



Preventing Bullying

Student Version

Policy intended for:	Students
Category:	Preventing Bullying
Published:	Server, Policy folders at College and Staff Handbook
Policy implemented by:	Proprietor, Principal
Policy monitored by:	Principal and SLT
Reviewed by/when:	Principal, January 2018
Consultation with:	Senior Leadership Team (SLT)
Record of changes and additions:	21 Jan 18 removed COO and changed Academic Principal to Principal. Replaced Director of Studies with SLT



Preventing Bullying (Simple Student Version)

Our College community is founded upon principles of tolerance and mutual respect, in order to provide a caring, friendly and safe environment for all our students so they can learn in a relaxed and secure atmosphere.

Behaviour such as bullying and intolerance that is deliberately hurtful towards another member of the college is considered unacceptable. All members of the College, both students and staff, are expected to express their disapproval of such behaviour and to take action against it if ever it is encountered.

Definition of Bullying

Any behaviour which is the illegitimate use of power to hurt others is bullying. Bullying may be overt or covert, short or long-term, and includes, among other forms, actions such as

- Emotional – being unfriendly, excluding tormenting (e.g. Hiding books, threatening gestures, “borrowing” property)
- Physical – pushing, kicking, hitting, punching or any use of violence
- Racist – racial taunts, graffiti, gestures
- Sexual – unwanted physical contact or sexually abusive comments
- Homophobic – because of, or focusing on the issue of sexuality
- Verbal – name calling, sarcasm, spreading rumours, teasing

Procedure

1. Report the incident to staff
 - a. Students are advised in the Student Handbook to inform ANY member of staff or child protection officer
 - b. Tutors should attempt first to inform the Director of Studies or failing that, ANY member of staff
2. In cases of serious bullying, the incident will be recorded
 - a. The member of staff to whom the bullying is reported will make a judgment as to whether to escalate the matter to the SLT or Principal.



- b. The SLT or Principal will make a judgment as to how to proceed.
3. In serious cases parents will be informed (usually by the Principal) and invited in to discuss the problem
4. If appropriate the police / social services will be consulted
5. The bullying behaviour or threat of bullying must be investigated and stopped quickly
6. An attempt will be made to help the bully (bullies) to change their behaviour

Outcomes

1. The bully (bullies) will be asked to apologise
2. In serious cases suspension of tuition or even expulsion from the college will be considered
3. If possible, the pupils will be reconciled
4. After the incident/incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place

Bullying in any form will not be tolerated

Anyone who is aware of bullying must report it. To remain silent, giving in to the bully (bullies) is not acceptable.

NOTE: A central bullying register now exists.