



Anti-Bullying Policy & Procedure

Introduction

Construction & Plant Assessments (CPA) are committed to providing a caring, friendly, and safe environment for all of our learners so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at CPA. If bullying does occur, all students should be able to be aware and know that incidents will be dealt with promptly and effectively. We aim to be a training provider who promotes anti bullying; this means that anyone who knows that bullying is happening is expected to tell any member of staff.

This Anti- Bullying policy should be read in conjunction with the Safeguarding policy which considers the wider issues around the abuse and safeguarding of our learners

This policy will be adapted and reviewed when sufficient feedback from CPA learners has been gained.

Objectives of this Policy

The objectives of this policy are to ensure that:

- All staff, students, employers, and parents have an understanding of what bullying is.
- All staff know what the CPA policy is on bullying and follow it when bullying is reported.
- All students, parents & employers should know what the CPA policy is on bullying, and what they should do if bullying arises.

The policy is intended to show that at CPA we take bullying seriously and students and parents should be assured that they will be supported when bullying is reported. Bullying will not be tolerated.

Definition of Bullying

It's usually defined as behaviour that is:

- Repeated
- Intended to hurt someone either physically or emotionally
- Often aimed at certain groups, e.g., because of race, religion, gender or sexual orientation

It takes many forms and can include:

- Physical assault
- Teasing/name calling
- Making threats
- Name calling
- Cyberbullying - bullying via mobile phone or online (e.g., email, social networks, and instant messenger)

People may be bullied because of:

- Appearance
- Race or Religion
- Gender
- Transgender Identity



- Sexuality
- Ability/disability
- Economic background
- Hobbies & interests
- Age
- Any perceived difference

Bullying can be:

Examples of Bullying Behaviour

- Emotional – ignoring, excluding, tormenting, staring, taunting, insensitive jokes or pranks, damaging property belonging to another person, demanding or ‘borrowing’ money or property
- Indirect- spreading rumours, gossip, ignoring others, disclosing another’s secrets to a third party
- Physical - pushing, kicking, prodding, hitting, punching or any other use of physical contact
- Sexual - unwanted physical contact or inappropriate sexual comments
- Discriminatory – bullying behaviour because of, or focusing on, diversity issues such as race, sexuality, disability, age, transgender identity, religion, gender. This may include inappropriate language or taunts, gestures, graffiti etc.
- Verbal - name-calling, sarcasm, spreading rumours, making derogatory remarks, intrusive questioning, or goading
- Cyber - all areas of internet such as social networking (e.g., Facebook), email and internet chat room misuse, threats via social networking, text messaging and misuse of associated technology, e.g., camera and video facilities

Allegations of Bullying

All allegations of bullying will be taken seriously by CPA.

When a student, parent, employer, or member of staff reports a case of bullying to an appropriate person (e.g., Personal Tutor, Line Manager, DSO) they must deal with the matter as quickly as possible in accordance with the procedures laid down. Details of the appropriate procedures follow the policy.

All reported incidences of bullying should be fully investigated, and the victim should be consulted about how the matter should be dealt with.

In dealing with a case of bullying, the full range of disciplinary procedures may (and are likely) to be invoked and the police may need to be contacted where more serious cases involve assault, cyber-bullying, and persistent bullying outside the jurisdiction of the College.

CPA will attempt a variety of procedures to ensure that the matter is reconciled and that the student who has been bullied feels confident that the matter has been dealt with appropriately.

Each case will be monitored, and support will be offered to the victims of bullying. Attempts will be made to help the bully/bullies change their behaviour.



Allegations Against Members of Staff or Volunteers (From Students)

CPA will follow procedures in line with the Grievance and Appeals Procedure if an allegation is made against a member of staff. The Director will be the first line of contact and will consider all cases very carefully.

Learners with Learning Difficulties and/or Disabilities

Some students with learning difficulties and/or disabilities may be especially vulnerable to bullying. Any indication of bullying of these students should be reported in the same way as for other learners, according to procedures. Where appropriate, the safeguarding team should be involved.

Where bullying is suspected, learners and vulnerable adults who have difficulties in communicating should be given the chance to express themselves to a member of staff with appropriate communication skills and/or be provided with an advocate. Designated tutors should work with the Curriculum Manager to identify students with learning difficulties and/or disabilities and their needs. CPA should create an atmosphere in which students with learning difficulties and/or disabilities feel confident/comfortable to be able to discuss these matters.

Creating Awareness and Avoiding Bullying

Staff should increase awareness to avoid any kind of bullying where possible:

Upon induction, safeguarding will be discussed, and bullying will be a key topic. All learners will be given the opportunity to ask questions to enhance their own understanding and given the company induction book which states our anti-bullying procedure.

Delivery staff should hold training activities with learners which increases awareness of bullying and help all learners understand all the different types of bullying that could take place, this should happen on every block release training and where appropriate be included in learner progress reviews.

