educ8

Anti-Bullying Policy

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1. Contents

2. Issue and Revision History

Issue	Description	Author	Effective Date
1.0	Initial Release	D.Payne	29/08/17
2.0	Re-write	D. Payne	11/09/19
2.1	Annual Review	S.Thornton	15/10/21
2.2	Update 8.1 Policy Aims 8.4 Preventative measures	O. Howell	07/02/22

3. Summary

The Educ8 Curriculum is designed to meet the needs of each learner. This will be achieved by a specific focus on developing personal, social and psychological skills. This will equip every young person with the knowledge, skills and understanding they will need for a fulfilling adult life.

The curriculum design includes PSHE, Tutorials, Functional Skills English and Maths, Vocational theory and Vocational Practical lessons in order to help prepare the learners for further education and future employment.

4. Document Release

This document has been reviewed in accordance with the Educ8 Quality System and the requirements of this policy/procedure. Staff have been made aware of its issue, including any updates/amendments to its contents and where necessary appropriate training has been provided to those staff.

Where policies are available for download online, the previous version is removed and this new version replaces it.

The release of this document is indicated by the effective date.

5. Purpose

This policy is written to try and prevent and deal with any behaviour deemed as bullying. The implementation of this policy will create an ethos where bullying is regarded as unacceptable so that a safe and secure environment is created for everyone to learn and work in. All members of Educ8 have a responsibility to recognise bullying when it occurs and take appropriate action in accordance with this policy.

6. Scope

This policy/procedure applies to all Learners, staff (including work experience students and volunteers), the SLT and Executive Board.

Educ8 staff should read **5-1 Harassment of Staff including Bullying** for further information concerning bullying in the workplace.

7. Definitions and Acronyms

Delivery Staff	Staff employed by Educ8 to provide instruction and tutoring services
Learners	All students, participants and users of Educ8 learning programmes. Generally these are under 18 years of age.
School	Educ8 Alternative Education Site registered with OfSTED as an independent school.
SLT	Senior Leadership Team
Head of School	Educ8 Staff member with management and leadership responsibility for an Educ8 Alternative Education School
Executive Board	Directors/Senior staff with Governance responsibilities for the school(s)
PSHE	Personal, social, health and economic education
DSL	Designated Safeguarding Lead. This as an Educ8 employee with responsibility for Safeguarding.
LADO	The Local Authority Designated Officer

8. Policy

8.1 Policy Aims

This Policy draws on the government guidance "Preventing and Tackling Bullying", (July 2017) and the Cyberbullying: Advice for headteachers and school staff (2014). This is a document of the Government's legal obligations, the powers that schools have to tackle bullying, and the principles that underpin the most effective anti-bullying strategies in schools. This Policy is also mindful of the Equality Act of 2010 and the protected characteristics outlined therein, the Education Act of 2011, and of "Keeping Children Safe in Education" (September 2021)

The aims of this policy are:

- To develop and maintain a community based upon respect, good manners and fair play; and to maintain a culture of vigilance through regular monitoring and evaluation of anti-bullying measures

- To provide a safe and caring environment that is free from violence and any form of harassment

- To assist in developing every end-users well-being and full potential by encouraging a relaxed, but orderly, atmosphere

- To promote care and support for each other

- To ensure that bullying is clearly defined and different kinds of bullying are recognised by both staff and end-users

- To ensure that all learners are supported regardless of there age, race, religion, gender, sexual orientation and/or disability

- To ensure that the signs of bullying are clearly understood by staff and senior students

- To ensure that staff and end-users understand how to prevent and respond to bullying and report and record incidents of bullying

- To ensure that we work effectively with all end-users, whether victim or bully, to manage and improve their behaviour

8.2   Definition of Bullying

Bullying may be defined as the intentional hurting, harming or humiliating of another person by physical (including sexual/sexist, unwanted physical contact or abusive comments), verbal (including mobile phones), cyber through the use of an electronic device (including chat room, mobile phone SMS/text messages, email, social networking sites and photographs), and emotional means (by excluding, tormenting or spreading malicious rumours, excluding someone from a social group, extortion; wilful destruction of someone else's work or property). It may be repeated over time and intentionally hurts another pupil or group, for example, on grounds of race, religion, culture, sex, gender, homophobia, special educational needs and disability, because a child is adopted or is a carer. A bully may be a person who habitually seeks to harm or intimidate those who they perceive as vulnerable.

It can involve manipulating a third party to tease or torment someone. It can involve complicity that falls short of direct participation. Bullying is often hidden and subtle. It can also be overt and intimidatory. As a Educ8 we challenge low-level disruption and the use of offensive language which can in turn have a significant impact on others, we do not allow this to be dismissed as banter, early intervention helps to set clear expectations of the behaviour that is and isn't acceptable and help stop negative behaviours escalating.

