



# Anti-Bullying Policy for Learners and All Instep UK Staff

Instep UK

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## Introduction

Instep UK is committed to learners, colleagues, employers and sub-contractors' right to learn/ teach/ work in an environment that is safe and free from discrimination, harassment and bullying.

The Education Act 2002 places a duty on colleges and education and training provisions to safeguard and promote the welfare of children and adults. As an Independent Learning Provider, we know that safeguarding encompasses bullying and all principles are applicable to all. Instep UK's Safeguarding and Prevent Policy can be viewed on the Instep UK website and on SharePoint. Instep UK aims to promote a common understanding of what constitutes bullying, the measures it takes to prevent bullying and the intervention and support strategies it uses once bullying is reported.

The Education and Inspections Act 2006 requires that every school must have measures to encourage good behaviour and prevent all form of bullying amongst pupils. FE and non- statutory Colleges are not subject to this Act; however, this policy has been developed in accordance with the spirit of the Act and following Department for Education (DfE) guidelines on Preventing and Tackling Bullying.

The Education Act 2010 requires colleges to comply with the public-sector equality duty. This policy takes those requirements into account. Instep UK's Equality and Diversity and Safeguarding policies are relevant to this policy.

This policy applies to all colleagues, including senior managers, the executive board, Instep UK colleagues, volunteers and seasonal workers, agency staff, learners, employers, sub-contractors or anyone working for and on behalf of Instep UK. The term 'learner' used in this policy refers to learners of the Instep UK who attend interviews, study at our learning environments or in their place of work.

We have a zero-tolerance approach to bullying. Instep UK will challenge bullying in all its forms and take quick, clear and decisive action to protect learners and colleagues. We are committed to creating an environment which supports colleagues and learners to report and challenge bullying which encourages positive intervention to prevent the occurrence of bullying. We ensure that all learners and colleagues have clear access to our Complaints Policy and procedures.

## Definition of Bullying

Bullying is behaviour that hurts someone else – such as name calling, hitting, pushing, spreading rumours, threatening or undermining someone. It can happen anywhere – in education, at home or online. It is usually repeated over a long period of time and can hurt a child or adult both physically and emotionally. Bullying that happens online, using social networks, games and mobile phones, is referred to as cyberbullying. A child or adult can feel like there's no escape because it can happen wherever they are, at any time of day or night.

- Bullying includes:
- verbal abuse, such as name calling and gossiping
- non-verbal abuse, such as hand signs or text messages
- emotional abuse, such as threatening, intimidating or humiliating someone
- exclusion, such as ignoring or isolating someone
- undermining, by constant criticism or spreading rumours
- controlling or manipulating someone

- racial, sexual or homophobic bullying
- physical assaults, such as hitting and pushing
- making silent, hoax or abusive calls
- online or cyberbullying.

## Cyber-bullying

The NSPCC states that 'Cyberbullying is an increasingly common form of bullying behaviour which happens on social networks, mobile phones and online games. Cyberbullying can include spreading rumours about someone, or posting nasty or embarrassing messages, images or videos. Children may know who's bullying them online – it may be an extension of offline peer bullying - or they may be targeted by someone using a fake or anonymous account. It's easy to be anonymous online and this may increase the likelihood of engaging in bullying behaviour. Cyberbullying can happen at any time or anywhere - a child can be bullied when they are alone in their bedroom - so it can feel like there's no escape'.

## Responsibilities and roles

### Lead Colleagues

- The Senior Management Team and the Head of Safeguarding, Prevent and Wellbeing are to regularly review, update and implement this policy.
- The Head of Safeguarding, Prevent and Wellbeing is to lead on the implementation of the Anti-Bullying Policy.
- The Head of People is responsible for ensuring the provision of anti-bullying training for colleagues.
- Operations Managers and teaching colleagues have a responsibility to assess allegations thoroughly and to seek to resolve conflict. This may be working in partnership with other departments and/ or the Head of Safeguarding, Prevent and Wellbeing.
- Teaching and Designated Safeguarding Lead (DSL) colleagues have responsibility to support learners through any investigation into an allegation of bullying and/or harassment.

## Colleagues are responsible for:

- Being aware of the Anti-Bullying Policy and the procedures for reporting bullying.
- Acting in line with this policy should they witness acts of bullying or harassment; or are approached in confidence by learners being bullied or harassed; or by learners who have witnessed such actions.
- Treating all learners and colleagues with dignity and respect, ensuring their own conduct does not cause offence or misunderstanding; and challenging behaviour or the use of language which could cause offence.
- Role modelling behaviours which promote mutual respect and tolerance.
- Follow in line with the Colleague Handbook.

## Learners

Learners are required to:

- Follow the Learner Agreements that are put in place by induction processes and the Learner Handbooks.
- Be aware of the Anti-Bullying Policy.
- Report incidents of bullying.
- Support their peers and wherever possible adopt a restorative approach.

## Parents/Carers

Instep UK expects parents and carers to contact us if they know or suspect their son/daughter is being bullied or is bullying others. It is also expected that parents/carers will work with colleagues to resolve conflicts between learners if required.

