

West Midlands UTC

Anti-bullying & Harassment Policy

The governing body believe that in a caring UTC, respect for individuals and good relationships between all members of the UTC community are central to its well-being. Bullying and harassment will not be condoned as it can cause serious long-term damage to students' health, educational attainment and outlook on life.

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Comments			
Monitoring, Evaluation and Review	<p>The Governing Body will review this document at least once every 1-2 years and assess its implementation and effectiveness in consultation with key stakeholders. The Student Learning and Welfare panel will evaluate and review this policy following advice and recommendation by the Senior Leadership Team.</p> <p>The Vice Principal will monitor the implementation and impact of this policy. The VP will report annually to governors on the incidence of bullying and effectiveness of this UTC policy and procedure. An external review of the implementation of this policy will be conducted at the request of governors at least once every three years.</p>		

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Equality and Diversity Statement

WMUTC strives to treat all its members and visitors fairly and aims to eliminate unjustifiable discrimination on the grounds of gender, race, nationality, ethnic or national origin, political beliefs or practices, disability, marital status, family circumstances, sexual orientation, spent criminal convictions, age or any other inappropriate grounds.

1 Purpose

- 1.1. Bullying damages lives. The aim of this policy is to provide students with a safe and secure working environment free from bullying and harassment.
- 1.2. It is recognised that all schools are likely to have a problem with bullying at some time. We will provide the means and opportunity for students to let us know if bullying occurs and the strategies to deal with it when it does.
- 1.3. This policy aims to produce a consistent response by the UTC to any bullying incidents that may take place.

2. Guidelines

2.1 Recognising the Signs of Bullying

- 2.1.1. Bullying is deliberately harmful behaviour (either physically or emotionally) over a period of time. Staff will watch out for the signs and symptoms of the following forms of bullying.
 - 2.1.1.1 Physical e.g. hitting, kicking, taking belongings
 - 2.1.1.2 Verbal e.g. name calling, insulting, teasing, making offensive remarks or threats
 - 2.1.1.3 Indirect or emotional e.g. spreading rumours, offensive graffiti or social exclusion
 - 2.1.1.4 Cyberbullying e.g. Misuse of mobile phones, social media or internet message boards and chat rooms.
- 2.1.2. **Bullying is not** the odd occasion of falling out with friends, name calling, arguments or when the occasional joke or trick is played on someone. Bullying is done 'Several Times On Purpose' (**STOP**) by either individuals or groups of students in collusion.
- 2.1.3. Students sometimes fall out or say things because they are upset. When occasional problems of this kind occur it is not classed as bullying. It is an important part of students' development to learn how to deal with friendship breakdowns, the odd name calling or childish prank (which will be dealt with in accordance with the UTC's Professional Conduct and Respect policy

(Behaviour policy). Part of growing up involves learning how to deal with these situations and develop social skills to repair relationships.

2.1.4. The UTC recognises that any student can be bullied but certain factors that can make bullying more likely are:

- 2.1.4.1** A lack of close friends in the UTC
- 2.1.4.2** Shyness
- 2.1.4.3** Race, religion, gender, sexual orientation or social class
- 2.1.4.4** A disability or some other obvious difference, e.g. size, stammering or acne.

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

- 2.1.5.1.** Becomes withdrawn and anxious
- 2.1.5.2.** Shows a deterioration in his or her work
- 2.1.5.3.** Starts to attend the UTC erratically
- 2.1.5.4.** Has spurious illnesses
- 2.1.5.5.** Persistently arrives late at the UTC
- 2.1.5.6.** Prefers to stay with adults.

