University Technical College Warrington (UTCW)

Anti-Bullying Policy

Document Detail	
Reference Number	UTCW003
Category	Statutory
Authorised by	Trust Board
Author	Vice Principal
Version	3
Status	Approved
Issue Date	December 2017
Reviewed	February 2024
Next Review Date	February 2025
Summary of Changes – January 2019	References to key legislation updated: Keeping Children Safe in Education (2024). Working Together to Safeguard Children (2023). Reference to GDPR (May 2018) legislation included. Reference to Governing Body amended to UTCW Trust Board. References to governors amended to trustees.

CONTENTS

1. INTRODUCTION 1
2. LEGISLATION AND GUIDANCE 1
3. AIMS 2
4. DEFINITION OF BULLYING 3
5. ROLES AND RESPONSIBILITES 4
6. SIGNS AND SYMPTOMS 8
7. PROCEDURES FOR DEALING WITH BULLYING 9
8. RESPONDING TO BULLYING 10
9. DOCUMENTATION AND RECORD KEEPING 10
10. MONITORING AND EVALUATION 11
11. CPD/TRAINING 11
12. Appendix 1 12
13. Appendix 2 14
14. Appendix 3 16

1. INTRODUCTION

University Technical College Warrington (UTCW) is committed to providing a safe and caring environment which fosters self-esteem and respect for others. UTCW is dedicated to promoting and maintaining a positive learning environment where all students are welcomed, supported, and feel socially, emotionally, intellectually and physically safe. It does not tolerate bullying in any form. By its nature, bullying is contrary to the values of the UTC is unacceptable and is a whole-institution issue. If bullying does occur, all students should be able to report the incident and know that it will be dealt with promptly and effectively.

2. LEGISLATION AND GUIDANCE

- The Children Acts (1989, 2004)
- The Education and Inspections Act (2006)
- The Independent School Standard Regulations (2010, 2014)
- The Equalities Act (2010)
- The Education Act (2011)
- The Ofsted School Inspection Handbook Gov.UK (2018)
- The Ofsted School Inspection Handbook Gov.UK (from Sept 2019)
- Safeguarding Concerns- Guidance for Inspectors Ofsted Gov.UK (2018)
- Keeping Children Safe in Education DfE Statutory Guidance (2018)
- Working Together to Safeguard Children- A guide to inter-agency working to safeguard and promote the welfare of children HM Gov (July 2018)
- *Keeping Children Safe in Education* DfE (September 2018) provides hyperlinks to further guidance for all aspects of abuse.
- Preventing and Tackling Bullying: Advice for School Leaders, Staff and Governing Bodies (2014) updated July (2017)
- Sexual Violence and Sexual Harassment between Children in Schools and Colleges DfE guidance (updated May 2018)
- SEND Code of Practice: 0 to 25 years Gov.UK (2014)

This policy should be read in conjunction with other policies of UTCW:

- Acceptable User Policy
- Disruption Free Learning Policy
- Data Protection and GDPR Policy
- Equality Policy
- Exclusions Policy
- Child Protection and Safeguarding Policy
- SEND Policy
- Student Social Media Policy

3. AIMS

3.1 This Anti-Bullying Policy aims to:

- Develop a caring and supportive environment where all students feel safe;
- Enable all members of the UTC community to openly talk about bullying -what it is, how it affects the education setting and what can be done to address it;
- Ensure that all students are aware of their rights and responsibilities and know how to seek support;
- Implement a policy which clearly states what actions will be taken to deal with bullying behaviour;
- Emphasise respect and tolerance for all individuals;
- Teach students skills which will build self-esteem and empower them to take responsibility for themselves and give them the opportunity to practise these skills;
- Deal with all reported and observed incidences of bullying in accordance with this policy;
- Ensure that students feel safe at all times;
- Create a culture which does not tolerate any form of bullying, including cyberbullying;
- Provide a pastoral structure suitable for monitoring and following up incidents of bullying;
- Survey students regularly to monitor the level and their perception of bullying within the education institution;

- Ensure staff, students and their parents/carers are consulted in the updating of this policy.

