report cyberbullying to the appropriate agency e.g. Facebook.
- Do not encourage your son/daughter to hit back, this will only make matters worse. Such behaviour could be contrary to your son/daughter's nature. More positively, encourage your son/daughter to recruit friends. A child who has friends is less likely to be bullied.
- If the bullying only occurs outside of GUIDE92, contact the police and/or a solicitor.

- Ask for a letter to be sent to the bully's parents/carers, informing them of the legal consequences of a recurrence of such behaviour.
- You should also contact us at GUIDE92 and we will offer as much help and support as we can.

8.3 What parents/carers should do if their child is bullying others?

Many students may be involved in bullying others at some time or another. Often parents/carers are not aware that their son/daughter is involved in bullying and may find it difficult to accept that their son/daughter could be involved. We ask parents/carers to:

- Talk with your son/daughter. Explain that what he/she is doing is unacceptable
- Discourage other members of your family from bullying behaviour
- Show your son/daughter how he/she can join in with other students without bullying
- Make an appointment to a member of staff; explain to the member of staff the problems your son/daughter is experiencing.
- Regularly check with your son/daughter how things are going at GUIDE92
- Give your son/daughter lots of praise and encouragement

9. How GUIDE92 will promote the anti-bullying message

9.1 This policy contains information and advice for parents, students and staff. It will be publicised within GUIDE92 and will be available on the website. GUIDE92 staff will:

- Encourage co-operative caring behaviour
- Promote positive relationships by showing, through our own behaviour, that it is better for everyone to respect and care for each other
- Promote the 'Beat the Bully' website to students
- Provide an environment where students feel accepted and valued
- Promote anti-bullying strategies across the GUIDE92
- Treat all allegations of bullying seriously and investigate each incident. Incident Reports will be completed and forwarded to a senior member of staff
- Support the victim and work with the bully to change behaviour
- Make every effort to ensure that any sanctions imposed are fair and appropriate and that they are applied in a non-humiliating, non-bullying way
- Identify strategies for active staff, parents, students and governors involvement
- Work closely as a team and monitor incidents occurring with students across all groups

9.2 The ethos and structure of GUIDE92 are ideal vehicles for promoting positive relationships between students of all age groups and give numerous opportunities for developing and spreading an anti-bullying ethos and respect agenda. GUIDE92 staff will:

- Ensure that each curriculum area will, where appropriate, incorporate the anti-bullying message into their teaching
- Arrange for students who are identified as victims of bullying to be counselled by staff in GUIDE92. They will also be offered training in assertiveness and how to deal with bullies
- Be given opportunities for training in ways to deal with students who bully and those being bullied. Knowledge gained will be disseminated to all staff as necessary
- Translate this policy into the appropriate language where English is not spoken at home

10. Roles and Responsibilities

10.1 The Board of Governors are responsible for ensuring that GUIDE92 complies with legislation, and that this policy and any related procedures and action plans are implemented.

10.2 The Centre Director is responsible for implementing the policy, for ensuring that all staff are aware of their responsibilities, for providing them with appropriate training and support, and for taking appropriate action.

10.3 Day to day responsibility for this policy is with the Centre Director.

10.4 All staff are expected to adhere to the policy as required by the GUIDE92 Code of Conduct.