

Anti-Bullying Policy and Procedures

Version No	Purpose/Change	Lead	Impact Assess	Review Date
1.0	Introduction of policy and procedures	RWD		April 2010
2.0	Reviewed and updated	BW		September 2014
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1. Policy

1.1 How does Wilberforce Sixth Form College view bullying?

Any form of bullying is totally unacceptable at Wilberforce Sixth Form College; this behaviour runs counter to the ethos of the College, underpinned by our Core Values, which include: 'We value individuals and promote self-esteem'; and 'We conduct ourselves with integrity and respect for all'. Bullying is inconsistent with our commitment to equality and diversity.

We have a safeguarding duty to ensure that all our students can learn and reach their potential in a safe environment. Bullying has a significant detrimental effect on the well-being of young people and can be a serious obstacle to student achievement.

1.2 What can be done to combat bullying?

Bullying can only be stopped through a combination of prevention and response. Preventative work is ongoing and sustained. When an incident occurs, a response is required to deal with the bullying behaviour and support the victim.

Preventing bullying is the responsibility of all members of staff. The College ethos will play a key role in creating an inclusive environment in which bullying is not tolerated. All staff should model our Core Values of respect and integrity with their associated behaviours to students on a day to day basis and also those of the Fundamental British Values.

Student Services gather information from schools each year on new students. This information is used by the Student Support Manager and Student Support Officers to prevent past histories of bullying re-occurring in College.

All staff have the responsibility to respond to any form of bullying. This response should seek to address and change the behaviour of the bully and to support the victim. All members of the College community should work together to challenge all forms of prejudice. Notes should be entered on Columbus, outlining the nature of the incident and what has been done, and indicating future actions to be taken.

In the case of serious and recurring bullying, the Student Services Manager should be informed. Student Services staff will respond accordingly, using restorative strategies to address and change the bullying behaviour and to reach an outcome which best supports both the victim and the perpetrator.

This policy should also be applied in conjunction with the *Student Code of conduct and Behaviour Management Policy* and *Exclusion Policy* and the systems and procedures already in place to deal with serious and persistent misconduct.

The College has very specific ICT policies, protocols and guidance (Acceptable Use Policy, eSafety and eSafety guidance for students and Prevent) in place to prevent and respond to forms of *cyberbullying*. Our managed systems limit access to websites that are considered as a risk and also monitor behavior, with highlighted concerns reported to the Student Services Manager and the Designated Senior Person for Safeguarding.

2. Informal Procedures

THE ALLEGED BULLY IS A STUDENT

i) Challenge the behaviour

Anyone who feels they are being bullied should ask the other person to stop; they should also explain why the other person's behaviour is unacceptable.

All staff and students have a duty to challenge any bullying or harassment as follows:

- Make sure that bullying is or was taking place, not merely horseplay in which the recipient is happy to take part.
- Make it clear to the alleged bully that his/her behaviour is unacceptable and explain why.
- Encourage and support the recipient.

If a student lacks the confidence to challenge bullying, they should tell a member of staff and ask for assistance. When the alleged bully has been challenged and told that his / her behaviour is unacceptable, that may be enough to stop it. S/he may have been unaware that their behaviour is offensive or unwanted. If this does not stop the bullying, then the recipient may wish to seek a resolution via the informal or formal procedures.

Student Services must be informed of an incident or allegation and the details of the incident recorded on Columbus.

ii) Mediation

If harassment or bullying has occurred, and the recipient either feels uncomfortable about challenging the other person, or they have already done so to no effect, they should talk the situation through with a member of staff. This can sometimes give the student the confidence to deal with the situation themselves.

If the student still feels intimidated, they may want to ask for the support from a member of staff, to mediate: either to accompany them when they speak to the other person, or to speak on their behalf. It may be appropriate to organise a meeting between the parties, mediated by an impartial third party (e.g. Student Services Manager), especially if the alleged bully is making a counter-complaint. It is important to identify the cause of the conflict and to agree a solution. The College will usually try to encourage a solution via mediation before moving to the formal procedures.

Advice and support is available for as long as the recipient needs it. Counselling is available both for the recipient and for the person whose behaviour is alleged to be unacceptable. This can be organised via the College counsellors.

