

High Tunstall College of Science



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Anti-bullying Policy

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Contents:

Statement of intent

1. **[Updated]** Legal framework
2. Definition
3. Types of bullying
4. **[Updated]** Roles and responsibilities
5. **[Updated]** Statutory implications
6. **[Updated]** Prevention
7. Signs of bullying
8. Staff principles
9. **[Updated]** Child-on-child abuse
10. **[Updated]** Cyberbullying
11. Procedures
12. Sanctions
13. Support
14. Follow-up support
15. Bullying outside of college
16. **[Updated]** Record Keeping
17. Monitoring and review

Statement of intent

High Tunstall College of Science believes that all students are entitled to learn in a safe and supportive environment; this means being free from all forms of bullying behaviour. This policy outlines how instances of bullying are dealt with, including the procedures to prevent occurrences of bullying.

These strategies, such as learning about tolerance and difference as part of the college's curriculum, aim to promote an inclusive, tolerant and supportive ethos at the college.

The Education and Inspections Act 2006 outlines several legal obligations regarding the college's response to bullying. Under section 89, schools must have measures in place to encourage good behaviour and prevent all forms of bullying amongst students. These measures are part of the college's Behaviour Policy, which is communicated to all students, college staff and parents.

All staff, parents and students work together to prevent and reduce any instances of bullying at the college. There is a zero-tolerance policy for bullying at the college.

1. **[Updated]** Legal framework

1.1. This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education and Inspections Act 2006
- Equality Act 2010
- Protection from Harassment Act 1997
- Malicious Communications Act 1988
- Public Order Act 1986
- Communications Act 2003
- Human Rights Act 1998
- Crime and Disorder Act 1998
- Education Act 2011
- DfE (2017) 'Preventing and tackling bullying'
- DfE (2021) 'Sexual violence and sexual harassment between children in schools and colleges'
- DfE (2018) 'Mental health and wellbeing provision in schools'
- **[Updated]** DfE (2023) 'Keeping children safe in education' 2023
- DfE (2020) 'Sharing nudes and semi-nudes: advice for education settings working with children and young people'

1.1 This policy operates in conjunction with the following college policies:

- Behaviour Policy
- E-Safety Policy
- Child Protection and Safeguarding Policy
- Social, Emotional and Mental Health (SEMH) Policy
- Relationships, Sex and Health Education Policy
- Exclusion Policy
- **[Updated]** Remote Learning Policy

2. Definition

2.1. For the purpose of this policy, "bullying" is defined as persistent behaviour by an individual or group with the intention of verbally, physically, or emotionally harming another person or group.

2.2. Bullying is generally characterised by:

- **Repetition:** Incidents are not one-offs; they are frequent and happen over an extended period of time.
 - **Intent:** The perpetrator(s) means to cause verbal, physical or emotional harm; it is not accidental.
 - **Targeting:** Bullying is generally targeted at a specific individual or group.
 - **Power imbalance:** Whether real or perceived, bullying is generally based on unequal power relations.
- 2.3. Vulnerable students are more likely to be the targets of bullying due to the attitudes and behaviours some young people have towards those who are different from themselves.
- 2.4. Vulnerable students may include, but are not limited to:
- Students who are adopted.
 - Students suffering from a health problem.
 - Students with caring responsibilities.
 - Students from socioeconomically disadvantaged backgrounds.
- 2.5. Students with certain characteristics are also more likely to be targets of bullying, including but not limited to:
- Students who are LGBTQ+, or perceived to be LGBTQ+
 - Black, Asian and minority ethnic (BAME) students
 - Students with SEND

3. Types of bullying

- 3.1. Many kinds of behaviour can be considered bullying and bullying can be related to almost anything.
- 3.2. Teasing another student because of their appearance, religion, ethnicity, gender, sexual-orientation, home life, culture, disability, or SEND are some of the types of bullying that can occur.
- 3.3. Bullying is acted out through the following mediums:
- Verbally
 - Physically
 - Emotionally
 - Online (Cyberbullying)