Bullying can happen anywhere and at any time, and be physical and emotional. We always treat it very seriously as bullying, particularly severe or persistent bullying, can result in psychological problems for the victim. It conflicts sharply with the Educ8's **3 Equality** and **3-1 Diversity** policy, as well as with its social and moral principles.

Although bullying in itself is not a specific criminal offence in the UK, it is important to bear in mind that some types of harassing or threatening behaviour – or communications – could be a criminal offence, for example under the Protection from Harassment Act 1997, the Malicious Communications Act 1988, the Communications Act 2003, and the Public Order Act 1986 and the Public Sector Equality Duty of the Equality Act 2010.

When there is 'reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm' a bullying incident should be addressed as a child protection concern under the Children Act 1989.

8.3   Signs of Bullying

Changes in behaviour that may indicate that a pupil is being bullied include:

- Unwillingness to return to Educ8

- Displays of excessive anxiety, becoming withdrawn or unusually quiet

- Failure to produce work, or producing unusually bad work, or work that appears to have been copied, interfered with or spoilt by others

- Books, bags and other belongings suddenly go missing, or are damaged

- Change to established habits (e.g. giving up on favourite lessons/subjects, change to accent or vocabulary)

- Diminished levels of self confidence

- Frequent complaints of sickness with symptoms such as stomach pains, headaches

- Frequent absence, erratic attendance, late arrival to class

- Unexplained cuts and bruises

- Choosing the company of adults

- Displaying repressed body language and poor eye contact

- Difficulty in sleeping, experiencing nightmares

- Talking of suicide or running away

Although there may be other causes for some of the above symptoms, a repetition of, or a combination of these possible signs of bullying should be investigated by parents and Lead Tutors.

8.4   Preventative Measures

We take the following preventative measures:

- We raise awareness of staff through training, so that the principles of the Educ8 policy are understood, legal responsibilities are known, action is defined to resolve and prevent problems, and sources of support are available

- We take action to reduce the risk of bullying at times and in places where it is most likely

- Staff are always on duty at times when end-users are not in class and patrol our site, particularly areas where bullying might occur. They are trained to be alert to inappropriate language or behaviour

- All our end-users are encouraged to tell a member of staff at once if they know that bullying is taking place. This is then passed to the relevant Lead Tutor for investigation

- We use induction to explain the Educ8 policy on bullying to end-users

- All reported incidents are recorded and investigated at once. End-users may be asked to record a written statement to support investigations; all end-users are separated and supervised in the event of this taking. We always monitor reported incidents

- The staff team are expected to handle any incidents as an immediate priority, and are alert to possible signs of bullying

- Our senior leadership team gives support and guidance to other staff on handling and reporting incidents, and on the follow-up work with both victims and bullies

- Where necessary, and if requested by parents, Educ8 can provide details of external support services. We can also provide

information on useful apps as increasingly this is the platform that resonates with end-users

● On the site noticeboard at various locations around the site, such as class rooms, in the wash rooms, advice is displayed on where end-users can seek help. These include details of Childline and the NSPCC and other local support groups

● We do not allow initiation/hazing type ceremonies designed to cause pain, anxiety or humiliation

● We reserve the right to investigate incidents that take place outside our provision hours, on Educ8 visits and trips, and that occur in the vicinity of our end-users

● The policy is available to parents and staff and is presented to recently appointed staff as part of their induction programme.

● We welcome feedback from parents and guardians on the effectiveness of our preventative measures

● Our PSHE programme and our Lead Tutor time is structured to give end-users an awareness of their social and moral responsibilities as they progress through our programme

● Our programmes are structured to enforce the message about community involvement and taking care of each other

● Through discussion we acknowledge the differences between people and the importance of avoiding prejudice-based language

● Vocational lessons, highlight the issue of bullying and reinforce this message by teaching moral and spiritual values that show bullying to be unacceptable by developing social skills

● To ensure all learners have a voice and are heard, regardless of there age, dissability, Race, Religion, gender, sexual orientation and/ or dissability

8.5 Definition of Cyberbullying

Mr Bill Belsey, the creator of the web site: http://www.cyberbullying.org defined this unpleasant phenomenon in the following terms:

> "*Cyberbullying involves the use of information and communication technologies to support deliberate, repeated,*

and hostile behaviour by an individual or group that is intended to harm others."

Cyberbullying can involve Social Networking Sites, like FaceBook, Instagram and Snapchat, emails and mobile phones, used for SMS messages and on cameras and on-line streaming platforms.

8.6   Cyberbullying - Preventative Measures

Educ8 expect all end-users to adhere to its rules for the safe use of the internet (see **14 Acceptable Use & e-Safety within ICT Policy**). Certain sites are blocked by antivirus protection and filtering systems, our ICT Manager in conjunction with the pastoral team monitors end-users' use of devices and ICT communications regularly reviewing the security arrangements in place.

With new technology come new levels of risk as well as opportunities, as a provision we aim to raise awareness to the potential risks and the consequences of their media use. Our end-users are taught how to make informed decisions about the use of the internet and appropriate behaviour. We take appropriate action to sanction any poor conduct or risky behaviours with all types of media and any acts of bullying, intimidation, racism, inappropriate language or blackmail will be dealt with, sanctions will vary according to the severity of the act.

