Anti-Bullying Policy

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Key Contact Personnel within the College

Nominated Member of Leadership Staff Responsible for the policy: Kirstie Hemingway

Designated Safeguarding Lead: Kirstie Hemingway

Named Director with lead responsibility: Peggy Murphy

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Date of next review: September 2022

This policy will be reviewed <u>at least</u> annually, and following any concerns and/or updates to national and local guidance or procedures

Grow 19 Anti-Bullying Policy

This policy is based on DfE guidance "Preventing and Tackling Bullying" July 2017 and supporting documents. It also considers the DfE statutory guidance "Keeping Children Safe in Education" 2021 and 'Sexual violence and sexual harassment between children in schools and colleges' guidance. 2021 The setting has also read Childnet's "Cyberbullying: Understand, Prevent and Respond: Guidance for Schools" and "Muti-Agency Safeguarding Adults Policy, Protocols and Practitioner Guidance for Kent and Medway".

1) Policy objectives:

- This policy outlines what Grow 19 will do to prevent and tackle all forms of bullying.
- The policy has been adopted with the involvement of the whole college community.
- Grow 19 is committed to developing an anti-bullying culture where the bullying of adults, adults at risk or young people is not tolerated in any form.

2) Links with other college policies and practices

- This policy links with several college policies, practices and action plans including:
  o Behaviour and physical intervention policy
  o Complaints policy
  o Safeguarding Adults at Risk Policy
  o Online safety Policy
  o The College's Learner Agreement
  o Mobile Technology and social media policy

3) Links to legislation and guidance

- There are several pieces of legislation and guidance which set out measures and actions for Further Education providers in response to bullying, as well as criminal and civil law. These may include (but are not limited to):
  o The Education and Inspection Act 2006, 2011
  o The Equality Act 2010
  o Protection from Harassment Act 1997
  o The Malicious Communications Act 1988
  o Public Order Act 1986

4) Responsibilities

- It is the responsibility of:
  o The Head of College to communicate this policy to the college community, to ensure that disciplinary measures are applied fairly, consistently and reasonably, and that a member of the college leadership team has been identified to take overall responsibility.
  o The Board of Trustees to take a lead role in monitoring and reviewing this policy.
  o All staff, including: Trustees, senior leadership, teaching and non-teaching staff, to support, uphold and implement this policy accordingly.

- o Key workers and parents/carers to support the young person and work in partnership with the college.
- o Learners to abide by the policy.

5) Definition of bullying

- Bullying can be defined as "*behaviour by an individual or a group, repeated over time that intentionally hurts another individual either physically or emotionally*". (DfE "Preventing and Tackling Bullying", July 2017)
- Bullying can include name calling, taunting, mocking, making offensive comments; kicking; hitting; taking belongings; producing offensive graffiti; gossiping; excluding people from groups and spreading hurtful and untruthful rumours.
- This includes the same unacceptable behaviours expressed online, sometimes called online or cyberbullying. This can include: sending offensive, upsetting and inappropriate messages by phone, text, instant messenger, through gaming, websites, social media sites and apps, and sending offensive or degrading photos or videos.
- Bullying is recognised by the colleagues being a form of peer on peer abuse. It can be emotionally abusive and can cause severe and adverse effects on emotional development.
- Harassment is defined as 'unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual'. (Equality Act 2010)

6) Forms and types of bullying covered by this policy

- Bullying can happen to anyone. This policy covers all types and forms of bullying including:
  - o Bullying related to physical appearance
  - o Bullying of young carers or otherwise related to home circumstances
  - o Bullying related to physical/mental health conditions
  - o Physical bullying
  - o Emotional bullying
  - o Sexual bullying, violence and harassment
  - o Bullying via technology, known as online or cyberbullying
  - o Harassment
  - o Prejudicial bullying (against people/learners with protected characteristics):
    - Bullying related to race, religion, faith and belief and for those without faith
    - Bullying related to ethnicity, nationality or culture
    - Bullying related to Special Educational Needs or Disability (SEND)
    - Bullying related to sexual orientation (homophobic/biphobic bullying)
    - Gender based bullying, including transphobic bullying

