Cambridge Seminars College (CSC) Anti-Bullying Policy

1. Introduction, Purpose and Scope

We are committed to providing a caring, friendly and safe environment for all our students so they can learn in a relaxed, supportive and secure atmosphere. Every student has the right to be safe and happy in college and to be protected when they are feeling vulnerable. We realize that bullying is very serious, both physically and emotionally and may cause psychological damage.

Bullying of any kind is unacceptable at our college.

When bullying occurs, all students should be able to tell someone and know that incidents will be dealt with promptly and effectively. We work hard to ensure bullying is prevented in the first instance. This is made clear in the Code of Conduct which must be signed by all students before the course starts.

2. Definition of bullying

Bullying is behaviour repeated over time, by an individual or group, which makes other people feel uncomfortable or threatened, whether this is intentional or not. The main types are:

EMOTIONAL	being unfriendly, excluding people, tormenting, spreading rumours, looks, gestures.
VERBAL	name calling, teasing, insulting, racial taunts, writing unkind notes.
PHYSICAL	hitting, kicking, unwanted physical contact, taking or hiding belongings including money.
ICT RELATED (CYBER)	Any type of bullying which is conducted primarily online/witihin cyber space/social media
RACIAL, SEXIST, SEXUAL AND/OR HOMOPHOBIC	Racial taunts, discriminating against gender/gender, reassignment, sexual bullying (i.e. talking or touching someone in a sexually inappropriate way).

INDIRECT OR MANIPULATIVE	Manipulating others to ostracize, marginalize or intimidate individuals OR encouraging others to become agents of physical or verbal bullying against someone.
INTELLECTUAL	Making someone feel uncomfortable regarding academic, intellectual or performance or ability.
RELIGIOUS AND CULTURAL	Making someone feel ostracized or uncomfortable due to their religious affiliation or cultural background.
SPECIAL EDUCATIONAL NEEDS or DISABILITY	Making someone feel ostracized and uncomfortable due to a disability or a special educational need.

3. Prevention of Bullying

As well as recognizing the signs and symptoms of bullying and using strategies to deal with this, Cambridge Seminars College actively strives to *prevent* bullying in the day to day running of the school.

● We foster mutual respect between all students.
● We involve parents, guardians and sponsors especially for students under 18.
● Frequent class discussions about cultural, linguistic and other differences promote tolerance and raise awareness of diversity. As a minimum, this forms part of the TRACES course and links to the college Prevent duty.
● Posters around the school reinforce the positive messages and encourage students to speak out against bullying.
● An active 'Report it Sort it' campaign encourages awareness and supports disclosure from students and staff.
● Teaching staff are made aware of the signs and symptoms of bullying and instructed to report any and all suspicions to the Deputy DSL or DSL (Sony/Alice)
● Frequent welfare check-in tutorials provide the opportunity for the Student Services Manager to monitor for signs of bullying as well as enquire about welfare.
● A comprehensive activities programmes provides regular contact between students and support staff where students can be monitored for signs of bullying.

4. Raising awareness and identification of bullying

The below is displayed in common areas for tutors and in the staff google classroom.

4.1 Some signs and symptoms - displayed in staffroom and policy files

A student may indicate by signs or behaviour that they are being bullied. Adults should be aware that

these are possible signs that they should discuss with the Deputy Designated Safeguarding Lead or Designated Safeguarding Lead if a student:

- is frightened of walking to or from school
- begins to do poorly in school work
- becomes withdrawn, starts stammering
- regularly has books or clothes destroyed or stolen
- becomes distressed, stops eating, overeats
- cries easily, has nightmares
- becomes disruptive or aggressive
- has possessions go 'missing'
- starts stealing money (to pay bully)
- is frightened to say what is wrong
- has frequent injuries
- runs away
- attempts suicide
- self-harm

These signs and behaviours could indicate other problems, but bullying should be considered as a possibility and should be discussed with the designated person.

Cambridge Seminars College recognizes the seriousness of bullying in causing psychological damage and even suicide.

Although bullying is not a specific criminal offence, there are criminal laws which apply to harassment and threatening behaviour.

5. Procedures for dealing with bullying or suspected bullying

We will implement disciplinary sanctions which reflect the seriousness of an incident and convey a deterrent effect. Any breach in the Code of Conduct will result in a series of warnings and eventual expulsion. Any one incident deemed serious enough by the Principal may result in immediate expulsion.

1. Tutors must report a bullying incident or any concerns they may have about a child to the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead.
    a. Any reports of bullying or incidents will be recorded on a 'bullying monitoring form' so that patterns can be identified. This includes bullying incidents outside school when brought to our attention..
2. Parents and host families may report any concerns they may have about their child being bullied

to the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead.

3. Upon entry to Cambridge Seminars College all students are made aware of this anti-bullying policy through the Code of Conduct.
4. All members of staff need to be vigilant at all times and report any signs of bullying immediately.
5. Cambridge Seminars College raises the awareness of staff through training, meetings and frequent communication.
6. Cambridge Seminars College understands that this Anti-bullying policy links with our Behaviour, Attendance, Discipline and Exclusion policy. The Behaviour, Attendance, Discipline and Exclusion policy outlines the sanctions that are in place to deal with bullying, including exclusion in the cases of severe and persistent bullying.

6. Safeguarding Children and Young People: Referrals, the law and inter-agency working

Under the Children Act 1989 a bullying incident should be addressed as a child protection concernwhen there is 'reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm. Where this is the case, staff will report their concerns to the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead who will in turn report to the local authority children's care. Even where safeguarding is not an issue, schools may need to draw on a range of external services to support the pupil who is experiencing bullying, or to tackle any underlying issue which has contributed to a child doing the bullying.

Bullying is not in itself a specific criminal offence. However a person who makes a physical or sexual assault on another, or who steals or causes damage to the property of another, commits a criminal offence and also a civil wrong known as a 'Tort' for which there can be legal consequences outside of of college. Bullying behaviour may also be regarded as threatening behaviour or harassment which can be either a criminal offence or a civil wrong. Misuse of electronic communications could also be a criminal offence, for example it is an offence to send an electronic communication (such as a text message or email) to another person with the intent to cause distress or anxiety.

Should staff feel that an offence may have been committed they should seek assistance from the police.

7. Staff Awareness and Training

Any suspicions of bullying can be raised at weekly meetings under Any Student Problems. As CSC has an open door policy, Tutors can also discuss any concerns with the Designated Safeguarding Lead and/or Principal informally at any time.

8. Bullying Linked to Disability

At Cambridge Seminars College, we are aware that a student with a disability - be it physical or mental - may be subject to bullying from other students. These students will be monitored to ensure that they are not the subject of ridicule or bullying in any way. By nature of their disability, eg. autism, some students may be seen to provoke other students into an act of aggression or verbal abuse. However, this is not acceptable.

9. Additional Sources of Guidance and Information

Childline: 0800 1111
NSPCC: 0800 800 5000
Samaritans: 08457 90 90 90
Connexions: 080 8001 3219

www.childline.org.uk
www.thinkuknow.co.uk
www.antibullying.net
www.anti-bullyingalliance.org.uk
www.kidscape.org.uk
www.direct.gov.uk
www.safenetwork.org.uk

Policy reviewed by Phil Scherb August 2023
Next review August 2024
To be read in conjunction with:
Safeguarding and safer Recruitment Policy
Attendance, Discipline and Behaviour Policy

Appendix 1
August 2023

Bullying Monitoring Form – Bully / Alleged Bully
To Enable Patterns to be Identified

Name of Child:

Date	Victim	Where & When	Nature of Incident	Witnessed by	Action Taken	Sign