Anti-Bullying

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1. Introduction

1.1 This policy should be read in conjunction with the College Safeguarding and Child Protection Policy, the E-safety Policy, the Rewards and Sanctions Policy, the PSHE and RSE Policy, the Equality, Diversity and Inclusion Policy and the Gender Policy. This policy pertains to the bullying of students, not staff.

1.2 In drafting the policy, the College have responded to guidance provided by the Welsh Assembly Government and ESTYN:

- Respecting Others: Anti-Bullying Guidance Circular No: 23/2003

- Respecting Others: Anti-bullying overview September 2011 (Guidance document no: 050/2011)

- Respecting Others: Cyberbullying September 2011 (Guidance document no: 057/2011)

- HWB Anti-bullying Toolkits

- Rights, Respect, Equality 2019

- Sexting: Responding to incidents and safeguarding learners: Guidance for educational settings in Wales UKCCIS

- UKCIS Sharing Nudes and Semi Nudes: Advice for education settings working with children and young people

- Guidance for Education Settings on Peer Sexual Abuse, Exploitation and Harmful Sexual Behaviour 2020

2. Definition

2.1 In line with *Rights, Respect, Equality 2019*, the College takes a proactive and holistic approach to prevent bullying. All incidents are recorded and monitored and are linked to types of peer-on-peer abuse. This allows the College to observe patterns and trends to best inform future practice, ensuring that all learners feel safe, secure and are supported to achieve their full potential.

2.2 Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group, physically or emotionally. Bullying can take many forms (for instance, cyberbullying, prejudice based and/or discriminatory bullying), and is often motivated by prejudice against groups, for example on grounds of race, religion, gender, sexual orientation, mental ill-health, or because a child is adopted or has caring responsibilities. It might be motivated by actual differences between children, or perceived differences. Stopping violence and ensuring immediate physical safety is obviously the College's priority but emotional bullying can be more damaging than physical; and so, staff must make their own judgements about each specific case.

2.3 Cardiff Sixth Form College staff and pupils have a clear and shared understanding of what constitutes as bullying across the whole of the College community.

2.4 The College refers to the Welsh Assembly Government's definition of bullying set out in 'Rights, Respect Equality' 2019. In which bullying is classified as:

- 'Behaviour by an individual or group, usually repeated over time, that intentionally hurts others either physically or emotionally'.

2.5 Bullying differs from an argument; a fight or friendship fall out in that it:

- Is deliberate or intentional

- Is repeated over time

- Involves a perceived imbalance of power between perpetrator and target

- Causes feelings of distress, fear, loneliness, humiliation, and powerlessness

2.6 Annual learner voice surveys also allow pupils to voice concerns they may have, and patterns and trends are monitored and reviewed to inform future practice.

2.7 The College is aware that bullying can take many forms, including:

- Physical – licking, tripping someone up or shoving them, injuring someone, damaging their belongings or gestures of intimidation

- Verbal – taunts and name-calling, insults, threats, humiliation, or intimidation

- Emotional – Behaviour intended to isolate, hurt, or humiliate someone

- Indirect – sly or underhand actions carried out behind the target's back or rumour spreading

- Online – Using any form of technological means, mobile phones, social networks, gaming, chat rooms, forums, or apps to bully via text, messaging, images or video

- Relational aggression – Bullying that tries to harm the target's relationships or social status; drawing their friends away, exploiting a person's additional learning needs or long-term illness, targeting their family's social status, isolating, or humiliating someone or deliberately getting someone into trouble

- Sexual – Unwanted touching, threats, suggestions, comments and jokes or innuendo. This can also include sextortion, so called 'revenge porn' and any misuse of intimate, explicit images of the learner/s targeted

- Prejudice-related – Bullying of a learner or a group of learners because of prejudice. This could be linked to stereotypes or presumptions about identity. Prejudice-related bullying includes the protected characteristics. Prejudice can and does also extend beyond the protected characteristics and can lead to bullying for a variety of other reasons such as social status and background.

2.8 All pupils at the college have had a safeguarding induction including peer-on-peer abuse at the beginning of term and therefore know that all concerns and anything that is causing them, or another pupil upset should be reported.

2.9 Staff are also aware that often bullying can be linked to other safeguarding issues such as adverse childhood experiences (ACEs) and domestic violence. The growing evidence on adverse childhood experiences (ACEs) demonstrates the ways in which childhood experiences can have significant impacts on a person's ability to form and maintain relationships in childhood or adolescence and with long-lasting impacts into adulthood. Therefore, it is so important to ensure children and young people have positive relationship experiences.