- Bullying against teenage parents (pregnancy and maternity under the Equality Act)

7) College ethos

- Grow 19 recognises that all forms of bullying, especially if left unaddressed, can have a devastating effect on individuals; it can create a barrier to learning and have serious consequences for mental wellbeing.
- Grow 19 operates a 'it could happen here' attitude to any sexual violence and harassment. All concerns, whether inside or outside college, on line or offline, will be reported and dealt with appropriately.
- By effectively preventing and tackling bullying our college can help to create a safe and disciplined environment, where learners are able to learn and fulfil their potential.
- Grow 19 operates a positive behaviour management approach and it is hoped that this will minimise incidents of bullying by promoting and rewarding positive behaviour and respect for every member of our college community. The nature of our young people's needs means that they are supervised where appropriate and have regular contact with their tutors and therefore any incidents of bullying should be picked up and responded to quickly.
- The culture of respect in the college is supported and promoted through the provision and through associated policies in the college such as the Behaviour and physical intervention policy. Learners are encouraged to continue to develop as responsible and sensitive adults through various opportunities including assertiveness, mentoring, job coaching and buddy systems.
- Where a behaviour has been defined as bullying it will have been agreed that the bully has deliberately used this behaviour intending to hurt the victim. The range of the difficulties experienced by our learners means that some may hurt others in the college but not in a deliberate way or they may not be aware that they are hurting them. It is important to make this distinction but equally important to make an accurate interpretation of the event(s) to ensure that real bullying is identified and responded to.

- ***Our Community:***
  o Monitors and reviews our anti-bullying policy and practice on a regular basis.
  o Supports staff to promote positive relationships to help prevent bullying.
  o Recognises that some members of our community may be more vulnerable to bullying and its impact than others; this may include vulnerable adults with SEND. Being aware of this will help us to develop effective strategies to prevent bullying from happening and provide appropriate support, if required.
  o Will intervene by identifying and tackling bullying behaviour appropriately and promptly.

- o Ensures our learners are aware that bullying concerns will be dealt with sensitively and effectively; that everyone should feel safe to learn and abide by the anti-bullying policy.
- o Requires all members of the community to work with the college to uphold the anti-bullying policy.
- o Recognises the potential impact of bullying on the wider family of those affected so will work in partnership with parents/carers regarding all reported bullying concerns and will seek to keep them informed at all stages.
- o Will deal promptly with grievances regarding the college response to bullying in line with our complaints policy
- o Seeks to learn from good anti-bullying practice elsewhere.
- o Utilises support from the Local Authority and other relevant organisations when appropriate.

8) Responding to bullying

- The following steps may be taken when dealing with all incidents of bullying reported to the college:
  - o If bullying is suspected or reported, the incident will be dealt with immediately by the member of staff who has been approached or witnessed the concern.
  - o The school will provide appropriate support for the person being bullied – making sure they are not at risk of immediate harm and will involve them in any decision-making, as appropriate.
  - o The Head of College or member of the Leadership Team will interview all parties involved.
  - o The DSL will be informed of all bullying issues where there are safeguarding concerns.
  - o The college will speak with and inform other staff members, where appropriate.
  - o The college will ensure parents/carers/key workers/social workers who are acting as advocates for a young person are kept informed about the concern and action taken, as appropriate and in line with safeguarding and confidentially policies.
  - o Sanctions, as identified within the college behaviour and physical intervention policy and support will be implemented in consultation with all parties concerned.
  - o If necessary, other agencies may be consulted or involved, such as the police, if a criminal offence has been committed, or other local services including early help or adult services social care, if a young person is felt to be at risk of significant harm.
  - o Where the bullying of or by learners takes place offsite or outside of normal college hours (including cyberbullying), the college will ensure that the concern is fully investigated. If required, the DSL will collaborate with other colleges. Appropriate action will be taken, including providing support and implementing sanctions in college in accordance with this policy and the college's behaviour and physical intervention policy.

