



UNIVERSITY
TECHNICAL COLLEGE BOLTON

UTC BOLTON

ANTI-BULLYING POLICY

2018-2020

Approved: Chair IMC

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Revision History:

Revision History			
Revision	Date	Owner	Summary of Changes
1	December 2016	LM	Ref to Keeping Chn Safe in Education DfE (July 2016) Changes in the sections below to include refs to peer-on-peer bullying: Definitions of Bullying Responsibilities of staff, students and parents/carers Response to bullying Procedures for dealing with bullying
2	July 2018	LM	Additional detail on peer-on-peer abuse and on-line abuse (draft KCSIE 2018) Reference to GDPR Addition of a Restorative Justice approach to behavior management Increased emphasis on cyber-bullying
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Introduction

UTC Bolton is committed to providing a safe and caring environment which fosters self-esteem and respect for others. The UTC is dedicated to promoting and maintaining a positive learning environment where all students are welcomed, supported, and feel socially, emotionally, intellectually and physically safe. It does not tolerate bullying in any form. By its nature, bullying is contrary to the values of the College, is unacceptable and is a whole-College issue. If bullying does occur, all students should be able to report the incident and know that it will be dealt with promptly and effectively.

Legislation

The Anti-Bullying Policy is compliant with the following:

- The Children Act (1989)
- The Education and Inspections Act (2006)
- The Independent School Standard Regulations (2010)
- The Equalities Act (2010)
- The Education Act (2011)
- The Ofsted School Inspection Handbook (2015)
- Keeping Children Safe in Education DfE Statutory Guidance (2016)
- Keeping Children Safe in Education DfE Statutory Guidance (draft 2018)
- SEND Code of Practice: 0 to 25 years (2014)
- Preventing and Tackling Bullying: Advice for School Leaders, Staff and Governing Bodies (2014) updated July (2017)
- Sexual violence and Sexual Harrasment between Children in Schools and Colleges DfE guidance (updated May 2018)
- <https://www.wigan.gov.uk/Docs/PDF/Resident/Education/Educational-Support/TESS/Preventing-and-Tackling-Bullying-update-October-2017.pdf>

This policy should be read in conjunction with other UTC policies:

- Acceptable User Policy
- Behaviour Policy
- Data Protection Policy
- Equality and Diversity Policy

- Exclusions Policy
- Safeguarding Policy
- SEND Policy
- Student Social Media Policy

Aims

The Anti-Bullying Policy aims to:

- Develop a caring and supportive environment where all students feel safe;
- Enable all members of the UTC community to openly talk about bullying -what it is, how it affects the UTC and what can be done to address it;
- Ensure that all students are aware of their rights and responsibilities and know how to seek support;
- Implement a policy which clearly states what actions will be taken to deal with bullying behaviour;
- Emphasise respect and tolerance for all individuals;
- Teach students skills which will build self-esteem and empower them to take responsibility for themselves and give them the opportunity to practise these skills;
- Deal with all reported and observed incidences of bullying in accordance with this policy;
- Ensure that students feel safe at all times;
- Create a culture which does not tolerate any form of bullying, including cyber-bullying;
- Provide a pastoral structure suitable for monitoring and following up incidents of bullying;
- Survey students regularly to monitor the level of bullying within the UTC;
- Ensure staff, students and their parents/carers are consulted in the updating of this policy.

Definition of Bullying

Bullying may be defined as 'deliberately hurtful behaviour usually repeated over a period of time, where it is difficult for those bullied to defend themselves'. It can take many forms, but the three main types are physical, verbal and emotional. The use of mobile phones, email and web-based chat-rooms has led to the rise of cyber-bullying, which

may be defined as the 'sending or posting of harmful or cruel text or images using the internet or other digital communication devices'.

