Anti-Bullying Policy

Version 1		Signature
Authorised Principal: Sarah Miller	Date: Sept 2024	
Approved by Chair of Trustees		
Learning & Inclusion Committee		
Next Review Due:	September 2025	

Contents

This policy is based on DfE guidance "Preventing and Tackling Bullying" July 2017 and supporting documents. It also considers the DfE statutory guidance "Keeping Young people Safe in Education" 2021 and 'Sexual violence and sexual harassment between young people in colleges and colleges' guidance. The setting has also read Childnet's "Cyberbullying: Understand, Prevent and Respond: Guidance for Colleges".

Policy Objective

This policy outlines what KITE College will do to prevent and tackle all forms of bullying. The policy has been drawn up through the involvement of the whole College community and we are committed to developing an anti-bullying culture where bullying of adults, young people is not tolerated in any form.

Our Community - Values

- KITE College community recognises that bullying, especially if left unaddressed, can have a devastating effect on individuals; it can create a barrier to learning and have serious consequences for mental wellbeing. By effectively preventing and tackling bullying, our college can help to create safe, disciplined environment, where learners are able to learn and fulfil their potential.
- Discusses, monitors and reviews our anti-bullying policy and practice on a regular basis.
- Supports all members of staff to promote positive relationships to prevent bullying.
- Recognises that some members of our community may be more vulnerable to bullying and its impact than others; being aware of this will help us to develop effective strategies to prevent bullying from happening and provide appropriate support, if required.
- Will intervene by identifying and tackling bullying behaviour appropriately and promptly.
- Ensures that learners are aware that all bullying concerns will be dealt with sensitively and effectively; that everyone should feel safe to learn; and abide by the anti-bullying policy.
- Recognises the potential impact of bullying on the wider family of those affected so will work in partnership with parents/carers regarding all reported bullying concerns and will seek to keep them informed at all stages.
- Requires all members of the community to work with the College to uphold the anti-bullying policy.
- Reports back to parents/carers regarding concerns on bullying, dealing promptly with complaints in line with our Complaints Policy.
- Seeks to learn from good anti-bullying practice elsewhere.
- Utilises support from the Local Authority and other relevant organisations when appropriate.

Definition of bullying

- Bullying is "Behaviour by an individual or a group, usually repeated over time that intentionally hurts another individual either physically or emotionally". (DfE "Preventing and Tackling Bullying", July 2017)
- Bullying can include name calling, taunting, mocking, making offensive comments; kicking; hitting; taking belongings; producing offensive graffiti; gossiping; excluding people from groups and spreading hurtful and untruthful rumours.
- This includes the same unacceptable behaviours expressed online, sometimes called online or cyberbullying. Cyberbullying (or online bullying) is bullying using technologies, particularly over the internet or via mobile and gaming networks. This can include intimidation and threats – harassment and stalking – vilification/defamation – exclusion or peer rejection –

impersonation – unauthorised publication of personal information or images – manipulation.
- Bullying can be a form of peer-on-peer abuse and can be emotionally abusive; it can cause severe and adverse effects on young people's emotional development.

Forms of bullying covered by this Policy

Bullying can happen to anyone. This policy covers all types of bullying including:
- Prejudicial Bullying (against people/learners with protected characteristics):
Bullying related to race, religion, faith and belief, those without faith, ethnicity, nationality or culture.
- Bullying related to SEND (Special Educational Needs or Disability).
- Bullying related to appearance or physical/mental health conditions.
- Physical bullying
- Emotional bullying
- Bullying related to sexual orientation (homophobic/bi-phobic bullying).
- Bullying of young carers, young people in care or otherwise related to home circumstances.
- Sexist, sexual and gender-based bullying including transphobic bullying.
- Bullying against teenage parents (pregnancy and maternity under the Equality Act)
- Bullying via technology, known as online or cyberbullying