In addition to the preventative measures described above, Educ8:

- Offers guidance on cyberbullying which covers blocking and removing contacts and how to report abuse.

- Offers guidance on keeping names, addresses, passwords, mobile phone numbers and other personal details safe.

- Does not allow the use of cameras on mobile phones in washing and changing areas.

- All Learners are issued with their own Educ8 email address and GSuite for Education cloud based Drive.

- Educ8 may impose sanctions on Learners for misuse, or attempted misuse, of the internet (see **2-3 Behaviour, Discipline & Exclusions Policy**)

- ICT and PSHE lessons include guidance on cyberbullying

8.7   Procedures for Dealing with Reported Bullying

If an incident of bullying is reported, including cyber bullying and bullying outside of Educ8, the following procedures are adopted:

- The member of staff to whom it was reported, or who first discovers the situation, will control the situation, reassure and support the end-users involved.

- They will inform the DSL as soon as possible. An Incident report will be raised. *Use* **F0034SA Incident Report Form (Alt Ed)**

- The DSL will calmly explain the range of disciplinary measures that are potentially involved.

- A member of the staff team will interview the victim and perpetrator as soon as possible. They will be interviewed separately and asked to give an account of events in a written statement.

  - It will be made clear why revenge is inappropriate.

  - They will be offered support to develop a strategy in order to help themselves.

  - Witnesses will be required to write and sign an account of the incident which may be helpful to staff as the investigation progresses.

- The incident is recorded and passed to all relevant stakeholders i.e. Referrer/Parent/Guardian.

- Where incidents of Cyberbullying have taken place the Education Act 2011 amended the power in the Education Act 1996 to provide that when an electronic device, such as a mobile phone, has been seized by a member of staff authorised by the DSL or DDSL that staff member can examine data or files, and delete these, where there is good reason to do so. This power applies to all sites and there is no need to have parental consent to search through an end-users mobile phone.

- Dates and details of ongoing situations are logged and the Senior Leadership Team are kept informed. A holistic picture is maintained between different aspects of Educ8 provision such as teaching and

health care and the DSL forwards relevant information to all concerned.

- All appropriate staff will be informed. In very serious incidents, the Directors will be informed along with the LADO.

- When necessary, the parents/guardians of all parties will be informed and invited into Educ8 to discuss the matter. Their support will be sought.

  - A way forward, including disciplinary sanctions and counselling, will be agreed. It is important to recognise that suitable support is needed both for victims and perpetrators as well as dealing with appropriate disciplinary measures.

  - A meeting involving all the parties, with close staff supervision, could be helpful in developing a strategy for all concerned to close the episode.

  - Those involved will be closely monitored by the DDSL based on site

  - Strong sanctions such as behaviour contracts or exclusion may be necessary in cases of severe and persistent bullying.

- A bullying incident is treated as a child protection concern when there is reasonable cause to believe that a child is suffering, or likely to suffer, significant harm. Should this be the case a **F0008SA Safeguarding Record** is completed.

- In very serious cases, and only after the DSL has been involved, it may be necessary to make a report to the Police or to Social Services. However, it is the policy of Educ8 to attempt to resolve such issues internally within our own procedures, unless the matter is of such gravity that a criminal prosecution is likely.

- Further agencies to contact for both the victim and perpetrator are provided in Appendix A

9.   Metrics

The following metrics are applicable to this procedure:

Number of bullying incidents per site per term/academic year

10.   Quality Records

The following Quality Records shall be generated and managed:

Required Record	Custodian
Completed F0031HS General Incident Forms	DSL
Completed F0034SA Incident Report Form (Alt Ed)	DSL
Completed F0008SA Safeguarding Records	DSL

11.   Form(s)/Template(s)

There following form(s)/template(s) are required for this document:

Form Number	Title
F0034SA	Incident Report Form (Alt Ed)
F0031HS	General Incident Form
F0008SA	Safeguarding Record

Appendix A - Contacts

Organisation	Telephone	Website
Act Against Bullying	0845 230 2560	www.actagainstbullying.com
Advisory Centre for Education (ACE)	0207 704 3370	www.ace-ed.org.uk
Anti-bully	N/A	www.antibully.org.uk
Anti-Bullying Alliance (ABA)	0207 843 1901	www.anti-bullyingalliance.org.uk
Anti-bullying Network	0131 651 6103	www.antibullying.net

Beatbullying	0845 338 5060	www.beatbullying.org.uk
Bully Free Zone	01204 454 958	www.bullyfreezone.co.uk
Bullying Online	020 7378 1446	www.bullying.co.uk
Childline	0800 1111	www.childline.org.uk
NSPCC	0207 825 2500	www.nspcc.org.uk
Parentline Plus	0808 800 2222	www.parentlineplus.org.uk