- A clear and precise account of bullying incidents will be recorded by the college in accordance with existing procedures. This will include recording appropriate details regarding decisions and action taken.
- The college will actively provide systematic opportunities to develop learners' social and emotional skills, including their resilience.
- The college will consider all opportunities for addressing bullying including through the curriculum, through displays and through peer support.
- The college will train all staff including relief tutors and those not working directly with learners to identify bullying and follow college policy and procedures on bullying.
- The college will actively create "safe spaces" (i.e. welcoming, safe and supportive environments) for vulnerable adults and young people.

Cyberbullying

- When responding to cyberbullying concerns, the college will:
  - Act as soon as an incident has been reported or identified.
  - Provide appropriate support for the person who has been cyberbullied and work with the person who has carried out the bullying to ensure that it does not happen again.
  - Where appropriate, encourage the person being bullied to keep any evidence (screenshots) of the bullying activity to assist any investigation.
  - Take all available steps where possible to identify the person responsible. This may include:
    - looking at use of the college systems;
    - identifying and interviewing possible witnesses;
    - Contacting the service provider and the police, if necessary.
  - Work with the individuals and online service providers to prevent the incident from spreading and assist in removing offensive or upsetting material from circulation. This may include:
    - Support reports to a service provider to remove content if those involved are unable to be identified or if those involved refuse to or are unable to delete content.
    - Confiscating and searching learners' electronic devices, such as mobile phones, in accordance with the law and the college searching and confiscation policy.
    - Requesting the deletion of locally-held content and content posted online if they contravene college behavioural policies.
  - Ensure that sanctions are applied to the person responsible for the cyberbullying; the college will take steps to change the attitude and behaviour of the bully, as well as ensuring access to any additional help that they may need.
  - Inform the police if a criminal offence has been committed.
  - Provide information to staff and learners regarding steps they can take to protect themselves online. This may include:
    - advising those targeted not to retaliate or reply;

- providing advice on blocking or removing people from contact lists;
- helping those involved to think carefully about what private information they may have in the public domain.

Supporting pupils

- *learners who have been bullied will be supported by:*
  - o Reassuring the learner and providing continuous pastoral support.
  - o Offering an immediate opportunity to discuss the experience with their tutor, the designated safeguarding lead, or a member of staff of their choice.
  - o Being advised to keep a record of the bullying as evidence and discuss how respond to concerns and build resilience as appropriate.
  - o Working towards restoring self-esteem and confidence.
  - o Providing ongoing support; this may include: working and speaking with staff, offering formal counselling, engaging with parents/ carers/social workers/key workers who are acting as advocates.
  - o Where necessary, working with the wider community and local/national organisations to provide further or specialist advice and guidance; this could include support through Early Help or Specialist Adult's Social Services, or support through the Children and Young People's Mental Health Service (CYPMHS).

- *Learners who have perpetrated bullying will be helped by:*
  - o Discussing what happened, establishing the concern and the need to change.
  - o Informing parents/ carers/social workers/key workers who are acting as advocates to help change the attitude and behaviour of the young person.
  - o Providing appropriate education and support regarding their behaviour or actions.
  - o If online, requesting that content be removed and reporting accounts/content to service provider.
    - o Sanctioning, in line with college behaviour and physical intervention policy; this may include official warnings, detentions, removal of privileges (including online access when encountering cyberbullying concerns), and fixed-term or permanent exclusions.
  - o Where necessary, working with the wider community and local/national organisations to provide further or specialist advice and guidance; this may include involvement from the Police or referrals to Early Help, Specialist Adult's Social Services, or the Children and Young People's Mental Health Service (CYPMHS).

Supporting adults

- Our college takes measures to prevent and tackle bullying among learners; however, it is equally important to recognise that bullying of adults, including staff and parents, whether by learners, parents or other staff members, is unacceptable.

- *Adults who have been bullied or affected will be supported by:*
  - o Offering an immediate opportunity to discuss the concern with the designated safeguarding lead, a senior member of staff and/or the Head of College.
  - o Advising them to keep a record of the bullying as evidence and discuss how to respond to concerns and build resilience, as appropriate.
  - o Where the bullying takes place off site or outside of normal college hours (including online), the college will still investigate the concern and ensure that appropriate action is taken in accordance with the colleges' behaviour and physical intervention policy.
  - o Reporting offensive or upsetting content and/or accounts to the service provider, where the bullying has occurred online.
  - o Reassuring and offering appropriate support.
  - o Working with the wider community and local/national organisations to provide further or specialist advice and guidance.

