



Anti-Bullying Policy

2019

Manager responsible for policy:
Directors and Trustees

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Introduction

Forward2Employment is a Specialist Post 16 Institute catering for students from the ages of 19-25. The aim is to provide supported pathways into employment through the Supported Internship and Supported Apprenticeship schemes.

Aims

Forward2Employment believes the following points are key to the Anti-Bullying Policy:

- All directors, teaching and non-teaching staff should have an understanding of what bullying is
- All directors, teaching and non-teaching staff should know what the provisions policy on bullying is and should follow it if bullying is reported
- All students should know what the provision's policy is on bullying and what they should do if bullying arises
- All students (and their parents/carers if appropriate) should be assured that the provision takes bullying seriously and that they will be supported if bullying is reported
- All students in the provision feel able to tell a member of staff, Job Coach or line manager in the work place if they have experienced or seen bullying, knowing that the actions taken will not only be prompt but sensitive to their concerns
- All staff have a responsibility to take any suspicion or disclosure of bullying seriously, no matter what the details or provenance, and should respond immediately
- All outside agencies, such as the police, social service, etc. should be consulted and their help enlisted where and when such an action is deemed appropriate.

What is Bullying?

Bullying is deliberately harming someone with the intention of causing emotional and/or physical pain. It is usually *calculated* and *persistent* and can take many forms:

Emotional – *being unfriendly, excluding from peer groups, and tormenting i.e. hiding possessions.*

Physical - *pushing, kicking, hitting, other kinds of violence.*

Verbal - *name calling, sarcasm, spreading rumours, teasing, threatening, intimidating.*

Non-Verbal - *staring someone out, laughing at someone as a group.*

Exclusion – *silent treatment, avoiding contact.*

Racist - *racial; taunts, graffiti, gestures, name calling.*

Sexual - *sexual harassment (unwanted physical contact), sexual abuse/demeaning comments.*

Homophobic - *commenting in a nasty way about being LGBTQ.*

Cyber – *using emails, websites, mobile phones and social networks to torment victims.*

Perceptions of Bullying

Our Provision is for students with Complex Learning Needs and as such it can sometimes be a challenge for them to understand the implications on another's well-being by making certain unfriendly comments and/or taking certain unfriendly actions. It can also be relatively

easy for them to misunderstand and misrepresent situations of disagreement as incidents of bullying.

Some of our students have difficulty with empathy due to their autism. There are typical ASD behaviours that could be confused with bullying behaviours. These include obsession which may seem like targeting.

Staff will always be mindful of the individuals involved in incidents and will be able to offer the best support and advice in these situations.

Incidents may be resolved by educating the perceived victim about the complex needs of the perceived perpetrator.

Symptoms of Bullying

Staff should be aware of when a student is possibly the victim of a bully. Symptoms may be:

- Frightened to use transport to and from the provision or work place
- Is unwilling to go to the provision or workplace
- Begins to take time off with lack of plausible explanations
- Frequently complaining of being unwell both at home and in the provision
- Becomes isolated and withdrawn
- Begins to perform poorly in their work
- Has clothing and belongings that get damaged or go missing
- Has physical bruising or other evidence of assault
- Is without, or has 'lost' money
- Refuses to attend particular sessions or tasks
- Hangs round a particular adult and/or refuses to socialise during breaks
- Becomes aggressive or unreasonable
- Stops eating
- Runs away or threatens/engages in self-harm
- Gives improbable excuses for any of the above

Who Can Bullying Involve?

Due to the nature of Forward2Employment if bullying were to occur it is recognised that it will fall under one of the following categories:

Student to Student: In this case these will both be adults that are seen to be vulnerable.

Provision Staff to Student: It is possible to have the situation where a student feels bullied by a member of the provision staff. If this situation arises then a decision has to be made as to whether to deal with it under the guidance from this policy or whether it is appropriate to use the Adult Protection and Whistleblowing Policies.

Work Place Staff to Student: It is possible to have the situation where a student feels bullied by a member of the work place staff. If this situation arises then a decision has to be made as to whether to deal with it under the guidance from the work based provider's policy or whether it is appropriate to use the Adult Protection and Whistleblowing Policies.

The above two points could be reversed where the Forward2Employment student is perpetrator rather than the victim. If this were to happen the guidance under each point would remain the same.

Policy

Prevention and Education

Any provision that claims to be completely free from bullying is potentially failing to recognise the reality of life.

Bullying happens in all walks of life and it is the provision's responsibility to ensure that it is a safe place for all of the community.

The following strategies are in place to ensure that the correct ethos towards bullying is established and that students are prepared and can act confidently should bullying occur:

- The provision's policy on bullying is known to directors, parents/carers (where appropriate), staff and students. This policy is reviewed and re-issued annually.
- All staff, students and parents/carers (where appropriate) know what to do if bullying occurs.
- All students know that bullying is totally unacceptable in the provision. They should also know that if they are bullied it is not their fault. Students should be encouraged to tell, even if they are not personally involved.
- As part of their induction new members of staff are given Initial Safeguarding Training which includes anti-bullying procedures.
- The Leadership Team and directors regularly review those students that they feel could be potential victims of bullying and those students who could be at risk of becoming bullies. Targeted work can then be undertaken with those students to try and prevent this being the case.

What Parents/Carers Should Do?

Many of the students within Forward2Employment will still rely heavily on support from their parents or carers and as such if parents or carers have a concern they should raise this initially with the Job Coach.

They should reassure the student that it is not their fault.

What Students Should Do?

If students feel that they are being bullied they should immediately tell their Job Coach, giving them as much detail as they can.

What Provision Staff Should Do?

If a student discloses bullying to a member of staff they should deal with the matter immediately. The student may have worried over their problem for some time and will want it to be dealt with quickly. As such the responsibility is on staff to:

- Take all disclosures seriously, even if, as adults, they do not think the incidents described are 'real' bullying or very serious

- Remember that students with learning difficulties or autism may have a very different perception of what may or may not be serious
- Be aware that insensitive handling of a bullying incident might result in more not less difficulty for the victim. If staff members are unsure how to proceed they should always take advice
- Ensure that information is shared with other key members of staff. This will include staff in their work placements if appropriate.

Different circumstances may require different approaches.

If the bullying involves solely students of Forward2Employment

- Both the victim and the bully/bullies will be interviewed and counselled by appropriate members of staff.
- Contact will be made to both sets of parents/carers.
- The consequences of further aggression by the bully, if substantiated, will be made clear and the sanctions that the provision will enforce will be outlined.
- The 'bully' should give some undertaking of how he/she can improve the situation.
- Where appropriate the two parties will meet face to face to discuss the situation and how it may be resolved.
- Both 'victim' and 'bully' will record their view of events.
- The member of staff should make a written record for the Leadership Team.
- Advice and support for both the bullied and the bully will be sought through members of the pastoral team and an action plan developed to work with both parties. This could involve therapeutic input, restorative practices etc.

If the bullying involves an employee at a work placement

- The matter will be passed to the employer to invoke their anti-bullying policies. These may involve some of the above strategies.

And then?

If the problem persists:

Students of Forward2Employment who persist in bullying activity will have their places revoked and their internships/apprenticeships ceased.

Bullying issues involving employees at the work placement will be referred to the employer to resolve through their own anti-bullying policies.