- 3.4. **Racist bullying:** Bullying another person based on their ethnic background or skin colour. Racist bullying is a criminal offence under the Crime and Disorder Act 1998 and Public Order Act 1986.
- 3.5. **Homophobic and biphobic bullying:** Bullying another person because of their actual or perceived sexual orientation.
- 3.6. **Transphobic bullying:** Bullying based on another person's gender identity or gender presentation, or for not conforming to dominant gender roles.
- 3.7. **Sexist bullying:** Bullying based on sexist attitudes expressed in a way to demean, intimidate or harm another person because of their sex or gender. Sexist bullying may sometimes be characterised by inappropriate sexual behaviours.
- 3.8. **Sexual bullying:** Bullying behaviour that has a physical, psychological, verbal or non-verbal sexual dimension/dynamic that subordinates, humiliates or intimidates another person. This is commonly underpinned by sexist attitudes or gender stereotypes.
- 3.9. **Ableist bullying:** Bullying behaviour that focusses on another person's disability or support needs; this can include mocking the individual's disability or their needs, using derogatory words or slurs in relation to an individual's disability, or deliberately excluding an individual because of their disability.
- 3.10. **Prejudicial bullying:** Bullying based on prejudices directed towards specific characteristics or experiences, e.g., religion or mental health issues.
- 3.11. **Relational bullying:** Bullying that primarily constitutes of excluding, isolating and ostracising someone – usually through verbal and emotional bullying.
- 3.12. **Socioeconomic bullying:** Bullying based on prejudices against the perceived social status of the victim, including, but not limited to, their economic status, their parents' occupations, their health or nutrition level, or the perceived "quality" of their clothing or belongings.

4. Roles and responsibilities

- 4.1. The governing body is responsible for:
 - Evaluating and reviewing this policy to ensure that it does not discriminate against any students on the basis of their protected characteristics or backgrounds
 - The overall implementation of this policy
 - Ensuring that all governors are appropriately trained regarding safeguarding and child protection at induction

- Ensuring that the college adopts a tolerant and open-minded policy towards difference
- Ensuring the college is inclusive
- Ensuring the DSL has the appropriate status and authority within the school to carry out the duties of the role
- Analysing any bullying data to establish patterns and reviewing this policy in light of these
- Appointing a safeguarding link governor who will work with the DSL to ensure the policies and practices relating to safeguarding, including the prevention of cyberbullying, are being implemented effectively
- Ensuring that students are taught how to keep themselves and others safe, including online.

4.2. The Headteacher is responsible for:

- Reviewing and amending this policy, accounting for new legislation and government guidance, and using staff experience of dealing with bullying incidents in previous years to improve procedures.
- Keeping a record of all reported incidents (on Synergy/CPOMS), including which type of bullying has occurred, to allow for proper analysis of the data collected.
- Analysing the data in the bullying record at termly intervals to identify trends, so that appropriate measures to tackle them can be implemented.
- Arranging appropriate training for staff members.

4.3. Heads of Year/Student Support Officers are responsible for:

- Corresponding and meeting with parents where necessary
- Providing a point of contact for students and parents.

4.4. Teachers are responsible for:

- Being alert to social dynamics in their class.
- Being available for students who wish to report bullying.
- Providing follow-up support after bullying incidents.
- Being alert to possible bullying situations, particularly exclusion from friendship groups, and informing the student's Head of Year/Student Support Officer of such observations.
- Refraining from gender stereotyping when dealing with bullying.
- Understanding the composition of student groups, showing sensitivity to those who have been the victims of bullying.
- Reporting any instances of bullying once they have been approached by a student for support.

4.5. The Emotional Health & Well Being Consultant is responsible for:

- Offering emotional support to victims of bullying.
- Alerting the relevant Heads of Year/Student Support Officer regarding any incidents of bullying.
- Introducing strategies to help the victim of bullying.

