

POLICY

ANTI-BULLYING POLICY

Scope and application

Pembrokeshire College is committed to positive values of equality and diversity and respect for all. It aims to promote a positive culture where learners are able to learn and develop to achieve their full potential. The College recognises and takes very seriously its safeguarding responsibilities to learners. The College endeavours to ensure that the wellbeing and safety of all learners is a priority. The Anti-Bullying Policy outlines what the College will do to prevent and tackle bullying.

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1.0 Scope and Purpose

- 1.1 The College believes that bullying is unacceptable and should not be tolerated.
- 1.2 All members of the College community share a collective responsibility to tackle bullying, should it occur, by all staff and learners working together to promote positive behaviour.
- 1.3 All learners, whatever their race, sex, beliefs or abilities have the right to be safe and to be free from oppression, humiliation and abuse (Children's Act 2004).
- 1.4 This Policy applies to Pembrokeshire College's learners including those on further education, higher education, work-based learning and 14-16 provision.

2.0 Roles and Responsibilities

Roles and responsibilities associated with the Anti-Bullying Policy are outlined in the table below:

Role	Responsibilities
Head of Safeguarding and Learner Wellbeing	➤ Responsible for the safeguarding and wellbeing of learners and author of the Policy.
Learning Support and Equality Manager	<ul style="list-style-type: none"> ➤ Responsible for ensuring that staff are trained on all equality and diversity matters ➤ Promote equal opportunities, challenge any form of discrimination and provide support and information for staff and learners
Head of Estates and Facilities See below	➤
Wellbeing Team	➤ Responsible for the day-to-day operation of this Policy.
Safeguarding Panel	➤ Responsible for overseeing the policy
All staff see section at the end	➤ Responsible for the referral of learners who wish to raise issues

College PCSO	<ul style="list-style-type: none"> ➤ Assists the College in external matters where College procedures will not be sufficient in securing an outcome, or where risk assessment requires police involvement.
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3.0 Aims

- 3.1 To define clearly those actions which the College understands as “bullying” and to make staff, learners, parents and carers aware of these definitions.
- 3.2 To demonstrate that Pembroke College takes bullying seriously and will not tolerate it.
- 3.3 To establish measures to prevent all forms of bullying throughout the College and during off-site activities.
- 3.4 To support those involved in actions to identify and protect those learners who might be bullied or who disclose experiences of bullying.
- 3.5 To encourage learners to tell someone that they or someone they know is being bullied.
- 3.6 To ensure that the College takes all reasonable steps to uphold learners’ rights to be safe and to study in a safe and friendly environment which promotes British/Core Values.
- 3.7 To comply with Section 174 of the Educational Act 2002 where a requirement is placed on Colleges to ensure their functions are “exercised with a view to safeguarding and promoting the welfare of children receiving education or training at their institution”. Tackling bullying is a key part of this duty.

4.0 Definition and Nature of Bullying

- 4.1 Bullying is “Behaviour by an individual or group usually reported over time that intentionally hurts another individual either physically or emotionally” (“Safe from Bullying”, Department for Children, Schools and Families, 2009).
- 4.2 Occasionally an incident may be deemed to be bullying even if the behaviour has not been repeated or persistent – if it fulfils all other descriptions of bullying (see 4.3). This possibility will be considered, particularly in cases of sexual, sexist, racist, or homophobic

bullying and when learners with ALN are involved. If a victim might be in danger, then action is urgently required.

4.3 Bullying can include, but is not restricted to:

- Name-calling
- Taunting
- Mocking
- Making offensive comments
- Kicking
- Hitting
- Taking belongings
- Inappropriate text messaging and cyber bullying (including through web sites, social networking sites, apps and instant messenger)
- Sending offensive or degrading images by any means including phone or via the internet
- Producing offensive graffiti
- Gossiping
- Excluding people from groups
- Spreading hurtful or untruthful rumours

5.0 Forms of Bullying Covered by this Policy

5.1 Bullying can happen to learner. This Policy covers all types of bullying including:

- Bullying related to race, religion, culture or nationality
- Bullying related to learning difficulties, disabilities or health conditions
- Bullying related to appearance
- Sexist or sexual bullying
- Bullying related to sexual orientation
- Bullying related to gender reassignment
- Bullying related to age
- Prejudice based bullying
- Bullying of carers, looked after children, or otherwise related to home circumstances
- Bullying related to a person's marital or civil partnership status
- Bullying related to pregnancy or maternity

(This list is not exhaustive).

