



PROCEDURE

ANTI-BULLYING

DOCUMENT CONTROL	
SLT owner:	VP Quality & Curriculum
Together with:	SLT
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This procedure outlines what members of staff should do if they become aware of a bullying incident.

STAFF ACTION

1. IF YOU HAVE AN INCIDENT REPORTED TO YOU:

- Accept what is said
- Treat it seriously
- Stress the person is right to tell you
- Make a record of what is said to you
- Check that the person alleging the bullying is safe
- Pass the record to the relevant Student Support Leader(s)

The Student Support Leaders will investigate the incident.

NB: it is also important to protect the 'alleged' offender at this stage from unwarranted complaints

2. IF YOU WITNESS AN INSTANCE OF BULLYING THEN:

Either hand the matter over to the Student Support Leader (please provide written account of the incident);

Or deal with the matter yourself following these guidelines:

- Make it clear to the bully that such behaviour is unacceptable (but offenders may need support in attempting to change their behaviour voluntarily)
- Make it clear to the victim that the college will help and support them.

YOU MAY WANT TO HAVE ANOTHER MEMBER OF STAFF WITH YOU AS A WITNESS DURING YOUR CONVERSATION WITH THE ALLEGED BULLY/VICTIM SO THAT NO CONVERSATION CAN BE MISCONSTRUED OR MISINTERPRETED.

It is often possible to resolve the issue at this stage without moving to more formal procedures.

It might be necessary, with the student's consent to:



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- Take a written statement to include the form(s) of behaviour that he/she finds unacceptable and the dates and times of these occurrences, noting the names of any witnesses.
- Inform the student's Group Tutor and Student Support Leader, who may inform subject teachers if the problems appears to persist.

3. SUPPORTING STUDENTS

Students **who have been bullied** will be supported by:

- offering an immediate opportunity to discuss the experience with the group tutor/youth support worker/student support leader
- reassuring the student
- offering continuous support, including the involvement of external agencies, if appropriate
- restoring self-esteem and confidence.

Students **who have bullied** will be helped by:

- discussing what happened
- discovering why the student became involved in bullying
- establishing the wrong doing and need to change behaviour
- informing parents or guardians, as appropriate, to help change the attitude of the student.
- if the behaviour does not cease, or the alleged harassment is of a very serious nature, involving parents and invoking the College disciplinary procedures.

4. ANTIBULLYING EDUCATION

Within the curriculum the college will raise the awareness of the nature of bullying through posters/information on Moodle, inclusion in tutorial and subject lessons (if appropriate – including how to use IT positively and safely), in an attempt to eradicate bullying and cyber-bullying.

5. MONITORING, EVALUATION AND REVIEW

The college will review this policy annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school.