All staff and learners need to be aware of the Anti-bullying policy, what constitutes bullying, how it should be prevented and how it should be reported and dealt with.

When appropriate and possible and with direction given from partners, CPA staff will endeavour to attend training courses and other forms of CPD.

CPA should continue to display posters around the centre in case any person feels they need support from the safeguarding team.

Signs & Symptoms

Whilst some students may make staff aware of incidents of bullying quickly and as soon as they have happened, others have suffered bullying on a long-term basis and /or have suffered from bullying at secondary school/college. In those instances, such cases may have been dealt with satisfactorily by the school, but others may not, and the student may still be dealing internally with the outcomes and may benefit from some specialised support. CPA at this point should sign post and if required assist the bully and the bullied may have gone their separate ways at school but find themselves once again in the same institution at CPA; such situations need to be dealt with sensitively, quickly but proactively.



Some cases of bullying dealt with at, CPA are as a result of incidents spilling over from their former school or private lives.

A learner may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a learner is:

- Not wanting to go to training or travel on usual mode of transport
- Changing usual routines
- Becoming anxious, withdrawn, or exhibiting slight paranoia.
- Attempting or threatening suicide
- Crying without any obvious cause
- Feeling ill/feigning illness
- Work deteriorating at College
- Possessions “going missing”
- Becoming aggressive or unreasonable
- Bullying other students or siblings
- Displaying increasing lack of confidence and self-esteem
- Asking for, or stealing money
- Having unexplained cuts or bruises
- Being excluded from group activities by other students

These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated.

Dealing with Cases of Bullying Procedures

Any student/parent or person who reports a case of bullying to a member of staff at CPA should feel confident that the case will be dealt with promptly, sensitively, and appropriately.

If a student or parent reports a case of bullying to you, you should:

- Stay calm and reassure the student/parent that the matter will be dealt with as quickly and sensitively as possible but do not guarantee confidentiality as this information must be shared in order to be dealt with.
- Talk to the student/parent and find out what has happened – keep notes of this conversation and if possible have another member of staff present, (please explain to the student/parent why you need to do this and assure them that this information will be shared on an essential need to know basis only). Try to find out when (dates/times), where (places) and who (names of the bully/bullies – students/parents are not always keen to give this information as they are concerned about the repercussions if the bully/bullies find(s) out. Please reassure them – we cannot deal with specific cases of bullying if we do not have this information and it must be stopped.)
- Deal with the situation if it is straight forward and you feel that you are able e.g., name-calling in a classroom/group activity situation.

If you feel that it is a more complex case which is outside your area of expertise and/or involves students outside your area, refer the case to the DSO (David Russell). They can investigate the situation and invoke Safeguarding or Disciplinary proceedings.



If you are a Personal Tutor or Manager

The bullying behaviour or threats of bullying must be investigated, and the bullying stopped quickly. You should:

- Collect all details from the member of staff who has reported the case to you (ensure that a safeguarding alert form has been completed)
- Discuss fully how the case will be dealt with, seeking advice from the DSO, Director (Craig Wordsworth) or a member of the partner safeguarding team.
- If necessary, revisit the steps above.
- In every case the incident should be logged with the safeguarding lead so that events can be monitored, and nothing is missed.
- DSO may need to consult with the partners and/or the Local Children's Safeguarding Board (LCSB/P).
- In certain matters police may have to be involved in which cases details will be passed over and CPA will work with the police to ensure the best possible outcome.
- Together with safeguarding team, support the student to contact/consult with the police if necessary and appropriate, e.g., where serious assault or serious Cyberbullying may have occurred or cases which occurred outside the College's jurisdiction.
- It may be necessary to inform parents about cases of bullying and ask them to come in for a meeting to discuss the problem. The parents may be unaware of the bullying and the student will need their support. The Director should lead on this with assistance from safeguarding team and if required partners (However, it is important to make sure that the student who is being bullied wants this to happen)

Outcomes

Part of the discussion with the student being bullied should involve asking him/her

"What would you like the outcome to be?"

A number of different alternatives can be discussed:

- The student who has been bullied may ask to meet with the bully to tell them how they feel about their behaviour. The bully (bullies) may be asked to genuinely apologise. Such a meeting should be well structured and supported and both parties will need appropriate preparation.
- In serious cases, suspension, disciplinary warnings or even exclusion will be considered. Disciplinary action may take place in addition to any apology which has been issued.

If possible, the students should be reconciled and after the incident / incidents have been investigated and dealt with, However, it is important to remember that a 'restorative' approach or reconciliation is not always possible and should not be advocated if inappropriate. Each case will be monitored to ensure repeated bullying does not take place.

Help the Bully (Bullies) Change their Behaviour

- Giving IAG, holding meetings talking about the effects of their actions, revise the behaviour policy with them, refer to counselling if required, taking them down the disciplinary procedure, working with employer/parent/guardian ensuring they are involved, discussions may be held with other strategies to suit individual cases, this will be planned and documented by the director and the DSO.