4. DEFINITION OF BULLYING

Bullying may be defined as 'deliberately hurtful behaviour usually repeated over a period of time, where it is difficult for those bullied to defend themselves'. It can take many forms, but the three main types are physical, verbal and emotional. The use of mobile phones, email and web-based chat-rooms has led to the rise of cyber-bullying, which may be defined as the 'sending or posting of harmful or cruel text or images using the internet or other digital communication devices'.

Bullying can take different forms and it can be related to:

- Race
- Religion
- Culture
- Nationality
- Sexual orientation (or alleged orientation)
- Sexual harassment
- SEND
- Appearance
- Health
- Home circumstances e.g.: bereaved, child who is looked after

The following are examples of different types of bullying behaviour:

- **Physical** aggression such as hitting, kicking, pushing or tripping;
- **Interference with another's property**, causing deliberate damage or theft to that property;
- **Verbal,** for example, through racist, homophobic or sectarian remarks, threats, name calling or demeaning comments, gender re-assignment;
- **Emotional** hurt, through isolating or excluding an individual from the activities and social acceptance of his/her peer group or through passing notes or spreading rumours;
- **Cyber-bullying** by an individual or groups (peer-on-peer), for example, through the use of mobile phone cameras, emails, chat rooms, instant messaging and websites;

- The breadth of issues classified within on-line safety is considerable, but can be categorised into 3 areas of risk:
- **Content-** being exposed to illegal, inappropriate or harmful material;
- **Contact**- being subjected to harmful on-line interaction with other users;
- **Conduct**- personal on-line behaviour that increases the likelihood of, or causes, harm.
- **Peer-on-peer abuse** can take many forms. This can include (but is not limited to) bullying, including cyber-bullying, sexual violence and sexual harassment, physical abuse such as hitting, kicking, shaking, biting, hair pulling or otherwise physical harm, sexting and initiating/hazing type violence and rituals;
- UTCW is very clear that abuse will never be passed off as 'banter', 'having a laugh' or 'part of growing up.'

5. ROLES AND RESPONSIBILITES

5.1 The Trust Board

5.1.1 The Trust Board will take all reasonable steps to ensure students exposure to the risks from UTCW's IT system is limited by holding the Principal to account and ensuring the UTC has appropriate filters and monitoring systems in place. They will seek reassurance that students are being taught how to keep themselves safe on-line as part of a broad and balanced curriculum and that 'over-blocking' is not leading to unreasonable restrictions as to what students are taught in relation to online teaching and Safeguarding.

5.1.2 The Trust Board Designated governor will be informed if a bullying incident has occurred. He/she will inspect the Bullying Incidents Log on a regular basis. Incidents will be reported to the Trust Board. The Bullying Incidents Log will comply with the UTC Data Protection and GDPR Policy which includes the General Data Protection Regulations (May 2018).

5.2 The UTCW Community

5.2.1 Each member of the UTCW community has a role to play in helping to prevent bullying and in creating an atmosphere in which it is not allowed to develop.

5.2.2 At UTCW, action will be taken to prevent bullying in the following ways by:

- Promoting and maintaining an ethos that encourages consideration and respect for others and which is firmly based on the values of UTCW;
- Reinforcing a zero-tolerance approach to students at key points in the academic year;
- Ensuring staff are understanding of the issues and causes, confident of how to use positive language effectively and that they regularly raise issues of equality and mutual respect throughout their interactions with students;
- Regularly using a range of good anti-bullying materials, support of key personnel and resources available from national and partner agencies;
- Modelling respectful communications throughout UTCW, by staff, students and other adults and educating students about the boundaries of appropriate behaviour towards others and addressing bullying and related issues throughout the curriculum and in assemblies;
- Ensuring that each member of the UTCW community- students, staff, parents/carers, employers, outside agencies take seriously suspected cases of bullying and act in accordance with the procedures in this policy;
- Ensuring effective supervision of locations within UTCW where bullying could occur and highlighting to students, with the support of parents / carers, the importance of appropriate behaviour when travelling to and from UTCW;
- Liaising with other support agencies as appropriate;
- Using Student Voice and questionnaires as regular opportunities to gauge students' own perceptions of the effectiveness of anti-bullying strategies in UTCW;
- Having clear procedures for responding to bullying, which are kept under regular review;

- Researching information from students' previous settings/schools/colleges, considering the risks inherent in the cohort and gathering intelligence about issues between students which might provoke conflict.

