

Student Anti-Bullying Policy

Prepared by: Learner Services Officer

Policy approved: Academic Board 6/5/03 Minute 226
Strategic Management Team 7/5/03 Minute 768
Operational Management Team 9/5/03 Minute 23
Curriculum and Quality Committee 19/5/03 Minute 68

Policy implemented: 2003

Reviewed by: Executive August 2006

Revised by: Learner Services Officer February 2007

Review date: April 2011

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Preamble to the Policy

Equal Opportunities

The College shall comply with the Sex Discrimination Act 1975, the Race Relations (Amendment) Act 2000, the Disability Discrimination Act 1995 (as amended by the Special Educational Needs and Disability Act 2001 and Disability Discrimination Act 2005), the Rehabilitation of Offenders Act 1974, the Human Rights Act 1998 (or any enactment modifying or replacing them) and all relevant statutory duties in respect of equal opportunities.

Special Educational Needs and Disability Statement

The College shall have particular regard to the provisions of the Disability Discrimination Act 1995 (as amended by the Special Educational Needs and Disability Act 2001 and Disability Discrimination Act 2005) in respect of this policy.

The Act applies to people who are disabled according to the definition of disability in the DDA 1995. That is, a disabled person is someone who has a physical or mental impairment that has an effect on his or her ability to carry out normal day to day activities.

That effect must be:

1. Substantial (that is, more than minor or trivial), and
2. Adverse, and
3. Long-term (that is, has lasted or is likely to last for at least 12 months or for the rest of the life of the person affected).

The College is committed to take all reasonable steps to implement or adjust the policy taking in the circumstances of each individual. Reasonable steps may include, for example, alternative format documents, special arrangements for meetings. (Please note the examples are not exhaustive).

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STUDENT ANTI-BULLYING POLICY - Student Guide

1. Aim

- 1.1 The purpose of this policy is to show that as a College we welcome all students, but will not tolerate behaviour from students or staff that makes others feel unwelcome. The College aims to promote equal opportunities as well as the health, safety and welfare of its students and staff.
- 1.2 The College is concerned about the safety and happiness of its students as well as the effects bullying may have on the performance of students and staff. Bullying is not tolerated by the College and will always be taken seriously.
- 1.3 All members of the College community, namely students, staff and governors, have a shared responsibility to eliminate bullying and to report any incidents that they observe. If your behaviour as a student makes others feel unwelcome the incident will be formally investigated by your Curriculum Area Manager and this may result in you being asked to leave following disciplinary procedures

2. Definition

- 2.1 Bullying is a deliberate or unconscious unprovoked attempt to impose mental, emotional or physical harm on someone else. This could be by a student or member of staff who has some sort of power over the victim.
- 2.2 Two main types of bullying are direct bullying and indirect bullying.
- 2.3 Direct bullying
 - 2.3.1 physical bullying - hitting, punching or the threat of this
 - 2.3.3 financial - extortion of money or property
 - 2.3.4 verbal - name calling, insults, public humiliation, racist and sexist jokes as well as sexuality and gender issues
- 2.4 Indirect Bullying:
 - 2.4.1 This is the spreading of rumours or isolating individuals from a group. If the person concerned has made it clear that they are not happy with the situation and it persists, then this is sufficient ground to report the situation.

3. What you can do if you are being bullied:

- 3.1 There are a number of people you can talk to in College:

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- 3.1.1 Course or subject tutor or any member of staff you have confidence in
 - 3.1.2 Welfare staff
 - 3.1.3 Equal Opportunities Group – Available through the Clerk of the Corporation
 - 3.1.4 Campus Services Staff
 - 3.1.5 The College Child & Vulnerable Adult Protection Officers - Learner Services Officer or Assistant Principal (Service Industries)
 - 3.2 Appropriate support will be offered through whichever person you decide to talk to. The incident will be managed according to Staff Guidance Policy and after discussion with the victim.
- 4. What will happen if you have bullied someone?**
- 4.1 If you have bullied someone or have had a complaint made against you the incident will be formally investigated using our student or staff disciplinary policy.

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STUDENT BULLYING POLICY – Guidance for Staff

1. Dealing with incidents

- 1.1 The intention here is to outline a series of steps through which incidents may be resolved. Depending on the seriousness of the incident, the process may be started at different points. (For example, in extreme cases immediate suspension leading to permanent exclusion may be invoked straight away).

2. Stage 1

- 2.1 Staff should try to be aware of minor incidents of harassment, unwanted teasing or inequitable treatment occurring in class and take appropriate positive action to remedy the situation e.g. by making it clear that teasing comments are not appropriate.

3. Stage 2

- 3.1 Where bullying/harassment of a chronic nature is reported, a resolution is sought without necessarily introducing the concept of punitive action. The victim of the incidents should talk to an appropriate member of staff about their feelings and the staff member then meets the bully or bullies to discuss the problem.
- 3.2 The aim of this is to make the bullies aware of their actions, seek practical ways to improve the situation and aim for a satisfactory resolution without long term blame or threat to the position of either victim or perpetrator.
- 3.3 The victim is kept aware of developments and the situation is kept under review. This stage would involve the Curriculum Area Manager and possibly the Learner Services Officer.

4. Stage 3

- 4.1 If the incident recurs or is of acute nature, the relevant Assistant Principal will automatically be involved and the students/staff responsible will be warned that the College takes such incidents very seriously and repetition will lead to suspension and possible permanent exclusion or formal disciplinary procedure.

5. Stage 4

- 5.1 Parents, if relevant, will be informed of the situation if the nature of the offence is serious and it appears that re-offending is likely and would result in suspension and/or exclusion. Parents will be invited to discuss the situation.
- 5.2 Staff who have allegedly been part of a bullying incident would have the allegations investigated under their disciplinary procedures.

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- 5.3 None of the other stages can overrule a person's rights to invoke action under criminal or civil law. The College will help any victim of bullying should they wish to involve the Police or other agencies.
- 5.4 The College believes that in a caring College community, incidents of bullying/harassment requiring action at Stage 3/4 will be rarities.
- 5.5 It is the College's duty to ensure that an appropriate awareness is present within the whole community to minimise the need for all stages of this process.
- 6. Monitoring and Review**
- 6.1 The Learner Services Officer will monitor the frequency and instances of bullying that may occur and will review policy in the light of experience every four years.