

# ANTI BULLYING POLICY

CATEGORY	<b>Education</b>
POLICY OWNER	<b>Vice Principal - Student Life</b>
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APPROVED BY	<b>Principal</b>
REVIEW FREQUENCY	<b>Annual</b>

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## 1. Policy Purpose

UWC Atlantic (the College) aims to prevent bullying of all forms and to address rapidly and effectively any bullying if it does occur.

Our specific objectives are:

- to prevent bullying from happening between members of our community
- to make sure bullying is stopped as soon as possible if it does happen and that those involved receive the support they need
- to provide information to all staff, volunteers, students and their families about what we should all do to prevent and deal with bullying
- to have clear procedures for dealing with bullying if it occurs

## 2. Policy Statement

All students and staff members at UWC Atlantic have a right to feel safe and valued within our community and have a responsibility to show concern and respect for others. In line with the College's mission and values, bullying of any form, whether it is a peer to peer, staff to students or students to staff, will consequently not be tolerated.

## 3. Policy Implementation

### 3.1 Defining Bullying

The *Welsh Government [Rights, respect, equality: guidance for schools](#)* (2019) describes bullying as 'Behaviour by an individual or group, usually repeated over time, that intentionally hurts others either physically or emotionally.' It is an act in which persons may find difficulty in defending themselves and which may leave them traumatised and fearful of future recurrence.

Bullying differs from an argument, a fight or friendship fallout, in that it:

- is deliberate or intentional
- is generally repeated over time
- involves a perceived imbalance of power between perpetrator and target
- causes feelings of distress, fear, loneliness, humiliation and powerlessness.

Bullying can take many forms, including:

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- 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, hurt or humiliate someone
- indirect – sly or underhand actions carried out behind the target’s back or spreading rumours
- 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 educational needs (ALN) 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 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.

Bullying is a form of abuse and the guidance contained in this policy should be considered closely alongside the College’s Safeguarding & Respectful Community Policy, our Behaviour Policy and our Digital Safety Policy.

Some behaviours will not normally be considered as bullying, like:

- **Friendship fallouts**, although such events may deteriorate into bullying, particularly when a young person gets targeted or isolated by former friends or friendship groups.
- **A one-off fight or physical assault**, which will be treated in accordance with the Behaviour Policy
- **An argument or disagreement**, which at times may need assistance from adults to learn how to respect others’ views.
- **An insult or banter** between peers of equal power.
- **A one-off prejudice-related incident** may occur out of ignorance. It will be addressed through restorative practice approach and education.

Any young person can be bullied, and although none of these characteristics can excuse it, certain factors can make bullying more likely:

1. lacking close friends
2. being shy
3. coming from an over-protective family environment
4. excelling in education and behaviour
5. having a precocious talent
6. being different in some obvious respect – such as stammering
7. having Additional Learning Needs or a disability
8. physical, mental or sensory impairment
9. scarring or disfigurement on the face or body
10. mental illness
11. having a long-term medical condition such as diabetes or asthma
12. physical characteristics, such as ‘thinness’ or obesity
13. a knowledge or perception that a young person has a sexual orientation which is different from the majority
14. having a social status different from the majority

### 3.2 Cyberbullying

Cyberbullying involves targeting others using interactive technologies such as texting, mobile phones, photographs, emails, instant messaging and social media. It can consist of:

- Threats and intimidation
- Harassment and stalking (trolling)
- Defamation
- Rejection and exclusion
- Identity theft, hacking into social media accounts and impersonation
- Publicly posting or sending on personal information about another person
- Manipulation

Cyberbullying can sometimes be an extension of off-line bullying and gives a perpetrator another means to bully the target.

Cyberbullying also differs from other forms of bullying in several ways:

- Cyberbullying can take place at any time and intrude into spaces that have previously been regarded as safe and personal.

- The bully has a potential to stay anonymous
- The bully can very rapidly reach a larger audience so the scale and scope of cyberbullying can be greater than for other forms of bullying
- It is very hard to control the circulation of the compromising material
- It can be transgenerational, so even teachers may be targets of the bully

There is not a single way to address and prevent cyberbullying, but the College will make sure to take the following steps ensuring that:

- All incidents of cyberbullying both inside and outside school are dealt with immediately and will be managed and/or escalated in line with the procedures set out in the school's Anti-bullying Policy, Behaviour Policy and Safeguarding and Respectful Community Policy.
- All policies relating to safeguarding, including cyberbullying are reviewed and updated regularly.
- All staff receive annual training on the above policies and procedures.
- All staff know that they need to report any issues concerning cyberbullying.
- All staff are aware of their responsibilities by providing clear guidance for staff on the use of technology within school and beyond.
- Parents/guardians are informed about the anti-bullying policy so that they are fully aware of the school's responsibility relating to safeguarding pupils and their welfare.
- All students are given clear guidance on the use of technology safely and positively both in school and beyond, including how to manage their personal data and how to report abuse and bullying online.
- All students receive online safety training at least twice in the school year.
- The school's IT Acceptable Use Policy and Digital Safety Policy are reviewed annually.
- Adequate procedures are in place to filter and monitor inappropriate content and alert the Designated Safeguarding Person to safeguarding issues.

