



Anti-Bullying Policy

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Signature of Chair to the Governing Body:	
Signature of Principal & Chief Executive:	
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1.0 Introduction

UTC Warrington are committed to providing a caring, friendly and safe environment for all our students so they can learn in a relaxed and secure atmosphere. Bullying and harassment of any kind is unacceptable at our college, whether it is in the College or in off-site activities. If bullying or harassment does occur, all students should be able to tell and know that incidents will be dealt with promptly and effectively. This means that anyone who knows that bullying or harassment is happening is expected to tell the staff.

All members of the UTC Warrington staff, students and parents should have an understanding of what bullying/harassment is and what the College procedures are for responding to bullying/harassment.

At UTC Warrington we take bullying and harassment seriously. Students, staff and parents and anyone associated with the college should be assured that we do not tolerate bullying/harassment and that they will be supported when such behaviour is reported.

2.0 Aim

The aim of the anti-bullying policy is to ensure that students learn in a supportive, caring and safe environment without fear of being bullied, and that staff are free from fear of bullying by students. Bullying is anti-social behaviour and affects everyone; it is unacceptable and will not be tolerated. Only when all issues of bullying are addressed will students be able to fully benefit from the opportunities available at colleges.

Throughout this policy the term 'parent' is used to mean a student's parent, carer or guardian.

2.1 Statutory Duties of Colleges

Principals have a legal duty under the College Standards and Framework Act 1998 to draw up procedures to prevent bullying among students and to bring these procedures to the attention of staff, parents and students. Under the Education & Inspections Act 2006 the duties are extended to include preventing/responding to bullying that happens outside college, where it is reasonable to do so. Colleges also have a duty to 'safeguard and promote the welfare of students,' (Education Act 2002) and to ensure that children and young people are safe from bullying and discrimination, (Children Act 2004). The Equality Act 2010 makes it unlawful for colleges to discriminate against, harass or victimise a student. Regard should also be given to the Protection from Harassment Act 1997, the Malicious Communications Act 1988, the Communications Act 2003 and the Public Order Act 1986.

The UTC Warrington recognises that bullying that is motivated by prejudice is a particular concern, for example racist, sexist and homophobic bullying and bullying related to perceptions about disability and/or special educational needs. All staff will be provided with appropriate training in equality and diversity, so that they are equipped to tackle these issues on a wider scale as well as in relation to bullying.

2.2 Scope of this Policy and Links to Other Policies

This Policy includes:

- bullying of students by students within college;
- bullying of and/or by students outside of college, where the college is aware of it;
- bullying of staff by students within or outside college.

Allegations about bullying of students by staff will be dealt with under the college's Child Protection Policy.

This Policy has links to the following College policies and procedures:

The Behaviour Policy;

- The Child Protection Policy;
- The Equality and Diversity Policy
- The Complaints Procedure.

2.3 What is bullying/ harassment?

Bullying may be defined as:

“Behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group either physically or emotionally.”

Bullying/ harassment can be:

- Emotional - being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures);
- Physical - pushing, kicking, hitting, punching or any use of violence;
- Racist - racial taunts, graffiti, gestures;
- Sexual - unwanted physical contact or sexually abusive comments;
- Homophobic - because of, or focussing on the issue of sexuality;
- Because of learning or physical disabilities;
- Verbal - name-calling, sarcasm, spreading rumours, teasing because of appearance etc.;
- Cyber - all areas of internet use, such as e-mail and internet chat room misuse;
- Mobile threats by text messaging & calls, misuse of associated technology, i.e. camera & video facilities, social media etc.

2.4 Recognition and awareness of bullying/ harassment?

All concerns about bullying will be taken seriously and investigated thoroughly. Students who are being bullied may not report it; however, there may be changes in their behaviour, such as becoming shy and nervous, feigning illness, taking unusual absences or clinging to adults. There may be evidence of changes in work patterns, lacking concentration or truanting from college. College teaching and support staff will be alert to the signs of bullying and act promptly and firmly against it in accordance with this Policy. Students who are bullying others also need support to help them understand and change their behaviour. Students who are aware of bullying ('bystanders') can be a powerful force in helping to address it and will be encouraged to do so in a safe way.

