

Anti-Bullying Policy

1. We believe that all students have the right to live and be educated in an environment which is supportive, caring and safe, and where there is mutual respect, courtesy, kindness and co-operation. Bullying is anti-social behaviour and it will not be tolerated in any form by Universify Education. This policy has been developed with due regard to the duties and obligations under existing legislation and for the safeguarding and well-being of all students.

Forms of Bullying

2. Bullying is deliberately hurtful behaviour to someone as a single incident or over a period of time. It can be either physical, verbal or indirect or a combination of any of these forms.

3. Bullying is offensive, intimidating, malicious or insulting behaviour involving the misuse of power that can make a person feel vulnerable, upset, humiliated, undermined or threatened. Power does not always mean being in a position of authority, but can include both personal strength and the power to coerce through fear or intimidation.

4. Bullying can take the form of physical, verbal and non-verbal conduct. Bullying may include, by way of example:

- a. Physical or psychological threats;
- b. Overbearing and intimidating levels of supervision; or
- c. Inappropriate derogatory remarks about someone's performance.

5. Legitimate, reasonable and constructive criticism of a worker's performance or behaviour, or reasonable instructions given to workers in the course of their employment, will not amount to bullying on their own.

6. Cyber-bullying includes the use of ICT in the following ways:

- a. Texting or emailing unpleasant, frightening, offensive or derogatory mobile phone messages;
- b. 'Sexting', where sexually inappropriate mobile

- phone pictures and messages of one person are used by another person to upset, harass or demean the person in the pictures;
- c. Posting abusive or demeaning comments on social networking sites such as
 - d. Facebook and Twitter, or in chat rooms; or
 - e. Deleting or ignoring a person's messages on social networking sites or in chat rooms.
7. Sexual and sexist bullying includes:
- a. Making any offensive, derogatory or demeaning comment or innuendo to a person linked to their gender, sexuality or sexual activity;
 - b. Displaying sexual or pornographic pictures on any electronic device with intent to insult, demean or harass another person; or
 - c. Any unwanted physical conduct or coercion into a sexual act.
8. Racist and religious bullying includes making any offensive, derogatory or demeaning comment to a person linked to their race, nationality, ethnicity, religion or belief, or cultural practices.
9. Homophobic bullying includes making any offensive, derogatory or demeaning comment or innuendo to a person linked to their sexuality (or perceived sexuality) to upset, harass, humiliate or isolate that person.
10. Disability bullying includes making any offensive comment or physical interference towards another person who has a mental or physical disability or a learning difficulty, whereby that disability or learning difficulty is exploited with the intent to upset, harass, humiliate or isolate that person.
11. Gender-based bullying includes making any offensive comment or physical interference towards another person based on the gender they identify with, whereby their gender identity is exploited with the intent to upset, harass, humiliate or isolate that person.

Tackling Bullying

12. Prevention - The following procedures are intended to discourage

bullying in all its forms.

- a. Unauthorised absence from class will be reported by the Tutor to the Course Director and will then be followed up by the Group Leader.
- b. Poor academic performance is monitored and addressed by the Course Director.
- c. Group Leaders will see any member of their group, by appointment, during the day, who wishes to discuss any personal problem with them.
- d. Group Leaders will be informed of anyone in their group who has reported or is suspected of being bullied or bullying, and asked to monitor the situation.
- e. Residential Staff will report anyone who is absenting themselves from meals or not eating normally.
- f. The issue of bullying and anti-social behaviour will be addressed in daily Course Director meetings,
- g. The pastoral team will maintain constant vigilance around College at all times. Any student whose behaviour is a cause for concern will be discussed at a meeting between the Course Director, and relevant Group Leader.
- h. Universify Education will discourage the formation of racial or ethnic cliques and insist on the use of English in and out of lessons.
- i. Students will be advised that Members of Staff do have the ability to stop bullying and are encouraged to speak to them.
- j. Students will be advised that anyone who feels that they are being bullied, or who knows that someone else is being bullied, should tell any member of the academic, pastoral or residential Staff. The disclosure will be passed on to and dealt with by the Course Director in the first instance.

All complaints of bullying will be taken seriously, investigated, dealt with appropriately, effectively, sensitively and as confidentially as possible, and responded to in a consistent manner.

13. Preventative Measures to stop cyber-bullying:

- a. All students are required to adhere to the Colleges' 'Acceptable Use of IT Policy' for the safe use of the internet. Certain sites are blocked by the College's filtering system and Staff may monitor students' use. Students' email use may also be monitored by the College.
 - b. Guidance is offered on the safe-keeping of names, addresses, passwords, mobile telephone numbers and other personal details.
 - c. Mobile telephones are to be used with discretion and not in lessons unless expressly for teaching purposes, as directed by the Tutor.
 - d. The use of cameras on mobile telephones is not allowed in seminars (unless with express permission) nor in washing and changing areas.
14. Recording, reporting and monitoring bullying:
- a. Students are encouraged to report incidents of bullying to any member of the academic or on-course Staff of their choice.
 - b. Students may also choose to give information anonymously by a note.
 - c. All incidents of bullying should be recorded and reported to the relevant Group Leader. The Course Director should be copied into all reports.
 - d. Where students have been involved in a bullying incident, they will be observed to ensure that the behaviour is not repeated.
15. Dealing with a report of bullying:
- a. Reports of bullying, where received by a named student should be reported to the relevant Group Leader.
 - b. The Staff Member receiving the report should ensure the immediate well-being of the student reporting the incident.
 - c. Where reports of bullying are made anonymously then they should be discussed in a confidential meeting of the Group Leader to establish whether the victim can be identified. Where they can procedures should follow as

normal. Where the student cannot be identified all Staff should continue to monitor their groups as normal for signs of bullying occurring.

- d. All reports should be dealt with as confidential within the Staff body.
- e. Where a report of bullying may also be a safeguarding concern it will be dealt with according to Universify Education's Safeguarding policy.

16. Dealing with observations of bullying:

- a. If a Member of Staff observes, or believes they observe bullying then they must intervene immediately to end the instant instance of the behaviour.
- b. Staff should take the names of all involved.
- c. Staff should ensure the immediate well-being of the suspected victims of the incident.
- d. Staff should (where applicable) report the matter to the Group Leader for the group who will oversee the response.
- e. Students who have been bullied will be supported in the following ways:
 - offered an immediate opportunity to discuss what happened, particularly their feelings, with their Group Leader or any Member of Staff of their choice.
 - Being reassured that they have done the right thing by reporting the incident, if applicable, and that Universify Education will be investigating the incident and taking it seriously.
 - Being offered on-going and continuous support, if appropriate.
 - Working together to restore their self-esteem and confidence, if appropriate.
- f. The above forms of intervention will be aimed at supporting and empowering students who have experienced bullying rather than encouraging a view of them as victims.

17. Students who have bullied will be helped in the following ways:

- a. Discussing what happened and discovering why they became involved.

- b. Exploring different perspectives of the incident, as appropriate.
- c. Establishing all hurtful and offensive behaviour and the need to change.

18. Universify Education will impose sanctions on students who have bullied in accordance with its Student Discipline Policy. The type of sanction will depend upon the severity of the incident. Where appropriate, and only with the consent of the victim, Universify Education, in addition to sanctions, will arrange a conciliation meeting with the students involved in the bullying to facilitate their well-being and the cohesion of the group and the course.

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