



# Anti-Bullying Policy

Policy Number	New or Reviewed	Date of next Review	Responsibility
HCP002	June 2020	June 2022	Principal

*Empowering learners to shape their future*

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## ANTI-BULLYING POLICY

### 1. Introduction

- 1.1 Horizons College has a legal duty to draw up procedures to prevent bullying within the Horizons College Community and to bring these procedures to the attention of the Horizons College community. Effective anti-bullying strategies form part of Horizons College Behaviour Management Policy.
- 1.2 Procedures for staff, parents and learners to follow if bullying occurs will be clear and well publicised throughout Horizons College.
- 1.3 Bullying can be defined as deliberately hurtful behaviour, repeated over a period, where it is difficult for those being bullied to defend themselves. The main types of bullying are:
  - a. Physical (eg hitting, kicking, theft).
  - b. Verbal (eg name calling, racist remarks).
  - c. Indirect (eg spreading rumours, excluding someone from social groups).
  - d. Cyber bullying: through use of social networking programmes such as facebook.
- 1.4 Nationally, bullying remains a common occurrence, and blights the lives of many young people and adults. Horizons College is determined that this will not be the case in Horizons College. *Every Child Matters Agenda* clearly states that every learner has the right to be safe, and Horizons College believes this applies to the whole of the Horizons College community. This drives Horizons College positive and proactive approach to bullying.
- 1.5 These principles include the conviction that all learners are of equal worth regardless of gender, ethnicity, ability and circumstances or special needs.

### 2. Aim

- 2.1 Horizons College aims to:
  - a. Provide a happy and secure Horizons College environment for all learners and staff.
  - b. Ensure that a climate of openness and trust exists within Horizons College.
  - c. Ensure that Horizons College has procedures in place that will identify and deal with bullying; this to include help and support for both the bullied and the bully.
  - d. Identify and make training available to all members of Horizons College community on bullying issues.
  - e. Incorporate anti-bullying strategies in our curriculum.

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2.2 *All members of Horizons College community have the right to feel and be safe, and this right is principle to all we do. As a result, Horizons College community will be alert to signs of bullying, and will act promptly and firmly against it in accordance with Horizons College policy.*

2.3 "It is essential that staff are vigilant to subtle changes in behaviour which may be an indication that a learner is experiencing bullying. Every opportunity must be given for the learner to be able to communicate their feelings regarding this. The use of visual aids, signs, symbols and objects of reference will be especially useful in enabling those learners with ASD and / or other communication difficulties to let others know that they are experiencing bullying."

## 3. Prevention

3.1 How will Horizons College prevent Bullying from happening?

- a. Make it a high profile in Horizons College that bullying is not tolerated.
- b. Anti-bullying work is an integral aspect of our Personal Social Health and Citizenship Education (PSHCE) scheme of work and in addition to this we actively take part in Anti-bullying week with a whole Horizons College focus on the issues that relate to bullying.
- c. Encourage learners to speak out.

3.2 How will Horizons College tackle bullying when discovered?

- a. Act upon evidence from the very early stages.
- b. Deal with it in strict confidence.
- c. Provide help for both the bullied and the bully.
- d. Use peer support where appropriate.
- e. Work in close partnership with parents and carers.
- f. Check progress at regular intervals.

3.3 *Horizons College is committed to ensuring that the principles above are reflected fully in the way bullying is prevented and dealt with.*

## 4. Guidelines for All Members of The Horizons College Community

4.1 Prevention:

- a. Learners:

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- Immediately tell an adult you can trust if either you or your friends think problems with bullying may be beginning;
- Talk to your parent(s) or guardian if you feel you are being bullied.

## b. Staff:

- Immediately inform your line manager, the Principal or a member of the Senior Leadership Team (SLT).
- Do not accept that you must put up with bullying - *"it's OK to tell"*.

## 4.2 Dealing with Incidents:

- a. All complaints of bullying must be taken seriously and action taken as appropriate.
- b. Where a named learner or staff member is accused of bullying that person should be spoken to by a responsible adult to ascertain whether they are aware of the affect their behaviour is having on the bullied person.
- c. All staff should be informed where there is a problem with a learner, in order that they might monitor closely the interaction between the learners concerned and intervene if necessary. This is particularly important at break times when activities are less structured. Records should be kept of observed behaviours.
- d. If the bullying learner is not capable of understanding or of controlling their behaviour, controls must be put in place to ensure that there is no opportunity for them to harm or intimidate the person who is feeling bullied.
- e. In the event of a complaint by a parent, a member of staff will be allocated to observe the learner at all potentially difficult times such as break times and their observations recorded in a log, for an agreed period, at the end of which the Principal will report back to the parent.
- f. If there is a suspicion that a learner's behaviour indicates that they might be being bullied, all staff should be alerted to observe them to ascertain if this is the case and action taken to protect the learner as necessary.
- g. Where there is concern that a learner might be being bullied outside Horizons College, opportunities should be provided for that learner to express their fears to a sympathetic adult.