4.6. Parents are responsible for:

- Informing their child's Head of Year/Student Support Officer or form tutor if they have any concerns that their child is the victim of bullying or involving in bullying in anyway.
- Being watchful of their child's behaviour, attitude and characteristics and informing the relevant staff members of any changes.

4.7. Students are responsible for:

- Informing a member of staff if they witness bullying or are a victim of bullying.
- Not making counter-threats if they are victims of bullying.
- Walking away from dangerous situations and avoiding involving other students in incidents.
- Keeping evidence of cyberbullying and informing a member of staff should they fall victim to cyberbullying.

5. Statutory implications

5.1. The college understands that, under the Equality Act 2010, it has a responsibility to:

- Eliminate unlawful discrimination, harassment, including sexual harassment, victimisation and any other conduct prohibited by the act.
- Advance equality of opportunity between people who share a protected characteristic and people who do not share it.
- Foster good relations between people who share a protected characteristic and people who do not share it.

5.2. The college understands that, under the Human Rights Act (HRA) 1998, it could have charges brought against it if it allows the rights of students to be breached by failing to take bullying seriously.

5.3. The Headteacher will ensure that this policy complies with the HRA; the Headteacher understands that they cannot do this without fully involving their teaching staff.

5.4. Although bullying itself is not a criminal offence, some types of harassment, threatening behaviour and/or communications may be considered criminal offences:

- Under the Malicious Communications Act 1988, it is an offence for a person to electronically communicate with another person with the intent to cause distress or anxiety, or in a way which conveys a message which is indecent or grossly offensive, a threat, or contains information which is false and known or believed to be false by the sender.
- The Protection from Harassment Act 1997 makes it an offence to knowingly pursue any course of conduct amounting to harassment.
- Section 127 of the Communications Act 2003 makes it an offence to send, by means of a public electronic communications network, a message, or other matter, that is grossly offensive or of an indecent, obscene or menacing character. It is unlawful to disseminate defamatory information through any media, including internet sites.
- Other forms of bullying which are illegal and should be reported to the police include: violence or assault, theft, repeated harassment or intimidation and hate crimes.

6. Prevention

6.1. The college clearly communicates a whole-college commitment to addressing bullying in the form of a written statement and has a clear set of values and standards which are regularly promoted across the whole college.

6.2. All members of the college will be made aware of this policy and their responsibilities in relation to it. All staff members receive training on identifying and dealing with the different types of bullying.

6.3. All types of bullying will be discussed as part of the RSE and health education curriculum, in line with the Relationships, Sex and Health Education Policy.

This curriculum will explore and discuss issues at age-appropriate stages such as:

- Healthy and respectful relationships
- Boundaries and consent
- Stereotyping, prejudice and equality
- Body confidence and self-esteem
- How to recognise abusive relationships and coercive control
- Harmful sexual behaviour, the concepts involved and why they are always unacceptable, and the laws relating to it.

- 6.4. Staff will encourage student cooperation and the development of interpersonal skills using group and pair work. Diversity, difference and respect for others is promoted and celebrated through various lessons. Opportunities to extend friendship groups and interactive skills will be provided through participation in special events, e.g., drama productions, sporting activities and cultural groups.
- 6.5. Seating plans will be organised and altered in a way that prevents instances of bullying. Potential victims of bullying are placed in working groups with other students who do not abuse or take advantage of others.
- 6.6. A safe place, supervised by a teacher, is available for students to go to during free time if they feel threatened or wish to be alone. The staff supervising the area will speak to students to find out the cause of any problems and, ultimately, stop any form of bullying taking place.
- 6.7. Students deemed vulnerable, as defined in section two, have the opportunity to speak to their Student Support Officer once per week to ensure any problems can be actioned quickly. Form tutors will also offer an 'open door' policy allowing students to discuss any bullying, whether they are victims or have witnessed an incident.
- 6.8. Before a new student joins the college (particularly mid-term), in the event where there has been bullying previously, the Student Support Officer will support the individual and if need be, will develop a strategy to prevent bullying from happening.
- 6.9. The college will be alert to, and address, any mental health and wellbeing issues amongst students, as these can be a cause, or as a result, of bullying behaviour.
- 6.10. The college will ensure potential perpetrators are given support as required, so their educational, emotional and social development isn't negatively influenced by outside factors, e.g., mental health issues.

