

Anti-bullying Procedure

1. Purpose.....	3
2. Definition of Bullying	3
3. Recognising Bullying	3
4. Procedure	4
5. Anti-bullying culture	4
6. Bullying reporting procedure.....	6
7. Equality Statement	7
8. Related Policies.....	7
9. Policy Review and Ownership.....	7
10. Amendments Log.....	7

1. Purpose

Wiltshire College and University Centre (WCUC) takes all incidents of bullying and harassment seriously and will always act to ensure that any bullying incident is dealt with promptly and as effectively as possible. WCUC is committed to keeping all its students safe by providing a safe and respectful environment.

2. Definition of Bullying

There is no legal definition of bullying however it can be described as unwanted behaviour from a person or group that is either offensive, intimidating, malicious or insulting. (ACAS.org.uk). It can be the repetitive, intentional hurting of one person or a group by another person or group, where the relationship involves an imbalance of power. (anti-bullyingalliance.org.uk).

Bullying is often connected to prejudices around belonging, identity and equality in wider society, as well as perceived membership or associated with a certain group or identify.

It takes many forms and can include:- physical assault; teasing; making threats; name calling; cyberbullying - bullying via mobile phone or online (for example email, social networks and instant messenger)' (Gov.UK).

Examples of bullying could include the following:

- Emotional – unfriendly, excluding, tormenting, (e.g., hiding personal possessions, threatening gestures), threatening language, persistent teasing, or harassment, manipulation and coercion.
- Physical – any use of violence (e.g., pushing, hitting, kicking, punching).
- Racist and Religious - including racial taunts, graffiti, and gestures. It can be physical and psychological.
- Sexual – unwanted physical contact/sexually abusive comments.
- Homophobic – targeted because of their sexual orientation or perceived sexual orientation.
- Transphobic – bullying because someone is thought to be transgender.
- Verbal – including name calling, spreading rumours, banter, sarcasm, teasing or graffiti.
- Cyber – all areas of the internet, such as social networking, email, and chat room misuse. Threats/abuse by text messaging or calls from any mobile device. Misuse of associated technology i.e.: phones, tablet, camera, video.
- Disablist – bullying involving young people with disabilities employs many of the same forms as other types of bullying, with name calling and pushing and shoving being common.
- Indirect – can include the exploitation of individuals.

3. Recognising Bullying

Anyone can be a victim of bullying. There is a range of factors, characteristics and social dynamics that may make a student vulnerable to bullying behaviours, often based on 'so-called' differences to the 'normal' social expectations. These include age, physical appearance, nationality, race, gender, sexual orientation, disability, religion and culture. Other factors may include traits such as shyness, lacking in self-esteem and confidence. Someone may also be a target simply because of an irrational decision by a bully.

Signs that someone is being bullied may include:

- Frequently feeling unwell, missing lessons, leaving early and avoiding parts of the College.

- Dramatic changes in friend groups or seeming isolated.
- Suddenly becoming withdrawn, anxious, lacking in confidence.
- Unusually reluctant to participate in class or engage in group work.
- Becoming disengaged with their studies and noticeable change in their academic performance.
- Uncharacteristic aggressive or disruptive behaviour.
- Physical injuries such as unexplained cuts, bruises and rips in clothing and equipment.
- Belongings getting 'lost' or damaged.
- Asking to borrow money or stealing (to pay a bully).
- Problems with eating and sleeping.
- Bullying others.
- Self-harm and suicide attempts.

4. Procedure

This procedure applies to all students and prospective students to WCUC on any college campus and at any college centre.

- Where bullying is reported to a member of staff/Manager it is to be recorded, along with actions taken using ProMonitor and forwarded to all relevant staff.
- If the incident contravenes the College's Code of Conduct, then further investigation should take place in line with the Positive Behaviour Policy.
- Where the bullying constitutes safeguarding issues, this should be reported on MyConcern, WCUC safeguarding database.
- Where there is evidence that a student may have committed a serious criminal offence at WCUC, the matter will be referred to the police for further investigation.
- Where the bullying behaviour is outside of WCUC premises, this too may be investigated if in the opinion of a member of the College Management Group (CMG), it is injurious to others or reflects negatively upon WCUC or the reputation of the College body.
- Students who have been victims of bullying will be offered support as appropriate through the relevant WCUC Support Services.
- The procedure will be reviewed in line with the annual review of the Safeguarding policy.
- If a student feels they are being bullied by a member of WCUC staff then they should be directed to the Director of Safeguarding & Student Services in the first instance.

5. Anti-bullying culture

5.1 Anti-bullying ethos

Our expectation of all members of the College community is that the welfare of students (and staff) is the College's priority. Bullying is a form of abuse which contravenes our Safeguarding Policy, Positive Behaviour Management Policy and the Student and Staff Code of Conduct. Any complaint of bullying, including cyberbullying, will always be taken seriously and no form of bullying will be tolerated.

All low-level cases of bullying including cyberbullying should be promptly addressed by the staff member who identifies or witnesses any behaviours that fall outside the student code of conduct. It is crucial that these behaviours are dealt with swiftly and effectively to prevent them from escalating.

Staff members are expected to intervene when appropriate, providing guidance and support to both the victim and the perpetrator calling for assistance where required e.g. from security. This approach ensures that all students understand the importance of maintaining a safe and respectful, and helps to foster a community where bullying is not tolerated. Regular training and resources will be provided to staff to equip them with the necessary skills to handle such incidents appropriately

Any incident where a student is perceived to be at risk of harm must be immediately recorded on MyConcern.

