



## Anti-Bullying/Harassment Policy

At E.L.M Academy we are committed to providing a caring, friendly and safe environment for all our learners so that they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our college. If bullying does occur, all learners should be aware of whom to inform and that incidents will be dealt with promptly and effectively.

### AIMS AND OBJECTIVES

1. Bullying is unacceptable and damages individual learners. We will therefore ensure we do all we can to prevent bullying by creating a positive, participative environment for learning where bullying is not tolerated.
2. This policy aims to establish a consistent approach to all bullying incidents and ensure that all those connected to the college are aware that bullying of any description will not be tolerated.
3. We aim, as a college to create a safe and secure environment where all learners can study without anxiety. By challenging bullying effectively, we demonstrate that the college cares and makes clear to any individual demonstrating bullying behaviour that it is unacceptable.
4. This policy details the consistent response to any bullying incidents that might occur.
5. We aim to make all those connected with the college aware of our opposition to bullying:
  - All teaching and non-teaching staff, learners and parents should have an understanding of signs and symptoms of bullying
  - All teaching and non-teaching staff should know what the college policy is on bullying and follow it when bullying is reported
  - All learners and parents should know what the college policy is on bullying and what they should do if bullying arises
  - Learners and parents should be assured that they will be supported when bullying is reported

### DEFINITION

Our College Council definition:

*Bullying is repeatedly being aggressive either physically or verbally towards another person, making them feel upset, left out, lonely and like they have no one in the world to talk to.*

What is bullying?

Bullying is defined as deliberately hurtful behaviour, either verbally or physically repeated over a period of time, where it is difficult for those being bullied to defend themselves.

Bullying behaviour usually has the following four features:

1. it is repetitive and persistent
2. it is intentionally harmful
3. it involves an imbalance of power, leaving someone feeling helpless to prevent or stop it
4. it causes feelings of distress, fear, loneliness and lack of confidence in those who are at the receiving end of the bullying

Bullying can be:

- emotional-being unfriendly, excluding, tormenting, humiliation, mocking,
- intimidating-making fun of someone
- verbal-name-calling, sarcasm, spreading rumours, teasing, using bad language
- non-verbal-body language, gestures, facial expressions
- material-damaging or taking belongings, extortion
- physical-aggressive, pushing, kicking, hitting, punching or use of any violence,
- Racist-racial taunts, graffiti, gestures, making fun of race or culture
- Sexual-unwanted physical contact or sexually abusive comments
- Homophobic-because of, or focussing on, the issue of sexuality
- Cyber-text messages, email, phone calls, chat room misuse
- (Refer to Appendix 1 on 'Cyberbullying')

Signs and symptoms

- Refer to Appendix 2 for a list of signs and symptoms

Procedures to follow

- If bullying is suspected or reported, the incident will be dealt with immediately by the member of staff who has been approached
- In cases of serious bullying, a clear account will be recorded and given to the Training Director
- The Training Director will interview all concerned and will record the incident
- Assessors will be kept informed
- After dealing with an incident, assessors will follow-up on a regular basis to check that the bullying has not started again
- In serious cases, parents will be informed and will be invited into college to discuss the problem.
- If necessary and appropriate, police will be consulted
- All bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly
- Every effort will be made to help the bully (bullies) change their behaviour

Learners who have been bullied will be supported by

- Offering immediate opportunity to discuss the experience with a member of staff of their choice
- Reassurance and explanation as to why the action of the bully was wrong
- Offering continuous support

- Restoring self-esteem and confidence

Learners who have bullied will be helped by

- discussing what happened
- discovering why the pupil became involved
- establishing the wrong doing
- helping the learner to change their behaviour in future
- informing parents to help change the attitude of the pupil if necessary

The following disciplinary steps can be taken

- Official warning to cease offending
- Removal from the group (in class)
- withholding participation in college trips or events
- lunchtime exclusion
- fixed term exclusion

Key Strategies to reduce bullying

- The everyday curriculum can be used by:
- Raising awareness about bullying, cyberbullying and the anti-bullying policy
- Display the policy around college
- Increasing understanding for victims and helping to build an anti-bullying ethos
- Teaching learners how constructively to manage their relationships with others
- Encouraging co-operative working: e.g. working together on shared tasks
- Circle Time: creates a safe space to explore issues of bullying
- Emotional Wellbeing
- Building relationships around vulnerable learners
- Support groups: for the bullied pupil made up of those involved in the bullying and bystanders
- Mediation by adults to promote co-existence
- Mediation by peers where a neutral person helps resolution of disputes
- Individual mentoring
- Assertiveness training for victims
- Working with perpetrators, for example on anger management issues
- Individual programmes – being a good friend
- Communication
- Assemblies
- Class rules and promotion of Ethos Statement
- Information Sheet for Learners (See Appendix 3)
- College Council meetings
- Anti-Bullying Pledges
- Behaviour Contracts
- Anti-Bullying Policy including range of sanctions known to all
- Use of 'Incident Report Sheets'
- Whole college projects (e.g. Anti-Bullying Week, Health and Safety Week etc)
- Clear monitoring of the use of technology to prevent cyberbullying.