Any cyber bullying incident should be reported to the Vice Principal - Student Life. If cyberbullying is reported to the staff member, they should:

- Ask the student to show them the content
- Make sure to acquire screenshots or prints of the content
- Report the incident with the evidence on MyConcern

The student should be advised not to answer to any kind of cyberbullying but report it immediately. They should not delete anything until they provide the evidence to the staff member or their parents/guardians.

Cyberbullying will be treated as any other kind of bullying. In some cases it may be reported to the Police or the Local Authority Designated Officer (LADO). Please find contact details at the end of this policy. Some online bullying activities could be criminal offences under a range of different laws, including the Malicious Communications Act 1988 and the Protection from Harassment Act 1997.

More details on how the school is ensuring responsible use of internet technologies are contained in the College's Digital Safety Policy and IT Acceptable Use Policy.

### 3.3 Prevention of Bullying

Our response to bullying should not start at the point at which a student has been bullied. We are fortunate to have a culture of considerate behaviour at the College where students generally treat one another and members of staff with respect.

During the annual orientation period for new students various workshops are held to outline the expectations of behaviour and tolerance. Particular emphasis is put on online safety. In addition, sessions on bullying, safeguarding and online safety will be organised through the Relationships and Sexual Education Programme and tutorial meetings throughout a school year. We also expect our Peer Listeners and other mature students to inform us if, and when, bullying incidents occur.

The procedures for dealing with bullying can be found at **Appendix 1 - Procedures**

## 4. Related Information

### 4.1 Other relevant policies

- Behaviour Policy
- ICT Acceptable Use Policy
- Digital Safety Policy
- Safeguarding and Respectful Community Policy
- Complaints Policy

### 4.2 Relevant legislations

- Protection of Children Act 1978 (as amended)

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- Malicious Communications Act 1988
- Criminal Justice Act 1988
- Children Act 1989
- Education Act 1996
- Protection from Harassment Act 1997
- Human Rights Act 1998
- Education Act 2002
- Sexual Offences Act 2003 (as amended)
- Children Act 2004
- United Nations Convention on the Rights of the Child (UNCRC)
- United Nations Convention on the Rights of Persons with Disabilities (UNCRPD)
- Education and Inspections Act 2006
- Learner Travel (Wales) Measure 2008
- Equality Act 2010
- Rights of Children and Young Persons (Wales) Measure 2011
- Social Services and Well-being (Wales) Act 2014
- Serious Crime Act 2015
- Counter-Terrorism and Security Act 2015.

#### 4.3 Key Contacts

Natasha James - Local Authority Operational Manager

Social Services  
Safeguarding  
Vale of Glamorgan Council  
Tel 01446 704298  
[najames@valeofglamorgan.gov.uk](mailto:najames@valeofglamorgan.gov.uk)

Childrens' Services - Vale of Glamorgan

Tel 01446 725202

#### 5. Policy Measurement and Reporting

The Anti bullying Policy is reviewed annually by the Education, Safeguarding and Wellbeing Committee of the Board and the Vice Principal - Student Life, as part of the curriculum review cycle and as part of the whole College development plan. Part of this review process will consider to what extent the policy is being used as an active working document.

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Welsh Government Revised Guidance (Nov 2019) states the following:

*a) School governing bodies are accountable for ensuring effective policies are in place to safeguard and promote the welfare of learners in accordance with Welsh Government guidance and for monitoring its compliance*

*b) The revised guidance also outlines the Welsh Government's expectation that school governing bodies monitor the following in relation to bullying: that schools maintain an overview of recorded bullying incidents in their setting to see how long it takes on average for cases to be resolved; the recurrence rates; whether learners who have reported bullying incidents believe they got a satisfactory outcome; whether there are any emerging trends or groups being discriminated against; whether there are online cases that suggest work is required with the learners, parents/carers and staff to counter new forms of bullying; absenteeism rates; and that the regularly collected data on reported incidents is showing progress towards the equality objectives.*

Instances of all forms of bullying are monitored by the Vice Principal - Student Life as part of a regular analysis of safeguarding data, The data on this is reported to the Education, Safeguarding and Wellbeing Committee and to the Full Board of the governing body. Part of this review process will consider to what extent the policy is being used as an active working document and, more importantly, whether it is effectively impacting on reducing incidences of bullying within the college.

This policy is made readily available to parents of existing and prospective students and to the student body itself. The policy is communicated to the school community electronically on **Every** and is available on the UWCA website.

## Appendix 1 - Procedures

### 1. Dealing with Bullying

As part of our Safeguarding and Respectful Community Policy, all members of staff are obliged to respond if a student is being bullied. Our Behaviour Policy considers bullying as a high level breach of conduct (concern level 3 at first instance).

