



# ST. ANDREW'S COLLEGE Cambridge

## COLLEGE POLICY DOCUMENT

### ANTI-BULLYING POLICY

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Authorised by: Wayne Marshall Date: 28 <sup>th</sup> July 2017	Signature: <i>Wayne Marshall</i>

St. Andrew's College Cambridge is committed to providing a caring, friendly and safe environment for all our students. Bullying of any kind is not tolerated at our college. We expect all staff to be alert to bullying behaviour and to follow our anti-bullying procedures.

#### **What is bullying?**

Bullying is unwanted, aggressive behaviour that involves a real or perceived power imbalance. The behaviour is repeated, or has the potential to be repeated, over time. Both those who are bullied and who bully others may have serious, lasting problems. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group or purpose. Bullying can occur between fellow students, between staff and students or between staff members.

#### ***Bullying can be:***

- **Emotional** – excluding, tormenting, being unfriendly, graffiti and gestures
- **Physical** – threats of or the direct use of violence, such as pushing, kicking, hitting and pinching.
- **Sexual** – sexually abusive comments or unwanted physical contact
- **Homophobic** – taunts or comments about an individual's sexual orientation
- **Racist** – racial remarks or gestures
- **Verbal** – name-calling, spreading rumours, sarcasm, to individuals or groups

- **Electronic or cyber** – bullying which makes use of electronic forms of communication e.g. threatening mobile phone messages/calls/texts or emails/internet chat rooms and posting offensive material on the internet.

### **How to recognise whether a student is being bullied**

#### ***Signs and symptoms may include:***

- becoming withdrawn and lacking in confidence
- not wanting to go to college
- becoming anxious or withdrawn
- crying
- nightmares
- feeling ill
- becoming aggressive or unreasonable
- unexplained cuts or bruises
- poor performance at college
- declining attendance at college.

### **Prevention of bullying**

St. Andrew's College Cambridge aims to prevent bullying by:

- promoting an environment where bullying is acknowledged and in which 'telling' is safe and acceptable
- building the confidence of students by valuing them as individuals
- making students aware of expected standards of behaviour and unacceptable behaviour
- welcome diversity
- expecting all staff to provide a positive role model to students
- ensuring clear communication between staff regarding student behaviour
- being vigilant to signs of unhappiness, distress or change in character of students
- ensuring adequate supervision of students
- St. Andrew's College Cambridge is an associate member of the Anti-Bullying Alliance

### **College Policy and Procedure**

- **The College policy is that bullying will not be tolerated and that all reported instances of bullying will be taken seriously and thoroughly investigated.**
- Appropriate disciplinary action will be taken under the College disciplinary procedures, where bullying is identified.
- All staff, students, house managers, agents and parents will be informed of the policy and the procedures to follow if bullying arises.
- The anti-bullying policy applies to all students and staff, whilst on the college roll, irrespective of whether the bullying takes place on or off College premises.
- All members of College staff have a responsibility to ensure that suspected bullying or harassment is dealt with and that procedures are applied consistently. It is

expected that all staff will make timely interventions wherever bullying is identified or suspected.

- The personal tutor and classroom teacher have key roles to play in the identification of students who have been bullied or who are bullying others. In all cases of bullying, the relevant personal tutor should be informed and the Principal advised, where appropriate.

### **Action to take if bullying is suspected**

- In all cases where bullying is suspected, the incident should be investigated further by the Principal or a member of the Senior Management Team (SMT) and appropriate action taken.
- Immediate action should involve:
  - ✚ Encouragement and the support of the recipient by taking the allegation seriously and investigating further. Any member of staff can take the original allegations.
  - ✚ Respond quickly to the allegation.
  - ✚ Making it clear to the alleged bully that their behaviour is unacceptable and that it must stop.
  - ✚ Recording the details of the incident (Appendix 1 shown below): Document fully the detail of the discussion with the student e.g. when and where the alleged incident happened and what happened to make the student feel threatened. Discuss with the student the action you intend to take with their agreement and explain that you will give them feedback as soon as possible. Record this on the form shown in appendix 1. If you feel a welfare appointment is required please notify the Principal and or the Student Services Manager (Mrs. Bowles). If you deal with this yourself, please pass details to the Principal, so it can be logged on the central spreadsheet and added to the student's file, as a bullying incident.
- In some minor cases of bullying, challenging the bully may be sufficient for the behaviour to stop, as they may be unaware that their behaviour is offensive.
- In serious cases of bullying, the College's disciplinary procedures should be followed.
- Students who have been bullied should be supported by being given an opportunity to discuss their experiences with a member of staff of their choice as well as being offered ongoing support.

There may be times when you feel you cannot talk with a member of staff; the College understands this. You can talk, telephone or write to any of the following:

- Your parents
- Child Line (Tel: 0800 1111)
- Citizen's Advice (Tel: 01223 353875)
- Centre Thirty Three (Tel: 01223 316488)
- Matters concerning drugs (FRANK 0800 77 66 00)
- An Independent Listener (Tel: 01223 314906)
- The Children's Commissioner for England, Anne Longfield OBE - Tel: 020 7783 8330. Email: [info.request@childrenscommissioner.gsi.gov.uk](mailto:info.request@childrenscommissioner.gsi.gov.uk)

- Ofsted inspector (0300 123 1231)

### **Sanctions**

A verbal warning and a reminder of the college's code of conduct will always be given. In addition, the following sanctions may also be applied, depending on the seriousness of the bullying:

- A formal written warning
- Being placed on report
- Involvement of parent, agent and or guardians
- Exclusion from classes or the college
- Reporting to the Police

Monitoring: The policy and its application will be monitored as appropriate to respond to changes in legislation and College practice.

St. Andrew's College Cambridge acknowledges that bullying may not always take place amongst fellow students and can occur between students and staff, and also between fellow staff members. This may include administrative or teaching staff, House Managers or the maintenance team.

In the event that bullying is identified or suspected between a student and a member of staff or between fellow staff members, the procedure above will be followed. However, the following sanctions may be applied to a staff member.

- A written warning
- Termination of their contract
- Reporting to the police

St. Andrew's College Cambridge will on each and every occasion where bullying is believed to have taken place also review the case from the perspective of child safeguarding and take the appropriate action if applicable.

**Policy reviewed: 20<sup>th</sup> July 2015, 24<sup>th</sup> July 2015, July 2016 and July 2017**

**Next review: August 2018.**

**Appendix 1**

**Allegation of bullying information form.**

<b>Staff Member:</b> <b>Date:</b>	
<b>Student / Staff member making the allegation:</b>	
<b>Student(s) / staff member who the allegation is about:</b>	
<b>Detail of the allegation:</b>	
<b>Advice given to student:</b>	
<b>Follow up action taken and by whom:</b>	
<b>Information passed to:</b> <b>Date:</b>	

**Date form placed on student's / staff members file:**