All notes (Columbus) must be updated to include information of discussions/meetings with all concerned.

iii) Mediation is not wanted by the recipient, refused by the bully or ineffective

If the recipient does not wish to take part in mediation, then the matter will be dealt with immediately under the normal *Student Code of Conduct and Behaviour Management Policy*.

If the alleged bully refuses to participate in mediation, or having met, refuses to modify their behaviour (or if having agreed, fails to do so), or if retaliation or victimisation occur, then the matter will be dealt with immediately under the normal *Student Code of Conduct and Behaviour Management Policy*.

THE ALLEGED BULLY IS A MEMBER OF STAFF

If the alleged bully is a member of staff, the student should seek assistance from an appropriate (other) member of staff. After an initial discussion with the recipient, that (other) member of staff should decide whether there is 'cause for concern', and ascertain whether the recipient wishes any action to be taken.

If the (other) member of staff decides there is 'cause for concern', s/he should contact the appropriate Curriculum Manager who will offer mediation between the student and the alleged bully, if appropriate. If mediation is refused by the alleged bully, or unsuccessful, or if the alleged incident is sufficiently serious, the Curriculum Manager will refer the matter to a member of SMT, who may recommend that the *Staff Disciplinary Procedure* be invoked.

3. Formal Procedures

The alleged bully is another student:

Details of procedures can be found in the *Student Code of Conduct and Behaviour Management Policy*

The alleged bully is a member of staff:

Details of procedures can be found in the *Staff Disciplinary Procedure*.

After the Formal Procedure has been concluded:

Where a complaint is upheld, it is the responsibility of the bully's Teachers and Tutor, liaising with the Student Services Manager, where appropriate, to check that no further bullying takes place and that there is no subsequent victimisation, either by the bully, or the bully's friends.

Counselling can be arranged via the College counsellors for both or either parties of the complaint, irrespective of the outcome.

5. Associated Policies / Procedures

- Child Protection Policy
- eSafety Policy
- eSafety Guidance for Students
- Prevent Policy
- Safeguarding Policy
- Disciplinary Procedure (Staff)
- Grievance Procedure (Staff)
- Single Equality Scheme
- Staff Code of Conduct
- Student Code of Conduct and Behaviour for Learning Policy

Please note: that whilst every effort will be made to follow this policy, circumstances may not always allow this or may render certain parts of the policy inappropriate. Individuals will be treated fairly and in line with legislation in all instances.

Guidelines on Bullying

1.1 What is bullying?

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

How does bullying differ from banter?

- 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 (though not always) persistent.

1.2 What form does bullying take?

Bullying includes: name calling; taunting; mocking; making offensive comments; kicking; hitting; pushing; taking belongings; inappropriate touching; producing offensive graffiti; spreading hurtful and untruthful rumours; or always leaving someone out of groups. It is also bullying when a young person is pressured to act against their will by others.

1.3 What is Cyberbullying?

Increasingly, bullying is happening through new technology. This can involve sending inappropriate, or hurtful text messages, e-mails, instant messages, or posting malicious material online (e.g. on social networking websites), or sending or posting offensive or degrading images and videos.

1.4 Who are the victims?

Bullies may pick on someone for no apparent reason. Bullying may also take the form of singling out a young person because they belong to a particular group. Examples include:

Racist and religious bullying – singling out people because of their background, culture or religion.

Sexual, sexist and transphobic bullying – where sexuality is used as a weapon by boys or girls. Insults that are often seen as acceptable by some can be used to victimise others. Inappropriate touching can also be seen as a form of bullying and harassment, and may escalate into abuse. Similarly, 'jokes' about sexual assault, or rape, if unchallenged, can create an atmosphere in which this behaviour is seen as more acceptable.

Homophobic bullying – targets someone because of their sexual orientation (or perceived sexual orientation). The term 'gay' as an insult is unacceptable and should always be challenged.

Disablist bullying – used against someone with a disability. This may take the form of manipulative bullying where the victim is coerced to act in a certain way and 'conditional' bullying where the victim is 'allowed' to be in a friendship group only on certain conditions.