

Wigan and Leigh College

Anti-Bullying Policy

Purpose

Wigan & Leigh College is committed to staff and students' right to work and learn in an environment that is safe and free from discrimination and bullying. The College has a zero tolerance approach to all forms of bullying and is fully committed to upholding and promoting Fundamental British Values.

Scope

This policy is intended to address issues arising between students. Other accusations of bullying are dealt with as follows:

- Staff accused of bullying students are referred through the College Complaints Procedure and the Human Resources Procedures.
- Staff accused of bullying staff are referred through the College Grievance Procedure and Human Resources Procedures.
- Students accused of bullying staff are referred through the Student Disciplinary Procedure.

This policy applies when students are on college premises; on college related activities off site including work placement and in all situations when representing the College. The College will also take action where behaviour can be linked to the College; could bring the College in to disrepute and / or could endanger staff and students.

The Anti-Bullying Policy is aimed at the whole college community, staff, students, parents, carers, employers, volunteers and partners.

Other related College Policies and Procedures:

- Student Code of Conduct
- Building Rules and Regulations
- Single Equality Scheme
- Safeguarding Policies
- Student Disciplinary Procedure
- Health and Safety Policy
- E-Safety Guidance
- Human Resources Procedure
- Staff Guidance Process for Anti Bullying

Legal Context

The Education Act 2002 places a duty on colleges to safeguard and promote the welfare of children. Safeguarding encompasses bullying and all principles are applicable to the entire student population of the College. The College's Safeguarding Policies make specific reference to bullying with protected characteristics; these will be reported as part of the safeguarding monitoring process and can be viewed on the College website.

The Education Act 2010 requires colleges to comply with the public sector equality duty. This policy takes those requirements into account. The College's Single Equality Scheme is relevant to this policy.

Responsibilities

Staff

All staff are responsible for:

- Being aware of the Anti-Bullying Policy and the procedures for reporting bullying.
- Taking action in line with this policy should they witness acts of bullying or harassment; or are approached in confidence by students being bullied or harassed; or by students who have witnessed such actions.
- Treating all students with dignity and respect, ensuring their own conduct does not cause offence or misunderstanding; and challenging behaviour or the use of language which could cause offence.

Students

Students are required to:

- Follow the Student Code of Conduct including the Disciplinary procedure.
- Be aware of the Anti-Bullying Policy.
- Report incidents of bullying.
- Embrace and uphold Fundamental British Values.

Parents / Carers

The College expects parents and carers to contact College if they know or suspect their son / daughter is being bullied or is bullying others. It is also expected that parents / carers will work with College staff to resolve conflicts between students.

Executive Team

The Executive Team will monitor the reported incidents of bullying and the actions taken to resolve these issues through termly monitoring of disciplinary and safeguarding Key Performance Indicator's (KPI's).

Governors

The Governors will annually review the Anti-Bullying Policy to ensure a robust process is in place within the College organisation.

Definition of Bullying

Bullying is deliberately hurtful or intimidating behaviour by an individual or group, repeated over time. Which results in intentionally or unintentionally undermining, humiliating, denigrating or injuring the recipient.

Bullying can be:

- Direct – physical, verbal, non-verbal.
- Indirect – cyber-bullying, e-bullying, texting.

Bullying often relates to differences, real or perceived (see Appendix 1). Specific areas of bullying can include:

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| • Race / Religion | • Appearance |
| • Culture / Nationality | • Ability |
| • Disability | • Health. |
| • Homophobia / Sexual Orientation / Transgender | • Family / Home Circumstances. |
| • Sexism | • Socioeconomic Aspects |

The College aims to promote a common understanding of what constitutes bullying through the Student Handbook, posters, tutorial framework, pastoral programme and via the College web site.

Prevention

The College is committed to establishing a culture of tolerance and positive engagement so that bullying is prevented. To establish this ethos the College has developed a number of strategies aimed at prevention. Underpinning these strategies are the College's core values of respect for staff and students, excellent behaviour and standards and inclusivity.

Prevention Strategies include;

- Students learn about respect and bullying, citizenship, the Prevent strategy, equality and diversity in group tutorials. Within this framework and also throughout the curriculum there are opportunities to develop skills such as team work, empathy and resilience.
- Anti-Bullying posters are displayed throughout the College to raise awareness and signpost support.
- All staff receive extended safeguarding training to Level 3 and training specific to the Prevent Duty
- Anti-Bullying Week, Hate Crime Awareness, LGBT Month and Internet Safety day are on the tutorial and enrichment calendar.
- Support Staff work with specific vulnerable groups to develop resilience, communication skills and coping strategies.
- Expectations are made clear to students at induction, students agree to the Student Code of Conduct and Internet User Policy each academic year.
- Through an active programme of meet and greet and corridor walks students are encouraged to adopt high standards of behaviour and serious breaches of the Code of Conduct are dealt with swiftly through the Disciplinary process so students understand there are serious consequences for misconduct.