Preventing, identifying and responding to bullying

The College Community will:
- Create and support an inclusive environment which promotes a culture of mutual respect, consideration and care for others which will be upheld by all.
- Work with staff and outside agencies to identify all forms of prejudice-driven bullying.
- Actively provide systematic opportunities to develop learners' social and emotional skills, including their resilience.
- Recognise that bullying can be perpetrated or experienced by any member of the community, including adults and young people (peer on peer abuse).
- Recognise the potential for young people with SEN and disabilities to be disproportionately impacted by bullying and will implement additional pastoral support as required.
- Openly discuss differences between people that could motivate bullying, such as religion, ethnicity, disability, gender, sexuality or appearance related differences. Also, young people with different family situations, such as looked after young people or those with caring responsibilities.
- Provide a range of approaches for learners, staff and parents/carers to access support and report concerns.
- Challenge practice (including 'banter') which does not uphold the values of tolerance, non-discrimination and respect towards others.
- Consider all opportunities for addressing bullying in all forms throughout the curriculum and supported with a range of approaches such as through displays, assemblies, peer support and the college/student council.
- Regularly update and evaluate our approaches to take into account the developments of technology and provide up-to-date advice and education to all members of the community regarding positive online behaviour.
- Train all staff including teaching staff, support staff (including administration staff, and site support staff) and pastoral staff to identify all forms of bullying, follow the College policy and procedures (including recording and reporting incidents).

- Proactively gather and record concerns and intelligence about bullying incidents and issues so as to effectively develop strategies to prevent bullying from occurring.
- Implement appropriate disciplinary sanctions; the consequences of bullying will reflect the seriousness of the incident, so that others see that bullying is unacceptable.
- Take appropriate, proportionate and reasonable action, in line with existing College policies, for any bullying brought to the college's attention which involves or effects learners even when they are not on college premises, for example when online etc.
- Actively create "safe spaces" for vulnerable young people and young people.
- Use a variety of techniques to resolve the issues between those who bully and those who have been bullied.
- Work with staff, other agencies and the wider College community to prevent and tackle concerns including all forms of prejudice-driven bullying.
- Celebrate success and achievements to promote and build a positive College ethos.
- Be encouraged to use technology, especially mobile phones and social media positively and responsibly.
- Provide systematic opportunities to develop learners' social and emotional skills, including building their resilience and self-esteem.

Education and Training

The College Community will:
- Train all staff, including teaching staff, support staff (e.g. administration staff and site support staff) and pastoral staff, to identify all forms of bullying and take appropriate action, following the college's policy and procedures, including recording and reporting incidents.
- Consider a range of opportunities and approaches for addressing bullying throughout the curriculum and other activities, such as: through displays, peer support, the college/student council, etc.
- Collaborate with other local educational settings as appropriate, and during key times of the year, for example during transition.
- Ensure anti-bullying has a high profile throughout the year, reinforced through key opportunities such as anti-bullying week.
- Provide systematic opportunities to develop learners' social and emotional skills, including building their resilience and self-esteem.

Involvement of learners

We will:
- Involve learners in policy writing and decision making, to ensure that they understand the college's approach and are clear about the part they have to play to prevent bullying.
- Regularly canvas young people and obtain their views on the extent and nature of bullying.
- Ensure that all learners know how to express worries and anxieties about bullying.
- Ensure that all learners are aware of the range of sanctions which may be applied against those engaging in bullying.
- Involve learners in anti-bullying campaigns in colleges and embedded messages in the wider College curriculum.
- Utilise learner voice in providing learner-led education and support.
- Publicise the details of internal support, as well as external help lines and websites.
- Offer support to learners who have been bullied and to those who are bullying in order to address the problems they have.

Liaison with parents and carers

We will:

- Take steps to involve parents and carers in developing policies and procedures, to ensure they are aware that the College does not tolerate any form of bullying.
- Make sure that key information (including policies and named points of contact) about bullying is available to parents/carers in a variety of formats, including the College website.
- Ensure that all parents/carers know whom to contact if they are worried about bullying and where to access independent advice.
- Ensure all parents/carers know about our complaints procedure and how to use it effectively to raise concerns in an appropriate manner.
- Ensure all parents/carers know where to access independent advice about bullying.
- Work with all parents/carers and the local community to address issues beyond the College gates that give rise to bullying.
- Ensure that parents work with the College to role model positive behaviour for learners, both on and offline.