5.3 Responsibilities of UTCW Staff

All staff at UTCW will:

- Ensure staff, students and their parents/carers are consulted in the updates to this policy;
- Foster students' self-esteem, self-respect and respect for others;
- Demonstrate by example the high standards of personal and social behaviour expected of all students;
- Discuss bullying with all groups/classes and through assemblies, so that every student learns about the damage it causes to both the individual who is bullied and to the bully and the importance of telling a teacher or another member of the UTCW staff about bullying when it happens;
- Be alert to signs of distress and other possible indications of bullying, whether from an individual or group (peer-on-peer bullying);
- Listen to students who have been bullied, take what they say seriously and act to support and protect them;
- Report suspected cases of bullying to the relevant member of staff in the first instance;
- Follow up any complaint by a parent/carer about bullying, and report back promptly and fully on the action which has been taken;
- Deal with observed instances of bullying promptly and effectively, in accordance with agreed procedures.

5.4 Responsibilities of Students

All students of UTCW are expected to:

- Refrain from becoming involved in any kind of bullying, even at the risk of incurring temporary unpopularity;
- Refrain from any kind of bullying as part of a group, as this constitutes peer-onpeer bullying;
- Intervene to protect the student who is being bullied, unless it is unsafe to do so. This is age-dependent;
- Report to a member of staff any witnessed or suspected instances of bullying, to dispel any climate of secrecy and help to prevent further instances;
- Report to a member of staff any suspected instances of cyber-bullying.

Any student who becomes the target of bullies should:

- Speak to the member of staff with whom they feel most comfortable, as soon as they begin to feel uncomfortable/worried/upset in order to put an end to their own suffering and that of other potential targets.

5.5 Responsibilities of Parents/Carers

Parents/carers are asked to support their children and UTCW by:

- Watching for signs of distress or unusual behaviour in their children, which might be evidence of bullying;
- Advising their child to report any bullying from an individual or group to a member of staff and explain the implications of allowing the bullying to continue unchecked, for themselves and for other students;
- Advising their children not to retaliate violently to any forms of bullying;
- Be alert to changes in their child's behaviour which might indicate they are being bullied in person or on-line;
- Being sympathetic and supportive towards their children, and reassuring them that appropriate action will be taken;
- Keeping a written record of any reported instances of bullying;
- Informing UTCW of any suspected bullying, even if their child is not involved;
- Co-operating with UTCW if their children are accused of bullying, in order to try to ascertain the truth;

- Pointing out the implications of bullying, both for the children who are bullied and for the bullies themselves.

5.6 Responsibilities of All

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

6. SIGNS AND SYMPTOMS

6.1 The following signs MAY suggest that a child/student/young person has been bullied and that the situation warrants investigation:

- Unwillingness to attend UTCW/truancy, especially atypical patterns of 'illness'/truancy;
- Anxiety about travelling to and from UTCW/ avoiding regular travelling times;
- Underachievement;
- Loss of concentration/ enthusiasm/ interest in UTCW/ changed behaviour;
- Repeated non-specific reasons for GP visits – headache / stomach ache;
- Unexplained changes in mood especially before returning to UTCW after holidays / weekends;
- Possessions which are damaged or 'go missing';
- Requests are made for money or money begins to go missing (to pay the bully);
- Physical signs of anxiety – stammering / nightmares / sleep difficulty / loss of appetite / nausea / withdrawal
- Physical bruising / torn clothes;
- Loss of self-esteem / confidence / mood swings;
- Reluctance to say anything is wrong;

- Is afraid to use the internet or mobile phone/device; • Is nervous and jumpy when a cyber-message is received; • Gives improbable excuses for any of the above.

7. PROCEDURES FOR DEALING WITH BULLYING

7.1 In each case of bullying, the priority for UTCW will be that the bullied individual feels supported and that the individual/s responsible for the bullying are made aware that their behaviour is unacceptable and the bullying stops.

7.2 UTCW uses a staged approach to bullying:

Stage One will involve a meeting with the victim to provide them with an opportunity to talk about what has happened to a member of staff, who was involved and how they are feeling. This will be recorded in the Bullying Incidents Log of UTCW.