Learners with a Learning Difficulty and / or Disability

Some students with a learning difficulty and / or disability may be especially vulnerable to bullying or have difficulties in communicating problems. The College has an extensive team of specialist Additional Support (ALS) staff who work closely with students to identify needs,

support and advocate for students so they have the best possible chance of success on their course. The staff are skilled, experienced and often, because they work closely with students are able to identify signs early. Any report of a student with a learning difficulty and / or disability being bullied will involve a member of the ALS team, unless it is inappropriate

Intervention Procedures

All reports of bullying will be taken seriously and addressed as quickly as possible. The priority is to support those being bullied. The College determines the nature and extent of the bullying and takes actions appropriate to the circumstance.

In summary, once a report of bullying is received a member of staff, usually the Personal Tutor or Student Liaison Officer will meet with the individual/s being bullied to discuss the circumstances and severity of the bullying and determine how the College intends to proceed. It may be appropriate to involve parents / carers at this stage. Anonymity cannot always be guaranteed as the College has a duty to act to protect and safeguard students, but every effort will be made to deal sensitively with the issues and, wherever possible maintain anonymity.

A record of accusations of bullying behaviour and actions taken are kept in the confidential student record of Pro Monitor and any actions will be recorded as either a learner meeting or as a disciplinary meeting, this information will be used to create a central report.

When the college believes that bullying has occurred it will be dealt with as a disciplinary matter through the College Disciplinary process.

Lists of possible sanctions / outcomes are contained within the disciplinary procedure.

The disciplinary process takes into account the needs of vulnerable students including those responsible for bullying.

If the person making the allegation is dissatisfied about how it has been dealt with, he / she has the right to request that the outcome is independently reviewed through the College's Complaints Procedure.

The College works with and supports those responsible for bullying to understand the impact of their behaviour.

Anti-Bullying Help lines and organisation web sites

Help lines:

Childline	Phone: 0800 1111
NSPCC	Phone: 0808 800 5000

Organisations / web sites:

Anti-Bullying Alliance: <http://www.anti-bullyingalliance.org.uk/>

National Society for the Prevention of Cruelty to Children (NSPCC): <http://www.nspcc.org.uk/>

ChildLine: <http://www.childline.org.uk/Pages/Home.aspx>

Stonewall: <http://www.stonewall.org.uk/>

Appendix 1

TYPES OF BULLYING

Bullying includes: a wide range of repetitive behaviours with the intent to cause harm - for example: name calling, offensive comments, hitting, pushing, theft or damage to belongings, graffiti, coercion, spreading of harmful messages through gossip, sending or spreading messages and images through mobile phones and the internet, deliberate exclusion.

Bullying is not: teasing and banter between friends without intention to cause harm, falling out between friends after a disagreement, behaviour that all parties consented to.

Bullying linked to prejudice and discrimination: bullying can also be linked to prejudicial behaviour or targeting of certain individuals or groups – for example homophobic bullying, bullying associated with disability, bullying related to health conditions and allergies, bullying related to race and religion, bullying of students who care for their parents or their siblings (young carers), and gender based bullying (e.g. transphobia, sexual and sexist bullying).

Bullying related to appearance: we also know that students can be subjected to bullying related to their physical appearance (e.g. weight, height, disfigurements, hair, teeth, skin conditions, and clothes).

Sexual bullying: sexual bullying is any behaviour with a sexual element that is harmful, non-consensual and repeated. This could include sexual comments and name-calling, spreading of sexual rumours, use of technology and social networking sites to spread sexual gossip, comments or images, sexting, non-consensual touch (e.g. touching body parts, pulling on items of clothing specific to a gender).

Cyber-bullying: the development of internet and mobile phone technology has provided different tools and methods for bullying others known as 'cyber-bullying'. However, fundamentally it is driven by the same behaviour and motivation as any form of bullying. One off incidents, such as sending an image which is then forwarded to a group, can quickly become repetitive. Cyber-bullying can include sending or posting of harmful messages, comments and images online or through mobile phones, exclusion from social networking and impersonating of others to cause harm. The sharing and posting of images without the persons consent that cause harm and embarrassment is unlawful and subject to legal proceedings. Further E-Safety guidance is available on the College VLE

Bullying and crime: There are times that bullying behaviour becomes criminal - but not all bullying behaviour is criminal. Some examples of bullying behaviour that could be considered criminal include threatening or actual physical assault, threatening or actual sexual assault, the use of technology to bully and harm, coercing others to commit a crime, hate crime (e.g. racism). If we think a crime has been committed, the police will be contacted.