7. Signs of bullying

- 7.1. Staff will be alert to the following signs that may indicate a student is a victim of bullying:
 - Being frightened to travel to or from college
 - Unwillingness to attend college
 - Repeated or persistent absence from school
 - Becoming anxious or lacking confidence
 - Saying that they feel ill repeatedly
 - Decreased involvement in college work
 - Refusal to join in certain activities

- Avoiding parts of the school where they feel vulnerable
- Returning home with torn clothes or damaged possessions
- Taking longer routes to school or home
- Spending time on their own or wanting to be near staff at breaks and lunchtimes
- Missing possessions
- Missing dinner money
- Asking for extra money or stealing
- Cuts or bruises
- Lack of appetite
- Unwillingness to use the internet or mobile devices
- Becoming agitated when receiving calls or text messages
- Lack of eye contact
- Becoming short tempered
- Change in behaviour and attitude at home

7.2. Although the signs outlined above may not be due to bullying, they may be due to deeper social, emotional or mental health issues, so are still worth investigating. Students who display a significant number of these signs will be approached by a member of staff, to determine the underlying issues causing this behaviour.

7.3. Staff will be aware of the potential factors that may indicate a student is likely to exhibit bullying behaviours, including, but not limited to, the following:

- They have experienced mental health problems, which have led to the student becoming aggravated
- They have been the victim of domestic abuse
- Their academic performance has started to fall and they are showing signs of stress

7.4. If staff become aware of any factors that could lead to bullying behaviours, they will notify the student's Student Support Officer, who will investigate the matter and monitor the situation.

8. Staff principles

8.1. The college will ensure that prevention is a prominent aspect of its anti-bullying vision.

8.2. Staff will treat reports of bullying seriously and they will not ignore signs of suspected bullying. Staff act immediately when they become aware of a bullying incident. Unpleasantness from one student towards another is always challenged and never ignored.

- 8.3. Staff always respect students' privacy, and information about specific instances of bullying is not discussed with others, unless the student has given consent, or there is a safeguarding concern. If a member of staff believes a student is in danger, e.g., of being hurt, they will inform the Head of Year/Student Support Officer immediately.
- 8.4. Follow-up support is given to both the victim and perpetrator in the months following any incidents, to ensure all bullying has stopped.

9. Child-on-Child abuse

- 9.1. The college has a zero-tolerance approach to all forms of child-on-child abuse, including sexual harassment and sexual violence.
- 9.2. To prevent child-on-child abuse and address the wider societal factors that can influence behaviour, the college will educate students about abuse, its forms and the importance of discussing any concerns and respecting others through the curriculum, assemblies and PSHE lessons, in line with the [Prevention](#) section of this policy.
- 9.3. All staff will be aware that students of any age and sex are capable of abusing their peers. Staff will take all instances of child-on-child abuse equally seriously regardless of the characteristics of their perpetrators or victims, will never tolerate abuse as "banter" or "part of growing up", and will never justify sexual harassment, e.g. as "boys being boys", as this can foster a culture of unacceptable behaviours. Staff will also be aware that child-on-child abuse can be manifested in many ways, including sexting, sexual harassment and assault, and hazing-or initiation-type violence.

All staff will challenge any harmful physical behaviour that is sexual in nature, such as inappropriate touching. Dismissing or tolerating such behaviours risks normalising them.

