# ANTI BULLYING POLICY

| Distribution | All Staff | | |
|---|---|---|---|
| Reference Number | ABP | **Version** | 3.0 |
| Author | Alison Dann, Group Director of Quality and People | | |
| Reviewed by | Natasha England, Group Head of Quality | | |
| Authorised by | Luke Muscat, Group CEO | | |
| Issue date | 30/09/2024 | | |
| Review date | 30/09/2025 | | |

## DOCUMENT CONTROL

| Version | Name | Comment | Date |
|---|---|---|---|
| 1.0 | Alison Dann | New Issue | 30.10.17 |
| 1.1 | Alison Dann | Review | 12.10.18 |
| 1.2 | Alison Dann | Review | 06.11.19 |
| 1.3 | Alison Dann | Review | 15.12.20 |
| 1.4 | Alison Dann | Review | 07.12.21 |
| 1.5 | Alison Dann | Review | 11.01.23 |
| 2.0 | Ben Waite | Review and transfer to Group Policy | 17.05.23 |
| 3.0 | Ben Waite | Review with the inclusion of BePro and ECTA | 30.09.202430.09.24 |

## 1. Policy Statement

For the purpose of clarity, the term "B2W" refers to the family of B2W Group organisations – Back to Work Complete Training, Just IT, BePro and ECTA.

B2W is committed to staff and learners' right to work and learn in an environment that is safe and free from discrimination and bullying. The provider has a zero-tolerance approach to all forms of bullying and is fully committed to upholding and promoting Fundamental British Values.

## 2. Scope

This policy is intended to address issues arising between learners. Other accusations of bullying are dealt with as follows:

- Staff accused of bullying learners are referred through B2Ws Complaints Procedure and the Human Resources Procedures.
- Staff accused of bullying staff are referred through B2Ws Grievance Procedure and Human Resources Procedures.
- Learners accused of bullying staff are referred to through the Learner Disciplinary Procedure.

This policy applies when learners are on B2W premises; on Provider related activities off site including work placement and, in all situations, when representing B2W. The provider will also act where behaviour can be linked to the provider; could bring B2W into disrepute and/or could endanger staff and learners.

The Anti-Bullying Policy is aimed at the whole Provider community, staff, learners, parents, carers, employers, volunteers, and partners.

## 3. Legal Context

The Education Act 2011 places a duty on learning providers to safeguard and promote the welfare of children. Safeguarding encompasses bullying and all principles are applicable to the entire learner population of B2W. B2W's Safeguarding Policies make specific reference to bullying with protected characteristics; these will be reported as part of the safeguarding monitoring process.

The Education Act 2011 requires B2W to comply with the public-sector equality duty. This policy takes those requirements into account. The Provider's Equality and diversity policy is also relevant to this act.

- Education Act 2011 (legislation.gov.uk)

## 4. Responsibilities

### 4.1 Staff

**All staff are responsible for:**

- Being aware of the Anti-Bullying Policy and the procedures for reporting bullying.
- Acting in line with this policy should they witness acts of bullying or harassment; or are approached in confidence by learners being bullied or harassed; or by learners who have witnessed such actions.
- Treating all learners with dignity and respect, ensuring their own conduct does not cause offence or misunderstanding; and challenging behaviour or the use of language which could cause offence.

### 4.2 Learners

**Learners are required to:**

- Follow the learner Code of Conduct set out on course including the Disciplinary Procedure.

- Be aware of the Anti-Bullying Policy.

- Report incidents of bullying.

- Embrace and uphold Fundamental British Values.

### 4.3 Parents/Carers

The Provider expects parents and carers to contact B2W if they know or suspect their son /daughter is being bullied or is bullying others. It is also expected that parents/carers will work with B2W staff to resolve conflicts between learners.

### 4.4 Senior Management Team

The Senior Management Team will monitor the reported incidents of bullying and the actions taken to resolve these issues through quartely monitoring of disciplinary and safeguarding Key Performance Indicator's (KPI's).

## 5. Definition of Bullying

Bullying is deliberately hurtful or intimidating behaviour by an individual or group, repeated over time which results in intentionally or unintentionally undermining, humiliating, denigrating or injuring the recipient.

**Bullying can be:**

- Direct – physical, verbal, non-verbal
- Indirect – cyber-bullying, e-bullying, texting

Bullying often relates to differences, real or perceived (see Appendix 1). Specific areas of bullying can include:

- Race / Religion
- Appearance
- Culture / Nationality
- Ability
- Disability
- Health
- Homophobia / Sexual Orientation / Transgender
- Family / Home Circumstances
- Sexism Socioeconomic Aspects

B2W aims to promote a common understanding of what constitutes bullying through the Learner Handbook, posters, tutorial framework, and induction process.

