



Anti-Bullying Policy for Learners

Instep UK

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Introduction

Instep UK is committed to learners' right to learn and work in an environment that is safe and free from discrimination, harassment and bullying.

The Education Act 2002 places a duty on training provisions to safeguard and promote the welfare of children and adults. As an Independent Learning Provider, Instep UK knows that safeguarding encompasses bullying, harassment and discrimination and all principles are applicable to all stakeholders. Instep UK's Safeguarding and Prevent Policy can be viewed on the Instep UK website. 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.

This policy should be read in conjunction with Instep UK's Safeguarding and Prevent Policy, its Equality, Diversity and Inclusion Policy, and its Complaints Policy.

Instep UK has 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. We are committed to creating an environment which supports learners to report and challenge bullying which encourages positive intervention to prevent the occurrence of bullying. We ensure that all learners 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 work, at home or online. It is usually repeated over a long period of time and can hurt someone both physically and emotionally. Bullying that happens online, using social networks, games and mobile phones, is referred to as cyberbullying. A person can feel like there's no escape because it can happen wherever they are, at any time of day or night.

Bullying can include:

- verbal abuse, such as name calling and gossiping
- non-verbal abuse, such as body language, hand signs or images
- emotional abuse, such as threatening, intimidating or humiliating someone
- exclusion, such as ignoring or isolating someone
- undermining, by constant criticism or spreading of rumours
- controlling or manipulating someone
- racial, sexual or homophobic slurs
- physical assaults, such as hitting and pushing

- making silent, hoax or abusive calls
- online, trolling, internet 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

Instep UK Lead Colleagues

- The Senior Leadership Team and the Designated Safeguarding Lead are to regularly review, update and implement this policy
- The Designated Safeguarding Lead is to lead on the implementation of the Anti-Bullying Policy.
- HR is responsible for ensuring the provision of anti-bullying training for colleagues.
- Operations Managers and colleagues have a responsibility to assess allegations thoroughly and to seek to resolve conflict.
- The Designated Safeguarding Lead has a responsibility to support learners and colleagues through any investigation into an allegation of bullying and/or harassment.

Instep UK 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.

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.

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 trainers promote skills such as team work, empathy, resilience and tolerance 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.
- We can signpost to external support agencies for any learner. Instep UK stores a directory of services for national or local services.
- All colleagues receive mandatory safeguarding training which covers in depth aspects such as bullying, harassment and Equality, Diversity and Inclusion.
- All learners are encouraged to adopt a Restorative Approach to resolve conflict and to build good relationships.

- Expectations are made clear to learners at induction
- At Instep UK, we promote and work in partnership with learners 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. 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 with a learning difficulty and/or disability may be especially vulnerable to bullying or have difficulties in communicating. At Instep UK, colleagues are skilled and 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 Designated Safeguarding lead.

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

- Appeals Procedure
- Complaints Procedure
- Equality, Diversity and Inclusion Policy
- Online Social Media Policy
- Learner Handbooks
- Safeguarding and Prevent Policy
- Whistle Blowing Policy

Helplines and Organisations:

Childline Phone: 0800 1111

NSCPCC Phone: 0808 800 5000

Family Links Phone: 0808 800 2222

- **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/>