Sexual harassment in particular can take many forms, including but not limited to:

- Telling sexual stories, making sexual remarks, or calling someone sexualised names.
- Sexual "jokes" or taunting.
- Deliberately brushing against someone.
- Displaying images or video of a sexual nature.
- Upskirting (this is a criminal offence).
- Online sexual harassment, e.g., creating or sharing sexual imagery, sexual comments on social media, or sexual coercion or threats.

- 9.4. Students will be made aware of how to raise concerns or make a report and how any reports will be handled; this includes the process for reporting concerns about friends or peers. A member of the safeguarding team needs to be informed urgently if a concern is raised and the decision will be made if a safer referral needs to be made to the children's hub (social care).
- 9.5. The college will also ensure that students are taught about safeguarding, including online safety, as part of a broad and balanced curriculum. Such content will be age and stage of development specific, and tackle issues such as the following:
- Healthy relationships
 - Respectful behaviour
 - Stereotyping and equality
 - LGBTQ+ identities and relationships
 - Body confidence and self-esteem
 - Prejudiced behaviour
 - That sexual violence and sexual harassment is always wrong
 - Addressing cultures of sexual harassment
- 9.6. Staff are aware and sensitive towards the fact that students may not be ready or know how to tell someone that they are being abused. Students being abused may feel embarrassed, humiliated, scared, or threatened.
- 9.7. Staff will be aware that girls are more likely to be on the receiving end of child-on-child sexual abuse than their male counterparts, and that sexual violence and harassment against girls is very common and accounts for the majority of cases.
- 9.8. Staff will be aware that students with SEND are at increased risk of child-on-child abuse. Staff will avoid assuming that changes in the behaviour of students with SEND are as a result of their need or disability and will report any concerns to the SENDCO or Assistant SENDCO.
- 9.9. Staff will be aware that minority ethnic students, particularly black students, may be less likely to report abuse committed against them, and may be more likely to be misidentified as perpetrators of abuse.
- 9.10. Staff will be aware that students who are LGBTQ+ or are perceived to be LGBTQ+ whether they are or not, are more likely to be targeted by their peers, e.g., for discriminatory bullying.
- 9.11. The college holds a zero-tolerance policy towards students using homophobic, biphobic or transphobic language, regardless of whether or not the language is being directed at another individual. Every staff member is individually responsible for challenging such behaviour and

making clear to all students that any abuse towards students who are LGBTQ+, or who are perceived to be, is unacceptable.

- 9.12. The college's response to boy-on-boy and girl-on-girl sexual violence and sexual harassment will be equally as robust as it is for incidents between children of the opposite sex.
- 9.13. The college's Child Protection and Safeguarding Policy outlines the college's stance on addressing child-on-child sexual abuse, including sexual abuse, and the procedures in place will be adhered to if any instances are uncovered or disclosed. More information on the college's approach to preventing and managing instance of child-on-child abuse can be found within this policy and the Safeguarding and Child Protection Policy.

10. **[Updated]** Cyberbullying

- 10.1. Cyberbullying can take many forms and can go even further than face-to-face bullying by invading personal space and home life and can target more than one person. It can also take place across age groups and target students, staff and others, and may take place inside college, within the wider community, at home or when travelling. It can sometimes draw bystanders into being accessories.
- 10.2. Cyberbullying can include the following:
 - Threatening, intimidating or upsetting text messages
 - Threatening or embarrassing pictures and video clips
 - Disclosure of private sexual photographs or videos with the intent to cause distress
 - Silent or abusive phone calls
 - Using the victim's phone to harass others, to make them think the victim is responsible
 - Threatening or bullying emails, possibly sent using a pseudonym or someone else's name
 - Menacing or upsetting responses to someone in a chatroom
 - Unpleasant messages sent via instant messaging
 - Unpleasant or defamatory information posted to blogs, personal websites and social networking sites, e.g., Facebook