2.10   Cardiff Sixth Form also recognises that bullying can occur outside of the college both online and offline and students are made aware at the start of the academic year that they should report to the safeguarding team if they, or a fellow student feel targeted in any way. The College's PSHE and RSE curriculum also reiterates this message and staff also make pupils aware of cyberbullying and how to report incidents of bullying that occur online. All RSE and PSHE topics that relate to peer-on-peer abuse, including bullying are signposted for students clearly, including those that relate to peer pressure.

2.11   Likewise, the college also understands that bullying can occur for pupils from staff, visitors and or peer-to-peer and all instances of bullying should be passed on to the college safeguarding team.

3. The College's Commitment to Anti-bullying

3.1   The College believes all students should go to college in safety and to receive their education free from humiliation, oppression, and abuse. The College has a zero tolerance to all forms of inappropriate behaviour and in line with the Peer-on-Peer Abuse section of the Safeguarding policy, all forms of inappropriate behaviour are challenged. It is the responsibility of all members of the community to ensure that education takes place in an atmosphere, which is caring, inclusive and protective.

3.2   The College is particularly mindful of the need to protect vulnerable pupils from bullying and have special regard for any identity-based bullying. This includes any targeting of pupils because of their age, disability, gender, family situation, race, appearance (including hair colour, body size, wearing glasses or braces and other features), personal characteristics (including manner of speech, gait, etc.), religion or belief, ethnicity, or sexuality. Bullying can take place on or off college premises or on or offline and boarding staff are particularly mindful of this. It can take place at any time of day, at the weekend or even during holiday periods.

3.3   Any incident or series of incidents between pupils, even if they are not involved in a college-based activity at the time will always be taken seriously and pupils are made aware to report anything that is causing them, or another member of the college community concern to the safeguarding team.

3.4   Students are encouraged to share any problems concerning bullying with relatives, friends, teachers and members of the pastoral team. All students are aware that they can speak to the safeguarding team about face-to-face or online bullying and posters, with contact details are prominent around all college sites and on student noticeboards. If students feel that they cannot discuss the incident/incidents then they can email support@ccoex.com, a confidential email address that has been set up for students which is only seen by the Designated Safeguarding Person.

3.5   The college promotes online safety and the HWB resources, *Keeping Safe Online* are used within PSHE and RSE sessions. The college Wellbeing Hub and staff Safeguarding Website have links to UKCIS guidance on Sharing Nudes and Semi Nudes, along with links to the UK Safer Internet Centre, Report Harmful Content and Childline's Report and Remove Tool.

3.6   Students are taught through the College induction and pastoral and safeguarding curriculum, that everyone has a duty to ensure that bullying does not occur, and other areas of the curriculum are

used to get the message across such as the CREATE© portfolio. Everyone works continuously to create an ethos where bullying will not be tolerated, including staff/students and students in a position of responsibility.

3.7 Staff must confront any behaviour that they observe that is unsuitable both in college and in the boarding houses and pass on concerns to the Designated Safeguarding Person (or Deputies) if they suspect bullying behaviour, the Rewards and Sanctions Policy will be followed. All incidents of bullying are recorded, and the Designated Safeguarding Person keeps detailed logs of any bullying or suspected bullying. All reports are investigated, and support is given in line with the College Safeguarding and Child Protection Policy, college wellbeing initiatives and college disciplinary measures.

3.8 Students are expected to report any incident or on-going problem to a member of staff. The Designated Safeguarding Person (or Deputies) will log any incident and produce an incident report. The College Wellbeing Officer offering students a 'safe space' to talk about issues that are concerning them and in cases of bullying both the victim/s and the perpetrator/s will be given support via the Wellbeing Officer and their Head of House, where a pastoral support plan may be implemented to ensure that a multi-disciplinary approach is taken to assist learners in the most positive way.

3.9 Regular learner voice ensures that pupils at the College can present their views on feeling safe within the College premises. Positive changes are made, and these are advertised to students via the student council, and College assemblies.

3.10 PSHE and RSE lessons promote the Rights of the Child and the rights that all children have to be kept safe from harm and to be heard.

3.11 Parents are invited to contact their son/daughter's Head of House should they be concerned about any possible indication of bullying. Heads of Houses are then required to contact the Designated Safeguarding Person with any concerns.

