



ANTI-BULLYING POLICY

Document reference QT7P5. Issue . Issued by Alan Bates. Issue date 16/01/2019

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Statement of Intent

At Qualitrain we are committed to providing a warm, caring and safe environment for all our staff and learners so that they can learn in a relaxed and secure environment. Bullying of any kind is unacceptable and will not be tolerated in our organisation. We take all incidents of bullying seriously. Bullying hurts. No-one deserves to be a victim of bullying. Everybody has the right to be treated with respect and people who are bullying others need to learn different ways of behaving. At Qualitrain, we acknowledge that bullying does happen from time to time – indeed, it would be unrealistic to claim that it does not. When bullying does occur, everyone should be able to tell and know that incidents will be dealt with promptly and effectively in accordance with our anti-bullying policy. We are a telling organisation. This means that anyone who knows that bullying is happening is expected to tell the staff.

Aims and Objectives of this Policy

The aim of this policy is to try and prevent and deal with any behaviour deemed as bullying. The implementation of this policy will create an ethos where bullying is regarded as unacceptable so that a safe and secure environment is created for everyone to learn and work in. All members of the organisation have a responsibility to recognise bullying when it occurs and take appropriate action in accordance with this policy. This will happen in the following ways:

- The school will work closely with other professional agencies to ensure that staff and learners stay safe.
- All teaching and non-teaching staff, learners and employers/guardians will have an understanding of what bullying is.
- All Directors, teaching and non-teaching staff will know what the organisation's policy is on bullying and will consistently and swiftly follow it when bullying is reported.
- All Directors, teaching and non-teaching staff will know what the organisation's policy is on bullying and what they can do if bullying occurs.
- All teaching and non-teaching staff, learners and employers will be assured that they will be supported when bullying is reported.
- A positive, caring ethos will be created within Qualitrain's environment where everyone can work and express themselves, free from the fear of being bullied.

What Is Bullying?

Qualitrain has adopted the following collaborative definition of bullying which is our shared understanding of what bullying is:

Bullying is any deliberate, hurtful, upsetting, frightening or threatening behaviour by an individual or a group towards other people. It is repeated over a period of time and it is very difficult for the victims to defend themselves (remember STOP – it happens Several Times on Purpose). Bullying is mean and results in worry, fear, pain and distress to the victim's.

Bullying can be:

- Emotional being unfriendly, excluding, tormenting (e.g. threatening gestures), ridicule, humiliation
- Verbal name-calling, sarcasm, spreading rumours, threats, teasing, making rude remarks, making fun of someone
- Physical pushing any other forms of violence.
- Racist racial taunts, graffiti, gestures, making fun of culture and religion
- Sexual unwanted physical contact or sexually abusive or sexist comments
- Homophobic because of/or focusing on the issue of sexuality
- Online/cyber setting up 'hate websites', sending offensive text messages, emails and abusing the victims via their mobile phones
- Any unfavorable or negative comments, gestures or actions made to someone relating to their disability or special educational needs.

Bullying is not:

It is important to understand that bullying is not the odd occasion of falling out with friends, name calling, arguments or when the occasional trick or joke is played on someone. It is bullying if it is done several times on purpose (STOP). Staff and learners sometimes fall out or say things because they are upset. When occasional problems of this kind arise it is not classed as bullying. It is an important part of learner's development to learn how to deal with communication breakdowns and the odd prank. We all have to learn how to deal with these situations and develop social skills to repair relationships.

What can you do if you see someone else being bullied? *(The role of the bystander)*

Ignoring bullying is cowardly and unfair to the victim. Staying silent means the bully has won and gives them more power. There are ways you can help without putting yourself in danger.

Procedures for reporting and responding to bullying incidents

All staff will respond calmly and consistently to all allegations and incidents of bullying at Qualitrain. They will be taken seriously by all staff and dealt with impartially and promptly. All those involved will have the opportunity to be heard. Staff will protect and support all learners involved whilst allegations and incidents are investigated and resolved.

The following step-by-step procedure will be used for reporting and responding to bullying allegations or incidents:

1. Report all bullying allegations and incidents to staff.
2. Staff will make sure the victim(s) is and feels safe.
3. Appropriate advice will be given to help the victim(s).
4. Staff will listen and speak to all people involved about the incident separately.
5. The problem will be identified and possible solutions suggested.
6. Staff will attempt to adopt a problem solving approach which will move on from them having to justify their behavior.
7. Appropriate action will be taken quickly to end the bullying behavior or threats of bullying.
8. Staff will reinforce to the bully that their behavior is unacceptable.
9. The bully (bullies) may be asked to genuinely apologise. Other consequences may take place and appropriate sanctions applied (see next section).
10. An attempt will be made, and support given, to help the bully (bullies) understand and change his/her/their behavior.
11. After the incident has been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.
12. Bullying incidents will be discussed regularly at staff meetings.
13. Qualitrain's safeguarding officers will monitor and record any issues.

Monitoring and evaluation of the policy To ensure this policy is effective, it will be regularly monitored and evaluated. This will be controlled through Qualitrain's document control procedures.