

# UTC READING

## Anti-Bullying Policy

### Introduction

Bullying may be defined as “deliberately” hurtful behaviour usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, but the three main types are physical, verbal and emotional. The use of mobile phones, email and web-based chat-rooms has led to the rise of cyber-bullying, which may be defined as the ‘sending or posting of harmful or cruel text or images using the internet or other digital communication devices.

Bullying can take different forms. The following are examples of different types of bullying behaviour:

- physical aggression such as hitting, kicking, pushing or tripping;
- interference with another’s property, causing deliberate damage or theft to that property;
- verbal, for example, through racist, homophobic or sectarian remarks, threats, name calling or demeaning comments, gender re-assignment;
- emotional hurt, through isolating or excluding an individual from the activities and social acceptance of his/her peer group or through passing notes or spreading rumours;
- intimidation and harassment, for example, through pressure from members of a group against an individual so that s/he feels uneasy or frightened;
- cyber-bullying, for example, through the mobile phone cameras, emails, chat rooms, instant messaging and websites.

### Aim

At UTC Reading (UTC) we believe all students have a right to be educated in an atmosphere in which they feel valued, secure and supported by each member of the community. The values of the UTC emphasise respect for each individual and to encourage honesty and openness. By its nature, bullying is contrary to these values and is unacceptable.

We accept that bullying is a whole UTC issue which requires a consistent approach from a wide range of people. Preventing and countering bullying requires an awareness of bullying type behaviour and a collective vigilance on the part of all members of the UTC community.

The Anti-Bullying Policy aims to:

- Help in the understanding of what constitutes bullying-type behaviour;
- Indicate approaches to preventing bullying and to responding to bullying-type behaviour.

## **Operation**

### **The UTC Community**

Each member of the UTC community has a role to play in helping to prevent bullying and in creating an atmosphere in which it is not allowed to develop.

At the UTC, action will be taken to prevent bullying in the following ways:

- by promoting and maintaining an ethos that encourages consideration and respect for others and which is firmly based on the values of UTC;
- by educating students about the boundaries of appropriate behaviour towards others and addressing bullying and related issues through PSHCE, Citizenship, peer mentoring and assembly programmes;
- by ensuring effective supervision of locations within the UTC where bullying is likely to occur and highlighting to students, with the support of parents / guardians, the importance of appropriate behaviour when travelling to and from the UTC;
- by liaising with other support agencies as appropriate, some of whom are on site;
- by encouraging a strong sense of belonging to the UTC through participation in enrichment activities;
- by having clear procedures for responding to bullying, which are kept under regular review.

### **Procedures for dealing with bullying**

Bullying is unacceptable and a culture of openness is the best way to counter such behaviour. It is the responsibility of each member of the community – students, employees and parents / guardians – to report instances of bullying, or suspicions of bullying, in the understanding that all such reports will be listened to and taken seriously.

In each instance, the priority should be that the bullied individual feels supported and that the individual/s responsible for the bullying are made aware that their behaviour is unacceptable and the bullying stops.

The precise action for dealing with an incident will vary. However, the following broad guidelines apply:

- Instances of bullying or suspicion of bullying should be reported by students, parents / guardians or UTC employees to the appropriate Director. It is recognised, however, that on occasion, the report may be made to the Vice Principal or the Principal. A record of any report will be taken and, in all instances;
- The Director will investigate, in liaison with the Principal and the Vice Principal (as necessary);
- Students directly involved will be asked to give a written account of the incident;
- Parents / guardians of all students will be contacted promptly;
- If necessary, referrals to outside agencies will be made in accordance with procedures;
- The students bullied will be given practical advice and support;
- An appropriate response will be made, and recorded, with regard to the individual/s responsible;
- The situation will be monitored and reviewed after one month by the Director to ensure the welfare of all students involved.