Bullying hurts. No one deserves to suffer from bullying or harassment. Everybody has the right to be treated with respect. Students and staff who are bullying need to learn different ways of behaving.

We all have a responsibility to respond promptly and effectively to issues of bullying/harassment.

The following are signs that Staff, parents and carers must be aware of:

- Is frightened of walking to or from college;
- Doesn't want to go to college by public/college transport;
- Insists on being driven to college;
- Changes their usual routine;
- Is unwilling to go to college after previously enjoying being part of the college community;
- Begins to truant;
- Becomes withdrawn, anxious, or lacking in confidence;
- Starts stammering;
- Attempts or threatens suicide or runs away;
- Cries themselves to sleep at night or has nightmares;
- Feels ill in the morning;
- Begins to do poorly in college work;
- Comes home with clothes torn or books damaged;
- Has possessions which are damaged or unexpectedly go missing;
- Asks for money or starts stealing money (to pay bully);
- Has dinner or other monies continually "lost";
- Has unexplained cuts or bruises;
- Comes home starving (money / lunch has been stolen);
- Becomes aggressive, disruptive or unreasonable;
- Is bullying/ harassment other children or siblings;
- Stops eating;
- Is frightened to say what's wrong;
- Gives improbable excuses for any of the above;
- Is afraid to use the internet or mobile phone;
- Is nervous & jumpy when a cyber-message is received;

These signs and behaviours could indicate other problems, but bullying/ harassment should be considered a possibility and should be investigated. Other signs may also manifest themselves not sited here.

3.1 Responsibilities

UTC Warrington Student Board of Directors

The nominated college board member will liaise with the Chair, the Principal and a designated teacher over all anti-bullying/ harassment strategies and individual cases where appropriate.

The student board of director's will discuss, review and endorse agreed strategies on the initiative of the student board member, and in any case will discuss the Principal's annual report on the working of this policy.

The Principal

The Principal has a legal duty to draw up procedures to prevent bullying/ harassment among students.

The Principal will:

- ensure that all staff have an opportunity of discussing strategies and reviewing them;
- determine the strategies and procedures;
- discuss development of the strategies with the Senior Leadership Team;
- ensure appropriate training is available;
- ensure that a system for recording bullying incidents is in place;
- ensure that the procedures are brought to the attention of all staff, parents and students; and report annually to the UTC Warrington College Governors.

A designated senior staff member will:

- be responsible for the day-to-day management of the policy and systems;
- ensure that there are positive strategies and procedures in place to help both those being bullied and the bullies;
- maintain the college's record of incidents of bullying;
- keep the Principal and designated teacher informed of incidents;
- arrange relevant staff training;
- determine how best to involve parents in the solution of individual problems;
- make a termly report to the Principal;
- promote a culture of anti-bullying/harassment;
- be responsible for ensuring that the college's positive strategies are put into practice; and
- know the college's procedure and deal with any incidents that are reported.

All Staff will:

- ensure that all incidents of bullying are reported to the responsible senior member of staff;
- be involved in any agreed strategy to achieve a solution;
- know the policy and procedures;
- be observant and ask students what is happening to them;
- deal with incidents according to the policy; and
- never let any incidence of bullying/ harassment pass by unreported, whether on-site or during an off-site activity

3.2 Anti-Bullying/ harassment Education in the Curriculum

The College will raise the awareness of the anti-social nature of bullying/ harassment through a PSHE and Citizenship programme, College conferences, the Student board of directors, use of Personal Academic Tutors (P.A.T) and through the national curriculum programmes of study as appropriate.

The designated senior member of staff is responsible for initiating and developing with appropriate colleagues an anti-bullying/ harassment programme as part of the PSHE and Citizenship course; and other staff are responsible for introducing anti-bullying/ harassment material in their programmes of study as appropriate.

The college will participate in national and local initiatives such as Anti-Bullying Week.

The college will seek to develop links with the wider community that will support inclusive anti-bullying education.

