

Policy/Procedure Name:	Anti-Bullying Policy
Policy/Procedure Number:	SWS004
Date of Approval:	1 st November 2011
Effective Date:	March 2009
Revised Date:	Sept 2011
Review by Date:	Sept 2013
Policy/Procedure Author:	Safeguarding Manager
Policy/Procedure Owner:	Principal
Management Committee Approved By:	Student Welfare and Safeguarding Committee
Governor Committee (where appropriate) Approved By:	Not Applicable
For Action By:	All staff
For Information to:	All students
Approval requested to upload on the Treloar Website:	Yes (tick if requested)
Date of Policy Equality Impact Assessment:	
Impact Assessment was carried out by:	

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Aim –

The School and college are committed to creating a safe and secure environment where young people and adults can develop academically, socially and emotionally, free from fear, humiliation, oppression and abuse.

At Treloars, we foster an atmosphere based on mutual respect and trust, consideration and friendship, in which students can feel safe.

Bullying is not tolerated under any circumstances. However, we also recognise that it can occur in any school, college or organisation, and that Treloar's is no less vulnerable.

Preventative measures are important, together with procedures that effectively respond to any concerns by children, staff or parents about bullying.

What is bullying?

Bullying is repeated, unacceptable behaviour, which makes other people feel uncomfortable, threatened, intimidated or frightened.

- Bullying can be physical such as kicking, hitting, punching, scratching, biting or pinching.
- Bullying can be unkindness, such as deliberately leaving people out of games, spreading rumours, taking other people's belongings, damaging property. It can also involve more subtle behaviour that is often difficult to detect, such as nasty looks or gestures.
- Bullying can be verbal, such as making comments about someone's appearance, nationality, intelligence or religion.
- Bullying can occur through different ways, email, social networking sites, phone calls and texts
- Bullies often say that they are just teasing, but this can be an excuse for bullying.

Bullying can be prevented or minimised by:

- Early intervention
- Good supervision and guidance
- Encouraging students to report incidents to members of staff
- Staff training programmes in how to deal with bullying.
- Information for students about managing bullying and what to do if they feel they or anyone else is being bullied

- Promoting an ethos, in which positive attitudes and achievements are recognised, valued, respected and rewarded.
- The Anti-Bullying Policy forms part of the Behaviour Policy.
- Delivering the message across the school and college that bullying will not be tolerated via assemblies, the curriculum, form tutor groups and house meetings.

Responding to bullying incidents:

Aims:

- To make the victim feel safe
- To provide a secure environment in which pupils can report incidents confidentially.
- The policy on bullying will be communicated to students, parents, staff and the governors.
- All new students, parents and staff will be made aware of the Anti-Bullying Policy.
- All staff are involved in the implementation of the policy on bullying.
- To enable staff to respond quickly, consistently and positively when incidents of bullying are reported.
- To show all pupils that bullying is taken very seriously.
- To show pupils and parents that Treloars will protect and support all parties.
- Support will be provided for both the bullied pupil and the bully.

When an incident of bullying is reported, the following procedure is put into place:-

- A 'no blame' policy will first apply.
- A member of staff must follow it up.
- The student's concerns must be acknowledged and taken seriously.
- The member of staff must complete an incident form.
- The staff member's line manager must be informed.
- If the bullying persists the Safeguarding manager must be informed
- A member of staff will see all concerned in the incident, first separately and then together to establish the facts.
- The bully will be informed that their actions are unacceptable and that sanctions will be applied. This must be recorded.
- Further action may be taken if appropriate by the Principle
- Parents will be informed when their child has been the victim or the aggressor.

Policy/Procedure Communication and Implementation Action Plan - Amend and add to as appropriate

	Action	Responsibility
1	Ensure that all managers, employees and volunteers of Treloar Trust have access to the related procedures.	Treloar Leadership Team
2	Train all managers, employees and volunteers in the implementation of the policy and the related procedures.	Human Resources Director (delegated to Training Manager)
3	Ensure that all new employees, staff and volunteers are made aware of the policy, understand it, and know where to access a copy and where to access the related procedures.	Training Manager
4	Ensure that all managers, employees and volunteers of Treloar Trust have access to the related procedures.	All Managers
5	Ensure that all new employees, staff and volunteers know their responsibilities, and receive training in carrying these out.	All Managers

Links to other related policies and procedures: – set heading

SWS001 – Children and Vulnerable Adults Protection Policy & Procedures

Further sources of information: - set heading

Not applicable

IMPORTANT NOTES:

It is essential for those with designated responsibilities to familiarise themselves with the sources of information, referred to above.

Policy documents describe mandatory minimum standards and will be subject to audit and review. Line managers are required to ensure suitable and sufficient arrangements are in place to meet policy requirements, including the provision of information and instruction to staff.