## Signs of Bullying

There are usually signs when an individual is being bullied. These can include;

- Changes in Character
- Changes in appearance
- Attendance issues

## Preventing Bullying

Instep UK aims to prevent bullying before it occurs. We have created a list of strategies that can be used to do this.

- Learners learn about respect and bullying, citizenship, equality, diversity and social justice. Tutors deliver this content within sessions with 1:1 learners around cultural events and the celebration of diversity. We ensure that teaching colleagues promote skills such as team work, empathy, resilience throughout the curriculum.
- Instep UK identifies learners who are vulnerable and/or at risk of disengagement or underachievement. These learners are monitored closely so early interventions can be put in place to prevent issues from escalating and to ensure we offer support and guidance throughout.
- Anti-Bullying posters are displayed throughout learning environments to raise awareness and signpost support.
- We can signpost to external support agencies for any learner or colleagues. Instep UK stores a directory of services on SharePoint for national or area based services.
- All colleagues receive mandatory safeguarding training which covers in depth aspects such as bullying and harassment and Equality and Diversity.
- Anti-Bullying Week, Equality and Diversity Month and Stay Safe Month are an established part of Instep UK's diversity/ cultural events calendar and embedded into the curriculum.
- All colleagues and learners are encouraged to adopt a Restorative Approach to resolve conflict and to build good relationships.
- Expectations are made clear to learners and colleagues at induction and are expected to sign a contract of agreement around behaviour and conduct.
- At Instep UK, we promote and work in partnership with learners, colleagues, employers and sub-contractors to help them share their voice and experiences. These views are captured in our surveys and questionnaires.

All reports of bullying will be taken seriously and addressed as quickly as possible. The priority is to support those being bullied. It is the responsibility of colleagues to determine the nature and extent of the bullying and act appropriate to the circumstance. Once a report of bullying is received colleagues will meet with the individual/s being bullied to discuss the circumstances and severity of the bullying and how Instep UK intends to proceed. It may be appropriate to involve parents/carers at this stage. Anonymity cannot always be guaranteed as we have a duty to act to protect and safeguard learners, but every effort will be made to deal sensitively with the issues. A record of accusations of bullying behaviour and actions taken are kept in the confidential Safeguarding Register and regularly monitored by the Safeguarding Leads.

When Instep UK believes that bullying has occurred, it will be dealt with as a disciplinary matter through the disciplinary process. Please see process flowchart on page 4. The disciplinary process considers the needs of vulnerable learners including those responsible for bullying. If the person making the allegation is dissatisfied about with how it has been dealt with they have the right to appeal through the Complaints Procedure. Colleagues at Instep UK are expected to work with and support those responsible for bullying to understand the impact of their behaviour.

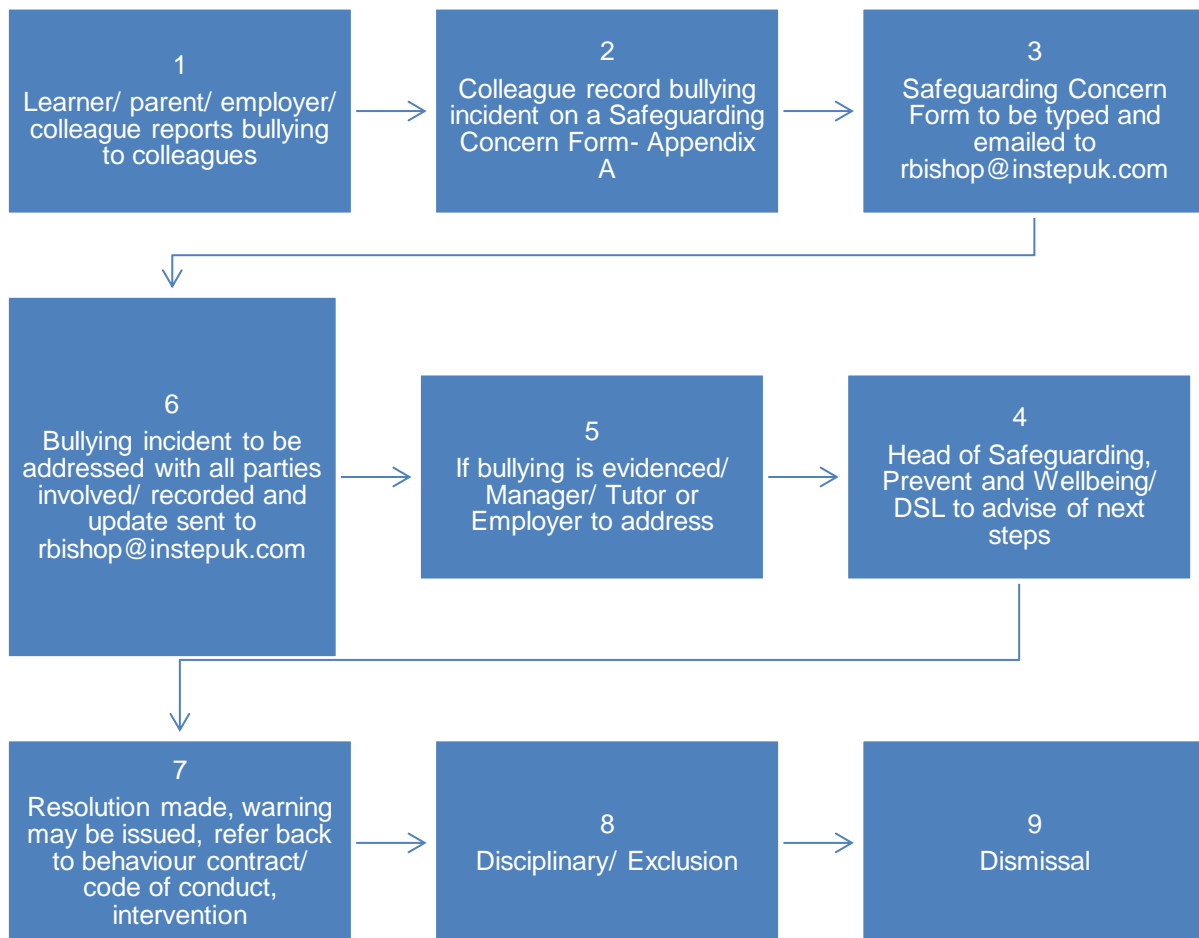
## Learners with a Learning Difficulty and/ or Disability