Links with other College policies and practices

This Policy links with a number of other College policies, practices and action plans including:

- Behaviour policy
- Complaints policy
- Safeguarding/ child & adult protection policies
- Online Safety and Acceptable Use Policies (AUPs)
- Curriculum Policies such as PSHE and computing
- E Safety Policy

Links to legislation

There are a number of pieces of legislation which set out measures and actions for colleges in response to bullying as well as criminal and civil law. These may include (but are not limited to):

- The Education and Inspection Act 2006, 2011
- The Equality Act 2010
- The Young people Act 1989
- Protection from Harassment Act 1997
- The Malicious Communications Act 1988
- Public Order Act 1986
- The Computer Misuse Act 1990

Responsibilities

It is the responsibility of:

- The Principal to communicate the policy to the College community and to ensure that disciplinary measures are applied fairly, consistently and reasonably, and that a member of the senior leadership team has been identified to take overall responsibility.
- College Trustees to take a lead role in monitoring and reviewing this policy.
- All staff, including trustees, senior leadership, teaching and non-teaching staff, to support,

uphold and implement it accordingly.
- Parents/carers to support their young people and work in partnership with the college.
- Learners to abide by the policy.

The named Trustee with lead responsibility for this policy is: **Nic Petri**
The named member of staff with lead responsibility for this policy is: **Sarah Miller**

Monitoring and review, putting policy into practice:

This policy will be approved by the Board of Trustees and will be monitored and reviewed as per the dates on front of policy document.
- The named Trustee for bullying will report on a regular basis to the governing body on incidents of bullying and outcomes.
- The Principal will be informed of bullying concerns, as appropriate.
- The College will ensure that they regularly monitor and evaluate mechanisms to ensure that the policy is being consistently applied.
- Any issues identified will be incorporated into the college's action planning.

Useful Links and Supporting Organisations and Guidance

- Anti-Bullying Alliance: www.anti-bullyingalliance.org.uk
- Childline: www.childline.org.uk
- DfE: "Preventing and Tackling Bullying. Advice for headteachers, staff and governing bodies", and "Supporting young people and young people who are bullied: advice for colleges" November 2014: https://www.gov.uk/government/publications/preventing-and-tackling-bullying
- DfE: ' No Health without mental health': https://www.government/publications/no-health-without-mental-health-a-cross-government-outcomes-strategy
- Family Lives: www.familylives.org.uk
- Kidscape: www.kidscape.org.uk
- MindEd: www.minded.org.uk
- NSPCC: www.nspcc.org.uk
- The BIG Award: www.bullyinginterventiongroup.co.uk/index.php
- PSHE Association: www.pshe-association.org.uk
- Restorative Justice Council: www.restorativejustice.org.uk
- The Diana Award: www.diana-award.org.uk
- Victim Support: www.victimsupport.org.uk
- Young Minds: www.youngminds.org.uk
- Young Carers: www.youngcarers.net
- The Restorative Justice Council www.restorativejustice.orguk/restorative-practice-colleges

Cyberbullying

- Childnet International: www.childnet.com
- Internet Watch Foundation: www.iwf.org.uk
- Think U Know: www.thinkuknow.co.uk
- UK Safer Internet Centre: www.saferinternet.org.uk
- The UK Council for Child Internet Safety (UKCCIS) www.gov.uk/government/groups/uk-council-for-child-internet-safety-ukccis
- DfE 'Cyberbullying: advice for headteachers and college staff'
  :www.government/publications/preventing-and-tackling-bullying

- DfE 'Advice for parents and carers on cyberbullying':
- www.gov.uk/government/publications/preventing-and-tackling-bullying

LGBT
- Barnardos LGBT Hub: www.barnardos.org.uk/what_we_do/our_work/lgbtq.htm
- Metro Charity: www.metrocentreonline.org
- Proud Trust: www.theproudtrust.org
- EACH: www.eachaction.org.uk
- Pace: www.pacehealth.org.uk
- Colleges Out: www.colleges-out.org.uk
- Stonewall: www.stonewall.org.uk

