



Preventing Bullying Policy

Introduction

CAPA College aims to provide a safe, caring and friendly climate for learning for all our students to allow them to improve their life chances and help them maximise their potential. We would expect students to act safely and feel safe in college, including understanding the issues relating to bullying and having the confidence to seek support should they feel unsafe.

CAPA College recognises that severe harm may be caused to young people by the abusive and bullying behaviour of their peers. The damage inflicted by bullying is often underestimated and can cause considerable distress. In extreme cases it can cause significant harm, including self-harm.

Young people who bully have often been the victims of bullying or abuse themselves. They need support provided within a clear framework of disciplinary procedures which make it clear that severe and persistent bullying behaviour will normally lead to expulsion from the college.

CAPA College are determined to record and report bullying and prejudice-based incidents and act to eliminate all discrimination, prejudice, harassment and victimisation against students, to demonstrate our commitment to anti-discrimination and the Equality Act 2010.

Definition of Bullying

The term bullying refers to a range of harmful behaviour, both physical and psychological. Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual either physically or emotionally. Bullying can take many forms and is often motivated by prejudice against particular groups, for example on grounds of race, religion, gender, sexual orientation, special educational needs or disabilities. All bullying behaviour usually has the following four features:

1. It is repetitive and persistent — though sometimes a single incident can have the precisely the same impact as persistent behaviour over time, for it can be experienced as part of a continuous pattern and can be extremely threatening and intimidating. This is particularly the case with racist bullying.
2. It is intentionally harmful — though occasionally the distress it causes is not consciously intended by all of those who are responsible.
3. It involves an imbalance of power, leaving someone feeling helpless to prevent it or put a stop to it.
4. It causes feelings of distress, fear, humiliation, loneliness and lack of confidence in those who are at the receiving end.

Bullying can be:

- Physical Pushing, kicking, hitting, punching or any use or threat of violence.
- Verbal Verbal e.g., name-calling, insulting remarks, racist or homophobic comments.
- Indirect Excluding someone from social groups, rumouring.
- Cyber All areas of internet, such as email and internet chat room misuse, mobile threats by text messaging and calls and all forms of social media.

Bullying does not have to occur within CAPA College itself to be a disciplinary matter. Physical or emotional bullying of another member of the CAPA College community in person or by email, text etc. is equally unacceptable outside

CAPA College or outside college hours. In such instances, CAPA College will support the recipient of the bullying in addressing the issue, providing advice and guidance, including the involvement of the police and/or social services as appropriate.

Signs and Symptoms of Bullying

A student may indicate by signs or behaviour that he or she is being bullied. Members of staff should be aware of these possible signs and that they should investigate if a student:

- is frightened of travelling to or from college
- changes their usual routine
- is unwilling to go to college (college phobic)
- begins to miss lessons
- becomes withdrawn anxious, or lacking in confidence
- feels ill in the morning
- begins to do poorly in college work
- has possessions which are damaged or " go missing"
- asks for money or starts stealing money (to pay bully)
- has unexplained cuts or bruises
- becomes aggressive, disruptive or unreasonable
- is frightened to say what's wrong
- attempts or threatens suicide or runs away
- is afraid to use the internet or mobile phone
- is nervous and jumpy when a cyber-message is received
- gives improbable excuses for any of the above

These symptoms could be a result of other factors but could be indicators of bullying.

Hate Incidents/Crime

A Hate Incident is any non-crime incident which is perceived by the victim or any other person to be motivated by hostility or prejudice based on a person's disability, race, religion, sexual orientation or gender identity or perceived disability, race, religion, sexual orientation or gender identity.

A Hate Crime is 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 disability, race, religion, sexual orientation or gender identity or perceived disability, race, religion, sexual orientation or gender identity. A Hate Crime should be directly reported to the police.

Increasing Awareness of Anti-Bullying

All students, staff, volunteers and governors need to be aware of this policy, what constitutes bullying and CAPA College's approach to the reporting of bullying.

CAPA College will endeavour to address these requirements through:

- Appropriate information and regular training for staff, volunteers and governors
- Information provided for students and parents during Induction
- Information provided for students through the tutorial programme
- Annual events to coincide with National Anti-bullying Week in November each year
- By encouraging staff and students to challenge bullying behaviour where it arises and to intervene to support victims where evidence of bullying is proven
- Ensuring students are fully aware that they can speak to all staff members and that they are clear of who the Safeguarding team are
- Utilising the Student Council and Student Voice to provide ideas and feedback on anti-bullying strategies

Procedures for dealing with Incidents

Students and parents

- If you or your son or daughter is being bullied or you know of someone else who is being bullied, you should tell a member of staff, usually the student's Tutor or member of their teaching staff.
- Provide as much detail as possible, who is being bullied, by whom, with details of any incidents.

