

Anti-bullying policy

PURPOSE OF THE POLICY

Michael John Academy (MJA) is committed to providing a supportive, friendly, safe and positive environment free from offensive behaviour for all of our students so that they can learn in a relaxed and secure atmosphere. Bullying of any kind is not tolerated at Michael John Academy. We are a TELLING training centre and encourage anyone who knows that bullying is happening or who is being bullied to inform a member of staff. All incidents of bullying will be dealt with promptly and effectively.

Definition of Bullying

Bullying is any behaviour by an individual or group that:

- Is meant to hurt - the person/people using bullying behaviour, knowing what they are doing and intentionally doing so.
- Happens more than once – there is often a pattern of behaviour, not just a one off incident.
- Involves an imbalance of power – the person experiencing bullying usually finds it difficult to defend themselves.

Examples of Bullying:

- Emotional Being unfriendly, excluding, tormenting
- Physical Pushing, kicking, hitting, punching or any use of violence
- Verbal name calling, sarcasm, spreading rumours, teasing
- Racist racial taunts, graffiti, gestures
- Sexual unwanted physical contact or sexually abusive comments
- Homophobic Because of or focusing on the issue of sexuality
- Cyber All areas of the internet, such as e-mail and internet chat room misuse
Mobile threats by text messaging and calls
Misuse of associated technology, i.e. camera and video facilities

Signs and Symptoms of Bullying

- Not wanting to come to college
- Change in usual routines
- Becoming anxious or withdrawn
- Attempted or threatened suicide
- Crying
- Nightmares
- Feeling ill
- Bruising, cuts
- Doing poorly at college

- Possessions 'go missing'

(NB: These are not exhaustive lists.)

Identifying and reporting concerns about bullying

All concerns about bullying will be taken seriously and investigated thoroughly. The amount or effects of bullying can frequently be underestimated. Students who are being bullied may not report it.

It can cause considerable distress to young people, to the extent of affecting their health or, at the extreme, cause them significant harm (including self harm). Tutors, Guidance and Support Workers, Safeguarding Officers or Employers are to be alert to the signs of bullying and act promptly in accordance with this policy.

Students who are bullying others also need support to change their behaviour. Students who are aware of bullying (bystanders) can help to assist in addressing it and will be encouraged to do so in a safe way. All students will be encouraged to report bullying by:

- Talking to a member of staff of their choice
- Contacting the Safeguarding Officer/Guidance and Support Officer
- Contacting national support agencies for advice/support

Parents, carers, Employers will be encouraged to report concerns about bullying and to support the college in tackling it.

Procedures –

Responding to reports about bullying.

Michael John Academy will take the following steps when dealing with concerns about bullying:

- If bullying is suspected or reported, the member of staff who is made aware of it will deal it with immediately.
- Staff must record a clear account of concerns and pass the information to the Safeguarding Officer/Guidance and Support Officer. This will be dealt with in accordance with the College Safeguarding Policy.
- Personal Tutors will be kept informed and information may be recorded on the Learner Tracker – Where appropriate.
- Parents, carers and Employers will be kept informed.
- The Designated Safeguarding Officer will interview all parties and keep detailed records.

Students who bully others:

- Will/may be placed on the most appropriate stage of disciplinary process.
- Will be supported to understand and accept their wrong doing and set targets for change.
- Will be monitored for changed/improved behaviour
- Will be referred to other agencies where appropriate.

Students who have been bullied will be supported by:

- Being reassured that bullying will be addressed.
- Being offered support from the Guidance and Support Officer.
- Being given referrals to other agencies where appropriate.

Preventative Measures

Michael John Academy will:

- Raise awareness of the nature of bullying through the Induction process, Tutorials, Learner Voice and informed discussions.
- Participate in national initiatives such as, Anti Bullying Week.
- Develop links that will support inclusive anti-bullying education.

Monitoring, evaluation and review

Safeguarding Officers will lead on the implementation of this policy. An annual report will be made, including statistics about:

- The number of reported concerns.
- Monitoring information about students involved.
- Actions and concerns.

The college will review the policy annually; assess its implementation and effectiveness. Student feedback on bullying will be used in monitoring, evaluation and review process.

INFORMATION / COMMUNICATION

1. To learners, prospective learners and members of the public:

- MJA's commitment to Anti-Bullying will be highlighted in marketing publications, on the website and the intranet
- A summary of the policy will be circulated to all learners at induction and to employers when employing an apprentice or supporting a learner through work experience
- The induction programme for learners will include details of MJA's commitment to Anti-Bullying
- Staff will reinforce this information during the course of the programme

2. To staff:

- A copy of the policy will be available on the intranet
- The induction programme for staff will include details of MJA's commitment to Anti-Bullying

3. To employers:

- All employers of apprentices and work experience providers will receive a copy of the policy and will confirm their understanding and their agreement to these responsibilities. Staff visiting learners at employer premises will confirm that employer responsibilities are being adhered to.

This policy will be reviewed annually as per the company policy review schedule.

Signed and verified: **July 2018**

By Health & Safety Officer – Suzanne Johnson

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