6.0 Preventing, Identifying and Responding to Bullying

6.1 The College will:

- Work with staff and outside Agencies to identify all forms of prejudice-driven bullying.
- Actively provide systematic opportunities to develop learners' social and emotional skills, including their resilience.
- Consider all opportunities for addressing bullying across the College and within the curriculum, through displays, awareness-raising days and activities, peer support and through the College tutorial programme and safeguarding training.
- Promote a zero tolerance approach towards bullying.
- Ensure all College staff are aware of this Policy and how to respond to any allegations of bullying.
- Ensure staff receive training relevant to learner needs, including learners with learning difficulties and/or disabilities and lesbian, gay, bisexual and transgender pupils.

6.2 Through our "Respect programme" we expect:

- Staff to wear their ID badges
- Learners to wear their ID badges
- Learners to respect staff, their peers, visitors and the College environment
- To be polite
- To report harassment, bullying, violence or drug use
- To promote equal opportunities and challenge any form of discrimination
- To adhere to a culture which promotes and respects British Values

7.0 Responding to Allegations of Bullying

7.1 Where incidents of alleged bullying have taken place this must be reported to the Head of Safeguarding and Learner Wellbeing. The Head of Safeguarding and Learner Wellbeing will initially meet with the victim of the alleged bullying and begin to gather information in a sensitive and support manner.

7.2 As far as possible, the Head of Safeguarding and Learner Wellbeing will work with the victim to ensure they are comfortable with any action taken. However, there may be occasions where action may be taken that goes against the wishes of the victim, if it is felt

there would be an ongoing or significant risk to either the victim or other learner(s) if action were not taken.

- 7.3 Where appropriate, College Safeguarding and Learner Disciplinary Policies will be followed. Under these Policies, sanctions against the bully can include a range of formal warnings up to and including exclusion from the College.
- 7.4 Where the incident involves a School pupil, the School Safeguarding Officer will be informed and issues will be followed up through the relevant school or College Policy as appropriate, all action taken, will involve liaison with the relevant school.
- 7.5 Where bullying is particularly serious or persistent and where a criminal offence may have been committed, the College may work with Agencies in the wider community such as the police and or children's services. If the bullying could be of a criminal nature, the police may be informed. For example, under the Malicious Communications Act 1988, it is an offence to send an electronic communication to another person with the intent to cause distress or anxiety, or to send an electronic communication which conveys a message which is indecent or grossly offensive, a threat, or information which is false and know or believed to be false by the sender.

8.0 Involvement of Learners

8.1 The College will:

- Ensure that all learners are aware of this Policy
- Develop and review this Policy with involvement from learners via learner voice activity
- Canvas learners' views on the extent and nature of bullying
- Ensure learners know how to express worries and anxieties about bullying
- Ensure all learners are aware of the range of sanctions, which may be applied against those engaging in bullying
- Involve learners in anti-bullying campaigns within the College
- Publicise the details of helplines and websites
- Offer support to learners who have been bullied
- Work with learners who have been bullying, in order to address the problems they have and amend their behaviour
- Promote a culture of respect and promotion of British Values

9.0 Liaison with Parents and Carers

9.1 The College will:

- Ensure that parents/carers know whom to contact if they are worried about bullying. This will be via the parents A-Z card.
- Ensure that parents/carers know about the complaints policy.
- Ensure that parents/carers know where to access independent advice about bullying.
- Work with parents/carers and the local community to address issues beyond the College Environment that gave rise to bullying.

10.0 Monitoring and Review

10.1 The College will review this Policy annually. A Report on bullying will be presented to the Safeguarding Panel details of which will be included in the Safeguarding Report to the Corporation Board. Incidents will be reported to Curriculum Cluster under the Safeguarding and Wellbeing agenda item, where they arise.

11.0 Responsibilities

11.1 This Policy will only work if it ensures that the whole College community understands that bullying is not tolerated and understands the steps that will be taken to both prevent and respond to bullying

11.2 It is the responsibility of:

- All staff and learners to be aware of this Policy and implement it accordingly.
- The Head of Safeguarding and Learner Wellbeing to communicate the Policy to all College employees and to the College community.

11.3 The Head of Safeguarding and Learner Wellbeing will ensure that through their membership of the Community Safety Partnership the College engages with and refers appropriately to external Agencies.

11.4 The Head of Estates and Facilities will collaborate with the Local Authority Transport Department to ensure that learners travel to and from College safely. All learners

travelling on transport will do so in compliance with the transport behaviour code for Pembrokeshire.

- 11.5 Any causes for concern will also be discussed with partner Agencies where there is joint support provision.