If you see bullying taking place

- Encourage the victim to tell their Tutor.
- If the student is too nervous or upset to report the bullying themselves, seek help and advice from your Tutor
- If the bullying involves threatening behaviour, intimidations, or violence, tell a member of staff as quickly as you can. If you cannot find one of your teachers or your tutor, tell the nearest member of staff immediately

What Subject Teachers / Tutors should do if they are informed that a student is being bullied

- Stay calm and reassure the student/parent/carer that the matter will be dealt with as quickly and sensitively as possible
- Talk to the student/parent and find out what has happened – keep notes of this conversation. Gather as much information from the staff member/student /parent/carer as possible. Try to find out **when** (dates/times), **where** (places) and **who** (names of the bully/bullies. Students/parents/carers are not always keen to give this information as they are concerned about the repercussions if the bully/bullies find(s) out. Please reassure them – we cannot deal with specific cases of bullying if we do not have this information.
- Students who are involved in the allegations should be encouraged to gather as much supporting evidence of bullying as possible; e.g. saved and printed pages from social networking sites, copies of notes passed or text messages that have been saved.
- If Safeguarding issues are involved seek advice from a member of the Safeguarding Team
- Discuss with the bullied student the next steps. This is usually one of the following:
 1. In some mild cases it might be effective to just offer support and advice on how to deal with bullies. It is especially important in such cases that the situation is monitored until you are confident that the reported bullying has stopped.
 2. If the above is inappropriate, then it may be best dealt by following the 'Working with Bullies' method. This involves a meeting with the accused bully without the victim present. The idea of this meeting is to ascertain their involvement without assuming blame or prejudice. Where the alleged bullying involves more than one alleged perpetrator it is important to question those accused without allowing any further discussion between them. Students must be seen separately so that they are not able to collude. Following this if there is evidence that 'bullying' has taken place then a further meeting would take place with those involved to try to solicit empathy and support to put a stop to the bullying. The accused bully(ies) will be encouraged to suggest a way forward to ensure the bullied student can be helped to feel happier. Review meetings for the following week are to be put in place as well as teacher monitoring. In the review meeting if the process has not worked then college discipline procedures will be instigated and parent/carers informed. If parent /carers do not accept the decision of the college then they will be advised to appeal to the Principal.
 3. In cases of repeated or serious bullying incidents then this matter would be dealt with by the Senior Leadership Team and may result in the most serious behaviour sanctions being imposed. Serious aggravated sexual, physical or racial abuse will usually merit suspension or exclusion. In extreme circumstances the college may involve the police. Parents/carers will be invited to attend the meeting with the student. If the parents/carers do not agree with the decision of the

College they will be invited to appeal to the Chair of Governors, who will investigate the allegations and make a ruling as to the correctness of the Principal's decision.

- Staff/tutors involved are required to complete a **Bullying Incident Form**. Where necessary students should sign a written account of their testimony and, if applicable, how they intend to resolve the situation e.g. not contacting students, refraining from using particular language etc. This document should be placed in the student record file and a copy given to the Designated Safeguarding Leader who keeps an ongoing record of all bullying incidents.
- A 'Behaviour Cause for Concern' should also be logged on the MIS system.
- If a hate incident occurs the Designated Safeguarding Leader will record this, and it will be reported anonymously to the LA within 7 days of the incident.
- If a hate crime is reported to staff members, this should be reported immediately to the appropriate police force.

Learners with Learning Difficulties and/or Disabilities

Some learners with learning difficulties and/or disabilities may be especially vulnerable to bullying or harassment. Any indication of bullying of these students should be reported in the same way as for other students. Where appropriate, the Study Support team should be involved.

Where bullying is suspected, students and vulnerable adults who have difficulties in communicating should be given the chance to express themselves to a member of staff with appropriate communication skills and/or be provided with an advocate.

External Support

- If you need urgent assistance with regards to a hate crime call 101 or 999.
- If you find it difficult to talk to anyone at the Academy or at home, ring ChildLine on Freephone 0800 1111, or email www.childline.org.uk. The phone call or email is free, and it is a confidential helpline.
- Bullying support for young people and advice about positive mental health – Young Minds Website: www.youngminds.org.uk/vsbullying. Telephone: 0808 802 5544.
- Bullying support and advice, support and guidance about wellbeing, mental health, practical advice and other issues affecting young people – Website: www.getconnected.org.uk/Bullying Telephone: 0808 808 4994
- NSPCC - <http://www.nspcc.org.uk/preventing-abuse/child-abuseand-neglect/bullying-and-cyberbullying/>
- Think you Know – Advice and information about social networking, E-Safety and reporting online abuse - <https://www.thinkuknow.co.uk/>
- Bullying UK - <http://www.bullying.co.uk/>
- Young Minds - <http://www.youngminds.org.uk/>
- LGBTQ, Lesbian, Gay, Bisexual, Transgender and Questioning advice about bullying - bullying www.diversityrolemodels.org/ www.stonewall.org.uk/
- Advice with regards to hate incidents and crimes www.stophate.uk.org

CAPA College reserve the right to amend this policy at any time in the academic year.

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