The above list is not exhaustive, and cyberbullying may take other forms

- 10.3. The college has a zero-tolerance approach to cyberbullying. The college views cyberbullying with the same severity as any other form of bullying and will follow the sanctions set out in [section 12](#) of this policy if they become aware of any incidents.
- 10.4. All members of staff will have access to training on the signs of cyberbullying, in order to identify students who may be experiencing issues and intervene effectively.
- 10.5. Many of the signs of cyberbullying will be similar to those found in the 'Signs of bullying' section of this policy; however, staff will be alert to the following signs that may indicate a student is being cyberbullied:
- Avoiding use of the computer
 - Being on their phone routinely
 - Becoming agitated when receiving calls or text messages
- 10.6. Staff will also be alert to the following signs which may indicate that a student is cyberbullying others:
- Avoiding using the computer or turning off the screen when someone is near
 - Acting in a secretive manner when using the computer or mobile phone
 - Spending excessive amounts of time on the computer or mobile phone
 - Becoming upset or angry when the computer or mobile phone is taken away.
- 10.7. Information is communicated to Parents on a termly basis in order to educate them on the signs and symptoms of bullying. Parents will be advised to report to the Head of Year or report via Tootoot if their child displays any of the signs outlined in this section.
- 10.8. **[New]** During times when remote education is being utilised, the College will frequently be in contact with parents to make them aware of their activities online, but also to reinforce the importance of students staying safe online and explaining how filtering and monitoring procedures work.
- 10.9. Staff will be aware that a cyberbullying incident might include features different to other forms of bullying, prompting a particular response. Significant differences may include the following:

- **Possible extensive scale and scope** – students may be bullied on multiple platforms and using multiple different methods that are made possible by virtue of the bullying taking place online
- **The anytime and anywhere nature of cyberbullying** – students may not have an escape from the torment when they are at home due to the bullying continuing through technology at all times
- **The person being bullied might not know who the perpetrator is** – it is easy for individuals to remain anonymous online and on social media, and students may be bullied by someone who is concealing their own identity
- **The perpetrator might not realise that their actions are bullying** – sometimes, the culture of social media, and the inability to see the impact that words are having on someone, may lead to students crossing boundaries without realising
- **The victim of the bullying may have evidence of what has happened** – students may have taken screenshots of bullying, or there may be a digital footprint that can identify the perpetrator

10.10. The college will support students who have been victims of cyberbullying by holding formal and informal discussions with the student about their feelings and whether the bullying has stopped, in accordance with [section 13](#) and [section 14](#) of this policy.

10.11. **[New]** Staff and pupils will be instructed not to respond or retaliate to cyberbullying incidents. Evidence of the incident should be recorded, e.g., taking screenshots. Staff will report incidents to their line manager or the headteacher for the incident to be investigated and support to be provided. Pupils will report incidents to a trusted member of staff.

10.12. **[New]** Where offensive content is posted online targeting a staff member or pupil, the person targeted will be encouraged to use the reporting mechanism on the website or social media platform to request its removal. Where the person who has posted it is known to the school, the headteacher will request they remove it directly.

10.13. In accordance with the Education Act 2011, the college has the right to examine and delete files from students' personal devices, e.g., mobiles phones, where there is good reason to do so. This power applies to all schools and there is no need to have parental consent to search through a young person's mobile phone.

- 10.14. If an electronic device is seized by a member of staff, and there is reasonable ground to suspect that it contains evidence in relation to an offence, the device must be given to the police as soon as it is reasonably practicable.
- 10.15. If a staff member finds material that they do not suspect contains evidence in relation to an offence, the Headteacher will decide whether it is appropriate to delete or retain the material as evidence of a breach of the relevant policies.
- 10.16. The college's Behaviour Policy will be followed at all times.