## Prevention

B2W is committed to establishing a culture of tolerance and positive engagement so that bullying is prevented. To establish this ethos B2W has developed a number of strategies aimed at prevention.

**Prevention Strategies include;**

- Learners learn about respect and bullying, citizenship, the Prevent strategy and equality and diversity in lessons or one to ones.
- Within this framework and throughout the curriculum there are opportunities to develop skills such as teamwork, empathy and resilience.
- Anti-Bullying posters are displayed to raise awareness and signpost support.
- All staff receive safeguarding training and training specific to the Prevent Duty
- Anti-Bullying Week, Hate Crime Awareness, LGBT Month and Internet Safety day are discussed with learners.
- Expectations regarding conduct are made clear to learners at induction and through learner handbooks.

## 6. Intervention Procedures

All reports of bullying will be taken seriously and addressed as quickly as possible. The priority is to support those being bullied.  We will determine the nature and extent of the bullying and take actions appropriate to the circumstance.

*Private and Confidential – For Internal Use Only*

In summary, once a report of bullying is received a member of staff will meet with the individual/s being bullied to discuss the circumstances and severity of the bullying and determine how B2W intends to proceed. It may be appropriate to involve parents/carers at this stage. Anonymity cannot always be guaranteed as B2W has a duty to act to protect and safeguard learners, but every effort will be made to deal sensitively with the issues and, wherever possible maintain anonymity. A record of accusations of bullying behaviour and actions taken are kept in the confidential learner record.

When B2W believes that bullying has occurred this will be dealt with as disciplinary matter through the Disciplinary process and a lists of possible sanctions / outcomes are contained within the disciplinary procedure.

The disciplinary process takes into account the needs of vulnerable learners including those responsible for bullying.

If the person making the allegation is dissatisfied about how it has been dealt with, he / she has the right to request that the outcome is independently reviewed through B2W's Complaints Procedure.

**The B2W works with and supports those responsible for bullying to understand the impact of their behaviour.**

**Anti-Bullying Help lines and organisation web sites**

*Help lines:*

- *Childline Phone: 0800 1111 NSPCC Phone: 0808 800 5000*

*Organisations / web sites:*

*Anti-Bullying Alliance:* Anti-Bullying Alliance

*National Society for the Prevention of Cruelty to Children (NSPCC):* NSPCC | The UK children's charity | NSPCC

*ChildLine:* Childline | Childline

*Respectme:* Resources - respectme

**Appendix 1**

## TYPES OF BULLYING

- Bullying includes: a wide range of repetitive behaviours with the intent to cause harm - for example: name calling, offensive comments, hitting, pushing, theft or damage to belongings, graffiti, coercion, spreading of harmful messages through gossip, sending or spreading messages and images through mobile phones and the internet, deliberate exclusion.

- Bullying is not: teasing and banter between friends without intention to cause harm, falling out between friends after a disagreement, behaviour that all parties consented to.

- Bullying linked to prejudice and discrimination: bullying can also be linked to prejudicial behaviour or targeting of certain individuals or groups – for example homophobic bullying, bullying associated with disability, bullying related to health conditions and allergies, bullying related to race and religion, bullying of learners who care for their parents or their siblings (young carers), and gender-based bullying (e.g. transphobia, sexual and sexist bullying).

- Bullying related to appearance: we also know that learners can be subjected to bullying related to their physical appearance (e.g. weight, height, disfigurements, hair, teeth, skin conditions, and clothes).

- Sexual bullying: sexual bullying is any behaviour with a sexual element that is harmful, non-consensual and repeated. This could include sexual comments and name- calling, spreading of sexual rumours, use of technology and social networking sites to spread sexual gossip, comments or images, sexting, non-consensual touch (e.g. touching body parts, pulling on items of clothing specific to a gender).

- Cyber-bullying: the development of internet and mobile phone technology has provided different tools and methods for bullying others known as 'cyber-bullying'. However, fundamentally it is driven by the same behaviour and motivation as any form of bullying. One off incidents, such as sending an image which is then forwarded to a group, can quickly become repetitive. Cyber-bullying can include sending or posting of harmful messages, comments and images online or through mobile phones, exclusion from social networking and impersonating of others to cause harm. The sharing and posting of images without the persons consent that cause harm and embarrassment is unlawful and subject to legal proceedings.

- Bullying and crime: There are times that bullying behaviour becomes criminal - but not all bullying behaviour is criminal. Some examples of bullying behaviour that could be considered criminal include threatening or actual physical assault, threatening or actual sexual assault, the use of technology to bully and harm, coercing others to commit a crime, hate crime (e.g. racism). If we think a crime has been committed, the police will be contacted.