3.12 The College will react firmly and promptly where bullying is identified. The College will, in the first instance, support both bully and victim by talking the issues through, and by providing appropriate counselling and support in order to change bullying behaviour in line with the College Safeguarding and Child Protection Policy. If the bully does not respond to counselling positively then sanctions may be imposed which may include: withdrawal of privileges, referral to senior staff, letter home to parents, a record of the incident on file, a student behavioural contract in line with the pastoral support programme, detentions and possibly exclusion in the case of serious and persistent bullying. The College will contact the police if the bullying is serious and persistent. In all cases of discipline, the College Rewards and Sanctions Policy will be followed and both victim/s and perpetrator/s will be supported.

3.13 The College does not tolerate any form of 'initiation ceremony' intended to cause pain, anxiety or humiliation.

3.14 College staff have awareness of bullying raised through staff INSETs, staff meetings, and discussions between colleagues.

3.15 Students will have awareness raised of bullying issues through the College assemblies, PSHE and RSE, through the delivery of topics such as healthy and unhealthy relationships, E-Safety and digital wellbeing. The College pastoral curriculum allows for students to be widely informed of bullying and the subsequent measures to report this – including the use of the online reporting

service - support@ccoex.com and how to access support locally through a variety of different help organisations, such as MEIC Cymru.

3.16 Students can also contact the College's Independent Listener with concerns using the below contact details:

Liam Hughes – 07825678870 (available 17:00-18:00pm)

4. Possible signs

4.1 Students who are being bullied may show changes in behaviour, such as becoming nervous and shy and feigning illness. They may show changes in work patterns, lack concentration or may even be truanting from college. The college is aware of the psychological damage that can be caused by bullying. Lists of changes in behaviour to look out for are cited in full in the College's Safeguarding and Child Protection Policy and staff are made aware through training of these, along with patterns and trends in attendance mapping and behaviour to be aware of.

4.2 It is not always easy to spot the signs of cyberbullying as it can happen all the time, which is a feature that makes it different from other forms of bullying. Students, parents and staff should be alert to a change in a student's behaviour, for example: being upset after using the internet or their mobile phone; unwilling to talk or secretive about their online activities and mobile phone use; spending much more or much less time texting, gaming or using social media; many new phone numbers, texts or e-mail addresses show up on their mobile phone, laptop or tablet; after texting or being online they may seem withdrawn, upset or outraged; not wanting to go to College and/or avoiding meeting friends; avoiding formerly enjoyable social situations; difficulty sleeping; low self-esteem.

5. Encouragement to talk

5.1 It is important that we create an atmosphere in the college, where students being bullied, or others who know about it, feel that they will be listened to and believed, and that action taken will be swift but sensitive to their concerns. Not telling protects the bully or bullies, and gives the message that they can continue, perhaps bullying others too. Heads of Houses are on the lookout for signs of bullying, but all staff have an important role to play. This is emphasised consistently in staff meetings and INSET courses.

5.2 The college has a confidential reporting service for students – support@ccoex.com which is directly linked to the Designated Safeguarding Person should students feel that they cannot directly talk in person about their concerns and fears.

5.3 The college Designated Safeguarding Person and team meet with all students during induction to go through their roles and staff numbers and contact details are promoted throughout the College.

5.4 The College also has a Wellbeing Officer who runs themed workshops based on learner voice and patterns and trends of issues. As such, students are given the opportunity to attend classes

on assertion and coping with conflict and the Wellbeing Officer provides a confidential service to students seeking advice/support. The Independent Listener can also be contacted.

6. Procedures

6.1   All accusations of bullying are thoroughly investigated and acted upon. The College will seek a speedy resolution to all issues which might involve sanctions against any bully depending on the seriousness of the case. In all cases of discipline, the College Rewards and Sanctions Policy will be followed. The college normally tries to bring the two parties together for a meeting to discuss what has happened and the way forward, including giving informal counselling to both parties via the College Wellbeing Officer and the College will then monitor the situation in the days and weeks ahead.

6.2   The college is mindful of the wishes of the victim and the focus is always on making the situation better for pupils. The college may refer pupils to the Wellbeing Officer, or to a member of the pastoral team, to be signposted to more formal counselling. If the situation does not improve then further disciplinary sanctions may be imposed, up to and including the ultimate sanction of exclusion.