11. Procedures

- 11.1. Minor incidents are reported to the victim's Student Support Officer, who will investigate the incident, set appropriate sanctions for the perpetrator (which will be logged on synergy/CPOMS) and informs the Head of Year in writing of the incident and outcome.
- 11.2. When investigating a bullying incident, the following procedures are adopted:
 - The victim, alleged perpetrator and witnesses are all interviewed separately
 - Members of staff ensure that there is no possibility of contact between the students being interviewed, including electronic communication
 - If a student is injured, members of staff take the student immediately to the college nurse for a medical opinion on the extent of their injuries
 - A room is used that allows for privacy during interviews
 - A witness is used for serious incidents
 - If appropriate, the alleged perpetrator, the victim and witnesses, are asked to write down details of the incident; this may need prompting with questions from the member of staff to obtain the full picture
 - The Student Support Officer will gather evidence of a cyberbullying incident; this may involve text messages, emails, photos, etc. provided by the victim
 - Premature assumptions are not made, as it is important not to be judgemental at this stage
 - Members of staff listen carefully to all accounts, being non-confrontational and not assigning blame until the investigation is complete
 - All students are informed that they must not discuss the interview with other students

- 11.3. Due to the potential for some specific forms of bullying to be characterised by inappropriate sexual behaviour, staff members involved in dealing with the incident are required to consider whether there is a need for safeguarding processes to be implemented.

12. Sanctions

- 12.1. If the Headteacher is satisfied that bullying did take place, the perpetrator will be helped to understand the consequences of their actions and warned that there must be no further incidents. The Headteacher will inform the perpetrator of the type of sanction to be used in this instance (detentions, service-based activities, etc. and future sanctions if the bullying continues). The sanctions will be recorded on Synergy/CPOMS).
- 12.2. If possible, the Headteacher will attempt reconciliation and will obtain an apology from the perpetrator. This will either be in writing to the victim and/or witnesses if appropriate, or face-to-face, but only with the victim's full consent. Discretion is used here; victims will never feel pressured into a face-to-face meeting with the perpetrator.
- 12.3. Parents are informed of bullying incidents and what action is being taken.
- 12.4. All staff involved in managing instances of bullying will be aware that taking disciplinary action and providing support are not mutually exclusive actions, and should be conducted simultaneously to encourage more positive behaviour in future.
- 12.5. The college will avoid unnecessarily criminalising students for bullying or abusive behaviour where possible, as young people with criminal records face stigma and discrimination in future aspects of their lives. The college's focus when handling perpetrators will be supporting them to develop more positive behaviours and to refrain from abusive and bullying behaviours in the future.
- 12.6. The Head of Year informally monitors the students involved over the next half-term.
- 12.7. The college will remain cognisant of the fact that continued access to college can be important for rehabilitation of harmful behaviour and will not exclude students unless as a last resort – where there have been serious or consistent incidents of bullying, the college will act in line with the Exclusion Policy.

13. Support

- 13.1. In the event of bullying, victims will be offered the following support:

- Emotional support and reassurance from the Emotional Health & Well Being Consultant
 - Reassurance that it was right to report the incident and that appropriate action will be taken
 - Liaison with their parents to ensure a continuous dialogue of support
 - Advice not to retaliate or reply, but to keep the evidence and show or give it to their parent or a member of staff
 - Advice on aspects of online safety, in the event of cyberbullying, to prevent re-occurrence, including, where appropriate, discussion with their parents to evaluate their online habits and age-appropriate advice on how the perpetrator might be blocked online
 - Discussion with their parent on whether police action is required (except in serious cases of child exploitation or abuse where the police may be contacted without discussion with parents).
- 13.2. The Head of Year will carefully consider in each instance of bullying that is handled whether it is appropriate to split up the victim(s) and perpetrator(s), e.g., preventing them sharing classes or spaces where possible, and will split up other harmful group dynamics to prevent further occurrences where necessary. Victims will be encouraged to broaden their friendship groups by joining lunchtime or after-college clubs or activities.
- 13.3. Staff, particularly the Emotional Health & Well Being Consultant, will work with the victim to build resilience.
- 13.4. The college will acknowledge that bullying may be an indication of underlying mental health issues. Perpetrators will be required to attend a mandatory Emotional Health & Well Being Session, to assist with any underlying mental health or emotional wellbeing issues. The college will work with the perpetrator regarding any underlying mental health or emotional wellbeing problems.