### **Response to bullying**

A range of responses may be used in dealing with bullying. The response(s) to be used will depend upon the severity of and persistence of the bullying being perpetrated. It is intended that the person responsible will learn from what has happened and change his/her behaviour. Education and raising awareness are effective ways of challenging bullying and encouraging individual students to take responsibility for their own actions. This may include the student's involvement in a programme of mentoring, counselling, community service or referral to an outside agency. Teaching group activities, themes of the week and assemblies may also be used for this purpose.

In addition, sanctions, in line with the Behaviour for Learning Policy, to be considered are:

- verbal reprimand from teacher, Director, Vice Principal
- verbal and/or written apology
- Internal exclusion
- fixed term exclusion
- permanent exclusion

### **Signs and Symptoms**

The following signs MAY suggest that a student has been bullied and that the situation warrants investigation:

- Unwillingness to attend the UTC/truancy.

- Anxiety about travelling to and from the UTC / avoiding regular travelling times.
- Underachievement.
- Loss of concentration/ enthusiasm/ interest in UTC / changed behaviour.
- Repeated non-specific reasons for Surgery visits – headache / stomach ache.
- Unexplained changes in mood especially before returning to the UTC after holidays / weekends.
- Physical signs of anxiety – stammering / nightmares / sleep difficulty / loss of appetite / nausea / withdrawal.
- Physical bruising / torn clothes.
- Loss of self-esteem / confidence / mood swings.
- Reluctant to say what is wrong.

## **Students**

The UTC encourages **Students** to show respect, openness and honesty in their relationships with all members of the UTC community.

The UTC encourages students to:

- Say **NO** to **BULLYING**.
- Know and understand what bullying means and the consequences of bullying type behaviour.
- Be active not passive – speak out / tell / report incidents of bullying.
- Listen to, support and help bullied students.
- Develop a range of assertiveness strategies to use in the event of a bullying situation.
- Take personal responsibility.
- Take collective responsibility.
- Develop loyalty to the UTC and students within it.

## **Monitoring and Evaluation**

The Board of Governors and Principal will monitor the operation and effectiveness of the UTC's Anti-Bullying Policy.

Date created: March 2013

Date agreed: May 2013

Date of Review: April 2017

Date of next review: April 2020

## **Appendix 1**

### **Anti-Bullying – Information for Parents**

#### **What is bullying?**

Bullying is if individuals or groups are:

- calling your child names
- threatening him/her
- pressuring your child to give someone money or possessions
- hitting your child
- damaging your child's possessions
- spreading rumours about your child or your family
- using text, email or web space to write or say hurtful things about your child (cyber bullying).

It is also bullying if your child feels hurt because of things said about their ethnic background, religious faith, gender, sexuality, disability, special educational need, appearance or specific issues in your family.

#### **What should you do if your child is being bullied?**

You should contact your child's Tutor as soon as possible to explain your concerns. It would be most helpful if you could ensure you have as many details as possible, including dates, places and names.

The Tutor will investigate your concerns and will aim to communicate their findings with you with 24 hours of your original contact.

#### **What will the UTC do?**

The UTC does not tolerate bullying. This is what we do about bullying:

- work to make sure that the person being bullied is safe;
- work to stop the bullying happening again;
- provide support to the person being bullied and
- take actions to ensure that the person doing the bullying learns not to harm others.

### **What to do if you feel the situation has not been resolved appropriately**

If you feel your concerns are not being addressed appropriately by the Tutor you should:

- Contact the Director of your child's company to explain your continued concerns.
- If you remain concerned you should contact the Vice Principal to explain your continued concerns.
- If you are still concerned you should make an appointment to meet the Principal to discuss your concerns.
- If you remain unhappy with the response from all staff above you should put your concerns in writing to the Chair of the Board of Governors.

## Appendix 2

### Anti-Bullying - Information for Students

#### What is it bullying?

Bullying is if you feel hurt because individuals or groups are:

- calling you names
- threatening you
- pressuring you to give someone money or possessions
- hitting you
- damaging your possessions
- spreading rumours about you or your family
- Using text, email or web space to write or say hurtful things (cyber bullying).