2.2 Bullying outside the UTC

2.2.1. The Principal has the legal power to ensure students behave outside the UTC premises – including bullying or harassment that happens anywhere off the UTC premises

2.2.2. The staff will take action in accordance with this policy and the Professional Conduct and Respect policy (Behaviour policy) and other relevant documentation whenever they are made aware of bullying that occurs outside the UTC

2.2.3. UTC staff can also choose to report bullying to the police or relevant local council

2.3 Specific Targeted Types of Bullying include:

2.3.1. Racist Bullying

- 2.3.1.1.** Verbal abuse by name calling, racist jokes and offensive language
- 2.3.1.2.** Physical threats or attacks
- 2.3.1.3.** Wearing provocative badges or insignia
- 2.3.1.4.** Bringing racist leaflets, comics or magazines
- 2.3.1.5.** Inciting others to behave in a racist way
- 2.3.1.6.** Racist graffiti or other written insults

2.3.2. Sexual Bullying

- 2.3.2.1.** Abusive name calling
- 2.3.2.2.** Looks and comments about appearance, attractiveness, emerging puberty
- 2.3.2.3.** Inappropriate and uninvited touching
- 2.3.2.4.** Sexual innuendoes and propositions
- 2.3.2.5.** Pornographic material, graffiti with sexual content

2.3.2.6. In its most extreme form, sexual assault or rape

2.3.3. Homophobic Bullying

2.3.3.1. Spreading rumours

2.3.3.2. Social isolation

2.3.3.3. Text messaging

2.3.3.4. Frightening looks

2.3.3.5. In addition to more obvious forms of bullying such as name cal

3. Preventing Bullying

- 3.1.** The UTC will take every opportunity to demonstrate to students, through the curriculum and by example, that it is totally opposed to bullying.
- 3.2.** Staff will not ignore bullying or suspected bullying and will respond to all bullying in accordance with the guidance below.
- 3.3** All UTC staff will, wherever possible, intervene to prevent bullying incidents from taking place. This may involve gathering intelligence about issues between students that might provoke conflict and developing strategies to prevent bullying in the first place.
- 3.4.** The UTC will encourage students to report any incidents of bullying to a teacher or other adult at the UTC. Students will be told that they may bring a friend with them if they wish.
- 3.5** The UTC will ensure that all staff, students and parents are aware of the UTC's anti bullying and harassment policy.
- 3.6** Staff will praise and encourage students when they show kindness and consideration to others.
- 3.7** A programme of anti-bullying and harassment lessons, assemblies, talks, poster campaigns, and other similar activities will be delivered to all students.

4. Dealing with Bullying Incidents

- 4.1.** 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. In dealing with bullying, UTC staff will:

- 4.1.1** Record all incidents of bullying in an incident log
- 4.1.2** Not ignore it
- 4.1.3** Not make premature assumptions
- 4.1.4** Listen to all accounts of the incidents
- 4.1.5** Adopt a problem-solving approach that encourages students to find solutions rather than simply justify themselves
- 4.1.6.** Make regular follow-up checks to ensure that bullying has not resumed.

4.2 If a student is bullied

- 4.2.1** Staff who receive a report of a bullying incident from a student will refer the incident to a member of the pastoral team who will:

- 4.2.1.1** listen to the student's account of the incident
- 4.2.1.2** reassure the student that reporting the bullying incident was the right thing to do
- 4.2.1.3** make it clear to the student that he or she is not to blame for what has happened
- 4.2.1.4** make a note of what the student says
- 4.2.1.5** interview those student(s) involved in the alleged bullying and any potential witnesses
- 4.2.1.6** check CCTV, mobile phones, etc. for evidence

4.3.4. A more detailed advice leaflet as well as assertiveness training is available for students who have been bullied.

5. Dealing with More Serious Bullying

5.1. If the preventative measures and student support strategies do not succeed, serious bullying will be dealt with under the UTC's Professional Conduct and Respect policy when one or more of the following sanctions may be used:

5.1.1. be removed from the group

5.1.2. lose any break or lunchtime privileges

5.1.3. have any item that might have been used for cyberbullying confiscated

5.1.4. be put in detention or isolation

5.1.5. be banned from a UTC trip or sports event where these are not an essential part of the curriculum

5.1.6. be excluded for a fixed period.

5.2. In the most serious cases, permanent exclusion will be the most likely sanction if the bullying:

5.2.1. involves serious actual or threatened violence against another student

5.2.2. amounts to persistent and defiant misbehaviour.