The college will consider the use of specific strategies, for example peer mentoring, on a regular basis and implement them if appropriate, subject to available resources.

Changing the attitude and behaviour of bullies will play a major part in the strategies used by UTC Warrington.

3.3 Anti-bullying/ harassment Procedures

Parents

If parents suspect their child is being bullied they should contact the College and in the first instance their child's Personal Academic Tutor (P.A.T). Parents should be prepared to talk about the signs and symptoms and any suspicions they have regarding those carrying out the bullying/ harassment.

Parents must leave the initial investigation to the College. Any attempt to resolve the issue themselves is likely to make the matter worse.

Parents should encourage their child to talk to an appropriate member of staff in the first instance, or a student trained in anti-bullying.

Referral of the family to external support agencies will be made where appropriate.

Students

If a student thinks they are being bullied they must tell an adult, parent, a member of staff, or use an anti-bullying system and be prepared to explain what form the bullying/ harassment is taking and how it affects them.

Students who witness bullying/ harassment must tell their Personal Academic Tutor (P.A.T), parent or any other member of staff.

Staff

If bullying/ harassment is reported to a member of staff, they will record the details as presented to them and pass these on to the appropriate staff member. No promise of confidentiality can be given.

All incidents of bullying/ harassment must be recorded by staff in a bullying system.

In serious cases parents should be informed and will be asked to come in to a meeting to discuss the problem.

If necessary and appropriate, police will be consulted or involved.

Time out/ reflection time may be used if deemed appropriate.

Care must be promoted for the victim and the bully, not just one.

Where bullying occurs outside college, any other relevant colleges or agencies (e.g. youth clubs, transport providers) will be informed about the concerns and any actions taken;

Staff who are being bullied will be encouraged to report it to a colleague of their choice. Parents will be encouraged to report concerns about bullying and to support the college in tackling it. Trying to resolve bullying directly with students or their families can lead to problems escalating.

Students who have been bullied will be supported by:

- Offering an immediate opportunity to discuss the experience with an appropriate member of staff of their choice;
- Reassuring the student;
- Offering continuous support with a designated member of staff;
- Restoring self-esteem and self-confidence;
- Referral to another agency if appropriate;
- Offering continuous support and advice to parents;
- Being informed about the outcome of the investigation into their concerns.

Students who have bullied will be helped by:

- Discussing what happened;
- Discovering why the student became involved;
- Establishing the wrong-doing and the need for change;
- Informing parents to help change the attitude of the student;
- Attend a mediation (restorative justice) meeting with the effected student to resolve issues and prevent recurrence. Changing the attitude and behaviour of bullies will be part of the responsibility of the positive procedures used by the college. However, the college recognises that sanctions will also have to be used against bullies.

Sanctions

Students who have bullied will be punished appropriately according to their behaviour, in accordance with the UTC Warrington Professional Standards Policy. For persistent offenders or incidents considered as gross acts of aggression, a student may be permanently excluded.

3.4 Promotion of This Policy

The Policy and methods for reporting bullying concerns will be promoted throughout the UTC Warrington, for example in information packs for new students and staff and through regular awareness raising activities with existing students and their families.

4.0 Monitoring and Review

The Principal, in consultation with the staff, undertakes systematic monitoring and conducts regular reviews of the anti-bullying policy and procedures in order to evaluate them and ensure that the operation is effective, fair and consistent. The Principal keeps the Governing Body informed through their formal meeting structures. The Governing Body annually reviews this policy and associated procedures, to ensure its continuing appropriateness and effectiveness.

