



STUDENT SERVICES

AREA: | **Learners**

TOPIC: | **Anti - Bullying**

Bullying

* HCT wishes to thank the learners who were consulted over this policy.

Herefordshire College of Technology does not accept or tolerate bullying; we will do all we can to prevent it from happening. Bullying is always wrong because of the hurt and distress it causes, it is everyone's responsibility to help prevent it.

If bullying does occur we will deal with the incident and recognise the need to support the person being bullied and also the bully. Victims of bullying and bullies will be treated in a supportive manner, and their case heard in an atmosphere of positive concern.

Aims of the policy

- To raise awareness of bullying
- To reduce instances of bullying
- To ensure that learners and staff are aware of this policy and fulfil their obligations in relation to it

Bullying Explained

Bullying is the repeated intimidation of a person, carried out by a more powerful person or group, in order to cause physical or emotional hurt in a way that makes it difficult for the person being bullied to defend him or herself. There are three main types of bullying:

Verbal bullying - includes teasing, sarcasm, name-calling, continually ignoring someone and racist and sexist remarks.

Physical bullying - includes taking your money, pushing, hitting, kicking and punching, sexual abuse, including unwanted physical contact or comments.

Indirect bullying - includes spreading rumours or gossip about a person, getting someone into trouble for no reason, excluding a person and sending hurtful messages via texts, emails, phoning, letters, facebook and MSN messaging.

There are many reasons why a person may become a victim of bullying. They may be a high achiever and others are jealous, they may be a different nationality, they may stand out in a crowd, they may be gay, lesbian, bisexual or transgender, or they may be shy or they may quite simply be different.

Dealing with bullying

Bullying can only continue if there is a conspiracy to keep it secret, **ALWAYS** tell someone in authority if you are being bullied, or if you witness bullying.

- Encourage the person being bullied to talk to someone in authority, someone they feel comfortable with. This in the first instance may be a personal tutor.
- Student Information Services offer confidential support and advice and they are located near main reception.
- With the agreement of the person being bullied, those involved will be interviewed to clarify the incident in the presence of the personal tutor(s).
- The personal tutor will arrange a meeting to discuss the matter openly to ensure all involved are aware of each others feelings
- Where appropriate the bully will be supported to recognise the antisocial nature of bullying. The victim of bullying will also be supported.
- The personal tutor will record all incidents of bullying and the records filed within the students ILP.
- Persistent bullies will be disciplined using the college disciplinary procedure
- Where a bullying incident could have serious consequences it may be necessary to involve the police.
- Anyone can make a complaint about bullying to the police

Are you being bullied? If so:

- Try not to show you are upset
- Try to ignore the bully
- Try to stay in company
- Walk away from the situation confidently
- Avoid being in places where bullying occurs
- Ask the bully to stop but do not retaliate
- Call a helpline, they are there to help and give practical advise
- Record the bullying incident in as much detail as possible
- Tell someone you can trust i.e. a friend, a parent, a sympathetic tutor or a guardian

Dealing with extreme bullying

If you are faced with a serious situation where you are concerned with your personal safety;

- Try to keep as calm as possible
- Shout for help
- Do not carry a weapon

Are you the bully?

Many people who bully others may have personal problems that they find difficult to discuss with others. If for some reason, you have fallen into the trap of being cruel or even abusive to a fellow learner try to put yourself into the shoes of the person you are bullying. If you would like

to discuss the matter confidentially why not approach the Student Information Service situated on campus. They will be able to offer you support and guidance.

Procedure for reporting bullying

Please see attached procedure

Reviewing the policy

Staff and learner representatives will review the policy annually

Additional Resources

www.dfes.gov.uk/bullying

www.childline.org.uk

www.bbc.co.uk

www.bullyonline.org

www.antibully.net

www.nspcc.org.uk

www.peersupport.co.uk

Bullying Procedure

Informal advice and guidance.....

The Student Information Service offers friendly and supportive advice to any learner or tutor. The service is confidential.

Notifying someone in authority.....

Incidents of bullying will be reported to a person in authority. Where this is not the personal tutor the personal tutor will be informed of the discussion. The bully and the victim will discuss the incident(s) with their personal tutor(s). Support may be offered if required. The incident(s) will be recorded and filed in the learners ILP

Parents/carers/guardians will be informed of the incident and the outcome by telephone or letter.

If bullying persists.....

Parents/guardians/carers, the bully and the victim will be invited to discuss the incident with the personal tutor(s). A strategy will be agreed.

If bullying still persists.....

Parents/carers/guardians, the bully and the victim will be invited to discuss the incidents(s) with the personal tutor(s). Further support and/or counselling will be actioned.

If bullying still persists.....

Disciplinary procedures will commence. The police may be involved depending upon the circumstance of the bullying.