



Student Anti-Bullying Policy

This policy is available on-line at: www.tynecoast.ac.uk

- We will consider any request for this policy to be made available in an alternative format or language. Please note that the College may charge for this. Please contact: Warick Stephenson
- We review our policies regularly to update them and to ensure that they are accessible and fair to all. We welcome suggestions for improving the accessibility or fairness of this policy.
- All our policies are subject to equality impact assessments*. We are always keen to hear from anyone who wishes to contribute to these impact assessments. Please contact: Student Services

* Equality Impact Assessments are carried out to see whether the policy has, or is likely to have, a negative impact on grounds of: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Approved by:	Version:	Issue Date:	Review Date:	Contact Person:
SEG	v.8.1	June 2017	June 2020	Principal- Professional and Vocational College

Equal Opportunities: **Impact Assessment required**

Review:

POLICY NUMBER 6

ANTI BULLYING POLICY

1 Policy Statement.

The following principles underpin this Policy and are in accord with the College Vision and Values;

- 1.1 Bullying may be defined as follows: Any behaviour that is unwanted, unwelcome, inappropriate, and unacceptable to the person receiving it, causing them unease, stress, distress and a possible loss of self-esteem. It is deliberate misuse of power or influence. It can take the form of verbal, physical or cyber threat or action. It is intimidation, often repeated, of a victim(s) by a more powerful person(s) carried out with the intention of causing physical or emotional hurt. Where the intention may not be to deliberately cause hurt it can still be considered as bullying if the victim perceives it as so. There are three main types of bullying: 1 Physical – e.g., hitting, kicking; 2 Verbal – e.g. name calling, racist/sexist remark; 3 Indirect – e.g. rumours, taking things, cyber bullying (i.e. internet, Facebook, text, twitter etc).
- 1.2 Tyne Coast College recognises the detrimental effects on learners who may be subjected to bullying and will work efficiently to eradicate its occurrence.
- 1.3 Learners at Tyne Coast College are entitled to enjoy a secure, happy and friendly environment in which they can learn effectively. The College will do its utmost to establish and sustain such an environment.
- 1.4 All bullying is unacceptable, regardless of its form or which excuses are given to justify it.
- 1.5 Behaviour that would normally be reported to the police by a member of the public outside of the College e.g. assault or threat of violence, may also be reported if it takes place in the College or when learners are under College supervision off the premises.
- 1.6 The College values all of its learners equally, regardless of age, ability, race, gender, religion, or sexual orientation. All victims of bullying will be treated in a supportive manner.

2 Scope

All learners enrolled at the College, halls residents, visitors will be covered and protected by this Policy.

3 Legislation

The College policy affirms its commitment to the current and any subsequent enacted legislation governing bullying, in particular:

- Human Rights Act 1998
- Disability Discrimination Act 1995, 2005
- Race Relations Act 1976
- Race Relations (Amendment) Act 2000
- Sex Discrimination Act 1975
- Sex Discrimination (Gender Reassignment) Regulations 1999
- Special Educational Needs & Disability Discrimination Act 2001
- Employment Equality (Age Discrimination) Regulations 2006
- Employment Equality (Sexual Orientation) Regulations 2003
- Employment Equality (Religion & Belief) Regulations 2003
- Equality Act 2010

4 Responsibilities

Learners are expected to:

- 4.1 Report all incidents of bullying to any member of staff without delay.
- 4.2 Act in a respectful and supportive manner to other learners including reporting any suspected incidents which a victim may be afraid to report.
- 4.3 Refrain at all times from any behaviour which would contribute to the bullying of fellow learners.
- 4.4 Adhere to and promote the principles and practise of this policy.

The Role of parents/guardians, providers, sponsors, employers and other stakeholders.

- 4.3 Stressing to learners the importance of sociable behaviour.
- 4.4 Reporting any concerns they may have concerning either victims or perpetrators of bullying.
- 4.5 Actively supporting the policy on eradicating bullying.

The Individual Responsibilities of Staff

- 4.6 To embrace a whole College approach that celebrates individuals and provides support for all learners.
- 4.7 To be familiar with the College anti-bullying policy through attending training events which the College will provide on a regular basis.
- 4.8 To recognise that the responsibility for dealing with bullying incidents rests with staff and the Board of Governors.

- 4.9 To respond to queries and concerns from parents/guardians, providers, sponsors, employers and other stakeholders, positively and without delay.
- 4.10 To keep written records of incidents on the incident report forms available on the intranet, and to pass copies on to their line manager and to a designated anti-bullying Lead, within the agreed time scale.