- *Adults who have perpetrated the bullying will be helped by:*
  - o Discussing what happened with a senior member of staff and/or the Head of College to establish the concern.
  - o Establishing whether a legitimate grievance or concern has been raised and signposting to the college's official complaints procedures.
  - o If online, requesting that content be removed.
  - o Instigating disciplinary, civil or legal action as appropriate or required.

9) Preventing bullying

Environment

- The whole college community will:
  - o Create and support an inclusive environment which promotes a culture of mutual respect, consideration and care for others, which will be upheld by all.
  - o Recognise that bullying can be perpetrated or experienced by any member of the community, including adults and young persons (peer on peer abuse).
  - o Recognises the potential for vulnerable adults with SEN and disabilities to be disproportionally impacted by bullying and will implement additional pastoral support as required.
  - o Openly discuss differences between people that could motivate bullying, such as: young persons with different family situations, such as those with caring responsibilities, religion, ethnicity, disability, gender, sexuality or appearance related difference.
  - o Challenge practice and language (including 'banter') which does not uphold the college values of tolerance, non-discrimination and respect towards others.
  - o Encourage learners to use technology, especially mobile phones and social media, positively and responsibly.
  - o Work with staff, the wider community and outside agencies to prevent and tackle concerns including all forms of prejudice-driven bullying.
  - o Actively create "safe spaces" for vulnerable young people.
  - o Celebrate success and achievements to promote and build a positive college ethos.

Policy and Support

- The whole college community will:
  - Provide a range of approaches for learners, staff and parents/carers/key workers/social workers acting as advocates to access support and report concerns.
  - Regularly update and evaluate our practice to consider the developments of technology and provide up-to-date advice and education to all members of the community regarding positive online behaviour.
  - Take appropriate, proportionate and reasonable action, in line with existing college policies, for any bullying bought to the college's attention, which involves or effects learners, even when they are not on college premises; for example, when using transport, at work placement or online, etc.
  - Implement appropriate disciplinary sanctions; the consequences of bullying will reflect the seriousness of the incident, so that others see that bullying is unacceptable.
  - Use a variety of techniques to resolve the issues between those who bully, and those who have been bullied.

Education and Training

- The college community will:
  - Train all staff, including: teaching staff, support staff (e.g. administration staff, lunchtime support staff and site support staff) and pastoral staff, to identify all forms of bullying and take appropriate action, following the college's policy and procedures, including recording and reporting incidents.
  - Consider a range of opportunities and approaches for addressing bullying throughout the provision and other activities, such as: through displays, peer support, etc.
  - Collaborate with other local further education providers as appropriate, and during key times of the year, for example during transition.
  - Ensure anti-bullying has a high profile throughout the year, reinforced through key opportunities such as anti-bullying week
  - Provide systematic opportunities to develop learners' social and emotional skills, including building their resilience and self-esteem.

10) Involvement of learners

- *We will:*
  - Involve learners in policy writing and decision making, to ensure that they understand the college's approach and are clear about the part they play in preventing bullying.
  - Regularly canvas young people's views on the extent and nature of bullying.
  - Ensure that all learners know how to express worries and anxieties about bullying.
  - Ensure that all learners are aware of the range of sanctions which may be applied against those engaging in bullying.

- o Involve learners in anti-bullying campaigns in college and embedded messages in the wider college provision.
- o Utilise learner voice in providing learner led education and support
- o Publicise the details of internal support, as well as external helplines and websites.
- o Offer support to learners who have been bullied and to those who are bullying to address the problems they have.