## Involving Parents

- Parents who are concerned that their learner might be bullied, or who suspect that their learner may be the perpetrator of bullying, should refer to the 'Information Sheet for Parents' (Appendix 4) and contact their learner's assessor immediately.
- Parents have a responsibility to support the college's anti-bullying policy and to actively encourage their learner to be a positive member of the college community.

## Monitoring, Evaluation and Review

The college will review this policy in consultation with staff and learners and assess its implementation and effectiveness annually.

Policy Agreed October 2019

## APPENDIX 1

### CYBERBULLYING

"Cyberbullying is an aggressive, intentional act carried out by a group or individual, using electronic forms of contact, repeatedly over time against a victim who cannot easily defend him or herself."

College staff, parents and young people have to be constantly vigilant and work together to prevent this form of bullying and tackle it wherever it appears.

- Text message bullying involves sending texts that are threatening or cause discomfort.
- Picture/video-clip bullying via mobile phone cameras is used to make the person being bullied feel threatened or embarrassed, with images usually sent to other people. 'Happy slapping' involves filming and sharing physical attacks.
- Phone call bullying via mobile phone uses silent calls or abusive messages. As with all mobile phone bullying, the perpetrators often disguise their numbers, sometimes using someone else's phone (often stolen) to avoid being identified.
- Email bullying uses email to send bullying or threatening messages, often using a pseudonym for anonymity or using someone else's name to pin the blame on them.
- Chat room bullying involves sending menacing or upsetting responses to learner or young people when they are in a web-based chat room.
- Bullying through instant messaging (IM) is an Internet-based form of bullying where learner and young people are sent unpleasant messages in conversations online.
- Bullying via websites includes the use of defamatory blogs (web logs), personal websites and online personal polling sites. Social networking sites for young people, which can provide new opportunities for cyberbullying.

At E.L.M Academy we will ensure that:

- bullying via mobile phone or the Internet is included in our anti-bullying policy, that this policy is regularly updated, and that assessors have sufficient knowledge to deal with cyberbullying in college
- the curriculum teaches learners about the risks of new communications technologies, the consequences of their misuse, and how to use them safely
- emailing will only take place as part of a structured lesson
- all e-communications used on the college site or as part of college activities off-site are monitored
- Internet blocking technologies are continually updated and harmful sites blocked
- we work with learners and parents to make sure new communications technologies are used safely, taking account of local and national guidance and good practice
- security systems are in place to prevent images and information about learners and staff being accessed improperly from outside college
- we work with the police and other partners on managing cyberbullying.
- learners found to be cyberbullying are dealt with in line with the anti-bullying policy.

## APPENDIX 2

# ANTI-BULLYING POLICY

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### SIGNS AND SYMPTOMS

A learner may indicate by signs or behaviour that he or she is being bullied

Adults should be aware of these possible signs and that they should investigate if a learner:

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- Is frightened of travelling to and from college
  - Prefers to be driven to college
  - Changes their usual routine
  - Is unwilling to go to college
  - 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
  - Decrease in standard of college work
  - Not paying attention in class
  - Has possessions which are damaged or 'go missing'
  - Asks for money or starts stealing money (to pay bully)
  - Has lunch or other monies continually 'lost'
  - Has unexplained cuts or bruises
  - Comes home hungry (money or lunch stolen)
  - Becomes aggressive, disruptive or unreasonable
  - Is bullying other learner 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 or jumpy when a cyber message is received

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

## INFORMATION SHEET FOR LEARNER

Our College definition:

*Bullying is repeatedly being aggressive towards another person, making them feel upset, left out, lonely and like they have no one in the world to talk to.*

What is bullying?

Bullying is defined as deliberately hurtful behaviour, either verbally or physically repeated over a period of time, where it is difficult for those being bullied to defend themselves.

Are you being bullied?

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 thing (cyberbullying)

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

E.L.M Academy does not tolerate bullying and this is what we do:

- Make sure the person being bullied is safe
- Work to stop the bullying happening again
- Provide support for 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 that you are being bullied:

- try to stay calm and remain 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 soon as possible
- inform an adult what has happened straight away or, if you do not feel uncomfortable telling an adult, tell another learner.

If you have been bullied:

- inform your assessor or another adult in your college you feel comfortable talking to
- Inform your family
- if you are frightened to inform an assessor or adult on your own, ask a friend to go with you
- 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
- what you have done about it already