

Anti-bullying policy

We are committed to providing a caring, friendly and safe environment for all of our students so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at Seta.

If bullying does occur, all students should be able to tell and know that incidents will be dealt with promptly and effectively. We are a TELLING centre. This means that anyone who knows that bullying is happening is expected to tell the staff.

What is bullying?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can be:

- Emotional: being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
- Physical: pushing, kicking, hitting, punching or any use of violence
- Racist: racial taunts, graffiti, gestures
- Sexual: unwanted physical contact or sexually abusive comments
- Homophobic: because of, or focussing on the issue of sexuality
- Verbal: name-calling, sarcasm, spreading rumours, teasing
- Cyber: All areas of internet, such as email and internet chat room misuse, mobile threats by text messaging and calls, misuse of associated technology, i.e. camera and video facilities

Why is it important to respond to bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Students who are bullying need to learn different ways of behaving.

As a training centre, Seta has a responsibility to respond promptly and effectively to issues of bullying.

Objectives of this policy

All teaching and non-teaching staff, students and parents should have an understanding of what bullying is.

All teaching and non-teaching staff should know what the Seta policy is on bullying, and follow it when bullying is reported.

All students, parents and employers should know what our policy is on bullying, and what they should do if bullying arises.

At Seta we take bullying seriously. Students and parents should be assured that they will be supported when bullying is reported.

Bullying will not be tolerated.

Signs and symptoms

A person 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 student:

- Is frightened of attending training
- Changes their usual routine
- Is unwilling to go to training
- Begins to truant
- Becomes withdrawn anxious, or lacking in confidence
- Starts stammering
- Attempts or threatens suicide or runs away
- Cries themselves to sleep at night or has nightmares
- Feels ill in the morning
- Begins to do poorly in work
- Comes home with clothes torn or books damaged
- Has possessions which are damaged or 'go missing'
- Asks for money or starts stealing money (to pay bully)
- Has monies continually 'lost'
- Has unexplained cuts or bruises
- Comes home starving (money/lunch has been stolen)
- Becomes aggressive, disruptive or unreasonable
- Is bullying others
- Stops eating
- Is frightened to say what's wrong
- Gives improbable excuses for any of the above
- Is afraid to use the internet or mobile phone
- Is nervous and jumpy when a cyber-message is received

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

Procedures

1. Report bullying incidents to staff
2. In cases of serious bullying, the incidents will be recorded by staff
3. In serious cases, parents should be informed and will be asked to come in to a meeting to discuss the problem
4. If necessary and appropriate, police will be consulted
5. The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly
6. An attempt will be made to help the bully (bullies) change their behaviour

Outcomes

1. The bully (bullies) may be asked to genuinely apologise. Other consequences may take place.
2. In serious cases, suspension or even exclusion will be considered
3. If possible, the students will be reconciled
4. After the incident / incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.

Prevention

We will use KIDSCAPE methods for helping students to prevent bullying. As and when appropriate, these may include:

- Writing a set of rules
- Signing a behaviour contract
- Making up role-plays (or using KIDSCAPE role-plays)
- Having discussions about bullying and why it matters

Help Organisations:

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| Advisory Centre for Education (ACE) | 0808 800 5793 |
| Children's Legal Centre | 0845 345 4345 |
| KIDSCAPE Parents Helpline (Mon-Fri, 10-4) | 0845 120 5204 |
| Parentline Plus | 0808 800 2222 |
| Youth Access | 020 8772 9900 |
| Bullying Online | www.bullying.co.uk |