6.3   The college will acknowledge receipt of any written accusations of bullying as soon as possible, informing those involved of the results of investigations as soon as they are complete, normally within 48 hours. Details of any disciplinary measures taken must remain confidential to the pupil punished and his/her parents.

6.4   In the first instance, it is important to make it clear to the victim that revenge is not appropriate and to the bully that his/her behaviour is unacceptable and has caused distress. Every effort is made to resolve the problem through counselling of both parties through the pastoral support system. The Designated Safeguarding Person, or Deputies will deal with the issue. At this stage, parents of both parties are informed of what has happened and how it has been dealt with. It is vital that everything that happens is carefully recorded in a clear factual way in order so that patterns and trends can be appropriately analysed to inform future practice. If the bullying behaviour continues, and counselling and support has not worked, then appropriate sanctions will follow.

6.5   Evidence of cyber-bullying should be stored and shown immediately to the Designated Safeguarding Person. If material is explicit and related to sexting, then in line with 'Sexting: Responding to incidents and safeguarding learners: Guidance for educational settings in Wales' UKCCIS. Staff should not compromise themselves by viewing material, but instead ask the student to save any evidence and report the incident immediately to the College Designated Safeguarding Person who will notify appropriate external agencies.

6.6   Since it is part of the College's role to prepare pupils for the workplace, we hold pupils to the same standards and expectations which are accepted as best practice in any professional place of work. Pupils should understand that actions, or attitudes which are forbidden in professional adult working life, are similarly forbidden.

7. To Parents

7.1   If you think that your son or daughter may be being bullied, or he/she tells you that he/she is the first point of contact is their respective Head of House. Please reassure him/her that the College will deal with any reports of bullying sensitively, but firmly. If your son/daughter tells us he/she is being bullied, or we discover that he/she is bullying others, we will contact you, and will discuss together how the situation can be improved.

7.2   We will acknowledge receipt of any written accusations of bullying as soon as possible. We will then inform you of the results of our investigations as soon as they are complete, normally within 48 hours. We will let you know what the findings and outcomes of our investigations are. Details of any disciplinary measures taken must remain confidential to the pupil punished and his/her parents.

7.3   If your son/daughter has screenshots of any material that is classified as bullying, please only liaise with the Designated Safeguarding Person regarding this. Evidence of Cyber Bullying should be stored and shown immediately to the Designated Safeguarding Person. If material is explicit and related to sexting then in line with 'Sexting: Responding to incidents and safeguarding learners: Guidance for educational settings in Wales' UKCCIS staff should not compromise themselves by viewing material, but instead ask the student to save any evidence and report the incident immediately to the College Designated Safeguarding Person.

7.4   Social media sites are generally age appropriate. It is good practice to occasionally visit sites your son / daughter uses to ensure that you are happy with the transactions taking place. The College PSE sessions on online safety and digital wellbeing, inform pupils of the age restrictions in place for certain sites such as: Whatsapp – 16, YouTube, WeChat– 18. This is of particular importance for our compulsory school age pupils (CSA).

7.5   It is recommended that young people use their devices in areas of high traffic to allow parents to monitor the time used and the nature of the transactions.

7.6   Thinkuknow is a helpful website which suggests other ways of protecting children at home and when using social media.

7.7   The Department of Education guidance for parents also has helpful suggestions about supporting students with the use of social media.

8. To Teachers

8.1   If you think that bullying is happening, talk to the students concerned and ask them what has been happening. Either ask them to write it down, or do so yourself, so that it can be passed on to the relevant Head of House who will deal with the situation in consultation with the Vice Principal. Ask the students to screen shot any social media activity that amounts to bullying to allow thorough investigation. We need to be particularly vigilant at breaks and travelling times between lessons, around corridors between lessons and in the area of changing rooms and the toilets. These are times and places where victims are more vulnerable and bullying is not easily seen and/or devices are accessed to send messages which constitute bullying.

- Always be alert wherever you are on the college site, or outside college with students.

- Reinforce good practice in use of devices at all times.

- Respond immediately, swiftly and unambiguously to individual incidents of bullying and inform relevant tutors / house parents who will provide support, investigate and mediate/invoke the disciplinary process as appropriate.

- Use the house pastoral network to raise awareness and identify ways of reducing the risk of bullying at times and in places where it is most likely.

- Support and protect students who are being bullied and help them develop positive strategies and assertion. They need a balance between protection and empowerment. Keep a special watch on those involved.