SEND
- Changing Faces: www.changingfaces.org.uk
- Mencap: www.mencap.org.uk
- Anti-Bullying Alliance Cyberbullying and young people and young people with SEN and disabilities: www.cafamily.org.uk/media/750755/cyberbullying_and_send_-_module_final.pdf
- DfE: SEND code of practice: www.gov.uk/government/publications/send-code-of-practice-0-to-25

Race, Religion and Nationality
- Anne Frank Trust: www.annefrank.org.uk
- Kick it Out: www.kickitout.org
- Report it: www.report-it.org.uk
- Stop Hate: www.stophateuk.org
- Tell Mama:www.tellmamauk.org
- Educate against Hate: www.educateagainsthate.com/
- Show Racism the Red Card: www.srtrc.org/educational

Sexual harassment and sexual bullying
- Ending Violence Against Women and Girls (EVAW) www.endviolenceagainstwomen.org.uk
- A Guide for Colleges: www.endviolenceagainstwomen.org.uk/data/files/resources/71/EVAW-Coalition-Colleges-Guide.pdf
- Disrespect No Body: www.gov.uk/government/publications/disrespect-nobody-campaign-posters

- Anti-bullying Alliance: Preventing and responding to Sexual Bullying: www.anti-bullyingalliance.org.uk/tools-information/all-about-bullying/sexual-and-gender-related/preventing-and-responding-sexual
- Anti-bullying Alliance: advice for College staff and professionals about developing effective anti-bullying practice in relation to sexual bullying: www.anti-bullyingalliance.org.uk/tools-information/all-about-bullying/sexual-and-gender-related

Note: Additional links can be found in 'Preventing and Tackling Bullying' (July 2017)
www.gov.uk/government/publications/preventing-and-tackling-bullying

Dealing with Bullying Incidents

The following steps may be taken when dealing with all incidents of bullying **reported** to the college:

- If bullying is suspected or reported, the incident will be dealt with immediately by the member of staff who has been approached or witnessed the concern.
- A clear and precise account of the incident will be recorded to the designated safeguarding lead if the incident appears to be Safeguarding related. This will include recording appropriate details regarding decisions and actions taken.
- The College will provide appropriate support for the person being bullied – making sure they are not at risk of immediate harm and will involve them in any decision-making, as appropriate.
- The Pastoral team/Designated Safeguarding Leads (DSL) will interview all parties involved and will record the incident in accordance with college procedures.
- The DSL will be informed of all bullying issues where there are safeguarding concerns.
- Teachers/pastoral staff and other relevant members of staff will be kept informed as appropriate, via the Morning staff briefings.
- When responding to cyberbullying concerns the College will take all available steps to identify the bully, including looking at the College systems, identifying and interviewing witnesses, and contacting the service provider and the police, if necessary.
- If content posted online is offensive or inappropriate, and the person or people responsible are known, then the College will ensure that they understand why the material is unacceptable or offensive and will request that they remove it.
- If necessary, other agencies may be consulted or involved, such as the Police, if a criminal offence has been committed, or other local services including early help or young people's social care, if a young people is felt to be at risk of significant harm.
- Where the bullying of or by learners takes place off the College site or outside of normal College hours (including cyberbullying) then the College will ensure that the concern is investigated. If required, the DSL will collaborate with other colleges. Appropriate action, including providing support and implementing sanctions, is taken in accordance with the e-safety and safeguarding policies.
- The College will speak with and inform other staff members, where appropriate.
- Parents/carers of all young people involved will be kept informed.
- Sanctions will be used as appropriate and support will be implemented, in consultation with all parties concerned.
- If necessary and appropriate, the Police (if a criminal offence has been committed) or other local services (including young people's social care where a young person is felt to be at risk of significant harm) will be consulted or involved.
- The College will work with other agencies such as the Police through participation in Restorative Justice Meetings between affected parties.

Cyberbullying
Note: Colleges should ensure they access the Childnet Cyberbullying guidance

- When responding to cyberbullying concerns, the College will:

    - Act as soon as an incident has been reported or identified.
    - Provide appropriate support for the person who has been cyberbullied and work with the person who has carried out the bullying to ensure that it does not happen again.
    - Encourage the person being bullied to keep any evidence (screenshots) of the bullying activity to assist any investigation.
    - Take all available steps where possible to identify the person responsible. This may include:
        - looking at use of the College IT systems;

- identifying and interviewing possible witnesses;
- Contacting the service provider and the Police, if necessary.