5.2 Students

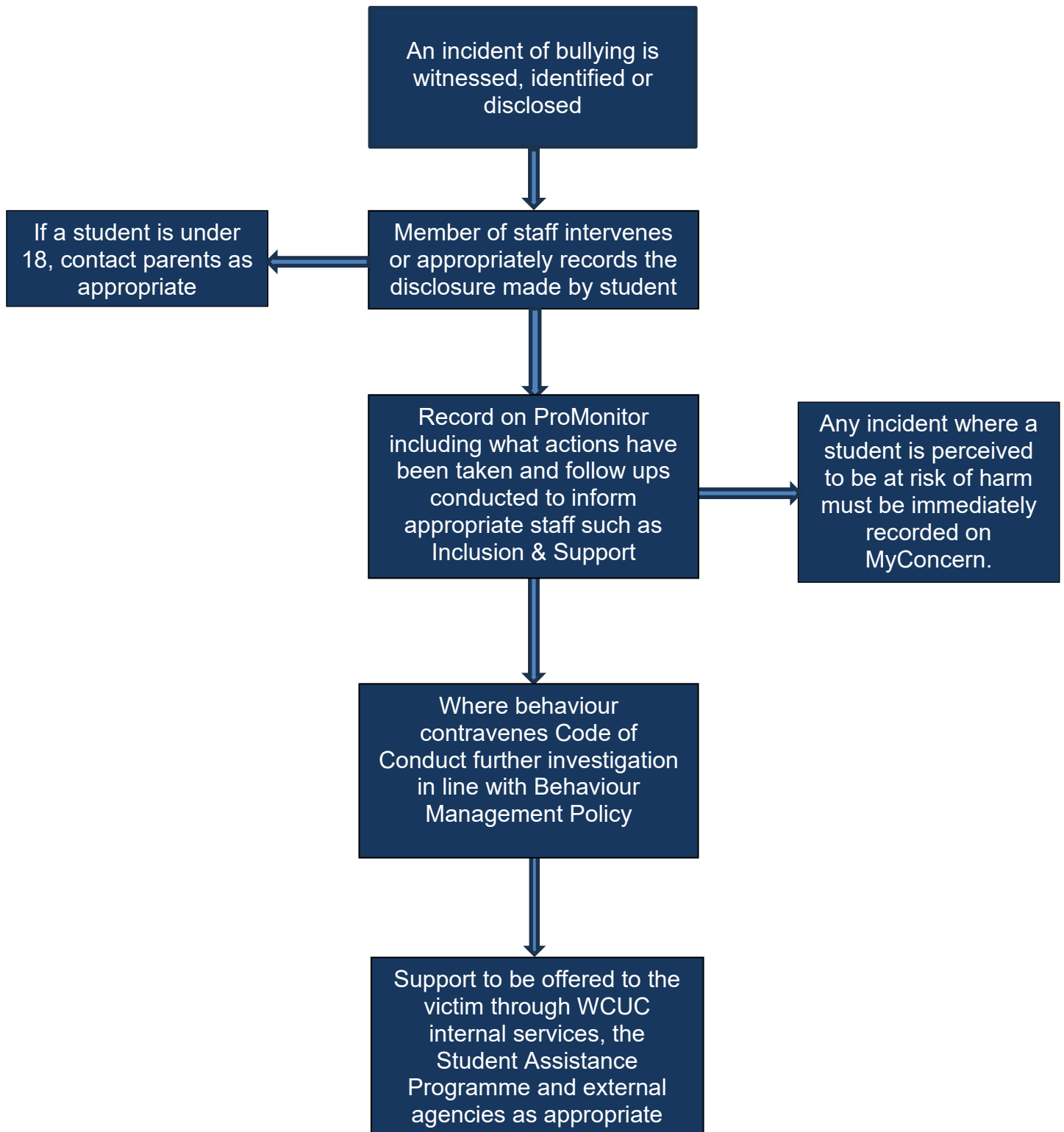
Students are expected to comply with the College's Positive Behaviour Management Policy, which outlines what constitutes positive behaviour and healthy relationships. Students are introduced to WCUC's anti-bullying ethos, which promotes safeguarding and equal opportunities and includes information on how to build positive resilience, through the induction process.

This is reinforced through We Are Ready and enrichment activities which aim to provide opportunities for students to become aware of what constitutes bullying and cyberbullying behaviours. This may be through key messages, displays, guest speakers, national campaigns or workshops. Students will also be informed of services available to support them both inside and outside of college.

Students are encouraged:

- To celebrate the effort and achievements of others.
- To hold and promote a positive attitude.
- To feel able to share problems with staff.
- To turn to someone they trust if they have a problem.
- Not to feel guilty about airing complaints.

6. Bullying reporting procedure₆



7. Equality Statement

It is intended that this policy is 'fair to all'. Where any part could potentially lead to unequal outcomes, the procedure then justifies why this is a proportionate means of achieving a legitimate aim.

8. Related Policies

Other related policies:

- Equality and Diversity Policy and Procedure
- Health and Safety Policy
- Risk Assessment Procedure
- Student Code of Conduct
- Fitness to Study/Reside Procedure
- Positive Behaviour Management Policy
- Teaching and Learning Policy
- Social Media Policy

9. Policy Review and Ownership

This document is owned and managed by the Head of Safeguarding. The policy will be reviewed and amended as required, and at least every two years by the Head of Safeguarding or appropriate substitute.

10. Amendments Log

Version	Date of Issue	Amendment summary	Author(s)
V1.0	06/11/2019	Approved by SMT	Jo Kelly
V1.1	26/11/2021	Reviewed – no change	Jo Kelly
V1.2	07/11/2022	Reviewed – minor changes	Jo Kelly
V1.3	3/7/24	Reviewed – minor changes	Jo Kelly