Bullying can take different forms and it can be related to:

- Race
- Religion
- Culture
- Nationality
- Sexual orientation (or alleged orientation)
- Sexual harassment
- SEND
- Appearance
- Health
- Home circumstances eg: bereaved, child who is looked after

The following are examples of different types of bullying behaviour:

- **Physical** aggression such as hitting, kicking, pushing or tripping;
- **Interference with another's property**, causing deliberate damage or theft to that property;
- **Verbal**, for example, through racist, homophobic or sectarian remarks, threats, name calling or demeaning comments, gender re-assignment;
- **Emotional** hurt, through isolating or excluding an individual from the activities and social acceptance of his/her peer group or through passing notes or spreading rumours;
- **Cyber-bullying** by an individual or groups (peer-on-peer), for example, through the use of mobile phone cameras, emails, chat rooms, instant messaging and websites;
- The breadth of issues classified within on-line safety is considerable, but can be categorised into 3 areas of risk:
 - **Content-** being exposed to illegal, inappropriate or harmful material;
 - **Contact-** being subjected to harmful on-line interaction with other users;
 - **Conduct-** personal on-line behaviour that increases the likelihood of, or causes, harm.
- **Peer-on-peer abuse** can take many forms. This can include (but is not limited to) bullying, including cyber-bullying, sexual violence and sexual harassment, physical abuse such as hitting, kicking, shaking, biting, hair pulling or otherwise physical harm, sexting and initiating/hazing type violence and rituals;

- The UTC is very clear that abuse will never be passed off as ‘banter’, ‘having a laugh’ or ‘part of growing up.’

The Interim Management Committee

The IMC will do all they reasonably can to ensure students’ exposure to the risks from the UTC IT system is limited by holding the Principal to account and ensuring the College has appropriate filters and monitoring systems in place. They will seek reassurance that students are being taught how to keep themselves safe on-line as part of a broad and balanced curriculum and that ‘over-blocking’ is not leading to unreasonable restrictions as to what students are taught in relation to online teaching and Safeguarding.

The IMC Designated governor will be informed if a bullying incident has occurred. He/she will inspect the Bullying Incidents Log on a regular basis. Incidents will be reported to the IMC. The Bullying Incidents Log will comply with the UTC Data Protection Policy (2018) which includes the General Data Protection Regulations (May 2018).

The UTC Community

Each member of the UTC community has a role to play in helping to prevent bullying and in creating an atmosphere in which it is not allowed to develop.

At the UTC, action will be taken to prevent bullying in the following ways by:

- Promoting and maintaining an ethos that encourages consideration and respect for others and which is firmly based on the values of UTC, ‘Every Day is an Interview’;
- Reinforcing the zero tolerance approach at UTC to students at key points in the academic year;
- Ensuring staff are understanding of the issues and causes, confident of how to use positive language effectively and that they regularly raise issues of equality and mutual respect through Activate sessions time and their teaching;
- Regularly using a range of good anti-bullying materials, support of key personnel and resources available from national and partner agencies;
- Modelling respectful communications throughout UTC Bolton, by staff, students and other adults and educating students about the boundaries of appropriate behaviour

towards others and addressing bullying and related issues through the Culture Curriculum, peer mentoring and assembly programmes;

- Encouraging a strong sense of belonging to the UTC through participation in enrichment activities;
- Ensuring that each member of the UTC community- students, staff, parents/carers, employers, outside agencies take seriously suspected cases of bullying and act in accordance with the procedures in this policy;
- Ensuring effective supervision of locations within the UTC where bullying is likely to occur and highlighting to students, with the support of parents / carers, the importance of appropriate behaviour when travelling to and from the UTC;
- Liaising with other support agencies as appropriate;
- Using Student Voice and questionnaires as regular opportunities to gauge students' own perceptions of the effectiveness of anti-bullying strategies in the UTC;
- Having clear procedures for responding to bullying, which are kept under regular review;
- Researching information from students' previous schools, considering the risks inherent in the student cohort and gathering intelligence about issues between students which might provoke conflict.

The Responsibilities of UTC Staff

All staff at the UTC will:

- Ensure staff, students and their parents/carers are consulted in the updates to this policy;
- Foster students' self-esteem, self-respect and respect for others;
- Demonstrate by example the high standards of personal and social behaviour expected of all students;
- Discuss bullying with all classes and through assemblies, so that every student learns about the damage it causes to both the individual who is bullied and to the bully and the importance of telling a teacher or another member of the UTC staff about bullying when it happens;
- Be alert to signs of distress and other possible indications of bullying, whether from an individual or group (peer-on-peer bullying);
- Listen to students who have been bullied, take what they say seriously and act to support and protect them;

- Report suspected cases of bullying to the relevant Academic Mentor in the first instance;
- Follow up any complaint by a parent/carer about bullying, and report back promptly and fully on the action which has been taken;
- Deal with observed instances of bullying promptly and effectively, in accordance with agreed procedures.