Learners or colleagues with a learning difficulty and/or disability may be especially vulnerable to bullying or have difficulties in communicating. At Instep UK, colleagues are skilled, experienced and they work closely with learners, so they can identify signs at an early stage. Any reports of a learner with a learning difficulty and/or disability being bullied will involve the Head of Safeguarding, Prevent and Wellbeing/ DSL.

Instep UK's Anti-Bullying Policy Links to the following:

- Safeguarding and Prevent Policy
- Whistle Blowing Policy
- Code of Conduct
- Grievance Procedure
- Disciplinary Procedure
- Appeals Procedure
- Confidentiality Procedure
- Internet, email and data security
- Learner computer and internet usage policy
- Social Media policy
- Dignity at Work Policy
- Recruitment Policy
- Children Missing from Education
- Employer, Colleague and Learner Handbooks
- E-Safety policy
- Equality and Diversity policy
- Behaviour Contract.

## Flowchart for Anti-Bullying Procedure





## Anti-Bullying Helplines and organisation Helplines:

**Childline Phone:** 0800 1111

**NSCPCC Phone:** 0808 800 5000

**Family Links Phone:** 0808 800 2222

## Organisations and websites

- **Anti-Bullying Alliance**  
<http://www.anti-bullyingalliance.org.uk/>
- **National Society for the Prevention of Cruelty to Children (NSPCC)**  
<http://www.nspcc.org.uk/>
- **ChildLine**  
<http://www.childline.org.uk/Pages/Home.aspx>
- **Kidscape**  
<http://www.kidscape.org.uk/>
- **Family Lives**  
<http://familylives.org.uk/>

## Appendix A: Safeguarding Concern Form

### Confidential Information

### Safeguarding Concern Form

To be completed by the colleagues/ employer/ learner who has concerns or to whom a disclosure has been made. This form must be typed and submitted to the Head of Safeguarding via [safeguarding@instepuk.com](mailto:safeguarding@instepuk.com)

**No further action must be taken following a disclosure or concern without informing the Head of Safeguarding. This form must be submitted on the same day when requiring immediate action and in due time before the close of the day at 5pm to allow for any assessment/ action to be taken.**

**IN ADDITION, PLEASE AVOID SCANNING ANY INFORMATION WHEREVER POSSIBLE.**

Name of recorder/ person reporting concern:			
Relationship to learner/ Job Title:			
Date of record:		Time of record:	
Name of learner/ colleague:			
Learner's/ Colleague's date of birth:		Place of Learning/ Work:	
Learner's/ Colleague's contact number:			
Learner's/ Colleague's address:		Learner's/ Colleague's Next of Kin details:	
Course:			
Consent:	Have you discussed with the learner/ colleague; the information contained in this document will be shared with Designated Safeguarding Lead/ Safeguarding Champion?	<input type="checkbox"/>	<input type="checkbox"/>
Confidentiality / Sharing of Information	<p>The exception to this is where to do so, would put the child, young person or adult at risk of suffering significant or serious harm or it would undermine the prevent, detection, or prosecution of a serious crime including where seeking consent may lead to interference with any potential assessment/ investigation. In these cases, external agencies may be contacted and informed.</p> <p>Information may also be shared with other internal colleagues where it is deemed in the best interest of the learner.</p>		

Details of the concern and source of concern (of an incident: time, place and all relevant persons involved).
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**Outline using direct quotes from source of information where possible. Distinguish between fact and opinion. Please continue on reverse if necessary.**

<b>Date of incident:</b>		<b>Time of incident am/pm:</b>	
<b>Date of initial report:</b>		<b>Time of initial report am/pm:</b>	

This information is to be stored in the Safeguarding Register AND is only accessible by the Head of Safeguarding, all paper-based versions should be destroyed or deleted. If the allegation/concern involves a colleague all documentation should be sent following the same process.