



Anti-Bullying

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1.0 Introduction

- 1.1 The aim of the Cardiff Sixth Form Anti-bullying Policy is to ensure that all pupils feel safe during their time at college. The Proprietors take safeguarding responsibilities seriously and as such, it is a requirement for all Cardiff College Sixth Form staff and students to follow the *Anti-bullying Policy* in full.
- 1.2 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 *Personal, Social Education and Relationships and Sexuality Education Policy*, the *Equality, Diversity and Inclusion Policy* and the *Gender Policy*. This policy pertains to the bullying of students, not staff.
- 1.3 In drafting the policy, the College have responded to guidance provided by the Welsh Assembly Government and ESTYN:
 - [Rights, Respect, Equality 2019](#)
 - [Sexting: Responding to incidents and safeguarding learners: Guidance for educational settings in Wales UKCCIS](#)
 - [Sharing nudes and semi-nudes: Responding to incidents and safeguarding children and young people](#)
 - [Guidance for Education Settings on Peer Sexual Abuse, Exploitation and Harmful Sexual Behaviour 2020](#)

2.0 Definition

- 2.1 In line with '[Rights, Respect, Equality](#)', 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, usually 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. Preventing violence and ensuring immediate physical safety is the College's priority, but we recognise that emotional bullying can be just as harmful as physical bullying and treat both with equal attention.
- 2.3 Cardiff Sixth Form College staff and students have a clear and shared understanding of what constitutes 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](#)'. 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 usually repeated over time.

- Involves a perceived imbalance of power between perpetrator and target.
 - Causes feelings of distress, fear, loneliness, humiliation, and powerlessness
- 2.6 Students are encouraged to voice any 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 – kicking, 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, emotionally harm , 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 student or a group of students 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 students at the college have an induction which includes appropriate behaviour and how to raise a concern.
- 2.9 Staff are also aware that 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 impact 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 College recognises that bullying can occur outside of the college both online and offline. The College’s Personal, Social, Education (PSE) and Relationships and Sexuality Education (RSE) curriculum reiterates this message and staff also make students aware of cyberbullying and how to report incidents of bullying that occur online. All RSE and PSE topics that relate to peer-on-peer abuse, including bullying are signposted for students clearly, including those that relate to peer pressure.
- 2.11 The college also understands that bullying can occur for students from staff, visitors and peers, and all concerns about bullying should be passed on to the appropriate pastoral lead and to the college safeguarding team.

3.0 The College's Commitment to Anti-bullying

- 3.1 The College believes all students should attend college in safety and receive an education free from humiliation, oppression, and abuse. 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 students from bullying and has special regard for any identity-based bullying. This includes any targeting of students because of their age, disability, gender, family situation, race, appearance, personal characteristics, religion or belief, ethnicity, or sexuality. Bullying can take place on or off college premises and on or offline and staff are 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 students, even if they are not involved in a college-based activity at the time, will always be taken seriously and students are made aware to report anything that is causing them, or another member of the college community concern.
- 3.4 Students are encouraged to share any problems concerning bullying with a member of staff. Names and contact details of the Safeguarding Team are prominent around all college sites.
- 3.5 The college promotes online safety within Personal, Social Education (PSE) and Relationships and Sexuality Education (RSE) sessions. Staff are aware of who to contact if concerns arise about any issue occurring online between a student, or groups of students.
- 3.6 Students are taught through the college induction and the pastoral curriculum that everyone has a duty to ensure that bullying does not occur. 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 may be consider inappropriate and pass on concerns to the appropriate pastoral lead. If bullying behaviour is suspected, the *Behaviour, Rewards and Sanctions Policy* will be followed.
- 3.8 All allegations and 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 will be given to all those involved.
- 3.9 The College Wellbeing Officer offers 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 if a student is in Year 12 or 13, then their Head of House will also offer support. If a student is in Year 10 or 11, then the Director of Lower School/Assistant Director of Lower School will offer support.
- 3.10 Students can present their views via the Student Council and through surveys. Positive changes are made, and these are communicated to students via the student council and college assemblies.
- 3.11 PSE and RSE lessons promote the '[*Rights of the Child*](#)' and the rights that all students must be kept safe from harm and be heard.
- 3.12 Parents are invited to contact their son/daughter's Head of House, or the Director/Assistant Director of Lower School should they be concerned about any possible indication of bullying. Heads of Houses or the Director/Assistant Director of Lower School will ensure that the Safeguarding Team are informed of any allegations.
- 3.13 The College will react appropriately and promptly where bullying is alleged. The College will support all parties by listening and gathering any evidence surrounding the allegation(s). Additional support is offered by the College Wellbeing Officer. In all cases of discipline, the College *Behaviour, Rewards and Sanctions Policy* will be followed, and both victim/s and perpetrator/s will be supported.