The Responsibilities of Students

All students of the UTC are expected to:

- Refrain from becoming involved in any kind of bullying, even at the risk of incurring temporary unpopularity;
- Refrain from any kind of bullying as part of a group, as this constitutes peer-on-peer bullying;
- Intervene to protect the student who is being bullied, unless it is unsafe to do so;
- Report to a member of staff any witnessed or suspected instances of bullying, to dispel any climate of secrecy and help to prevent further instances;
- Report any instances of any form of bullying using the TOOTOOT facility on the UTC Bolton website;
- Report to a member of staff any suspected instances of cyber-bullying.

Any student who becomes the target of bullies should:

- Speak to the member of staff with whom they feel most comfortable, as soon as they begin to feel uncomfortable/worried/upset in order to put an end to their own suffering and that of other potential targets.

The Responsibilities of Parents/Carers

Parents/carers are asked to support their children and the UTC by:

- Watching for signs of distress or unusual behaviour in their children, which might be evidence of bullying;
- Advising their child to report any bullying from an individual or group to their Academic Mentor or another member of staff and explain the implications of allowing the bullying to continue unchecked, for themselves and for other students;

- Advising their children not to retaliate violently to any forms of bullying;
- Be alert to changes in their child's behaviour which might indicate they are being bullied in person or on-line;
- Being sympathetic and supportive towards their children, and reassuring them that appropriate action will be taken;
- Keeping a written record of any reported instances of bullying;
- Informing the UTC of any suspected bullying, even if their child is not involved;
- Co-operating with the UTC if their children are accused of bullying, in order to try to ascertain the truth;
- Pointing out the implications of bullying, both for the children who are bullied and for the bullies themselves.

The Responsibilities of All

Everyone should work together to combat and, hopefully in time, to eradicate bullying.

Signs and Symptoms

The following signs MAY suggest that a student has been bullied and that the situation warrants investigation:

- Unwillingness to attend the UTC/truancy, especially atypical patterns of 'illness'/truancy;
- Anxiety about travelling to and from the UTC / avoiding regular travelling times;
- Underachievement;
- Loss of concentration/ enthusiasm/ interest in the UTC / changed behaviour;
- Repeated non-specific reasons for GP visits – headache / stomach ache;
- Unexplained changes in mood especially before returning to the UTC after holidays / weekends;
- Possessions which are damaged or 'go missing';
- Requests are made for money or money begins to go missing (to pay the bully);
- Physical signs of anxiety – stammering / nightmares / sleep difficulty / loss of appetite / nausea / withdrawal;
- Physical bruising / torn clothes;
- Loss of self-esteem / confidence / mood swings;
- Reluctance to say anything is wrong;

- Is afraid to use the internet or mobile phone/device;
- Is nervous and jumpy when a cyber-message is received;
- Gives improbable excuses for any of the above.

These signs and behaviours could indicate other problems, but bullying should be considered a possibility and will be investigated.

Procedures for Dealing with Bullying

In each case of bullying, the priority for the UTC will be that the bullied individual feels supported and that the individual/s responsible for the bullying are made aware that their behaviour is unacceptable and the bullying stops.

The UTC uses a modified Steps Approach to Dealing with Bullying

STAGE 1

Step One – Interview with the Victim

When the UTC finds out that bullying has happened, a member of staff who has been chosen by the victim, will listen to the victim talking about what has happened and begin to understand his/her feelings. There is no questioning about the incident(s) but it is necessary to know who was involved. This will be recorded in the UTC Bullying Incidents Log.

Step Two – Convene a Meeting with the People Involved

The designated member of staff will arrange to meet with the group of students whom the victim identified as being there when they felt unsafe. This will include some bystanders or colluders who joined in but did not initiate any bullying if appropriate.

If the bullying has been on-line the student will show the member of staff, posts, messages, photographs they have received.

Students directly involved and those who were witnesses will be asked to provide a signed and dated written account of the incident(s).

All students involved in the alleged incident will be reminded that any form of discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying is strictly prohibited and will be taken very seriously by the College.

