




Anti-Bullying and Harassment Policy

Lead/Author	Usama Malik
Policy Version	1
Approval Date	September 2021
Review Date	September 2023
Review Interval	2 Years

Signed	
Signed Date	07/09/2021

ANTI BULLYING AND HARASSMENT POLICY

DEFINITION

Bullying can be described as 'a deliberate act done to cause distress solely in order to give a feeling of power, status or other gratification to the bully. Bullying can range from ostracising, name-calling, teasing, threats and extortion, through to physical intimidation, assault on persons and/or their property. It can be an unresolved single frightening incident that casts a shadow over a child's life, or a series of such incidents.'

Staff, parents and children at Beyond Horizons Tuition work together to create a happy, caring and safe learning environment. Bullying, whether verbal, physical or indirect, is not and will not be tolerated. It is everyone's responsibility to try to prevent occurrences of bullying and to deal with any incidents quickly and effectively.

Bullying may be brought to the attention of any member of staff by the victim(s), their friend(s), their parent(s) or other interested people.

OUR AIMS

- To provide a safe, caring environment for the whole academy, especially the children attending our centre.
- To instil in children that bullying is unacceptable and that reports of bullying will be taken seriously, recorded, logged and acted upon.
- To reassure children that they will be listened to and will know that it is all right to tell.
- To heed parents' concerns and keep them informed of actions taken in response to a complaint.
- A full investigation will follow any report of bullying with detailed records kept of incidents, reports and complaints.
- To take appropriate action, including exclusion in cases of severe bullying.
- To monitor incidents of bullying during the year by Beyond Horizons Tuition.
- A separate list of any racist incidents will be kept.

HELP FOR VICTIMS AND BULLIES.

It must always be held in mind that our key aim in all strategies is not that of punishment but of help.

STRATEGY FOR DEALING WITH BULLYING

A range of strategies will be introduced at the centre to reduce the risk of bullying. These will include raising awareness about bullying and the Anti-bullying Policy, increased understanding for victims and teaching pupils how to manage relationships in a constructive way.

Staff should apply one or more of the strategies below, depending on the perceived seriousness of the situation. The emphasis should always be one of showing a caring and listening approach.

In dealing with bullying, staff and tutors at Beyond Horizons Tuition follow these fundamental guidelines.

- Never ignore suspected bullying.
- Do not make premature assumptions.
- Listen carefully to all accounts – several pupils with the same version does not mean they are telling the truth.
- When asking students, ensure you ask non-leading open questions.
- Adopt a problem-solving approach that moves pupils forward from self-justification.
- Follow up proven cases to check bullying has not returned.
- Keep detailed records.
- Ensure not to promise confidentiality.

In response to a complaint of bullying, the discipline procedures of Beyond Horizons Tuition should be followed, with staff making a full investigation, keeping detailed records and applying sanctions as necessary.

The centre procedures should be followed initially by the tutor, then a member of the Senior Management Team when they become aware that there may be bullying taking place.

- Discuss the nature of the bullying with the 'victim' at length, recording all the facts. This will require patience and understanding.
- Identify the bully/bullies and any witnesses.
- Interview witnesses.
- Discuss the incident(s) with the alleged bully/ies. Confront them with the allegations and ask them to tell the truth about the situation/incident. Make it clear that this is only an investigation at this stage.
- If the bully owns up, make it understood that bullying is not acceptable at Beyond Horizons Tuition and what effect it has on the education of the

victim and the rest of the children in the centre. Apply sanctions relevant to the type of bullying.

- If the allegation of bullying is denied, investigate further. If there is sufficient evidence that the bullying occurred, apply relevant sanctions.
- Hold separate discussions with parents of bully and victim.
- Continue monitoring to make sure there is no repetition.

In order to reduce incidents of bullying and recognise bullies, at Beyond Horizons Tuition, all staff watch for early signs of distress in pupils.

BULLYING OFF THE PREMISES

Beyond Horizons Tuition is not directly responsible for bullying off the premises; however, if both the victim and the bully are from our centre we'll take appropriate action and inform parents.

BULLYING DIRECTED TOWARDS RACE, GENDER, SEXUAL ORIENTATION OR DISABILITY

Beyond Horizons Tuition will not tolerate bullying against anyone because of their race, gender, sexual orientation or disability. The centre will take preventative action to reduce the likelihood of bullying incidents of this nature occurring so it doesn't happen. Stereotypical views are challenged and pupils learn to appreciate and view positively differences in others, whether arising from race, gender, ability or disability.

RACIAL BULLYING/HARASSMENT

Racial bullying will not be tolerated in Beyond Horizons Tuition and will be treated firmly and effectively. If a child receives verbal abuse, physical threats or attacks, or if a pupil brings racist literature into centre, incites others to behave in a racist way or writes racist insults, necessary actions will be taken.

Beyond Horizons Tuition guarantees confidentiality and support for those being bullied. Racial incidents are reported to the SMT as required.

SEXUAL BULLYING

Sexual bullying has an impact on all genders. A sexual assault will lead to the exclusion of the perpetrator from Beyond Horizons Tuition. Sexual bullying is

characterised by abusive name-calling, comments about appearance, attractiveness and emerging puberty, inappropriate and uninvited touching, sexual innuendoes and propositions (i.e. sexual harassment).

Beyond Horizons Tuition's strategies to deal with sexual bullying include:

- recording incidents in the incident log.
- implementing appropriate discipline procedures as appropriate.

SEXUAL ORIENTATION

Sexual bullying can also be related to sexual orientation. Children do not have to be homosexual or bi-sexual to experience such bullying.

Strategies to deal with such bullying include:

- recording incidents in a separate incident log.
- implementing discipline procedures if the bullying warrants it.

SPECIAL EDUCATION NEEDS OR DISABILITIES

Pupils with special educational needs or disabilities might not be able to articulate experiences as fluently as other children. However, they are often at greater risk of being bullied, both directly and indirectly, and usually about their specific disability.

Beyond Horizons Tuition makes sure the behaviour of staff does not trigger bullying unintentionally. They should avoid undue attention towards SEN children compared with others, and should not make comments based on pupils' appearance or perceived character.

High attainers, gifted or talented pupils can also be affected by bullying. Tutors should treat this as seriously as any other type of bullying.

FURTHER INFORMATION

Useful Documents and Resources

DFES Website Up to date information about anti-bullying strategies

CSIE Index for Inclusion 2000: Developing Learning and Participation in Schools

CRE 2000	Learning for All – Standards for Racial Equality in Schools
DfEE 10/98)	The Use of Force to Control or Restrain Pupils (Circular 10/98)
DfEE/Home Office	Social Inclusion: Pupil Support 10/99
DfEE/ Home Office	School Security: Dealing with Troublemakers 1997
Ofsted	Raising the Attainment of Minority Ethnic Pupils 1999
The Stationery Office	Bullying – Don't Suffer in Silence (Circular 0064/2000) An Anti-bullying Pack for Schools
The Stationery Office Enquiry	Discipline in schools: Report of the Committee of Chaired by Lord Elton 1989 (Reprinted 1997)

www.digizen.org

www.childnet.com