14. Follow-up support

- 14.1. The progress of both the perpetrator and the victim are monitored by their form tutors and Student Support Officers. One-on-one sessions to discuss how the victim and perpetrator are progressing may be appropriate. If appropriate, follow-up correspondence is arranged with parents one month after the incident.

- 14.2. Students who have been bullied will be offered continuous support. The Head of Year will hold a formal meeting, on a monthly basis, to check whether the bullying has stopped – these formal meetings will continue to take place once a month until the Head of Year and victim are confident the bullying has stopped. The victim is encouraged to tell a trusted adult in college if bullying is repeated.
- 14.3. Students who have bullied others are supported in the following ways:
- Receiving a consequence for their actions
 - Being able to discuss what happened
 - Being helped to reflect on why they became involved
 - Being helped to understand what they did wrong and why they need to change their behaviour
 - Appropriate assistance from parents
- 14.4. Students who have been bullied will be assessed on a case-by-case basis and the Head of Year/Student Support Officer will, if necessary will refer the victim to;
- a.) MAD (Making a difference) Team
 - b.) Emotional Health & Well Being Consultant
 - c.) CAMHS.
- 14.5. In cases where the effects of bullying are so severe that the student cannot successfully reintegrate back into the college, the Headteacher, DSL and Head of Year will look to transfer the student to another mainstream school with the consent and involvement of the student's parents.
- 14.6. Where a student has been the victim of bullying has developed such complex needs that alternative provision is required, the student, their parents, the Headteacher and Head of Year will meet to discuss the use of alternative provision.

15. Bullying outside of college

- 15.1. Staff will remain aware that bullying can happen both in and outside of college and will ensure that they understand how to respond to reports of bullying that occurred outside college in line with the Safeguarding and Child Protection Policy.
- 15.2. The Headteacher has a specific statutory power to discipline students for poor behaviour outside of the college premises. Section 89(5) of the Education and Inspections Act 2006 gives the Headteacher the power to regulate students' conduct when they are not on college premises, and therefore, not under the lawful charge of a college staff member.

- 15.3. Teachers have the power to discipline students for misbehaving outside of the college premises. This can relate to any bullying incidents occurring anywhere off the college premises, such as on college or public transport, outside the local shops, or in a town or village centre.
- 15.4. Where bullying outside college is reported to college staff, it is investigated and acted on. In all cases of misbehaviour or bullying, members of staff can only discipline the student on college premises, or elsewhere when the student is under the lawful control of the member of staff, e.g., on a college trip.
- 15.5. The Headteacher is responsible for determining whether it is appropriate to notify the police of the action taken against a student. If the misbehaviour could be of a criminal nature or poses a serious threat to a member of the public, the police are always informed.

16. Record keeping

- 16.1. The Head of Year/Student Support Officer will ensure that robust records are kept with regard to all reported or otherwise uncovered incidents of bullying – this includes recording where decisions have been made, e.g., sanctions, support, escalation of a situation and resolutions.
- 16.2. The Headteacher and DSL will ensure that all decisions and actions recorded are reviewed on a regular basis for the purposes of:
 - Identifying patterns of concerning, problematic or inappropriate behaviour on the part of certain students that may need to be handled, e.g., with pastoral support.
 - Reflecting on whether cases could have been handled better and using these reflections to inform future practice.
 - Considering whether there are wider cultural issues at play within the college, e.g., whether college culture facilitates discriminatory bullying by not adequately addressing instances and planning to mitigate this.
 - Considering whether prevention strategies could be strengthened based on any patterns in the cases that arise.
 - **[New]** Responding to any complaints about how cases have been handled.

17. Monitoring and review

- 17.1. This policy is reviewed every two years by the Headteacher.
- 17.2. The scheduled review date for this policy is March 2025.