

2021

Anti-Bullying Policy



WEBS Training Limited
The Poplars,
Nottingham
NG9 2PD
0115 967 7771

Anti-Bullying Policy

Date: 20 January 2021

Purpose of Policy: to set out the responsibilities and process for dealing with incidents of bullying.

Approved by: Nick Crowther (Board)

Responsibility for Updates: Lorraine Jameson

Policy applies to: All staff, learners, prospective learners, employers, referral agencies and other key stakeholders.

Version no: 6

Proposed Date of Review: Nov 20

Version History			
Version	Date	Detail	Author
1	10/08/14	Creation and implementation	Sammy Jones
2	04/03/15	Review	Sammy Jones
3	26/01/17	Review	Sammy Jones
4	18/4/18	Review	Sammy Jones
5	13/11/19	Review & Update	Sammy Jones
6	20/01/21	Review & Update	Lorraine Jameson

Links and Dependencies

This policy is part of a suite of support policies defining the learner journey support arrangements and should be read in conjunction with the following policies and procedures

- Appeals Procedure
- IAG Policy
- E Safety Policy
- Equality & Diversity Policy
- Health and Safety Policy
- Preventing Radicalisation Policy
- Quality Assurance Policy
- Safeguarding Policy

Anti-Bullying Policy

Contents	Page
Anti-Bullying Policy Statement	4
Definition of Bullying	4
Responsibilities.....	5
Anti-Bullying Procedure.....	6
What to look for.....	6
What to do	6
What will happen?	7
Continuous Professional Development of Staff.....	7
Monitoring & Review	7

Anti-Bullying Policy

Anti-Bullying Policy Statement.

Webs Training Ltd is completely opposed to bullying and will not tolerate it. It is entirely contrary to the values and principles we work and live by. All members of the Webs community have a right to work in a secure and caring environment. They also have a responsibility to contribute, in whatever way they can, to the protection and maintenance of such an environment. As a result, we believe that our promotion of equal opportunities and tolerance means that very few incidents of bullying occur. This policy is designed to respond to the occasional instances of bullying that may occur.

All members Webs staff, board members, learners and parents should have an understanding of what bullying is and be familiar with the Webs policy on bullying: therefore the aim of the policy is to help staff, learners, parents to deal with bullying when and if it occurs and, even more importantly, to prevent it. Bullying is an anti-social behaviour which affects everyone; it is unacceptable and it will not be tolerated.

Everyone at Webs has a responsibility to report any incident of bullying that comes to their attention and these reports will always be taken seriously.

This policy is available on the Webs intranet for all staff. Learners are able to access a copy of the policy via the learner intranet. Hard copies are available on request.

and is integral to the personal, social and moral development of all learners. As such, Webs is committed to ensuring that:

- All learners have a right to learn free from intimidation and fear
- The needs of the victim are paramount
- Webs will not tolerate bullying behaviour
- Bullied learners will be listened to
- Reported incidents will be taken seriously and thoroughly investigated.

Definition of Bullying.

Bullying may be defined as any deliberately hurtful behaviour, usually repeated over a period of time and intentionally hurts another learner or group physically or emotionally, where it is difficult for those being bullied to defend themselves, and is often motivated by prejudice. Examples of unacceptable behaviour include,

- Physical (including sexual) assault.
- verbal abuse, by name calling, teasing or making offensive remarks.
- cyber-bullying, which is defined as the use of ICT by an individual or group in a way that is intended to upset others. Examples include using social websites, mobile phones, text messaging, photographs, video and e-mail.
- indirect emotional tormenting by excluding from social groups or spreading malicious rumours.

Bullying may involve complicity that falls short of direct participation by, for instance, manipulating a third party to tease or torment someone. It may be overt and intimidatory but is often hidden and subtle. It includes actions or comments that are racist, religious or cultural, homophobic, transphobic, sexist, sexual or which focus on disabilities or other physical attributes (such as hair colour or body shape) or any reference to Special Educational Needs and/or disability.

Anti-Bullying Policy

The seriousness of bullying cannot be emphasised enough. Bullying makes the lives of its victims a misery: it undermines their confidence and self-esteem; and destroys their sense of security and can be psychologically damaging. Bullying impacts on its victims' attendance and attainment at Webs, marginalises those groups who may be particular targets for bullies and can have a life-long negative impact on some young people's lives. At worst, bullying has been a factor in learner suicide.

It is acknowledged that bullies may have complex reasons for their behaviour and may well need help. It should also be recognised that the consequences of being allowed to 'get away with it' can be detrimental to them as well as to their victim. All learners deserve the opportunity to be helped to understand what acceptable behaviour is. Learners are educated through personal social development sessions and the taught curriculum to raise awareness, with discussions of differences between people and the importance of avoiding prejudice. There are criminal laws that apply to harassment, assault and threatening behaviour. If staff feel that an offence may have been committed they should seek assistance from the Designated Safeguarding Officers as the police may need to be involved..

Responsibilities

The Responsibilities of Staff. Our staff will :

- Foster in our learners self-esteem, self-respect and respect for others
- Demonstrate by example the high standards of personal and social behaviour we expect of our learners.
- Discuss bullying with all classes, so that every learner learns about the damage it causes to both the learner who is bullied and to the bully and the importance of telling a training officer about bullying when it happens.
- Be alert to signs of distress and other possible indications of bullying.
- Listen to learners who have been bullied, take what they say seriously and act to support and protect them.
- Report suspected cases of bullying to the designated safeguarding officers.
- Follow up any complaint by a parent about bullying, and report back promptly and fully on the action which has been taken.
- Deal with observed instances of bullying promptly and effectively, in accordance with agreed procedures.