Stage Two will bring together the group of students identified by the victim as being there when they felt unsafe. This will include some onlookers who did not participate in the bullying. All those at the meeting with the member of staff will be required to sign and date a written account of the incident(s). A scribe will be provided for those students unable to write an account themselves. All written accounts will be signed and dated by the member of staff who supervised the writing of the accounts.

If the bullying has been on-line the student will show the member of staff, posts, messages, photographs they have received.

All students will be reminded that bullying is strictly prohibited at UTCW and all incidents will be taken seriously. Parents/carers will be informed of these meetings.

Stage Three will take the form of an investigation into the alleged incident(s) of bullying and a report will be produced, copies of which will be shared with the Principal and Designated Safeguarding Lead (DSL) and other staff as necessary.

Stage Four will implement any actions arising from the report. In all cases, the perpetrator(s) will be informed of the impact of their actions on the victim. The victim will be offered the opportunity to meet with the perpetrator(s) accompanied by a member of staff.

Stage Five will involve contact being made with outside agencies as appropriate which could include the appropriate law enforcement agency where it is believed that any acts of bullying constitute criminal conduct.

If the perpetrator of cyber-bullying is a student at another local school/college, contact will be made with the Principal to inform him/her of the incident.

Stage Six will involve the DSL monitoring and reviewing the situation to ensure the well- of all students involved, as well as placing students on a pastoral support programme if appropriate.

8. RESPONDING TO BULLYING

UTCW will make use of a range of responses in order to deal with incidents of bullying. The response(s) used will depend upon the severity and persistence of the bullying being perpetrated. It is intended that the student responsible will learn from what has happened and change his/her behaviour.

This will be reinforced by an institution-wide programme involving specific themes/activities/assemblies to reinforce the zero-tolerance stance of UTCW. In addition, sanctions, in line with the Behaviour Policy, could include:

- A Restorative Justice meeting facilitated by staff;
- A verbal reprimand from a member of staff;
- A verbal and/or written apology;
- An internal exclusion;
- A Fixed Term exclusion; • A Permanent exclusion.

9. DOCUMENTATION AND RECORD KEEPING

All reports of bullying will be recorded in a Bullying Incidents Log in accordance with the Data Protection and GDPR Policy which incorporate the General Data Protection Regulations (2018).

The data will be used to:

- Manage individual cases effectively;
- Monitor and evaluate the effectiveness of strategies;
- Celebrate the anti-bullying work of the UTCW;
- Demonstrate defensible decision-making in the event of complaints being made;
- Engage and inform multi-agency teams as necessary;

- Report to Warrington Local Authority a log of racist and homophobic incidents which are kept separately;
- Ensure repeat victims/offenders can be appropriately supported with details kept of the alleged bully and victim;
- Report to the Trust Board in order for them to evaluate the anti-bullying work of UTCW);
- Include relevant data in the Self Evaluation Form (SEF).

10. MONITORING AND EVALUATION

The Principal will report instances of bullying in his/her report to the Trust Board.

The Trust Board and Principal will monitor the operation and effectiveness of the Anti-Bullying Policy.

11. CPD/TRAINING

All staff of UTCW are required to complete annual training, recorded in the Single Central Record (SCR), on Child Protection and Safeguarding and other such courses deemed essential by the Designated Safeguarding Lead or Principal in response to specific issues, local or national issues.

APPENDIX 1

1 Anti-Bullying – Information for Parents/Carers

What is bullying?

Bullying is if individuals or groups are:

- Calling your child names;
- Threatening him/her;
- Pressuring your child to give someone money or possessions;
- Hitting your child;
- Damaging your child's possessions;
- Spreading rumours about your child or your family;
- Using text, email or web space to write or say hurtful things about your child (cyber bullying). **Peer-on-peer abuse** can take many forms. This can include (but is not limited to) bullying, including cyber-bullying, sexual violence and sexual harassment, physical abuse such as hitting, kicking, shaking, biting, hair pulling or otherwise physical harm, sexting and initiating/hazing type violence and rituals.

It is also bullying if your child feels hurt because of things said about their ethnic background, religious faith, gender, sexuality, disability, special educational need, appearance or specific issues in your family.

What should you do if your child is being bullied?

You should contact your child's class/form teacher or the Designated Safeguarding Lead as soon as possible to explain your concerns. It would be most helpful if you could ensure you have as many details as possible, including dates, places and names.