11) Involvement and liaison with parents/carers/social workers/key workers and those acting as advocates for learners

- *We will:*
  - o Take steps to involve parents/carers/social workers/key workers and those acting as advocates for learners in developing policies and procedures, to ensure they are aware that the college does not tolerate any form of bullying.
  - o Make sure that key information about bullying (including policies and named points of contact) is available to involve parents/carers/social workers/key workers and those acting as advocates for learners in a variety of formats, including via the college website
  - o Ensure all involve parents/carers/social workers/key workers and those acting as advocates for learners know who to contact if they are worried about bullying and where to access independent advice.
  - o Work with all involve parents/carers/social workers/key workers and those acting as advocates for learners and the local community to address issues beyond the college campus that give rise to bullying.
  - o Ensure that involve parents/carers/social workers/key workers and those acting as advocates for learners work with the college to role model positive behaviour for learners, both on and offline.
  - o Ensure all involve parents/carers/social workers/key workers and those acting as advocates for learners know about our complaints procedure and how to use it effectively, to raise concerns in an appropriate manner.

12) Monitoring and review: putting policy into practice

- The college will ensure that they regularly monitor and evaluate mechanisms to ensure that the policy is being consistently applied.
- Any issues identified will be incorporated into the college's action planning.
- The Head of College will be informed of bullying or sexual violence or harassment concerns, as appropriate.
- The Head of College will report on a regular basis to the board of Directors on incidents, including outcomes.

13) Useful links and supporting organisations

- Anti-Bullying Alliance: www.anti-bullyingalliance.org.uk
- Childline: www.childline.org.uk

- Family Lives: www.familylives.org.uk
- MindEd: www.minded.org.uk
- The BIG Award: www.bullyinginterventiongroup.co.uk/index.php
- Restorative Justice Council: www.restorativejustice.org.uk
- The Diana Award: www.diana-award.org.uk
- Victim Support: www.victimsupport.org.uk
- Young Minds: www.youngminds.org.uk
- Young Carers: www.youngcarers.net
- The Restorative Justice Council: www.restorativejustice.org.uk/restorative-practice-schools

SEND
- Changing Faces: www.changingfaces.org.uk
- Mencap: www.mencap.org.uk
- Anti-Bullying Alliance Cyberbullying and children and young people with SEN and disabilities: www.cafamily.org.uk/media/750755/cyberbullying_and_send_-_module_final.pdf
- DfE: SEND code of practice: www.gov.uk/government/publications/send-code-of-practice-0-to-25

Cyberbullying
- Childnet: www.childnet.com
- Internet Watch Foundation: www.iwf.org.uk
- Think U Know: www.thinkuknow.co.uk
- UK Safer Internet Centre: www.saferinternet.org.uk
- The UK Council for Child Internet Safety (UKCCIS) www.gov.uk/government/groups/uk-council-for-child-internet-safety-ukccis
- DfE 'Advice for parents and carers on cyberbullying': www.gov.uk/government/publications/preventing-and-tackling-bullying

Race, religion and nationality
- Anne Frank Trust: www.annefrank.org.uk
- Kick it Out: www.kickitout.org
- Report it: www.report-it.org.uk
- Stop Hate: www.stophateuk.org
- Tell Mama: www.tellmamauk.org
- Educate against Hate: www.educateagainsthate.com
- Show Racism the Red Card: www.srtrc.org/educational

LGBT
- Barnardo's LGBT Hub: www.barnardos.org.uk/what_we_do/our_work/lgbtq.htm
- Metro Charity: www.metrocentreonline.org
- EACH: www.eachaction.org.uk

- Proud Trust: www.theproudtrust.org
- Stonewall: www.stonewall.org.uk

Sexual harassment and sexual bullying

- Ending Violence Against Women and Girls (EVAW) www.endviolenceagainstwomen.org.uk
- Disrespect No Body: www.gov.uk/government/publications/disrespect-nobody-campaign-posters
- Anti-bullying Alliance: Preventing and responding to Sexual Bullying: www.anti-bullyingalliance.org.uk/tools-information/all-about-bullying/sexual-and-gender-related/preventing-and-responding-sexual
- Anti-bullying Alliance: advice for school staff and professionals about developing effective anti-bullying practice in relation to sexual bullying: www.anti-bullyingalliance.org.uk/tools-information/all-about-bullying/sexual-and-gender-related

Additional links can be found in 'Preventing and Tackling Bullying' (July 2017) www.gov.uk/government/publications/preventing-and-tackling-bullying