

Learner Anti-Bullying Policy

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1. Purpose

The purpose of this policy is to set out the company's commitment to the prevention and eradication of bullying among its learners, and to detail what actions the company will take in pursuit of these goals. We promote the highest standard of safeguarding practice in all our activities with children, young or vulnerable adults. We will adhere rigorously to this policy and will ensure all complaints of bullying are dealt with expedience and high importance. This policy should be read in conjunction with our Safeguarding, PREVENT, e-Safety and Behaviour Policies.

2. Policy Principles

WS Training will ensure that:

- Bullying and harassment is not tolerated;
- All learners have the right to be treated with dignity and respect;
- It maintains a safe, friendly and caring environment, free of bullying, threats, harassment and intimidation;
- Any learner alleging harassment or bullying will be provided with help and support throughout the process and protected against victimisation;
- Any learner being accused of harassment or bullying will be provided with help and support throughout the process and protected against victimisation;
- Help is available to anyone who bullies someone else to change that behaviour;
- Help will be given to all learners to become resilient, confident, tolerant and understanding;
- Any incident of bullying or harassment that has a negative impact on a learner that occurs out of normal working hours of work, outside of the learning environment or via information communication technology will be treated in accordance with this policy and associated procedures.

3. Applicability

This policy applies to:

- All learners at their place of learning, on off-site visits and at other locations while undertaking work placement. The company is not responsible for bullying taking place at other locations out of learning time; however support is available to learners involved in bullying incidents.
- All learners, staff/governors, visitors, contractors, volunteers, advisory board members.

4. Lead and location representatives for Safeguarding

The responsibility of managing can be both demanding and challenging, we have therefore appointed the Safeguarding Lead at managerial level and have a team of locational representatives who are available when we are operational.

Our lead is:

Name: Charlotte Woolcock
Contact details: 01473 220230
Email: cwoolcock@wstraining.co.uk

Our deputies for Safeguarding are:

Name: Chloe Barnett
Contact details: 01473 220230
Email: cbarnett@wstraining.co.uk

Name: Emily Bockle-Gordon
Contact details: 07831 914201
Email: ebockle-gordon@wstraining.co.uk

There are photographs in reception at each location to identify the Safeguarding Team.

5. Statutory Obligations

- 5.1 Their role is to oversee and ensure that our policy is fully implemented. This includes ensuring they and all staff receives information and protection training as appropriate. The location representatives should be available to support or cover for the nominated lead. This policy will be made available to all adults, young people and parents/carers by staff handbook, enrolment, at induction and at reviews.
- 5.2 The company has a statutory duty under Section 175 of the Education Act (2002) to have in place arrangements for carrying out its functions with a view to safeguarding and promoting the welfare of children, young people and adults who may be vulnerable in line with the definition set out in The Care Act (2014).
- 5.3 This policy takes into account, amongst others, the following publication, including recent / relevant guidance and legislation in this area:
 - Keeping Children Safe in Education (KCSIE): Statutory guidance for schools and colleges. (Department for Education, September 2019)

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

- The Equality Act 2010
- Children Act 1989

5.4 Bullying in itself is not a specific criminal offence in the UK although some types of harassing, threatening or intimidating behaviour, together with ways of communicating could be considered a criminal offence or considered as a Hate Crime / Hate Incident

6. Definitions

6.1 Bullying:

‘Behaviour by an individual or group repeated over time that intentionally hurts another individual or groups either physically or emotionally’. (Source: Preventing and Tackling Bullying; Advice for Headteachers, Staff and Governing Bodies. Department of Education July 2017)

Most of us know when it is happening; it happens at all ages. Generally, bullying is something that happens more than once and can take place verbally, in writing, by text message, by email or through social networking. Examples of bullying behaviour are:

- name calling;
- mocking;
- humiliation in public;
- spreading unkind stories;
- writing nasty notes;
- nasty phone calls;
- hitting;
- punching;
- kicking;
- pushing;
- excluding/not talking to someone;
- damaging or hiding belongings;
- threats;
- extortion/stealing;
- abuse;
- persistent unfair treatment;
- Intimidation/harassment.