## 5. Guidelines for Parent(s) or Guardian(s)

### 5.1 Prevention:

- a. Liaise closely with the Horizons College on all matters relating to learner welfare.
- b. Be vigilant and report to Horizons College any incidents you suspect may be bullying.

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- c. If your learner is being bullied you may have noticed one or more worrying signs:
  - Learners may become withdrawn, tearful, may complain of sickness or there may be a deterioration in their work;
  - There may be evidence of physical injury;
  - Any unexplained change of behaviour may indicate that a learner is being bullied.
- d. Parents need to be confident that any complaint of bullying will be investigated, and that they will be informed of the outcome of the investigation.

## 5.2 Dealing with Incidents:

- a. Know which member of staff is dealing with particular incidents and know what actions are being taken.
- b. Support your son / daughter in implementing the agreed strategies Horizons College has put in place.
- c. Be prepared to meet with parents of the alleged bully, if necessary, to help resolve the situation.
- d. If a serious harassment issue develops out of horizons College then inform the police.

## 6. Guidelines for Horizons College Staff

- 6.1 As part of the Horizons College professional development programme all staff, both teaching and non-teaching staff will take part in in-service training on anti-bullying strategies at regular intervals.
- 6.2 Horizons College will:
  - a. Create a climate where bullying is unacceptable within Horizons College community.
  - b. Ensure the consistent delivery of anti-bullying through a comprehensive and appropriate PSHCE programme across Horizons College with appropriate differentiation.
  - c. Ensure that learners understand what is acceptable and unacceptable behaviour inside and outside the classroom.
  - d. Foster an atmosphere of openness and trust.
  - e. Be proactive and act upon early warning signs. If you have a concern then inform a member of the SLT.

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- f. Liaise regularly with all staff regarding any instances of bullying encountered.
- g. Ensure records of incidents are kept (see below).

## 7. Dealing with incidents

- 7.1 Assess the situation in conjunction with the SLT to decide the appropriate strategy to adopt. Both the person who feels bullied and the person who is causing them to feel this will need counselling. *A No Blame Approach must be adopted.* If it is agreed that you as Learning Lead can handle the situation continue as follows:
  - a. Ensure the learner has someone they feel they can talk to (This does not have to be you).
  - b. Give time and listen in a sympathetic way. Re-assure the learner their concerns are taken seriously.
  - c. Investigate all reported incidents immediately.
  - d. Record all incidents on the Horizons College incident pro-forma and agree with learner(s) action to be taken by you, by them and by parents (if appropriate) and the dates when this will be completed and monitored.
  - e. Make a written note of this on the pro forma (See approaches to bullying below).
  - f. Check progress daily after the agreed action is put in place.
  - g. Continue to monitor and take further action if required at regular intervals.
  - h. Keep the principal or a member of the SLT informed.

## 8. Monitoring and Evaluation of Incidents

- 8.1 Written monitoring of the type, frequency and number of bullying incidents.
- 8.2 Written records of the action taken including support and/or sanctions.
- 8.3 Records will be monitored to provide data for Horizons College Senior SLT and Governors.
- 8.4 Horizons College will undertake annual learner and staff surveys on attitudes and feelings about Horizons College. This will provide useful data for measuring progress.
- 8.5 Horizons College reserves the right to use, where necessary, a range of sanctions identified in Horizons College Behaviour Policy against learners whose pattern of bullying behaviour remains the same.

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## 9. Summary

- 9.1 It is important that it is recognised that most Horizons College community will not bully other learners or staff and demonstrate kindness and understanding towards others. Horizons College community will always make time to listen and help.

## 10. Development

- 10.1 The Anti-Bullying Policy and other supporting documents and policies will be continually developed and reviewed.

## 11. Related Policies

- 11.1 This policy is related to the following:
- a. Behaviour Policy.
  - b. Child Protection Policy.
  - c. Acceptable Behaviour in the Workplace Policy.
  - d. Equalities and Diversity Policy.

Signed ..... Principal

Signed ..... Chair of Governors

Date .....