- Work with the individuals and online service providers to prevent the incident from spreading and assist in removing offensive or upsetting material from circulation. This may include:
  - Support reports to a service provider to remove content if those involved are unable to be identified or if those involved refuse to or are unable to delete content.
  - Confiscating and searching learners' electronic devices, such as mobile phones, in accordance with the law and also the College searching and confiscation policy.
    Note: Colleges should ensure they access the DfE '<u>Searching, screening and confiscation at college</u>' and <u>Childnet</u> Cyberbullying guidance to ensure that the colleges powers are used proportionately and lawfully
  - Requesting the deletion of locally held content and content posted online if they contravene College behavioural policies.
- Ensure that sanctions are applied to the person responsible for the cyberbullying; the College will take steps to change the attitude and behaviour of the bully, as well as ensuring access to any additional help that they may need.
- Inform the police if a criminal offence has been committed.
- Provide information to staff and learners regarding steps they can take to protect themselves online. This may include:
  - advising those targeted not to retaliate or reply;
  - providing advice on blocking or removing people from contact lists;
  - helping those involved to think carefully about what private information they may have in the public domain.

Supporting Learners

Learners who have been bullied will be supported by:
- Offering an immediate opportunity to discuss the experience with their teacher or a member of staff of their choice.
- Being advised to keep a record of the bullying as evidence and discuss how to respond to concerns and build resilience as appropriate.
- Reassuring the pupil and providing continuous pastoral support.
- Restoring self-esteem and confidence.
- Providing ongoing support; this may include working and speaking with staff, offering formal counselling, engaging with parents and carers.
- If appropriate or requested, to support the Learners through the college's Restorative Justice process.
- Where necessary, working with the wider community and local/national organisations to provide further or specialist advice and guidance; this may include involvement from the Police or referrals to Early Help, Specialist Young people's Services, or the Young people and Young People's Mental Health Service as appropriate.

Learners who have perpetrated the bullying will be helped by:
- Discussing what happened and establishing the concern and the need to change.
- Informing parents/carers to help change the attitude and behaviour of the Young person
- Providing appropriate education and support regarding their behaviours and actions.
- If online, requesting that content be removed and reporting accounts/content to service provider.
- Sanctioning in line with the college behaviour policy.
- Where necessary working with the wider community and local/national organisations to provide further or specialist advice and guidance, this may include involvement from the Police

or referrals to Early Help, Specialist Young people's Services, or Young person and Young Persons Mental Health Services (CYPMHS) as appropriate.

Supporting Adults

Our college takes measures to prevent and tackle bullying among learners' however, it is equally important to recognize that bullying of staff and parents, whether by learners, parents of other staff members, is unacceptable.

- *Adults (staff and parents) who have been bullied or affected will be supported by:*
- Ability to report confidentially and securely on the college Safeguarding portal
- Offering an immediate opportunity to discuss the concern with the designated safeguarding lead and/or member of staff or the principal.
- Being advised to keep a record of the bullying as evidence and discuss how respond to concerns and build resilience as appropriate.
- Where the bullying takes place outside of the College site (including online) then the College will ensure that the concern is investigated and that appropriate action is taken in accordance with the colleges behaviour and discipline policy.
- If the bullying takes place online, supported those affected by reporting content and/or accounts to the service provider as appropriate.
- Reassuring and offering appropriate support.
- Working with the wider community and local/national organisations to provide further or specialist advice and guidance.

Adults (staff and parents/carers) who have bullied will be helped by:

- Discussing what happened with a senior member of staff and establishing the concern.
- Establishing whether a legitimate grievance or concern has been raised and signposting to the college's official complaints procedures.
- If online, requesting that content be removed.
- Instigating disciplinary, civil or legal action as appropriate or required.

Note: Specific guidance is available for College leaders regarding dealing with complaints made on social networking sites by parents/carers: www.kelsi.org.uk/child-protection-and-safeguarding/e-safety