- Help bullies to change their behaviour. Reinforce the message with the year group that we have a collective responsibility to challenge negative behaviours which impact on others

- Give both bullies and children who have been bullied constructive and challenging tasks to do in their free time.

- Record incidents for file and pass information to senior staff.

- Inform colleagues and ask them to be vigilant.

- Address areas where bullying might be more likely to happen.

- Encourage all students to break the silence about cyber/bullying behaviour.

- Emphasise that those who watch or are aware that cyber/bullying is happening and do nothing about it are encouraging and endorsing that behaviour.

8.2   If the bullying is of a serious nature the college will contact the police to establish whether the behaviour has crossed a legal threshold e.g. "reasonable cause to suspect that a child is suffering or likely to suffer, significant harm". This is the case with both bullying and cyber bullying.

8.3   Evidence of Cyber Bullying should be stored and shown immediately to the Designated Safeguarding Person. If material is explicit and related to sexting then in line with 'Sexting: Responding to incidents and safeguarding learners: Guidance for educational settings in Wales' UKCCIS staff should not compromise themselves by viewing material, but instead ask the student to save any evidence and report the incident immediately to the College Designated Safeguarding Person.

9. The long term prevention of bullying

9.1   The College aims to provide:
- Positive role models in terms of communication and respect for each other.
- An atmosphere and culture which builds positive self-images among students and commends appropriate behaviour in all areas.
- One-to-one contact with Heads of Houses.

- Reassurance that all senior students with some responsibility for other students are sensitively prepared for this role and receive regular support, including safeguarding and child protection training from the Safeguarding Team.

- INSET days for staff on how to react to and deal with instances of bullying or possible bullying.

- Proper internet security (Smoothwall), filtering and ICT education. We are aware that the ever-changing world of social media creates a relentless appetite for new forms of social media. The College recommends parents and staff access the NSPCC netware guidance to keep abreast of the sites that young people are accessing to try to understand some of the risks that they may be presented with NSPCC net aware.

9.2 We seek to instil values in all members of the college which should preclude bullying. These are made known and reinforced in induction and throughout weekly PSHE and RSE lessons, which requires Heads of Houses to spend time talking to their groups about bullying / cyberbullying and its effects and consequences. We seek to inculcate respect for others, their property, and their individuality. The above values should not only be addressed in the induction programme but should also underpin ordinary curricular lessons, meetings, lectures, tutorials, debates and the extra-curricular programme. Also, students through the assembly slots are given knowledge and understanding of staying safe online.

9.3 It is crucial to the college's success in dealing with bullying / cyberbullying that all members of the community are made aware that it is unacceptable and should not be tolerated at any time. It is the responsibility of all members of the community to act if they see it happening. To remain silent is to condone the action of the bully. Staff receive regular training and guidance in order to reduce the risk of bullying arising, particularly at times or in areas where it is most likely. If necessary, external agencies will be consulted if specialist skills are required.

9.4 Information is crucial to dealing with the problem. Those who feel that they are being bullied, or who are witnesses to what they believe is bullying / cyberbullying, should always tell a member of staff. Our aim is that students, and their parents and guardians feel comfortable and confident in raising their concerns and they should be encouraged to approach any member of staff. Our aim is to prevent bullying at the very earliest stages.

9.5 Advice, support and counselling will be offered to all parties involved. While recognising that both victim and bullies need help, the college takes a very serious view of bullying and does not subscribe to the "no blame" approach.

9.6 Although bullying itself is not a criminal offence, some types of harassing or threatening behaviour, or communications, could be a criminal offence. It may therefore be necessary to involve the police. All reports of suspected sexual harassment should be dealt with in the same ways as outlined throughout this policy and the Designated Safeguarding Person and Deputies in her absence should always be involved and notified.

9.7 The College also uses statistics based on' support given by the College Wellbeing Officer in order to inform and develop future practice, along with feedback from regular learner voice questionnaires.

9.8 We provide suitable support and guidance so that students have a range of appropriate adults whom they feel confident to approach if they are in difficulties. These are displayed in the main College buildings and student accommodation and provided to all students as part of their

induction process. Through pastoral campaigns, students are also aware of a range of external services that they can turn to, such as Meic Cymru, Kooth, Bullies Out, NSPCC Wales and list of organisations, along with contact details are promoted around the College, through induction and via college student websites.