The member of staff will investigate your concerns and will aim to communicate their findings to you within 24 hours of your original contact.

What will UTCW do?

UTCW does not tolerate bullying and will respond in the following ways:

- Work to make sure that the student being bullied is safe;
- Work to stop the bullying from happening again;
- Provide support to the student being bullied;
- Take actions to ensure that the person doing the bullying learns not to harm others.

What to do if you feel the situation has not been resolved appropriately

If you feel your concerns are not being addressed appropriately by the member of staff you should:

- Make an appointment to meet the Principal to discuss your concerns;
- If you remain unhappy with the response from all staff above, you should put your concerns in writing to the Chair of the Trust Board.

Parents/carers can contact Parentline Plus (0808 800 2222) for further advice on helping their child to deal with bullying. Parentline Plus offers a 24-hour confidential and free line for parents/carers.

http://www.anti-bullyingalliance.org.uk/tools-information/advice-parents

https://www.kidscape.org.uk/advice/

Report Child Abuse to your Local Council in accordance with Keeping Children Safe in Education DfE (September 2018)

Appendix 2

2 Anti-Bullying - Information for Students

What is it bullying?

Bullying is if you feel hurt because individuals or groups are:

- Calling you names;
- Threatening you;
- Pressuring you to give someone money or possessions;
- Hitting you;
- Damaging your possessions;
- Spreading rumours about you or your family;
- Using text, email or web space to write or say hurtful things (cyber bullying).

It is bullying if you feel hurt because of things said about your ethnic background, religious faith, gender, sexuality, disability, special educational need, appearance or issues in your family.

What will UTCW do?

UTCW does not tolerate bullying and will respond in the following ways:

- Work to make sure that you are safe;
- Work to stop the bullying from happening again;
- Provide you with support;
- Take actions to ensure that the person doing the bullying learns not to harm others.

What should you do?

Talk to someone you trust and get them to help you take the right steps to stop the bullying.

If you feel you are being bullied:

- Try to stay calm and look as confident as you can;
- Be firm and clear — look them in the eye and tell them to stop;
- Get away from the situation as quickly as possible;
- If the bullying is being done on-line, immediately share with a trusted adult;
- If you are in UTCW, tell any teacher or another member of staff what has happened straight away;
- If you are outside UTCW tell an adult or, if you do not feel comfortable telling an adult, tell a friend who can speak to an adult on your behalf;
- If the bullying is being done on-line through any medium, show a parent/carer, trusted adult, older sibling, older friend.

If you have been bullied:

- Tell your class/form teacher or another adult at UTCW;
- Tell your parents/carers and ask them to contact UTCW to explain your concerns;
- If you are afraid/reluctant to tell anyone at UTCW on your own, ask a friend to go with you;
- If you feel that the adult you have spoken to has not acted, tell another adult at UTCW*;*
- If you still feel the situation is not being dealt with talk to the Principal;
- **Don't blame yourself for what has happened**.

When you are talking to an adult about bullying be clear about:

- What has happened to you;
- How often it has happened;
- Who was involved;
- Who saw what was happening;
- Where it happened;
- What you have done about it already.

APPENDIX 3

Organisations which provide advice and support

If you find it difficult to talk to anyone at UTCW or at home you can also contact:

Child Line

ChildLine Offers a free, 24-hour helpline and counselling service for children in distress or danger. Tel **free phone** 0800 1111 www.childline.org.uk

Bullying Online for parents/carers whose children are being bullied and who don't know what to do. Contains advice for both children being bullied and their parents.

Families Against Bullying at http://pages.hotbot.com/family/famab/ is a voluntary non- profit making organisation providing free confidential advice and support to targets of school bullying and their families.

Bully Free Zone is a local voluntary agency, working around Manchester which offers advice and information to children, families etc about bullying and also work in local schools to set up peer support schemes to tackle bullying and related issues.

- www.thinkuknow.co.uk
- www.disrespectnobody.co.uk
- www.saferinternet.org.uk
- www.internetmatters.org
- www.childnet.com/cyberbullying-guidance
- http://educateagainsthate.com/

- www.gov.uk/government/publications/the-use-of-social-media-foronlineradicalisation
- https://www.net-aware.org.uk/