Step Three – Explain the Problem

The group will be told about the way the victim is feeling. At no time will details be discussed or blame allocated to the group. If the perpetrators of cyber-bullying are students at the UTC they will be told of the way the victim is feeling.

Step Four- Restorative Conversation

The victim will be offered the opportunity to have a conversation with a member of staff and the perpetrator(s).

STAGE 2

Parent(s) / Carer(s) of both victim and perpetrator(s) will be contacted.

STAGE 3

Contact will be made outside agencies if appropriate e.g. Targeted Education Support Service, Educational Psychology Service Start Well, Social Care. If the perpetrator of cyber-bullying is a student at another Bolton school, contact will be made with the Headteacher/Principal. The Principal or a nominated representative, will notify the appropriate law enforcement agency where they believe that any acts of bullying constitute criminal conduct.

STAGE 4

Pastoral Support Programme and /or an Early Help

The situation will be monitored and reviewed by the Director of Inclusion and Student Services as appropriate, to ensure the welfare of all students involved, as well as placing students on a pastoral support programme if appropriate.

Response to Bullying

The UTC will make use of a range of responses in dealing with incidents of bullying. The response(s) to be used will depend upon the severity and persistence of the bullying being perpetrated. It is intended that the person(s) responsible will learn from what has happened and change his/her behaviour. Education and raising awareness are effective ways of challenging bullying and encouraging individual students to take responsibility for their own actions. This may include the student's involvement in a programme of mentoring, counselling, community service or referral to an outside agency. Teaching group activities, themes of the week and assemblies may also be used for this purpose.

In addition, sanctions, in line with the Behaviour Policy, include:

- A Restorative Justice meeting facilitated by staff – see above – supported resolution;
- Verbal reprimand from a teacher, Academic Mentor;
- Verbal and/or written apology;
- Internal exclusion;
- Fixed Term exclusion;
- Permanent exclusion.

Documentation and Record Keeping

All reports of bullying will be recorded in a Bullying Incidents Log and on SIMS in accordance with the UTC Data Protection Policy (2018) which incorporates with the General Data Protection Regulations (2018).

The data will be used to:

- Manage individual cases effectively;
- Monitor and evaluate the effectiveness of strategies;
- Celebrate the anti-bullying work of the College;
- Demonstrate defensible decision-making in the event of complaints being made;
- Engage and inform multi-agency teams as necessary;
- Report to Bolton Local Authority a log of racist and homophobic incidents which are kept separately;
- Ensure repeat victims/offenders can be appropriately supported with details kept of the alleged bully and victim;

- Report to the IMC in order for them to evaluate the anti-bullying work of the College;
- Include relevant data in the College Self Evaluation Form (SEF).

Monitoring and Evaluation

The Principal will report instances of bullying in his/her report to the IMC.

The IMC and Principal will monitor the operation and effectiveness of the Anti-Bullying Policy.

CPD/Training

All staff of the UTC are required to complete annual training, recorded in the Single Central Record (SCR), on Safeguarding and Child Protection and other such courses deemed essential by the Designated Safeguarding Lead or Principal in response to College-specific issues, local or national issues.

APPENDIX 1

Anti-Bullying – Information for Parents/Carers

What is bullying?

Bullying is if individuals or groups are:

- Calling your child names;
- Threatening him/her;
- Pressuring your child to give someone money or possessions;
- Hitting your child;
- Damaging your child's possessions;
- Spreading rumours about your child or your family;
- Using text, email or web space to write or say hurtful things about your child (cyber bullying).

Peer-on-peer abuse can take many forms. This can include (but is not limited to) bullying, including cyber-bullying, sexual violence and sexual harassment, physical abuse such as hitting, kicking, shaking, biting, hair pulling or otherwise physical harm, sexting and initiating/hazing type violence and rituals.

It is also bullying if your child feels hurt because of things said about their ethnic background, religious faith, gender, sexuality, disability, special educational need, appearance or specific issues in your family.

What should you do if your child is being bullied?

You should contact your child's Academic Mentor or the Director of Inclusion and Student Services as soon as possible to explain your concerns. It would be most helpful if you could ensure you have as many details as possible, including dates, places and names.

The Academic Mentor will investigate your concerns and will aim to communicate their findings to you within 24 hours of your original contact.