The Responsibilities of Learners. We expect our learners to:

- Refrain from becoming involved in any kind of bullying, even at the risk of incurring temporary unpopularity.
- Intervene to protect the learner who is being bullied, unless it is unsafe to do so.
- Report to a member of staff any witnessed or suspected instances of bullying, to dispel any climate of secrecy and help to prevent further instances.

Anyone who becomes the target of bullies should:

- Not suffer in silence, but have the courage to speak out, to put an end to their own suffering and that of other potential targets.

The Responsibilities of Parents/Guardians. We ask our parents/guardians to support their children/wards and Webs by:

- Watching for signs of distress or unusual behaviour in their children/wards, which might be evidence of bullying.
- Advising their children/wards to report any bullying to the Webs designated safeguarding officers and explain the implications of allowing the bullying to continue unchecked, for themselves and for other learners.

Anti-Bullying Policy

- Advising their children/wards not to retaliate violently to any forms of bullying.
- Being sympathetic and supportive towards their children/wards, and reassuring them that appropriate action will be taken;
- Keep a written record of any reported instances of bullying
- Informing Webs of any suspected bullying, even if their children/wards are not involved
- Co-operating with Webs if their children/wards are accused of bullying, try to ascertain the truth and point out the implications of bullying, both for the children who are bullied and for the bullies themselves.

The Responsibilities of All. Everyone should

- Work together to combat and, hopefully in time, to eradicate bullying

Anti-Bullying Procedure

What to look for

Learners who are being bullied may show changes in behaviour, such as becoming shy and nervous, feigning illness or taking unusual absences. There may be evidence of changes in work patterns, lacking concentration or truanting from Webs

Members of staff and parents must be alert to the signs of bullying; legal responsibilities are known and actions should be promptly dealt with, in accordance with Webs policy. Surveys have shown that in the vast majority of bullying incidents, MOST people knew that what was going on was wrong. Sometimes people, either through lethargy, peer group pressure, or tacit support for what is going on, fail to take action.

What to do

The way to stamp out bullying is for people to be aware of the issues involved, and to be clear in their own minds what action to take should cases arise:

If you are the victim

- If you feel able to, confront the bully by verbally making him/her aware that you think that what he/she is doing is wrong.
- Share your feelings with someone else.
- If possible talk to your training officer, a member of staff or speak to the designated safeguarding officers. Webs learners may have a particular training officer they feel most comfortable talking to. If you would rather not go straight to a member of staff, talk to your friends or any trusted adult. They may well be able to advise on an appropriate course of action, or will be able to involve other people who can. There are also people outside the Webs who would be willing to help.

Learnerline: 0800 1111

Procedure if a learner should witness bullying behaviour

1. Support the victim by offering your friendship and make it clear that in your opinion what is happening to them is wrong.
2. Encourage them to speak out on their own behalf by confronting the bully, or with their permission, confront the bully yourself.
3. Accompany the victim to the designated safeguarding officer or other member of staff.

Procedure for members of Staff should you witness an incident of bullying or it is reported to you

1. Reassure and support the learners involved.
2. Advise them that you are required to pass details on to the designated safeguarding team.

Anti-Bullying Policy

3. Inform the designated safeguarding officers as soon as possible.

What will happen?

The victim will be interviewed by their Training Officer, on their own, and asked to write an immediate account of events. The process for dealing with bullying will be explained clearly to them. The victim is also given the opportunity to discuss his own reactions and behaviour towards the bully. The victim is given support and advice and where appropriate counselling may be suggested.

Once the Training Officer and Designated Safeguarding Officers are clear that an offence of bullying has been committed, the bully and any others involved will be interviewed individually and asked to write an immediate account of events. The process for dealing with bullying will be explained clearly to them.

Details of the incident will be recorded on all the learners' files. The Head of Business & Quality Assurance & Head of Programme Management are copied in so that it can be recorded as a bullying incident. The designated safeguarding team will decide on an appropriate course of action. In the first instance the training officer involved will interview the learner or learners whose behaviour has caused distress and give him/them a formal bullying warning; making it clear that any further incident (or discussion about the current incident) would be considered to be further bullying. It will be made clear why the behaviour was inappropriate and unacceptable. Support will be offered. The learner disciplinary process will be followed.

- **Formal Webs Warning.** The learners involved will be spoken to and will contact the parents or guardians giving details of the offence and inviting them in to Webs to discuss the matter and to be present when their learner is given a Formal Webs Warning. Their support for the Webs' actions should be enlisted if possible.
- **Suspension** see the Webs' Disciplinary Policy.
- **Termination of programme** see the Webs' Disciplinary Policy

These are minimum sanctions. In very serious cases it may be necessary to make a report to the Police or Social Services. However, it is the policy of the Webs to attempt to resolve such issues internally using our own disciplinary process, unless the matter is of such gravity that a criminal prosecution is likely.

Continuous Professional Development of Staff

The Designated Safeguarding Officers will raise awareness of the staff through training and take action to reduce the risk of bullying at the times and places where it is most likely to occur.

Monitoring & Review

Annual learner surveys will be used to facilitate an understanding of the level and type of bullying that learners might have experienced.

This policy will be reviewed annually and as and when any instances of bullying occur.