6.2 Harassment:

‘Repeated attempts to impose unwanted communications and contact upon a victim in a manner that could be expected to cause distress or fear in any reasonable person’. (Source: Protection from Harassment Act 1997)

6.3 Hate Incident:

'A Hate Incident is any incident which the victim, or anyone else, thinks is based on someone's prejudice towards them because of their race, religion, sexual orientation, disability or because they are transgender'. (Source: http://www.cps.gov.uk/northeast/victims_and_witnesses/hate_crime/)

6.4 Hate Crime:

'Any criminal offence which is perceived by the victim or any other person, to be motivated by hostility or prejudice based on a person's race or perceived race; religion or perceived religion; sexual orientation or perceived sexual orientation; disability or perceived disability and any crime motivated by hostility or prejudice against a person who is transgender or perceived to be transgender'. (Source: The Association of Chief Police Officers)

7. Code of Conduct

We expect everyone in our organisation to agree and sign up to our code of conduct:

We expect our staff to:

- Foster in our learners self esteem, self respect and respect for others
- Demonstrate by example the high standards of personal and social behaviour we expect from our pupils.
- Ensure all learners through induction and training is aware of the importance of reporting incidents of bullying.
- Be alert to signs of distress and other possible indications of bullying.
- Listen to learners who feel they have been bullied, take what they say seriously and act to support and protect them.
- Report suspected cases of bullying to the Safeguarding Lead/representative
- Deal with any reported or observed instances of bullying promptly and effectively, in accordance with agreed procedures.

We expect our learners to:

- Refrain from becoming involved in any kind of bullying, even at the risk of incurring temporary unpopularity.
- Intervene to protect a learner 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 prevent further instances.
- If a learner feels they are being bullied they should not suffer in silence, but have the courage to speak out, to put an end to their own suffering and that of future potential targets.

We expect Parents/Carers to:

- Watch for signs of distress or unusual behaviour which might be evidence of bullying.
- Advise the young person to report any bullying to staff and explain the implications of allowing bullying to continue unchecked both for themselves and others.
- Advise the young person not to retaliate violently to bullying
- Be sympathetic and supportive towards the young person
- Keep a written record and report any incidences of bullying
- Cooperate with WS Training if their child is accused of bullying so that an investigation can be performed to ascertain the truth. Support WS Training staff to comply with the Behaviour Policy to ensure bullying is dealt with effectively.

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

8. Preventative measures.

- Mentors in the workplace
- Learning Support Assistants for High Needs Learners
- Classroom Management
- Behaviour Policy with sanctions
- Welfare Assessments
- Tutor Led sessions on Anti-Bullying
- Interventions
- Safeguarding Policies

9. Procedure for dealing with incidents of bullying

- Record incident on My Concern; <https://www.myconcern.education>
- Relevant welfare officer to investigate the incident and update My Concern;
- Call a meeting of all concerned parties and apply sanctions from Behaviour Policy if appropriate;
- In some incidences it may be necessary to contact relevant professionals e.g. Police, MASH, Social Workers or Mental Health team. This is only to be done after discussion with relevant Manager/Safeguarding Lead

10. Related Documents

- Anti-Bullying and Harassment Procedure
- Safeguarding and Child Protection Policy and procedures
- Safeguarding Guidance
- Prevent (extremism and radicalisation) Policy and Procedure
- Disciplinary Policy and Procedure-Learner
- Disciplinary Procedure-Staff
- Health and Safety Policy
- Risk Assessment Guidance
- Risk Assessment Procedure
- Code of Conduct-Learner
- Code of Conduct-Staff Professional Guidance

11. References

- Section 175 of the Education Act (2002).
- Care Act (2014).
- Keeping Children Safe in Education (KCSiE) 2019.
- The Equality Act 2010
- The Children Act 1989
- Preventing and Tackling Bullying; Advice for Headteachers, Staff and Governing Bodies. Department of Education July 2017
- Protection from Harassment Act 1997
- http://www.cps.gov.uk/northeast/victims_and_witnesses/hate_crime
- The Association of Chief Police Officers
- <https://www.myconcern.education>

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