12.0 Other Relevant Documents

- 12.1 This Policy links with a number of other College Policies, including for example:

- Safeguarding Policy
- Learner Disciplinary Policy
- Complaints Policy
- Health and Safety Policy
- E-Safety
- Security Policy
- Data Protection Policy
- Equality and Diversity Policy
- Disability Statement
- Code of Conduct/Learner Agreement

13.0 Legislation

- 13.1 In tackling bullying, the College will adhere and act in compliance with the following legislation and guidance.

- “Respecting Others – Anti-Bullying Guidance” Sept 2003 National Assembly for Wales Circulation No: 23/2003.
- “Be Smart” Resource File / Pembrokeshire County Council Internet Safety Group.
- Education Act 2002 Section 175 Race Relations (Amendment) Act 2000 Equality legislation – All Wales Child Protection Procedures 2008.
- “Respecting Others – Anti-Bullying Overview” Guidance Document No. 050/2011.

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- “Safe from Bullying”, Department for Children, Schools and Families, 2009.

14.0 Responsible Persons

- 14.1 The College’s Head of Safeguarding and Learner Wellbeing has senior management responsibility for Safeguarding. She is responsible for ensuring that this Policy are conveyed to all staff and learners. She will also provide support to all staff and learners in responding to bullying incidents, ensuring records are kept and liaise with Agencies as appropriate.
- 14.2 The College’s Anti Bullying Policy will be operationally managed by the College’s Safeguarding and Wellbeing team .

15.0 Culture

- 15.1 The College, in compliance with its Safeguarding Policy, will promote a culture where all our learners should be safe from victimisation and discrimination at College. This will include travel on College transport where learners should have journeys to and from College free from fear and intimidation.

Source: Respecting others: bullying around race, religion and culture:

<http://learning.gov.wales/docs/learningwales/publications/121128abraceen.pdf>

Source DSCF: “Safe from Bullying in FE colleges”

http://webarchive.nationalarchives.gov.uk/20130401151715/http://www.education.gov.uk/publications/eOrderingDownload/Safe_from_Bullying-FE.pdf

16.0 Definitions

Term	Meaning
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All terms are defined within the Policy	
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17.0 Document Control

Version	Description	Date	Creator	Reviewer	Authoriser	Document Custodian
2	Revision 2	01/08/2017	Maxine Thomas, Head of Safeguarding and Learner Wellbeing	Safeguarding Panel	Sharron Lusher, Principal	Bruce Pudner
Signed						

The College is committed to the promotion of Education for Sustainable Development and Global Citizenship (ESDGC), the Welsh language, Equality and Diversity, Essential Skills, Health, Safety, Safeguarding, Wellbeing and the Environment.

Mae'r Coleg wedi ymrwymo i hyrwyddo Addysg ar gyfer Datblygiad Cynaliadwy a Dinasyddiaeth Fyd-eang (ADCDF), yr iaith Gymraeg, Cydraddoldeb ac Amrywiaeth, Sgiliau Hanfodol, Iechyd, Diogelwch, Diogelu, Lles a'r Amgylchedd.

Appendix A – Further Information and Resources

Anti-Bullying Alliance : www.anti-bullyingalliance.org.uk

For a description of ways to enable participation for children and young people with special needs:

http://www.antibullyingalliance.org.uk/downloads/pdf/youngvoice_participation.pdf.pdf.

CEOP (The Child Exploitation Online Protection Centre): <http://www.ceop.gov.uk>

Hosts the Young people's online charter and is responsible for safety on the internet. There is advice for parents and carers and for young people.

Childnet: <http://www.digizen.org/cyberbullying>

For information and materials on a range of online safety aspects such as social networking, being a good digital citizen, and cyberbullying.

Childnet also offers activities, posters and materials on: <http://www.childnet.com/>

EACH (Educational Action Challenging Homophobia): www.eachaction.org.uk

Provides training for local authorities to challenge homophobic bullying. EACH also provides a national helpline for young people experiencing homophobic bullying Tel: 0808 1000143

Leap: <http://www.leaplinx.com/>

Offers training and workshops in confronting conflict and hosts the Academy for Youth and Conflict for formal training leading to qualifications for staff.

Mencap: <https://www.mencap.org.uk/sites/default/files/2016-07/Bullying%20wrecks%20lives.pdf>

The Don't Stick it, Stop It! Campaign contains stickers and useful materials, such as line animations and video clips, which can be used for training/awareness purposes.

National Youth Agency: www.nya.org.uk

<p>NSPCC: www.nspcc.org.uk</p> <p>Offers a wide range of advice and support in this area, including what to do when a child may disclose a further problem such as domestic violence or neglect.</p>
<p>Stonewall: www.stonewall.org.uk</p> <p>Information on tackling homophobic bullying</p>
<p>Transforming Conflict: www.transformingconflict.org</p> <p>For information on restorative practices and training</p>