Appendix 1

Bullying Behaviour	Suggested Actions
<p>Cyber bullying using the internet, whether or not it is linked to college, e.g.</p> <p>Inappropriate videos online</p> <ul style="list-style-type: none"> • Social media harassment/chat rooms • Exclusion e.g. everyone blocks • Inappropriate emails 	<p>Investigate by trying to identify perpetrator/s - measures to take depend on severity of incident</p> <ul style="list-style-type: none"> • Capture screen images/save emails and chat logs to use as evidence • Contact the E-Safety Team for support in getting web pages removed • Notify parents/carers • Empowerment • Once you have a clear picture of the events, provide support, as necessary, and apply appropriate sanctions
<p>Cyber bullying using mobiles phones, whether or not it is linked to college: e.g.</p> <p>Inappropriate images/videos</p> <ul style="list-style-type: none"> • Inappropriate information shared/name calling through text messages • Silent/threatening calls 	<ul style="list-style-type: none"> • Investigate by trying to identify perpetrator/s - measures to take depend on severity of incident • Ask pupil/s to remove images/texts from phone and/or confiscate phone (if college policy allows) and return it to parents/carers, asking them to remove content • Inform parent/carers • Illegal content e.g. sexual images - contact the police • Individual and/or curriculum activity re mobile phone safety • Once you have a clear picture of the events, provide support, as necessary, and apply appropriate sanctions
<p>Bullying outside college (streets and public spaces) linked to something that happened in college and/or pupils in college uniform</p>	<p>Investigate by talking to individuals concerned.</p> <ul style="list-style-type: none"> • Once you have a clear picture of the events, provide support, as necessary, and apply appropriate sanctions • Inform parent/carers and any other relevant agencies (e.g. youth clubs)
<p>Bullying outside college, not linked to</p>	

college and pupils not in college uniform	Inform parent/carer and any other relevant agencies (e.g. youth clubs)
Bullying in other venues e.g. youth club, leisure centre	Inform the agency concerned and follow up with pupils to see what is done about it

Bullying Behaviour	Suggested Actions
Bullying on buses contracted by college/LA e.g. to/from college, trips etc.	<p>Inform bus company and follow up to see what is done about it</p> <ul style="list-style-type: none"> • Once you have a clear picture of the events, provide support, as necessary, and apply appropriate sanctions • Investigate by talking to individuals concerned • Once you have a clear picture of the events, provide support, as necessary, and apply appropriate sanctions
Bullying on public buses while in college uniform i.e. to and from college	No action but log concern in case it starts to impact on college (e.g. impact on target – attendance problems)
Bullying on public buses while not in college uniform e.g. in leisure time Feud' between pupils/families outside college not linked to college	<ul style="list-style-type: none"> • Advise to go to the police • Support pupils in college • Could refer to mediation service
Any bullying incidents whilst on work placement organised by college	<ul style="list-style-type: none"> • Investigate by talking to individuals concerned • Once you have a clear picture of the events, provide support, as necessary, and apply appropriate sanctions • End the work placement if appropriate

Appendix 2

Anti-Bullying – Information for Parents

What is bullying?

Bullying is if individuals or groups are:

- calling your child names
- threatening him/her
- pressuring your child to give someone money or possessions
- hitting your child
- damaging your child's possessions
- spreading rumours about your child or your family
- using text, email or web space to write or say hurtful things about your child (cyber bullying).

It is also bullying if your child feels hurt because of things said about their ethnic background, religious faith, gender, sexuality, disability, special educational need, appearance or specific issues in your family.

What should you do if your child is being bullied?

You should contact your child's P.A.T as soon as possible to explain your concerns. It would be most helpful if you could ensure you have as many details as possible, including dates, places and names.

The P.A.T will investigate your concerns and will aim to communicate their findings with you with 24 hours of your original contact.

What will the UTC do?

The UTC does not tolerate bullying. This is what we do about bullying:

- work to make sure that the person being bullied is safe;
- work to stop the bullying happening again;
- provide support to the person being bullied and
- take actions to ensure that the person doing the bullying learns not to harm others.

What to do if you feel the situation has not been resolved appropriately

If you feel your concerns are not being addressed appropriately by the Tutor you should:

- Contact your child's Personal Academic Tutor (P.A.T) to explain your continued concerns.

- If you remain concerned you should contact the Vice Principal to explain your continued concerns.
- If you are still concerned you should make an appointment to meet the Principal to discuss your concerns.
- If you remain unhappy with the response from all staff above, you should put your concerns in writing to the Chair of the Board of Governors.