6. Recording Incidents

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

6.2. A bullying and harassment log is maintained by the Student Support Leader, monitored by the Vice Principal

7. Working with Parents and Carers

- 7.1.** The UTC will work with parents in dealing with bullying.
- 7.2.** Bullying in the UTC is everyone's problem.
- 7.3.** All staff, students and parents should be aware that bullying exists and share a commitment to combat it and to make the UTC a happier place for everyone.
- 7.4.** Parents, carers and families are often the first to detect signs of bullying. Common physical symptoms include headaches, stomach aches, anxiety and irritability.
- 7.5.** The UTC will encourage parents who suspect that their son or daughter is bullying or being bullied to immediately contact the UTC and make an appointment to see the Student Support Leader as soon as possible.
- 7.6.** Parents and carers will be informed of incidents and involved in discussions. The UTC will discuss with parents how they can work together to stop the bullying.
- 7.7.** Guidance will be provided to parents to aid them if they feel their child is being bullied in school

8. The Law

8.1. Some forms of bullying are illegal and must be reported to the police. These include:

8.1.1. violence or assault

8.1.2. theft

8.1.3. repeated harassment or intimidation, e.g. name calling, threats and abusive phone calls, emails or text messages

8.1.4. hate crimes

9. Dissemination of the Policy

9.1. This policy is available on the UTC website, on request to parents and carers, the LA and Ofsted through the Principal.

10. DfE Guidance and other documentation and guidance has been used to create this document. The specific guidance documents include:

10.1. [Bullying at School](#) o [Anti-Bullying Alliance](#) o [Childline](#)

10.2. [Preventing and tackling bullying](#) o The Education and

10.3. [Inspections Act 2006](#) o [Independent School Standard](#)

10.4. [Regulations 2010](#) o [The Equality Act 2010](#)

10.5 [Safeguarding children and young people](#)

11. Other relevant policies include

- 11.1.** Professional Conduct and Respect Policy (Behaviour Management)
- 11.2.** Equality Policy
- 11.3.** Sex and Relationships Policy
- 11.4.** Acceptable Use Policy
- 11.5.** Safeguarding Policy
- 11.6.** Inclusion Policy

12. Appendix 1

12.1 Guidelines for Parents and Carers

12.1.1 WMUTC will not tolerate bullying in any form or at any level and takes all allegations of bullying concerns seriously. The UTC has a responsibility to respond promptly and effectively to issues of bullying. These guidelines are issued to help parents support their children to learn in a relaxed and secure atmosphere.

12.1.2 Parents are expected to

- 12.1.2.1** be aware that the primary role in pupil's awareness of bullying is a shared responsibility
- 12.1.2.2** take their child's concerns seriously;
- 12.1.2.3** let the UTC know of these concerns as appropriate;
- 12.1.2.4** support key messages being given to pupils and where appropriate;
- 12.1.2.5** attend meetings and contribute in a positive way to actions aimed at solving any problems- including taking part in consultations about the policy

12.1.3 If your child raises a concern about bullying relating to their attendance at the UTC or if you are concerned that your child may be the victim of bullying you should:

- 12.1.3.1** talk to your child saying that you are concerned and want to help and support them
- 12.1.3.2** take what they say seriously;
- 12.1.3.3** Make a written record of the facts of incidents as this makes it easier for the UTC to investigate; •
- 12.1.3.4** Contact the UTC to discuss your concerns and if necessary arrange a meeting; •
- 12.1.3.5** reassure your child that you are working with us to help resolve the situation.

12.1.4 If you learn that your child has been a bully:

- 12.1.4.1** Try to stay calm;
- 12.1.4.2** Find out what your child has been doing;
- 12.1.4.3** Find out if they have done this before;

12.1.4.4 Talk to the Student Welfare Leader or Vice Principal to look at ways that you can help the child to change their behaviour, including whether any external agencies can help your child;