Any staff member may be approached in regard to bullying, either by the bullied student or somebody else. This is what happens in case an incident is reported:

- If approached in person, the staff member should apply active listening techniques, reassuring the person who approached them that bullying is a serious concern, they are doing the right thing, and explain further steps in reporting the situation. If bullying is reported in writing or anonymously, the staff member reassures the person reporting (where applicable) that they are taking the concern seriously and explain further steps in reporting the situation.
- The staff member then reports the incident of bullying on the confidential MyConcern platform, indicating the names of both the perpetrator and the target. If the bullying was reported in writing, the staff member must upload/copy the report on the platform as well. In cases of cyberbullying, any evidence must be uploaded together with the report.
- Following the MyConcern entry, relevant staff usually meet the bullied student to inquire more about the situation.
- It is also important to consider the motivations behind bullying behaviour and whether it reveals any concerns for the safety of the perpetrator. Where this is the case, the bully may need support themselves.
- For an isolated instance of bullying, which does not involve violence, a restorative practice approach will be applied.
- A clear agreement must be reached with a perpetrator about ways of avoiding such behaviour in future. In many cases, such an agreement is best written down by the student so that there is no uncertainty about the situation.
- The student being bullied is encouraged to inform a member of staff immediately should there be any repetition of such behaviour.
- Any further incident involving the same persons will be dealt in accordance with the College's Behaviour Policy.

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- Any incident that involves violence, or is a gross violation of the Digital Safety Policy in the first instance, will be dealt with in accordance with the Behaviour Policy. The perpetrator may be suspended during the investigation to ensure safety of both parties.

Bullying which takes place outside the College campus is still bullying and should be reported and dealt with under the terms of this policy.

## 2. Advice to Students

1. Tell the bully to stop. State clearly and firmly that the behaviour is offensive to you.
2. Seek help. Talk to someone you trust. This might be a friend, a Peer Listener, Tutor, House Mentor, the College Counsellor or any member of staff.
3. Report the incident to a member of staff. You will be taken seriously and the matter properly and fully investigated and resolved satisfactorily.
4. In the case of cyberbullying, STOP, BLOCK AND TELL. Keep printouts of offensive messages. Further advice on cyberbullying can be found in the UWC Atlantic Digital Safety Policy.
5. Do not become an 'innocent bystander'. If you know or suspect that someone is being bullied, think about how you would feel if it were you being targeted and report the matter.

## 3. Staff Training and Support

*Staff at UWC Atlantic will always listen and act if bullying is reported. They undergo annual training in dealing with issues surrounding bullying, take steps to minimise its risk and are aware of circumstances under which bullying can occur.*

Staff at the College are proactive in dealing with all forms of bullying. Our procedures are set out above for dealing with bullying in a sensitive manner, giving support to both victim and perpetrator in accordance with our Behaviour and Safeguarding and Respectful Community Policies. Reports of bullying are taken seriously and acted upon quickly. Disciplinary measures are applied fairly, consistently and reasonably, taking into account any additional learning needs or disabilities that the students may have and the needs of vulnerable students.

Staff at the College must always act in a professional manner which sets a good example to students. Staff are role models and bullying of any form among staff is not tolerated (this is covered in the relevant staff employment policies). An incident in which a member of staff is alleged to have

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bullied a student will be dealt with appropriately under the College's Safeguarding and Respectful Community Policy, Complaints Policy and Disciplinary Policy.

Under the terms of the Children Act 1989, a bullying incident will be addressed as a child protection concern when there is 'reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm'.

#### **4. Parental support**

As virtually all our students board and most are from overseas, we are very aware of our responsibility to prevent and protect from all forms of bullying. Students can feel isolated and vulnerable away from home and their familiar country and culture. Nevertheless, all parents can help to protect their children as follows:

- Take an active interest in their children's school and social life
- Encourage them to accept and embrace differences in others
- Help to build their self-confidence and esteem
- Encourage them to report any instance of bullying, whether as a victim or a bystander
- Warn them of the dangers of cyber-bullying
- To set a positive example
- Be vigilant for any signs of bullying: a drop in academic performance or reluctance to participate in a particular co-curricular activity, becoming socially withdrawn, unexplained loss of personal items, reluctance to return to the College after a holiday, diminished confidence or mood swings, eating disorders

Parents should act immediately if they suspect or become aware of bullying. They should:

- Talk to their child (by telephone, email or in person during the holiday)
- Be reassuring – tell them that you take their disclosures seriously
- Report the matter to the house mentor, tutor, DSP or any other staff member – they will be believed and the matter will be taken seriously

#### **5. Boarding life**

Virtually all our students board and this places the onus on the College and its staff to be ever vigilant to prevent and tackle bullying. The College fulfils its obligations under The National Minimum Standards for Boarding Schools (2003), Welsh Assembly Government – N.M.S.2.

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## **6. Criminal Law**

Although bullying in itself is not a specific criminal offence in the UK, UWC Atlantic is mindful of the fact that some types of harassment, threatening behaviour or communications could be a criminal offence. If College staff feel that a criminal offence may have been committed they should seek assistance from the police, via the Principal. For example, under the Malicious Communication Act 1988, it is an offence for a person to send an electronic communication to another person with the intent to cause distress or anxiety or to send an electronic communication which conveys a message which is indecent or grossly offensive, a threat, or information which is false and known or believed to be false by the sender.