



Prevention of 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: Rob Graine / Marie Flatman
- 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.9.1	January 2021	January 2024	Assistant Principal STC and TM

Equal Opportunities: **Impact Assessment required**

Review: **3 years**

POLICY NUMBER 6

Prevention of Bullying Policy

1 Policy Statement.

The following principles underpin this Policy and are in accordance 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.

Types of bullying may include:

- a. **verbal** – name calling, making offensive comments, taunting, mocking, spreading hurtful and untruthful rumours, racial or sexual insults.
- b. **emotional** – ignoring, excluding, damaging property, demanding money.
- c. **physical** – pushing, kicking, hitting, threatening violence.
- d. **cyber-bullying** – involves use of offensive e-mails, text messages, telephone calls, picture/video clips, mobile phone cameras, websites, instant messaging and chat rooms.

Bullying may also be:

- sexist – related to a person's gender.
- racist, or regarding someone's religion or culture.
- related to a person's sexual orientation (homophobic).
- related to a person's home circumstances.
- related to a person's disability, health or appearance.
- sexual – talking to or touching someone in a sexually inappropriate way.

- 1.2 Tyne Coast College recognises the detrimental effects on students who may be subjected to bullying and will work efficiently to eradicate its occurrence.

- 1.3 Students 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 students are under College supervision off the premises.
- 1.6 The College values all of its students 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 students enrolled at the College whilst on College premises, working remotely from home or/off-site location, on College transport or on related activities, students residing in the 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
- Working Together to Safeguard Children July 2018 (DfE)
- Keeping Children Safe in Education September 2020 (DfE)*.
- Counter-Terrorism and Security Act February 2015.

4 Responsibilities

Students are expected to:

- 4.1 Understand what bullying is.
- 4.2 Receive information on required standards of behaviour, how to respond and how to get support
- 4.3 Being alert to any signs of bullying and/or harassment and pass on any concerns to a member of staff.

- 4.4 Act in a respectful and supportive manner to other students including reporting any suspected incidents which a victim may be afraid to report.
- 4.5 Refrain at all times from any behaviour which would contribute to the bullying of fellow students.

- 4.6 Adhere to and promote the principles and practise of this policy.

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

- 4.3 Reinforcing the importance of sociable behaviour.

- 4.4 Encourage student/students to report any concerns they have relating to bullying or harassment, consider direct contact, if appropriate

- 4.5 Actively support 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 students.

- 4.7 promote and implement Fundamental British Values and the College's anti-bullying and anti-harassment ethos, policy and procedures.

- 4.8 To be familiar with the College prevention of bullying policy through attending training events which the College will provide on a regular basis.

- 4.9 To recognise that the responsibility for dealing with bullying incidents rests with **all** staff and the Board of Governors.

- 4.10 To respond to queries and concerns from students, parents/guardians, providers, sponsors, employers and other stakeholders, positively and without delay.

- 4.11 To record all of incidents through the Safeguarding recording system (CURA) flagging the report to Manager for Pastoral Support (through CURA), 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 students' awareness of bullying issues and to develop students' 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 students.
- 5.3 Regularly reminding students 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 through CURA.
- 5.8 The monitoring of victims and bullies and the provision of special arrangements for any students 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, students, 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 prevention of bullying procedure

6 Monitoring & Evaluation

The Head of Student Services and SEND will on an annual basis, monitor and evaluate:

- 6.1 The number of reported incidents by staff and students by location e.g. Refectory, college bus, workshops etc.
- 6.2 The number of reported incidents by staff and students over a given period.
- 6.3 The incidence of bullying as indicated by incident returns within given periods of different students' groups.
- 6.4 Review of students and staff comments through student voice feedback including surveys, student forums, course meetings and reviews.
- 6.5 Review of Action Plans agreed with those identified as bullying.

The Prevention of 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

Dealing with Bullying Procedure to implement this Policy

Introduction

Students should be encouraged to tell someone about any concerns as soon as they arise. This would normally be a tutor, lecturer or member of support staff.

Contact can also be made using the Student Services email (info@stc.ac.uk or enquiries@tynement.ac.uk), if the student does not feel comfortable doing this or wants further help, the student can complete a **Bullying Report Form** and send or take it to Student Services-Gateway or reception for the attention of the Head of Student Services and SEND. Disclosures should be treated seriously and with sensitivity to the individual's circumstances.

Responding to a Concern or Incident

Responses and follow up options may depend on the severity of the situation and whether there are any immediate concerns for safety. Advice should be sought from line managers if required.

Minor incidents or disagreements should be addressed by tutors or Progression Coach in the first instance. Possible responses could include:

- a. Supporting the student to respond appropriately to a minor issue (without retaliation);
- b. Arrange an opportunity for conciliation to be reached between the two parties (ensuring involvement of an effective mediator);
- c. Approaching the issue or general topic through a group tutorial or class session (involving the Pastoral Support Manager and/or Counsellor if required);

However, any suspicions or allegations of bullying must always be reported and investigated.

The Head of Curriculum (or nominated member of staff) will investigate the concern or allegation to clarify the facts through a thorough investigation, taking statements from the alleged bully, victims and witnesses. Careful consideration of all circumstances will be made before sanctions or next actions are decided. This will, in the vast majority of cases, involve the parents or carers of both the alleged bully and the victim being informed at the earliest opportunity. Please use dealing with allegations of bullying flowchart for timescales.

Where misconduct or serious misconduct are found to have taken place the Student Disciplinary Procedure should be invoked. A range of approaches will be used to support the bullied and help them build resilience and, in addition, a range of approaches to help those who bully to understand the suffering and anxiety caused by their actions.

Recording Incidents or Concerns of Bullying

Students are encouraged to report their concerns through the Bullying Report Form (located on Moodle) however where verbal reports are received the staff member receiving the allegation should record it through CURA /Safeguarding reporting system.

Records of incidents or allegations should be flagged to the Pastoral Support Manager (through CURA) to enable a central co-ordination of the College approach to preventing bullying.

Brief summary of incident(s)

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Declaration

Form completed by (print your name)	
Your signature	X
Today's date	