12.1.4.5 Support the UTC in resolving the situation and helping.

13. Appendix 2

13.1 Signs and Symptoms

13.1.1 A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- 13.1.1.1** is frightened of walking to or from the UTC;
- 13.1.1.2** doesn't want to go on the school / public bus;
- 13.1.1.3** begs to be driven to the UTC;
- 13.1.1.4** changes their usual routine;
- 13.1.1.5** is unwilling to come to the UTC (school phobic);
- 13.1.1.6** begins to truant;
- 13.1.1.7** becomes withdrawn anxious, or lacking in confidence;
- 13.1.1.8** starts stammering;
- 13.1.1.9** attempts or threatens suicide or runs away;
- 13.1.1.10** cries themselves to sleep at night or has nightmares;
- 13.1.1.11** feels ill in the morning;
- 13.1.1.12** their achievement drops;
- 13.1.1.13** comes home with clothes torn or books damaged;
- 13.1.1.14** has possessions which are damaged or " go missing";
- 13.1.1.15** asks for money or starts stealing money (to pay bully);
- 13.1.1.16** has dinner or other monies continually "lost";
- 13.1.1.17** has unexplained cuts or bruises;
- 13.1.1.18** comes home starving (money / lunch has been stolen);
- 13.1.1.19** becomes aggressive, disruptive or unreasonable;
- 13.1.1.20** is bullying other children or siblings;
- 13.1.1.21** stops eating;
- 13.1.1.22** is frightened to say what's wrong;
- 13.1.1.23** gives improbable excuses for any of the above;
- 13.1.1.24** is afraid to use the internet or mobile phone;
- 13.1.1.25** is nervous & jumpy when a cyber message is received;

13.2. These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated.

14. Appendix 3

WMUTC Bullying Incident Form

All bullying incidents should be recorded and passed to the Student Support Leader

Date incident reported:	Name of person reporting incident:
Received by:	Learner/Parent/Carer/Employee/Visitor/Other
Nature of incident: Physical/Verbal/Technological/Emotional/Discriminatory	Place of incident: Date of incident: Time of incident:
Details of Incident (include any witnesses to the incident)	
Action for learner who has been bullied:	
Parents informed:	
Date:	

Action for learner(s) who has displayed bullying behaviour:
Parents informed:
Date:
Incident resolved satisfactorily?
<input type="checkbox"/> Yes
<input type="checkbox"/> No
Details of further of action to be taken:
Incident entered into bullying log:
Signed:
Date :

15. Appendix 4

WMUTC Racist Incident Form
All racist incidents should be recorded and passed to the Vice Principal

<p>Date incident reported:</p> <p>Received by:</p>	<p>Name of person reporting incident:</p> <p>Learner/Parent/Carer/Employee/Visitor/Other</p>
<p>Nature of incident:</p> <p>Physical/Verbal/Technological/Emotional/Discriminatory</p>	<p>Place of incident:</p> <p>Date of incident:</p> <p>Time of incident:</p>
<p>Details of Incident (include any witnesses to the incident)</p> 	
<p>Action for learner who has been racially abused:</p> <p>Parents informed:</p> <p>Date:</p>	

Action for learner(s) who has displayed racist behaviour:

Parents informed:

Date:

Incident resolved satisfactorily?

Yes

No

Details of further of action to be taken:

Incident entered into bullying log:

Signed:

Date :

17.2 Within the SMSC programme:

- 17.2.1** Explicit lessons explaining the damage done and risks of different forms of bullying (including legal ramifications)
- 17.2.2** Assemblies and outside speakers to entire cohorts or to selected cohorts as necessary to combat bullying and encourage students to be considerate of others' feelings
- 17.2.3** Focus weeks dedicated to particular types of bullying that encourage consideration within all lessons of the impact and damage of particular types of bullying.

17.3 Supporting Bullied Students

17.3 Students who have been bullied may have access to:

- 17.4.1** A Student buddy from a higher year group who will support them during at risk times
- 17.4.2.** A named staff mentor to speak with them regularly and support them in overcoming bullying issues
- 17.4.3.** Access to a supportive group of peers who can discuss their experiences and methods to combat, avoid and overcome bullying
- 17.4.4.** Access to restorative justice sessions and mediation from both peers and staff to resolve conflicts

17.5 Supporting Parents of Bullied students

17.6 All parents should have access to programmes including:

- 17.6.1** Written guidance on how to support bullied students
- 17.6.2** Parent training & guidance sessions
- 17.6.3** Parental support groups
- 17.6.4** Parental mediation through the UTC
- 17.6.5** A named UTC liaison to manage any bullying issues that occur
- 17.6.6** Specific advice on supporting safe use of social media and responding to cyber bullying