Appendix 3

Anti-Bullying - Information for Students

What is it bullying?

Bullying is if you feel hurt because individuals or groups are:

- calling you names
- threatening you
- pressuring you to give someone money or possessions
- hitting you
- damaging your possessions
- spreading rumours about you or your family
- Using text, email or web space to write or say hurtful things (cyber bullying).

It is bullying if you feel hurt because of things said about your ethnic background, religious faith, gender, sexuality, disability, special educational need, appearance or issues in your family.

UTCW does not tolerate bullying.

This is what we do about bullying:

- make sure that the person being bullied is safe;
- work to stop the bullying happening again and
- provide support to the person being bullied.

What should you do?

Talk to someone you trust and get them to help you take the right steps to stop the bullying.

If you feel you are being bullied:

- try to stay calm and look as confident as you can;
- be firm and clear — look them in the eye and tell them to stop;
- get away from the situation as quickly as possible and
- tell an adult what has happened straight away or, if you do not feel comfortable telling an adult, tell another pupil.

If you have been bullied:

- tell your Tutor or another adult at the UTC;
- tell your parents and ask them to contact your Tutor to explain your concerns;
- if you are scared to tell your Tutor or another adult at the UTC on your own, ask a friend to go with you.

- if you feel that the adult you have spoken to has not acted, tell another adult at the UTC (ideally this should be your Personal Academic Tutor)
- if you still feel the situation is not being dealt with first talk to the Vice Principal and then the Principal.
- don't blame yourself for what has happened.

When you are talking to an adult about bullying be clear about:

- what has happened to you;
- how often it has happened;
- who was involved;
- who saw what was happening;
- where it happened and
- what you have done about it already.

If you find it difficult to talk to anyone at UTCW or at home, ring Child Line on **free phone 0800 1111**. This is a confidential helpline. If you are hard of hearing you can use the **text phone 0800 400 222**. You can also write to Freepost 1111, London N1 0BR. The phone-call and letter are free.

Appendix 4

Anti-Bullying - Information for Staff

What is it bullying?

- Bullying is if individuals or groups are: calling them names
threatening them
- pressuring them to give someone money or possessions
- hitting them
- damaging their possessions
- spreading rumours about an individual or their family
- using text, email or web space to write or say hurtful things (cyber bullying).

It is also bullying if someone feels hurt because of things said about ethnic background, religious faith, gender, sexuality, disability, special educational needs, appearance or issues in their family.

UTCW will not tolerate bullying.

This is what we do about bullying:

- make sure that the person being bullied is safe;
- work to stop the bullying happening again and
- provide support to the person being bullied.

What should I do if I see bullying taking place?

- make sure the child being bullied feels safe
- Challenge the bullying behaviour
- Inform the students' Personal Academic Tutor (P.A.T) immediately



Appendix 5

Further Support

Anti-Bullying Campaign

Helpline: 020 7378 1446 (9.30am – 5.30pm)

This organisation produces leaflets and information for parents.

Child line

Freepost 1111
LONDON

N1 0BR

Free phone: 0800 1111

www.childline.org.uk

This is a 24-hour helpline for children and young people who wish to discuss their problems. They also welcome calls from young people who are engaged in bullying type behaviour.

Kids cape

152 Buckingham Palace Road
LONDON, SW1 9TR

Helpline for Parents: 0171 730 3300 (10.00am – 4.00pm Monday – Friday)

www.kidscape.org.uk

They provide free leaflets and booklets for parents and teenagers about bullying.

National Child Protection Line

Free phone: 0800 800 500

This is a 24-hour helpline for anyone concerned about a child at risk of abuse (including bullying). A child may also use this helpline.

National Society for the Prevention of Cruelty to Children (NSPCC)



Helpline: 0808 800 5000
www.nspcc.org.uk

British Association of Counselling

1 Regent Place
RUGBY
Warwickshire
CV21 2PJ

Telephone: 01788 578328

Members of BAC have experience of a wide range of counselling. Write enclosing a self-addressed envelope for a list of counsellors in your area.