

Anti-Bullying Policy and Procedures

Background and Rationale

1. UTC Swindon respects and upholds the right of every student to enjoy all aspects of his or her education, without interference from other students. Any incident where a student's conduct, whether deliberate or inadvertent, adversely affects another's ability to enjoy this right is challenged. All students at UTC Swindon are expected to base their behaviour on respect for others, regardless of differences in age, status, race, religion or gender. Bullying, whether mental or physical, is a form of abuse which has no place in the UTC. All members of the UTC are reminded that they must do all in their power to prevent bullying when it does occur by reporting the matter to a member of staff. In addition, students are told and reminded that allegations of bullying will always be investigated thoroughly.

1.1 Forms of Bullying

- Emotional – Being Unfriendly, excluding and tormenting.
 - Physical - Pushing, kicking, hitting, punching or any use of violence.
 - Racist - Racial taunts, graffiti, gestures.
 - Sexual – Sexual harassment in any form is bullying e.g. unwanted physical contact, sexually abusive comments
 - Homophobic - Because of, or focussing on, the issue of sexual orientation.
 - Verbal - Name-calling, sarcasm, spreading rumours, teasing.
 - Cyber - All areas of internet such as email, internet chat room misuse and mobile phones
 - Prejudice – On the grounds of different interests (or difference/inferior economic status) i.e. students can be bullied for being interested in things (e.g. work, classical music, acting and sport) considered 'uncool' by a group or 'in-crowd'
2. UTC Swindon will not tolerate bullying and will seek to deal with it quickly and effectively. The UTC believes all students should be able to work in a caring, supportive environment..
 3. The UTC recognises that all educational establishments are likely to experience an incident with bullying at some time and in such cases firm action will always be taken in a consistent manner.

Procedures

4. Recognising the Signs of Bullying

5. Bullying is deliberately harmful behaviour usually over a period of time. Staff will watch out for the signs and symptoms of the following forms of bullying:

- physical
- verbal
- indirect, e.g. spreading rumours or social exclusion
- misuse of mobile phones or internet message boards and chat rooms

6. The college recognises that any student can be bullied but certain factors can make bullying more likely:

- a lack of close friends in the UTC.
- shyness
- race, religion, sexual orientation or social class
- a disability or some other manifest difference

7. Staff will suspect bullying is occurring if a student:

- becomes withdrawn and anxious
- shows a deterioration in his or her work
- starts to attend the UTC erratically
- has spurious illnesses
- persistently arrives late at the UTC
- prefers the company of adults

Preventing Bullying

8. The college will take every opportunity to demonstrate to students, through the curriculum and by example, that it is totally opposed to bullying.

9. Staff will not ignore bullying or suspected bullying. All UTC staff will intervene to prevent bullying incidents from taking place.
10. The UTC will encourage students to report any incidents of bullying to a member of staff. Students will be told that they may bring a friend or family member with them to a disclosure meeting or conversation if they wish.
11. The UTC will ensure that all staff, students and parents, are aware of the anti-bullying policy.
12. Staff will praise and encourage students when they show kindness and consideration to others.
13. Staff will be vigilant and act upon any observations as outlined above in Paragraph 8.

Dealing with Bullying Incidents

14. Any incidents of bullying will be taken seriously and dealt with as quickly as possible. Staff will do all they can to support the victims of bullying and make it clear to the bully that this behaviour is not acceptable.
15. In dealing with bullying, UTC staff will:
 - Recognise the behaviour and act appropriate
 - not make premature assumptions
 - listen to all accounts of incidents or allegations
 - adopt a problem-solving approach
 - make regular follow-up checks to ensure that bullying has not resumed

If a Student is Bullied

16. Staff who receive a report of bullying from a student will:
 - listen to the student's account of the incident
 - reassure the student that reporting the bullying incident was the right thing to do.
 - make it clear to the student that he or she is not to blame for what has happened.

- make a note of what the student says.
- explain that the student should report any further incidents to a teacher or other member of staff immediately.

17. Staff will ask the student:

- what has happened?
- how often it has happened?
- who was involved?
- where it happened?
- who saw what happened?
- what he or she has done about it already?

18. The information will be referred as soon as possible to an appropriate colleague.

Advice to Students

19. The UTC will advise and coach students who are caught up in bullying incidents to:

- stay calm and look as confident as possible
- try to be firm and clear and ask the alleged bully to cease these behaviours
- get away from the situation as quickly as possible
- immediately tell an adult what has happened

Support Services

20. Staff will direct students involved in bullying incidents to support within the UTC e.g.

- Engineering Learning Team Leaders
- Senior member of staff

Helping Bullies to Change

21. Staff will spend time to help students who have bullied others to recognise and modify their behaviour. If a student is bullying others, staff will:

- talk to the student and explain that bullying is wrong and why it makes others unhappy.

- discuss with the student how to join in with others without bullying
- talk to the student about how things are going at the UTC, his or her progress and friends and establish whether there are any underlying factors causing the behaviour
- give the student lots of praise and encouragement when he or she is being kind and considerate to others
- involve parents/carers when appropriate

Dealing with Serious Bullying

22. If the preventative measures and peer support strategies do not succeed, serious bullying will be dealt with as a disciplinary measure, with appropriate sanctions including fixed period exclusions.
23. In the most serious cases, permanent exclusion may be considered if the bullying:
 - involves serious actual or threatened violence against another student
 - amounts to persistent attacks or harassment

Reporting Incidents

24. All incidents and discussions with the students involved will be recorded, along with the UTC's response.

Co-operating with Parents and Carers

25. The UTC will ensure that parents are aware of the anti-bullying policy.
26. Parents and carers and families are often the first to detect signs of bullying. Common physical symptoms include headaches, stomach aches, anxiety and irritability. The UTC will encourage parents who suspect their student is being bullied to make contact with the UTC as soon as possible. A member of staff will be identified to parents as a key contact in such matters, but parents may contact any member of staff who will advise and redirect as necessary.
27. Parents and carers will be informed of incidents and will be involved in discussions. The UTC will discuss with parents how they can work together to stop the bullying.

Monitoring and Review

28. This policy is regularly monitored by the Chair of Governors to ensure that it is working as effectively as possible

History of Consultation, Amendments and Review

Initial approval	May 2014

Senior Member of Staff Responsible for Policy: The Principal

Responsible Governor:

Linked Policies

This policy should be read and implemented in conjunction with the following policies:

- **Register of Students’ Attendance at the College**
- **Health and Safety**
- **Equality and Diversity**
- **Exclusions**
- **Behaviour**