It is bullying if you feel hurt because of things said about your ethnic background, religious faith, gender, sexuality, disability, special educational need, appearance or issues in your family.

#### The UTC does not tolerate bullying.

This is what we do about bullying:

- make sure that the person being bullied is safe;
- work to stop the bullying happening again and
- provide support to the person being bullied.

#### What should you do?

Talk to someone you trust and get them to help you take the right steps to stop the bullying.

If you feel you are being bullied:

- try to stay calm and look as confident as you can;
- be firm and clear — look them in the eye and tell them to stop;
- get away from the situation as quickly as possible and
- tell an adult what has happened straight away or, if you do not feel comfortable telling an adult, tell another pupil.

If you have been bullied:

- tell your Tutor or another adult at the UTC;
- tell your parents and ask them to contact your Tutor to explain your concerns;
- if you are scared to tell your Tutor or another adult at the UTC on your own, ask a friend to go with you.
- If you feel that the adult you have spoken to has not acted, tell another adult at the UTC (ideally this should be the Director of your company)
- If you still feel the situation is not being dealt with first talk to the Vice Principal and then the Principal.
- don't blame yourself for what has happened.

When you are talking to an adult about bullying be clear about:

- what has happened to you;
- how often it has happened;
- who was involved;
- who saw what was happening;
- where it happened and
- what you have done about it already.

If you find it difficult to talk to anyone at the UTC or at home, ring Child Line on **free phone 0800 1111**. This is a confidential helpline. If you are hard of hearing you can use the **text phone 0800 400 222**. You can also write to Freepost 1111, London N1 0BR. The phone-call and letter are free.

## Appendix 3

### Anti-Bullying - Information for Staff

#### What is it bullying?

Bullying is if individuals or groups are:

- calling them names
- threatening them
- pressuring them to give someone money or possessions
- hitting them
- damaging their possessions
- spreading rumours about an individual or their family
- using text, email or web space to write or say hurtful things (cyber bullying).

It is also bullying if someone feels hurt because of things said about ethnic background, religious faith, gender, sexuality, disability, special educational needs, appearance or issues in their family.

#### The UTC will not tolerate bullying.

This is what we do about bullying:

- make sure that the person being bullied is safe;
- work to stop the bullying happening again and
- provide support to the person being bullied.

#### What should I do if I see bullying taking place?

- make sure the child being bullied feels safe
- Challenge the bullying behaviour
- Inform the students' Tutor or Director of their company immediately

## Appendix 4

Students and parents/guardians can contact the following organisations for information and support:

- **Anti-Bullying Campaign**

Helpline: 020 7378 1446 (9.30am – 5.30pm)

This organisation produces leaflets and information for parents.

- **Child line**

Freepost 1111

LONDON

N1 0BR

Free phone: 0800 1111

[www.childline.org.uk](http://www.childline.org.uk)

This is a 24-hour helpline for children and young people who wish to discuss their problems. They also welcome calls from young people who are engaged in bullying type behaviour.

- **Kids cape**

152 Buckingham Palace Road

LONDON

SW1 9TR

Helpline for Parents: 0171 730 3300 (10.00am – 4.00pm Monday – Friday)

[www.kidscape.org.uk](http://www.kidscape.org.uk)

They provide free leaflets and booklets for parents and teenagers about bullying.

- **National Child Protection Line**

Free phone: 0800 800 500

This is a 24-hour helpline for anyone concerned about a child at risk of abuse (including bullying). A child may also use this helpline.

- **National Society for the Prevention of Cruelty to Children (NSPCC)**

Helpline: 0808 800 50000

[www.nspcc.org.uk](http://www.nspcc.org.uk)

- **British Association of Counselling**

1 Regent Place

RUGBY

Warwickshire

CV21 2PJ

Telephone: 01788 578328

Members of BAC have experience of a wide range of counselling. Write enclosing a self-addressed envelope for a list of counsellors in your area.