- 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 College assemblies, PSE and RSE lessons, 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 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:
- Ms Lou Price – 07825678870 (available 17:30 -18:30pm)

4.0 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.

5.0 Encouragement to talk

- 5.1 It is important that we create an atmosphere in the college, where all students know 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. All college staff have an important role to play. This is emphasised consistently in staff meetings and INSET courses.
- 5.2 Students are made aware that they can approach any member of staff with any concerns they may have.
- 5.3 The College Wellbeing Officer provides a confidential service to students seeking advice/support. The Independent Listener can also be contacted.

6.0 Procedures

- 6.1 All accusations of bullying are thoroughly investigated and acted upon. The College will seek to fully understand the issues and take appropriate action, as required. In all cases of discipline, the *College Behaviour, Rewards and Sanctions Policy* will be followed.

- 6.2 The college may refer students to the Wellbeing Officer, or to a member of the pastoral team, to be signposted to more formal counselling.
- 6.3 When an individual discloses or alleges bullying, the appropriate pastoral lead will investigate, under the guidance of the Vice Principal. Any named student will be approached with sensitivity and parents will be informed following any interview. The Designated Safeguarding Lead will be made aware of the allegation/disclosure.
- 6.4 Following the investigation, the Vice Principal will determine the outcome and advise the pastoral lead(s) on the strategy to resolve the matter. This may include disciplinary outcomes; counselling and support; pastoral support plans.
- 6.5 Parents/guardians will be informed of any outcomes and actions taken by the college.
- 6.6 Sensitive evidence will be shared with the Designated Safeguarding Person. If material is explicit and related to sexting, then it will be handled in line with '*Sexting: Responding to incidents and safeguarding learners: Guidance for educational settings in Wales*'. 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 act appropriately.

7.0 To Parents

- 7.1 If you think that your son or daughter may be being bullied, or he/she tells you then the first point of contact is their Head of House or the Director/Assistant Director of Lower School. Be assured that the College will deal with any reports of bullying sensitively. 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. 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 concerned and his/her parents.
- 7.3 If your son/daughter has screenshots of any material that is classified as bullying, please safely store these and only share these with the Designated Safeguarding Person. 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 their activity. College PSE sessions on online safety and digital wellbeing, inform pupils of the age restrictions in place for certain sites such as: Whatsapp – 13, YouTube – 13, WeChat – 13. This is of particular importance for our compulsory school age pupils (CSA).
- 7.4 '[Thinkuknow](#)' is a helpful website which suggests other ways of protecting children at home and when using social media.
- 7.5 The Department of Education guidance for parents also has helpful suggestions about supporting students with the use of social media.

8.0 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 or the Director/Assistant Director of Lower School. Ask the students to screen shot any social media activity that amounts to bullying to allow thorough investigation.
 - Always be alert wherever you are on the college site, or outside college with students.
 - Always reinforce good practice in use of devices.

- Respond immediately, swiftly and unambiguously to individual incidents of bullying or unkind behaviour and inform relevant pastoral leads who will provide support, investigate and mediate/invoke the disciplinary process as appropriate.
 - Use the 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 and help them develop positive strategies and assertion.
 - Encourage positive behaviour. Reinforce the message that we have a collective responsibility to challenge negative behaviours which impact on others.
 - Encourage all students to break the silence about cyber/bullying behaviour.
 - Emphasise that those who watch or are aware that cyber/bullying is happening have a duty to inform a member of staff.
- 8.2 If the bullying is considered to be particularly harmful, the college may contact the police to establish whether the behaviour has crossed a legal threshold i.e. “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.

9.0 The long-term prevention of bullying

- 9.1 The College aims to provide:
- Positive role models
 - Appropriate and safe avenues for communicating concerns
 - 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 or the Director/Assistant Director of Lower School.
 - Reassurance that all senior students with responsibility for other students are sensitively prepared for this role and receive regular support, including safeguarding and child protection training from the Safeguarding Team.
 - Training 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 PSE 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. Staff receive regular

training and guidance 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 Certain behaviours, or communications, could constitute 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 Designated Safeguarding Persons in their absence, should always be involved and notified.
- 9.7 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 College buildings and are explained to students as part of the 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, NSPCC Wales and list of organisations, along with contact details are promoted around the College, through induction and via college student websites.