5 Actions to Implement and Develop Policy

The College will establish, maintain and regularly review:

- 5.1 The use of tutorial time and other elements of the curriculum to raise learners' awareness of bullying issues and to develop learners' assertiveness in order that they may feel better able to deal with bullying situations.
- 5.2 The encouragement of staff to be proactive in combating bullying to serve as a good role model for learners.
- 5.3 Regularly reminding learners and staff that Tyne Coast College is an organisation in which reports of bullying will be heard sympathetically.
- 5.4 A quick response to any bullying.
- 5.5 Sanctions against bullies.
- 5.6 Support for victims of bullying.
- 5.7 The recording of all bullying incidents in a centrally held Log.
- 5.8 The monitoring of victims and bullies and the provision of special arrangements for any learners considered to be at risk, including guidance, counselling and information on other sources of support.
- 5.9 Factors which may influence the risk of bullying behaviour e.g. the College environment, supervision arrangements, College routine and procedures, security, staff guidelines, IT policies etc.
- 5.10 Communication of the policy to all staff, learners, governors, providers, parents and other stakeholders.
- 5.11 The issue to all staff of guidelines which enable everyone to play an active role in combating bullying.
- 5.12 This policy which may be amended in light of experience, legislation, changing circumstances etc.
- 5.13 This Policy and the College ethos and protocols for dealing with bullying will be part of the induction process for staff and students.

- 5.14 The communication of anti-bullying information, help lines and contact details for reporting incidents through different media throughout the College.
- 5.15 Those individuals identified as bullies will be offered guidance counselling and/or training with an anti-bullying specialist member of staff.
- 5.16 Proven incidents of bullying and breaches of the Policy by students will be dealt with within the Student Disciplinary Policy. As well as supportive actions covered by the anti-bullying procedure

6 Monitoring & Evaluation

The Assistant Principal for Customer and Learner Services will on an annual basis, monitor and evaluate:

- 6.1 The number of reported incidents by staff and learners by location e.g. Refectory, college bus, workshops etc;
- 6.2 The number of reported incidents by staff and learners over a given period;
- 6.3 The incidence of bullying as indicated by incident returns within given periods of different learner groups;
- 6.4 Examination of learner and staff comments through evaluation systems including evaluation sheets and course meetings and reviews;
- 6.5 Reviews of Action Plans agree with those identified as bullying;

The Anti-Bullying Lead will report to the Principal and the Board of Governors, through the Standards Committee.

7 Related Policies

- Race Equality Policy
- Equality & Diversity Policy
- Harassment Policy
- Student Disciplinary Procedure
- Staff Disciplinary Procedure

Procedure to implement this Policy

1. Any incident should be recorded on the incident report form by the member of staff or learner.
2. A copy should be sent to an Anti-Bullying Lead within 2 days of receipt by member of staff of report form from student or of filling it out.
3. The member of staff in receipt or completing the form should contact their Line manager to decide whether situation can be dealt with within School under the Student Disciplinary Policy or whether any outside agencies need to be contacted, within 2 days of receipt or completion.
4. This decision should be communicated to Anti-Bullying Lead immediately.
5. The School and/or anti-bullying specialist investigates issue within 7 days of receipt of Incident report form and all parties will be interviewed. If possible this should be carried out by the Head of Learning or Quality Co-ordinator from the student's area and an anti-bullying lead.
6. If case is found to be proven then actions taken should fully reflect the Student Behaviour Policy. If the case is not proven then support should still be offered to both parties and action planned as in 8).
7. These actions should be recorded and copied to the anti-bullying Lead within 2 days of the decision.
8. Action plans should be put in place for both the student found to have been bullying and the student who has been bullied and these should be copied to the Lead Anti-Bullying Champion within 7 days of the investigation being completed.
9. The responsibility for the implementation and monitoring of the action plans lies with the appropriate Schools and reviews of these should be carried out monthly and copied to the Anti-Bullying Lead until the issue is resolved.

Bullying Report Form- Tyne Coast College

We at Tyne Coast College regret that you have been encountering a problem whilst studying with us at the college. We thank you for taking this step and ask you to fill in the details below and return to the Reception/School Admin. Offices.

Your name: _____	Date: _____
Your class or course: _____	Student number: _____
Date and Time of Incident: _____	

What happened? What was said or done?

Who was involved in the incident? Their names - or a description if you don't know them

Where did the incident take place? For example, at college or on the bus. Was anything taken? For example, your mobile or money

Who was with you or did anyone else see what happened? Please provide names or descriptions if you don't know them.

Action Taken

Tyne Coast College staff: Copy of report must be sent to anti-bullying champion upon receipt