What will the UTC do?

The UTC does not tolerate bullying and will respond in the following ways:

- Work to make sure that the student being bullied is safe;
- Work to stop the bullying from happening again;

- Provide support to the student being bullied;
- Take actions to ensure that the person doing the bullying learns not to harm others.

What to do if you feel the situation has not been resolved appropriately

If you feel your concerns are not being addressed appropriately by the Academic Mentor you should:

- Contact the Director of Inclusion and Student Services to explain your continued concerns;
- If you are still concerned you should make an appointment to meet the Principal to discuss your concerns;
- If you remain unhappy with the response from all staff above you should put your concerns in writing to the Chair of the Interim Management Committee.

Parents/carers can contact Parentline Plus (0808 800 2222) for further advice on helping their child to deal with bullying. Parentline Plus offers a 24-hour confidential and free line for parents/carers.

<http://www.anti-bullyingalliance.org.uk/tools-information/advice-parents>

<https://www.kidscape.org.uk/advice/>

Appendix 2

Anti-Bullying - Information for Students

What is it bullying?

Bullying is if you feel hurt because individuals or groups are:

- Calling you names;
- Threatening you;
- Pressuring you to give someone money or possessions;
- Hitting you;
- Damaging your possessions;
- Spreading rumours about you or your family;
- Using text, email or web space to write or say hurtful things (cyber bullying).

It is bullying if you feel hurt because of things said about your ethnic background, religious faith, gender, sexuality, disability, special educational need, appearance or issues in your family.

What will the UTC do?

The UTC does not tolerate bullying and will respond in the following ways:

- Work to make sure that the student being bullied is safe;
- Work to stop the bullying from happening again;
- Provide support to the student being bullied;
- Take actions to ensure that the person doing the bullying learns not to harm others.

What should you do?

Talk to someone you trust and get them to help you take the right steps to stop the bullying.

If you feel you are being bullied:

- Try to stay calm and look as confident as you can;
- Be firm and clear — look them in the eye and tell them to stop;
- Get away from the situation as quickly as possible;
- If the bullying is being done on-line, immediately share with a trusted adult;

- If you are in College, tell any teacher or another member of the UTC staff what has happened straight away;
- If you are outside College tell an adult or, if you do not feel comfortable telling an adult, tell a friend who can speak to an adult on your behalf;
- Report the bullying using the TOOTOOT device on the UTC website;
- If the bullying is being done on-line through any medium, show a parent/carers, trusted adult, older sibling, older friend.

If you have been bullied:

- Tell your Academic Mentor or another adult at the UTC;
- Tell your parents/carers and ask them to contact the College to explain your concerns;
- If you are afraid/reluctant to tell anyone at the UTC on your own, ask a friend to go with you;
- If you feel that the adult you have spoken to has not acted, tell another adult at the UTC (ideally this should be the Director of Inclusion and Student Services);
- If you still feel the situation is not being dealt with talk to the Principal;
- **Don't blame yourself for what has happened.**

When you are talking to an adult about bullying be clear about:

- What has happened to you;
- How often it has happened;
- Who was involved;
- Who saw what was happening;
- Where it happened;
- What you have done about it already.

APPENDIX 3

Organisations which provide advice and support

If you find it difficult to talk to anyone at the UTC or at home you can also contact:

Child Line

ChildLine Offers a free, 24-hour helpline and counselling service for children in distress or danger. Tel **free phone** 0800 1111 www.childline.org.uk

[Bullying Online](#) for parents/carers whose children are being bullied and who don't know what to do. Contains advice for both children being bullied and their parents.

Families Against Bullying at <http://pages.hotbot.com/family/famab/> is a voluntary non-profit making organisation providing free confidential advice and support to targets of school bullying and their families.

[Bully Free Zone](#) is a local voluntary agency, working in Bolton and Manchester (UK) who offer advice and information to children, families etc about bullying and also work in local schools to set up peer support schemes to tackle bullying and related issues.

- www.thinkuknow.co.uk
- www.disrespectnobody.co.uk
- www.saferinternet.org.uk
- www.internetmatters.org
- www.childnet.com/cyberbullying-guidance
- <http://educateagainsthate.com/>
- www.gov.uk/government/publications/the-use-of-social-media-for-onlineradicalisation